

from Fri. 17 to Sun. 19 July 2026

	<u>Organiser's space</u>	<input type="radio"/> INT
DATE :		<input type="radio"/> ESP
No. STAND:		<input type="radio"/> DEB

## Admission form

Fields in red are mandatory. Incomplete forms will not be processed, so please make sure you send us pages 1 to 7 completed.

Once your request has been processed, 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  
 Bank account  
 (for the payback of the deposit)

#### 1.2. Contact details of the responsible

Civility    Ms.    Mr.  
 Last name  
 First name  
 Function  
 Gsm  
 Personal e-mail  
 Website  
 Facebook page  
 PEPPOL (    Scheme ID  
                   Peppol ID)

#### 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 & goldware Crafts (to specify)	Watchmaking Engravings & antique papers Vintage toys	Decorative objects Objects of curiosity Sculptures Seats
	Sacred arts & religious objects Arts of Asia Jewellery Ceramics, Porcelain	Literature Lighting fixtures Militaria Furniture	Paintings & Graphic Arts Tapestry Glassware & Crystalware
	Collections (to specify) Other : (to specify)		

In which centuries do you place your articles ?

## 3.1. Location (see layout in appendix)

### → INSIDE OF THE CINEY EXPO'S HALL

**LOCATION 3 DAYS** meter(s) L x **2,5m** deep = m<sup>2</sup> x **26€** = €  
**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

corner(s) in central aisle\* x **75€** = €  
 \*only for locations with the letter «F»

**LOCATION 3 DAYS** meter(s) L x **3m** deep = m<sup>2</sup> x **26€** = €  
**3m deep**

→ **Technical features :**

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

corner(s) in central aisle\* x **75€** = €  
 \*only for locations with the letter «F»

**WALL EXTENSION 3 DAYS** 3m extension along the wall x **80€** = €  
**1m deep**

→ **Technical features :**

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

**Please note :**

Only possible in addition to a stand with a minimum frontage of 4m (x 2,55 or 3 m deep).  
 2 wall extensions maximum !

### → OUTSIDE ESPLANADE (IN FRONT OF THE CINEY EXPO'S HALL)

**PITCH IN A (SINGLE-SIDED) TENT 3 DAYS** location(s) x **300€** = €

→ **Technical features :**

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

**Please note :**

An additional exhibition area of maximum 2,5m deep is authorised in front of your pitch.

### DEPOSIT IN CINEY EXPO'S HALL & ON THE ESPLANADE

(Cf. Point 14 of the General Terms and Conditions)


**A DEPOSIT of €100.00 is required for any registration for a tent on the esplanade.**


**It will be returned** by bank transfer at the end of the fair (within 10 working days) **provided that the exhibitor :**

- **has complied with the public opening hours** (the exhibitor must be present at the stand)
- has left all his goods on display at their stand until 5.00 pm on the last day of the fair
- **has granted access only to genuine assistants and not to traders/buyers** (see point 6 – page 6)
- the exhibitor has respected the boundaries of his stand (see floor markings)
- the exhibitor has connected to the electricity supply only if they have made an express request to do so (see invoice)
- the exhibitor has used only the equipment clearly identified as reserved for him
- the exhibitor has handed in, at the reception desk, any items that were sold but forgotten by the buyer
- the exhibitor has returned the pitch in the condition in which they received it (floor clean and free of any rubbish, carpet undamaged, unsoiled, rental equipment returned in full and in good condition)

#### 3.1. Location (see layout in appendix)

##### → OUTSIDE "DÉBALLAGE"

 <b>PITCH 3 DAYS</b> <i>Outside, on the car park</i> → <u>Technical features :</u>						pitch(es) x <b>220€</b> =	€
	• 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	<i>Please tick !</i>
	• Floor :	concrete					

 <b>PITCH - 1 DAY (FRIDAY ONLY)</b> <i>Outside, on the car park</i> → <u>Technical features :</u>						pitch(es) x <b>220€</b> =	€
	• 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	<i>Please tick !</i>
	• Floor :	concrete					

#### DEPOSIT FOR THE 'DÉBALLAGE'

(Cf. Point 14 of the General Terms and Conditions)



