

from Fri. 06 to Sun. 08/10/2023

Organiser's space

DATE :

No. STAND:

☐ INT

☐ ESP

☐ DEB

Admission form

Fields **in red** are mandatory. Incomplete forms will not be processed, so please make sure you **send us pages 1 to 5 completed**. Once your request has been processed by our team, you will receive a reply by email as soon as possible.

1. Applicant's identification

1.1. Invoicing details

Invoicing name
VAT No. (intracom.)
Address
Post code / City
Country
General e-mail
Phone

1.2. Contact details of the responsible

Civility Ms. Mr.
Last name
First name
Function
Gsm
Personnal e-mail
Website
Facebook page

1.3. Correspondence details (if different from invoicing details)

Name Post code / City
Address Country

2. Exhibited articles

2.1. Exhibited articles description

Topic(s)	Silver and goldware	Watchmaking	Decorative objects
	Crafts (to specify)	Engravings and antique papers	Objects of curiosity
		Vintage toys	Sculptures
	Sacred arts, religious objects	Literature	Seals
	Arts of Asia	Lighting fixtures	Paintings, Graphic Arts
	Jewellery	Militaria	Tapestry
	Ceramics, Porcelain	Furniture	Glassware, Crystalware
<hr/>			
	Collections (to specify)		
	Other : (to specify)		

In which centuries
do you place your
goods ?

3. candidate's request

All prices include VAT

3.1. Location (see layout in appendix)

→ INSIDE OF THE CINEY EXPO'S HALL

LOCATION - 3 DAYS
2,50m deep

→ Technical features :

- Deep : 2,5m / Length : min 4m
- Bottom / Sides : no separation
- Floor : covered with burgundy carpet
- Lighting : general from the hall

* meter(s) L x **2,5 m** (deep) = m² x **28€** = €

* Minimum 4 m

corner(s) in central aisle* x **75€** = €

*only for locations with the letter «F»

LOCATION - 3 DAYS
3m deep

→ Technical features :

- Deep : 3m / Length : min 4m
- Bottom / Sides : no separation
- Floor : covered with burgundy carpet
- Lighting : general from the hall

* meter(s) L x **3 m** (deep) = m² x **28€** = €

* Minimum 4 m

corner(s) in central aisle* x **75€** = €

*only for locations with the letter «F»

STAND COMPLEMENT - 3 DAYS
1m deep

→ Technical features :

- Deep : 1m / Length : 3m
- Bottom / Sides : velvet drapes (dark blue)
- Floor : covered with burgundy carpet
- Lighting : general from the hall

3m complement(s) along the wall x **80€** = €

ATTENTION, only possible in addition to a stand of min 4m long (x 2,5 or 3 m deep).

→ OUTSIDE ESPLANADE - IN FRONT OF THE CINEY EXPO'S HALL

LOCATION IN A SINGLE-SIDED TENT - 3 DAYS

location(s) x **280€** = €

→ Technical features :

- Deep : 3m / Length : 4m (MAX 3 locations by tent)
- Bottom / Sides : Champagne tarp on the bottom and ends. A 1.5m canopy is present at the front.
- Floor : wooden floor

→ Important remark :

- An additional exhibition area of 4m x 2.5m MAXIMUM is allowed in front of the tent

LOCATION - 3 DAYS

location(s) x **210€** = €

→ Technical features :

- Dimensions : 7,5m x 3m
- Floor : tarmac

→ OUTSIDE "DEBALLAGE"

LOCATION - 3 DAYS
Outside, on the car park

location(s) x **210€** = €

→ Technical features :

- Dimensions : 10m l x 5m D 19m l x 3,75m D 7m l x 6m D 8m l x 5m D 9m l x 3m D **Please tick !**
- Floor : concrete

LOCATION - 1 DAY (FRIDAY)
Outside, on the car park


















location(s) x **210€** = €

→ Technical features :

- Dimensions : 10m l x 5m D 19m l x 3,75m D 7m l x 6m D 8m l x 5m D 9m l x 3m D **Please tick !**
- Floor : concrete