**A DEPOSIT of €100.00 is required for any registration to the "déballage".**

**It will be refunded at the end of the fair (within 10 working days), by bank transfer only, provided that :**

- the exhibitor has left **his goods on display until 6.00 pm (on Friday only)**
- the exhibitor has not set up **any goods on his pitch before 2.00 pm**. Indeed, only tables and gazebos may be unloaded and set up on the stand during vehicle positioning (between 7.30 am and 1.30 pm)
- the exhibitor has handed in, **at the reception desk** in the Ciney Expo hall, **any items that were sold but forgotten by the buyer**
- the exhibitor has respected **the boundaries of his pitch** (see floor markings)
- the exhibitor has left the **pitch clean and free of any rubbish**.

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

>>> Only for indoor pitches

<p>Electrical connection 1000W including consum.</p> <p>Bring a 4m extension <b>ELECTRICITY</b></p>  <p>x 1.000watts x <b>80€</b></p>	<p>Large table 2m x 0,80m</p>  <p>table(s) x <b>20€</b></p>	<p>Large covered table 2m x 0,80m</p>  <p>table(s) n. x <b>35€</b></p>	<p>Small table 1,20m x 0,80m</p>  <p>table(s) x <b>20€</b></p>			
<p>Small covered table 1,20m x 0,80m</p>  <p>table(s) n. x <b>35€</b></p>	<p>Eat-standing table H 112cm - Ø 85cm</p>  <p>table(s) x <b>20€</b></p>	<p>Cover. eat-standing table H 112cm - Ø 85cm</p>  <p>table(s) n. x <b>35€</b></p>	<p>High chair - Black leather bar stool</p>  <p>stool(s) x <b>15€</b></p>			
<p>Black "bistrot" chair</p>  <p>chair(s) x <b>5€</b></p>	<p>Self-standing grid H 250cm - l 125cm</p>  <p>grid(s) x <b>25€</b></p>	<p>Grid with sheath on 1 side H 250cm - l 125cm</p>  <p>grid(s) x <b>35€</b></p>	<p>Grid with sheath on 2 sides H 250cm - l 125cm</p>  <p>grid(s) x <b>35€</b></p>			
<p style="text-align: center;"><b>TURNKEY STAND</b></p> <table border="0" style="width: 100%;"> <tr> <td data-bbox="153 1160 443 1413"> <p>Melamine panel H 2,5m - l 1m (stand) assembly included (per m)</p>  <p>meter(s) x <b>35€</b></p> </td> <td data-bbox="459 1160 818 1413"> <p>Stiffener / frieze for a stand assembly included (per m)</p>  <p>meter(s) x <b>10€</b></p> </td> <td data-bbox="834 1160 1145 1413"> <p>Spot LED for a stand assembly included, on a frieze <i>optional</i></p>  <p>spot(s) x <b>35€</b></p> </td> </tr> </table>			<p>Melamine panel H 2,5m - l 1m (stand) assembly included (per m)</p>  <p>meter(s) x <b>35€</b></p>	<p>Stiffener / frieze for a stand assembly included (per m)</p>  <p>meter(s) x <b>10€</b></p>	<p>Spot LED for a stand assembly included, on a frieze <i>optional</i></p>  <p>spot(s) x <b>35€</b></p>	<p>Spotlight to be fixed</p>  <p>spot(s) x <b>35€</b></p>
<p>Melamine panel H 2,5m - l 1m (stand) assembly included (per m)</p>  <p>meter(s) x <b>35€</b></p>	<p>Stiffener / frieze for a stand assembly included (per m)</p>  <p>meter(s) x <b>10€</b></p>	<p>Spot LED for a stand assembly included, on a frieze <i>optional</i></p>  <p>spot(s) x <b>35€</b></p>				
<p>Chain for chandelier (-10kg) assembly included</p>  <p>chain(s) x <b>40€</b></p>	<p>Chain for chandelier (+10kg) assembly included</p>  <p>chain(s) x <b>55€</b></p>	<p>Chain for chandelier with elect. / assemb. included</p>  <p>point(s) x <b>100€</b></p>	<p>Suspended aluminium structure (length: 4m)</p>  <p>structure(s) x <b>120€</b></p>			

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](http://www.cineyexpo.be)

I order electronic tickets for **6€ 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 pitch(es) in order of preference

Preference No 1

Preference No 2

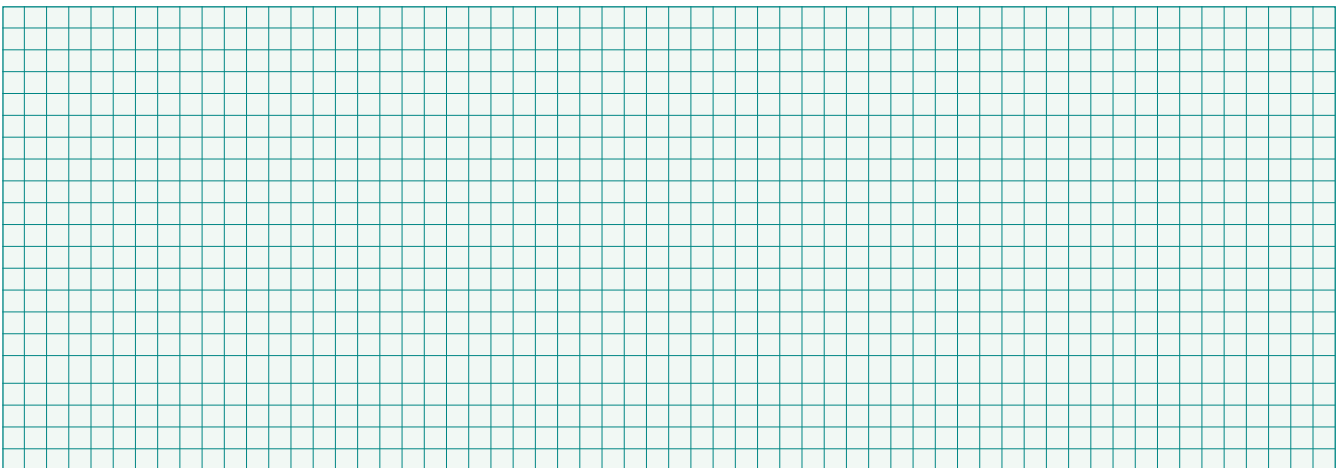
Preference No 3

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. Advertising 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. Exhibitor access passes

Each reservation entitles the exhibitor to a limited number of free passes, defined as follows:

### Ciney Expo pitches & tents:

**2 exhibitor passes + 1 installation + 1 disassembly pass per pitch** (or tent) **from 4m to 8m L**

**3 exhibitor passes + 1 installation + 1 disassembly pass per pitch** (or tent) **of 9m L and more**

- **Exhibitor pass:** allows access from Wednesday 15/07 (08:30) to Monday 20/07 (08:30-12:00)
- **Installation pass:** allows access on Wednesday 15/07 and Thursday 16/07 (08:30 - 19:00)

**Requests for additional passes (exhibitor or installator) will be charged (€30/pass) and limited to**

- 2 additional paying passes per pitch (or tents) between 4 and 8m L
- 3 additional paying passes per pitch (or tents) of 9m L or more

- **Dismantling pass:** allows access on Sunday 19/07 (16:30 - 22:00) and Monday 20/07 (08:00 - 12:00)

The number of dismantling passes is not limited. Passes are non-transferable and must be requested in good time.

### **REMINDER**

**It is strictly forbidden for exhibitors to let merchants/buyers in during the assembly period.**

We must ensure security during this crucial period but also ensure fair access to the beautiful rooms for all visitors. Allowing commercial activity before the official opening compromises this fairness and significantly harms the reputation of our fair.

**Failure to do so will result in sanctions including withholding the deposit and exclusion from our future events.**

### OutsideDéballage

#### **2 passes per pitch**

- **Déballage pass:** allows access from Friday 17/07 (7:30) to Sunday 19/07 (22:00)

**Requests for additional passes will be charged (€30/pass) and limited to 2 additional paying passes per pitch**

#### **ATTENTION :**

**Transmission of QR-Codes or passes to any person is strictly FORBIDDEN.**

In order to personalise your passes, you will receive the 'Exhibitor Access' form. For each edition, this form must be returned to us by the date shown on the document at the latest.