3.2. Stand equipment - Provision of material for the 3 days (Prices incl. VAT)

Only for indoor stands

Electrical connection 1000W including consum. Bring a 20m extension ELECTRICITY  x 1.000watts x 80€	Large table 2m x 0,80m  table(s) x 20€	Large covered table 2m x 0,80m  table(s) n. x 35€	Small table 1,20m x 0,80m  table(s) x 20€
Small covered table 1,20m x 0,80m  table(s) n. x 35€	Eat-standing table H 112cm - Ø 85cm  table(s) x 20€	Cover. eat-standing table H 112cm - Ø 85cm  table(s) n. x 35€	High chair - Black leather bar stool  stool(s) x 15€
Black "bistrot" chair  chair(s) x 5€	Self-standing grid H 250cm - l 125cm  grid(s) x 25€	Grid with sheath on 1 side H 250cm - l 125cm  grid(s) x 35€	Grid with sheath on 2 sides H 250cm - l 125cm  grid(s) x 35€
TURNKEY STAND			
Melamine panel 1m (stand) assembly included (per m)  meter(s) x 35€	Stiffener / frieze for a stand assembly included (per m)  meter(s) x 10€	Spot LED for a stand assembly included, <u>on a frieze</u> optional  spot(s) x 35€	Spotlight to be fixed  spot(s) x 35€
Chain for chandelier (-10kg) assembly included  chain(s) x 40€	Chain for chandelier (+10kg) assembly included  chain(s) x 55€	Chain for chandelier with elect. / assemb. included  point(s) x 100€	Suspended aluminium structure (length: 4m)  structure(s) x 120€

Total of wished material = €

3.3. Customer invitations (electronic format only)

The ordered entries will be available in your personal space on our website www.cineyexpo.be

I order electronic tickets for **5€ VAT** (for 1 person and for 1 day).

Note: Only invitations presented at the entrance will be charged at the end of the exhibition.

4. Preferences

4.1. Desired location(s) in order of preference

Preference No 1

Preference No 2

Preference No 3

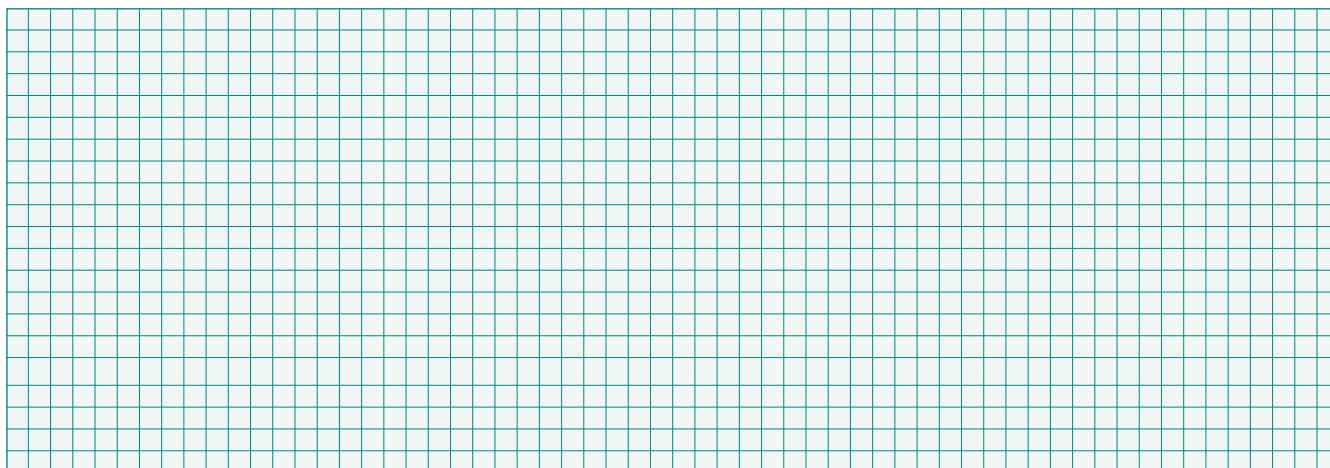
The allocation of the stand by the organiser will depend on the date of receipt of your deposit and on availability. It will only be definitive once the organiser has agreed to it and the total amount of your order has been paid in full.

4.2. Comment(s)

4.3. Sketch of the stand layout (for indoor stands only)

Please send us a sketch of your stand layout, specifying the location of partition walls, lighting fixtures, furniture, etc.

Please also indicate if you plan to install a personal background on your stand, and if so, what type.



5. Advertising material

The success of the event also depends on your commitment to promote it !

5.1. Printed material

I am actively participating in the promotion of the exhibition and would like to obtain **free of charge** :

pack(s) of **20 flyers**

A4 posters

A3 posters

Indicate the desired number

5.2. Web visibility / Emails / Social network

I would like to receive a **free media pack** by email including :

- the signature banner accompanying the sending of my e-mails
- the exhibition poster in JPEG format
- the trade fair description in PDF format
- hyperlinks directing my clients to the event's website and facebook page

6. Selection

All applications for admission to the Antique Flea Market are subject to approval by a Selection Committee whose approval criteria are :

- 1) the availability of the various exhibition spaces;
- 2) the balance of the exhibition content;
- 3) the appropriateness of the theme of the exhibition and the exhibitor's merchandise/activity;
- 4) the quality of the products, brands and/or services presented at the exhibition;
- 5) the variety of products and/or services presented throughout the exhibition.

The refusal or acceptance of the candidate-exhibitor by the Selection Committee will be communicated by e-mail by CINEY EXPO SA, at the latest 15 days before the start of the Antique Flea Market. The Selection Committee may also, at any time, demand the withdrawal of any exhibits that do not comply with its requirements and possibly the cancellation of the allocation of the stand(s).

7. Summary of my request

a) Location(s)

€ VAT incl.

b) Additional material

€ VAT incl.

**WARNING ! THE STAND WILL BE
ALLOCATED ONLY AFTER FULL
PAYMENT.**

**The balance must be paid by
6 September 2023.**

TOTAL (incl. VAT) = €

For foreigners with an intra-community VAT number :
- Belgian 21% VAT not due (VAT - Art. 44)
- VAT due by the client (VAT - Art. 196)

TOTAL AMOUNT = €

**50% deposit required at
the reservation** €

BENEFICIARY C I N E Y E X P O S A

IBAN B E 5 5 0 6 8 2 3 2 9 8 6 0 4 4

BIC G K C C B E B B

COMMUNICATION P U C E S O C T O B E R 2 0 2 3
Y O U R B I L L I N G N A M E

8. Declaration of the candidate/applicant

We have read the general terms and conditions of the Antique Flea Market and the privacy policy, which can be found at www.cineyexpo.be and on the next page of this form.

We declare that we accept them in their entirety, without any reservations, and we undertake to comply with them.

Done at , on

Full name of the person responsible :

Signature :

Company's stamp :

Send us your request (all pages please):

by email : marie@cineyexpo.be or by post: CINEY EXPO SA - Rue du Marché Couvert, 3 - 5590 Ciney (B)

GENERAL TERMS & CONDITIONS

CINEY PUCES & ANTIQUES (from 06/10 to 08/10/2023)

1. DEFINITION

These regulations define "exhibitor" or "applicant exhibitor" as the exhibitor himself and the company whose details are given on the application form, his employees, agents or representatives, and "organiser" as the company CINEY EXPO S.A.

2. ADMISSION

Stands are rented to any company with an activity compatible with the theme of the exhibition. The organiser reserves the right to accept or refuse any application to participate. Similarly, the organiser may at any time cancel an application that it has subsequently accepted.

The refusal or cancellation of a request to participate by the organiser does not give rise to the payment of any compensation other than a full refund of the deposit paid.

3. BOOKING

All reservations must be made using the registration form distributed by the organiser. Any reservation implies the corresponding payment within the set time limit, according to the modalities described in the reservation form.

Stands will be allocated as and when booked. The allocation will only be final after receipt of the balance. Under no circumstances may the candidate-exhibitor take advantage of a pre-determined location. The organiser may, at any time, modify the location and allocation of stands. However, the organiser must inform the applicant by e-mail at the latest the day before the event. As the reservation is personal, no change of tenant or occupant can be made without the written agreement of the organiser.

4. PAYMENT

All bookings are subject to full payment of the total amount due by the date indicated on the ad-mission application form.

A deposit of 50% will be required at the time of booking to validate all registrations. After receipt of this deposit, a confirmation of reservation, together with the invoice, will be sent to the exhibitor. The balance must be paid at the latest on the date mentioned on the booking form. The exhibitor may only use his stand after payment in full of all invoices sent to him. As a reminder, bank cheques are no longer accepted, either as a deposit or as payment.

The candidate exhibitor or the exhibitor who withdraws, for whatever reason, will not be entitled to a refund of the deposit paid. Any withdrawal less than 30 days before the event will result in the amounts due (according to the application form and any additional invoices) becoming payable in full, by way of compensation for unilateral cancellation.

5. SCHEDULES

- Friday 6th October: for the organisation of this day, advance information will be communicated later.
- Saturday 7th and Sunday 8th October: access to the site from 8 am, access to the hall from 9 am sharp.
- The opening to the public is scheduled for 10 am each day (2 pm for unpacking at the back of the truck). However, depending on the number of visitors, the organisation reserves the right to open earlier.

Exhibitors must leave the exhibition hall by 6 pm on Friday-Saturday and by 11 pm on Sunday. At this time, the doors will be locked and access forbidden, for whatever reason.