## 7. Selection

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).

## 8. Summary of my request

- a) **Pitch(es)** € VAT incl.  
 b) **Additional material** € VAT incl.  
 c) **Caution** 100,00 € VAT incl.

Refund of the deposit, on your bank account only, within 10 working days following the fair, subject to compliance with Article 14 from the general conditions of the fair.

<b>TOTAL</b> (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)	
<b>TOTAL AMOUNT</b> =	€
<b>50% deposit required at the reservation</b>	€

**The balance must be paid by 19 Juni 2026**

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 J U L Y 2 0 2 6**  
**Y O U R B I L L I N G N A M E**

## 9. 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](http://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 \_\_\_\_\_

Name of the responsible person : \_\_\_\_\_

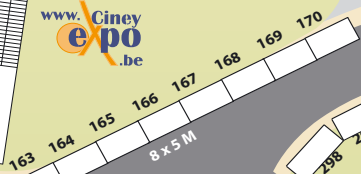
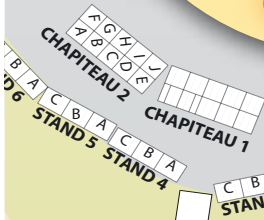
Signature : \_\_\_\_\_ Company's stamp : \_\_\_\_\_





ANTIQUITÉS  
BELLE BROCANTE  
COLLECTIONS

ESPLANADE

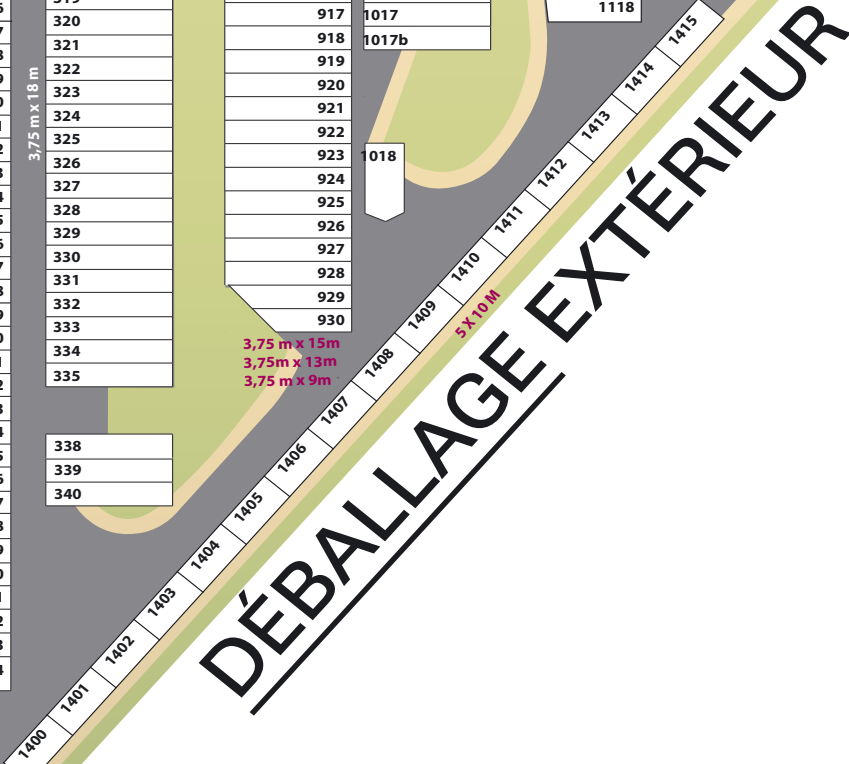
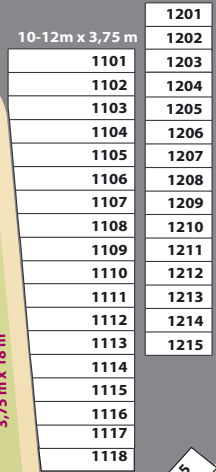
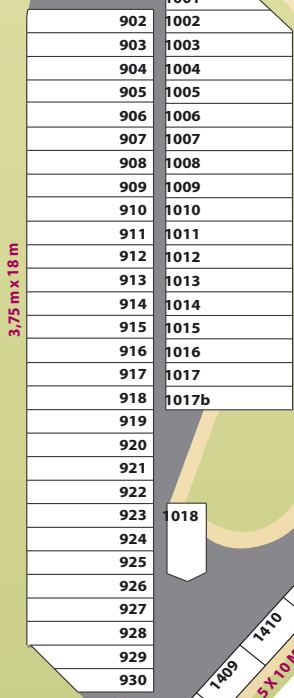
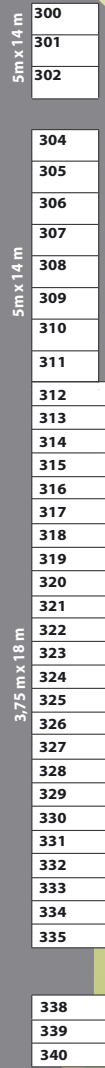
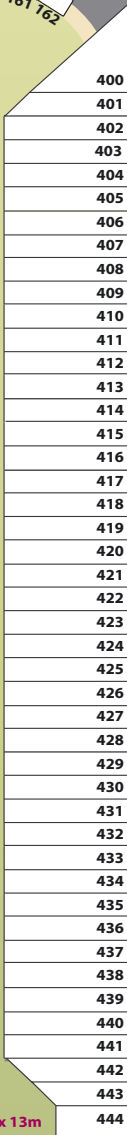


EMPLACEMENTS  
EXTÉRIEURS  
[ PARKINGS ]

GUICHET

ENTREE  
INGANG  
ENTRANCE

GUICHETS



DÉBALLAGE EXTÉRIEUR

# GENERAL TERMS & CONDITIONS

CINEY PUCES & ANTIQUITÉS (from 17/07 to 19/07/2026)

## 1. DEFINITION

This regulation defines as “exhibitor” or “candidate exhibitor”, the exhibitor himself and the company whose references are found on the application form for admission, its employees, clerks or agents and by “organizer”, the company CINEY EXPO S.A.

## 2. ADMISSION

The pitches are rented to any firm with an activity compatible with the theme of the show. The organizer reserves the right to accept or refuse any request for participation. Likewise, the organizer may at any time cancel a request that he has accepted later.

Le refus ou l'annulation d'une demande de participation par l'organisateur ne donne lieu au paiement d'aucune indemnité autre que le remboursement intégral des arrhes versées.

## 3. BOOKING

Bookings must be made via the application form. It involves payment due within the time limits and according to the terms described in the registration form.

The stands are allocated as and when reservations are made.

The award will be final only after receipt of the balance. In no case may the candidate exhibitor claim a specific location. The organiser may, at any time, change the location and allocation of stands. The applicant must however notify the exhibitor by e-mail at the latest on the day before the event. The reservation being personal, no change of tenant or occupant can be made without the written agreement of the organizer.

## 4. PAYMENT

Any reservation implies the full payment of the amount provided, at the latest by the date indicated on the application form.

A 50% deposit will be required at the time of booking to validate the registration. After receipt of this deposit, a booking confirmation, together with the invoice, will be sent to the exhibitor. The balance will be paid by the date indicated on the booking form.

After this time, a reminder fee of 25 € will be automatically charged. The exhibitor can only dispose of his stand upon payment of all invoices addressed to him. Bank cheques are no longer accepted, either as a down payment or as a payment.

The exhibitor candidate or the exhibitor who would withdraw for any reason whatsoever will not be able to claim a refund of the deposit paid. Any withdrawal occurring less than 30 calendar days before the event will de facto cause the amounts due to be payable (according to the application form for admission and any additional invoices) in their entirety, and as a unilateral termination indemnity.

## 5. SCHEDULE

The installation/dismantling times and access to the stands are transmitted via the event planning.

## 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 & SERVICES

### 7.1. PRODUCTS AND SERVICES

Exhibitors are expected to have the necessary rights and permissions to present products and services on their stand.

They must also be able to prove the origin of the goods sold, either by entering them in the police book (for purchase or deposit with a private individual), or by submitting an invoice from a colleague or a auction room.

The organiser therefore assumes no liability in this respect, not even in the event of unfair competition between exhibitors or against third parties.