6. SUBDIVISION PLAN

The organiser will endeavour to satisfy as far as possible the requests for precise location as and when reservations are made and in the order in which they are received. Under no circumstances is the organiser obliged to allocate a specific stand, even if it was occupied at a previous edition of the exhibition.

7. PRODUCTS AND SERVICES

Exhibitors are deemed to have the necessary rights and authorisations to present the products and services displayed on their stand. The organiser therefore accepts no liability in this respect, not even in the event of unfair competition between exhibitors or vis-à-vis third parties.

8. EXCLUDED PRODUCTS

No toxic, explosive or similarly dangerous products may be brought into the exhibition hall. The organiser reserves the right to demand the immediate removal of any product/service that is not in keeping with the theme of the exhibition.

9. LAYOUT

The organiser reserves the right to refuse any equipment and/or

furniture whose condition and/or presentation is such as to detract from the general appearance of the exhibition. In addition, the organiser may have the exhibitor's stand furnished and/or fitted out by his own services and at the exhibitor's expense, if it is not fitted out in accordance with the general appearance of the exhibition.

10. PRESENCE ON THE STAND

The reservation of space(s) inside the hall and in the outer tents is granted only for actual occupation by the exhibitor during the entire fair. During the entire fair, until the time scheduled for closing to the public, the stands must be furnished with a sufficient number of articles to cover the entire surface of the reserved stand(s). Unless otherwise advised by the management, any early departure will be punished by a fine of € 250.00 excluding VAT. For safety reasons, it is forbidden to pass the ground markers delimiting the stands.

The presence of the exhibitor who has reserved this (these) space(s) is imperative under penalty of permanent exclusion from the fair.

11. ACCESS TO THE SITE

Access to the fair grounds will only be allowed to exhibitors with special entrance tickets (tickets or wristbands) issued for them by the organiser. The transfer of these tickets to another person is strictly FORBIDDEN. The sticker (provided by the organiser) which will be applied to the windscreen of the vehicle does not constitute any right of access; it is simply an indication for the parking service. It is strictly forbidden to park vehicles along the CINEY EXPO hall, in case of an incident, the fire brigade will have easy access.

12. CLEANING

Before the opening and after the closing of the exhibition to visitors, the carpets in the aisles will be cleaned by the organiser. Every evening, after the visitors have left, the exhibitors shall deposit their refuse bags in the aisles. The organiser will take care of the removal of the bags. The maintenance of the stand is the responsibility of the exhibitor. However, it can be carried out by the organiser in return for payment.

13. ADDITIONAL MATERIAL

In the event of an electrical connection (per 1,000 W socket), the exhibitor must provide a minimum 20m extension lead. Outside, exhibitors must provide an extension cord sufficient to access the divisional box designated for them; no extension cord is provided by the organiser. Reserved tables must be returned to the organiser's delegate by 11.00 p.m. on the last day of the fair, failing which the tables will be invoiced at a price of € 100.00 excluding VAT per table. The same applies to chairs, which may be invoiced at €30.00 per chair, excluding VAT.

Unless otherwise agreed in writing by the organiser, any request for additional material made during the week of the event will be invoiced at 200% of the basic price.

14. DISMANTLING

Unless authorised in writing by the organiser, no exhibitor may dismantle his stand, even partially, before the day and time indicated in the booking confirmation, i.e. no earlier than 5 minutes after the official closing of the exhibition.

In addition, the stands must be emptied and cleaned by the specified date. After this deadline, the organiser will remove any remaining material or goods and restore the site at the exhibitor's risk and expense. The organiser shall not be required to complete any legal formalities in this respect.

15. LIABILITIES AND INSURANCE

The organiser shall insure the stand equipment (structure) and furniture made available against fire, both on his own behalf and on behalf of the exhibitors.

The organiser declines all responsibility, in particular for any fault or damage caused by a member of the organising company's staff, as well as for any damage or theft that may occur to the exhibited material, for whatever reason.

Each exhibitor is invited to take out theft and fire insurance covering his equipment and, above all, to take the necessary steps to secure any valuable objects.

The exhibitor must provide for a waiver of recourse clause against the organiser and the occupants of Ciney-Expo.

16. REGULATION

By sending the application form, completed and signed, the subscriber undertakes to comply with all the clauses, whatever they may be, of these regulations. The organiser is the sole judge of the measures to be taken with regard to the application of the said clauses.

17. PRIVACY POLICY

Our privacy policy is available on our website www.cineyexpo.be