### 7.2. EXCLUDED PRODUCTS

No toxic, explosive, non-demilitarized or similar dangerous products may be introduced into the Ciney Expo (including parking lots). The organizer reserves the right to request the immediate withdrawal of any product/service that is not consistent with the theme of the show.

Food and beverages are not allowed for sale unless the organizer has made a waiver.

Ivory pieces and naturalized animals are allowed on the fair ONLY if they are accompanied by a CITES certificate.

New jewellery is prohibited. Only jewellery from empty houses, flea markets and store funds can be exhibited at the fair.

**Advertising stands are not permitted.**

### 7.3. EXPERTISE

#### 7.3.1. THE EXPERT

The expert is responsible for checking the authenticity and state of conservation of the antiques on display. He examines the pieces that fall within his field of expertise, before the opening and during the duration of the show.

The exhibitor undertakes to immediately and definitively remove from his stand any pieces rejected by the expert after analysis.

The expert's decisions are forwarded to the exhibitor concerned and to the organizing committee. Under no circumstances may they be used or invoked by third parties.

In the event of uncertainty regarding the authenticity or state of conservation of the piece, the expert is bound to the precautionary principle: he will grant the benefit of doubt to the object.

The decisions rendered by the expert are based on his knowledge and the means at his disposal in order to carry out his mission.

The expert is entitled to refuse to issue a certificate.

The expert may ignore and not consider a pre-established certificate.

No liability can be incurred, either against the expert or the organizer.

#### 7.3.2. DESCRIPTION OF THE OBJECT

The expert verifies that the dates and attributions defended by the exhibitor are acceptable. For this, it is desirable to accompany the objects with a description that indicates the attribution of the object by the seller. This description must be legible for the expert and for visitors to the fair.

#### 7.3.3. CERTIFICATES

If the object is accompanied by a certificate written by an expert specialized in the field of the object, this certificate will be valid only if it is on the show, on the stand of the seller. This certificate must be accessible to the expert at all times.

#### 7.3.4. ASSISTANCE TO THE VISITOR

During the exhibition, the expert will assist visitors in their purchases and answer their questions regarding the nature, rarity and general condition of the objects exhibited or presented to him by the visitors.

#### 7.3.5. EXHIBITORS' COMMITMENTS TO THE BUYER

The seller will, in all circumstances, be responsible for what he sells and he will pay special attention to the wording of the attributions and explanations provided to the potential buyer.

#### 7.3.6 COPIES AND RESTORATIONS

Copies and works/pieces with false signatures are of course not accepted. Restorations may result in rejection of a piece if they were not carried out according to the rules of the trade or if they were carried out with the intention of misleading and modifying the original characters.

Copies of works will only be accepted if they are of high artistic quality and the copying techniques were accepted at the time of creation.

## CINEY EXPO S.A.

3, Rue du Marché Couvert - 5590 Ciney (Belgique)  
N° TVA : BE0434.574.351  
IBAN : BE55 0682 3298 6044 (GKCCBEBB)

## Exhibition coordinators :

Marie GILISSEN - +32 83 61 53 84  
Nancy ROLLAND - +32 83 61 53 85  
puces@cineyexpo.be

## 8. LAYOUT

Pitches inside are rented covered with carpets but not partitioned; this aspect remains to the appreciation and expenses of each exhibitor.

The organizer reserves the right to refuse any material and/or furniture whose condition and/or presentation would degrade the general visual appearance of the fair.

In addition, the organizer may have his own services and/or equipment furnished and equipped at the expense of the exhibitor, the exhibitor's stand which would not be arranged according to the general aesthetics of the show.

## 9. PRESENCE ON THE STAND

The reservation of a place inside the hall and in the outdoor tents is granted only for an actual occupancy by the exhibitor, throughout the entire fair. The pitches must be stocked throughout the event, until the scheduled time of closure to the public, with enough items to cover the entire area of the reserved pitch/spaces.

Exhibitors must use the allocated spaces without overflowing in the aisles (respect of the floor marking delimiting the spaces) or on the adjacent stands. The spaces must be occupied by the signatories of the application for admission. It is strictly forbidden to sublet, exchange or share free of charge or for a fee, all or part of the pitch, under penalty of definitive exclusion from the fair.

## 10. ACCESS TO THE SITE

Access to the exhibition grounds will only be granted to exhibitors with specific entry tickets (Exhibitor Pass or wristbands) and distributed for them by the organizer. The transfer of these securities to another person is strictly prohibited.

It is strictly forbidden to park vehicles in the lawns, on the esplanade or along the CINEY EXPO hall, this to allow easy access to emergency services.

## 11. CLEANING

Before the opening and after the closing of the trade fair to visitors, carpets in the aisles will be cleaned by the organizer. Every evening, after the departure of visitors, exhibitors will deposit their waste bags in containers reserved for this purpose.

The exhibitor is responsible for the stand maintenance. However, it can be carried out by the organizer against payment.

Are strictly prohibited under penalty of non-return of the deposit:

- The wild deposit of waste on site (*along buildings, on the banks, in the slopes, on your pitch...*)
- The deposit in our containers of waste that has no connection with the fair (*household waste, mattresses, etc.*)

## 12. ADDITIONAL MATERIAL

In case of electrical connection (by 1,000 W socket), the exhibitor must have a minimum length of 4m. Outside, exhibitors will be required to provide sufficient length to access the divisional box that will be designated. No extension is provided by the organizer.

It is strictly forbidden to connect to the box without having requested the connection at the time of registration.

The equipment rented must be returned to the delegate of the organization on the evening of the last day of the fair, before 22:00, otherwise billing:

- table: 100,00 € VAT/pc
- chair: 30.00 € VAT applicable/pc
- Fabric cover and tablecloth: 80,00 € VAT/pc

Attention: any reservation of equipment made during the week of the event will result in a 200% charge of the basic price.

## 13. DISMANTLING

Except for exceptional authorization granted by the organizer, no exhibitor may disassemble his stand, even partially, before the official closure to the public.

Also, the pitc must be cleared and cleaned by the scheduled date. After this time, the organizer will proceed to the evacuation of any remaining material or merchandise, as well as the restoration of the premises at the risk, peril and expenses of the exhibitor. The organizer will not have to complete any legal formalities in this regard.

## 14. DEPOSIT

For all registrations on the esplanade or on the déballage, a deposit of 100 € TVAC will be required. It will be returned at the end of the fair, within 10 working days, by bank transfer, provided that the following conditions have been met:

- the exhibitor scrupulously has respected the presence hours on his stand during the opening to the public
- the exhibitor having a stand in the hall and on the esplanade has left all his goods on display at their stand until 5.00 pm on the last day of the fair
- the exhibitor in the "déballage area" has not unloaded any goods before 2.00 pm. Only tables and tents may be set up whilst the lorry is being unloaded
- the exhibitor has kept his goods and/or vehicle within the boundaries of his stand (see floor markings)
- the exhibitor has connected to the electricity supply only if they have made an express request to do so
- the exhibitor has used only the equipment clearly identified as reserved for him
- the exhibitor has granted his access only his assistants and not to traders/buyers
- the exhibitor has handed in, at the reception desk in the Ciney Expo hall, any items that were sold but forgotten by the buyer
- ny goods sold but not collected by the buyer have been handed in by the exhibitor at the reception desk at the entrance to the hall
- the exhibitor has strictly complied with the various points of these regulations (*exhibitor access, waste management, security, etc*)

Each exhibitor is required to provide their bank details at the time of registration so that the deposit can be refunded

## 15. DÉBALLAGE PROCESS

- Once parked in the déballage' area, exhibitors may only set up their tables and any marquees.
- No goods (*crates, furniture, etc.*) may be unloaded before 2.00 pm. Vehicles must then be locked and exhibitors are requested to leave the déballage area before 13:00
- At 2.00 pm sharp, on the organiser's signal, traders and visitors will be admitted simultaneously for the start of the market.
- Exhibitors setting up their stands are required to remain on site until 6.00 pm on Friday. No lorries are permitted to leave the premises before 6.00 pm.
- All vehicle traffic and movement is strictly prohibited in the unloading area during public opening hours.

**Any breach of the above guidelines will result in the forfeiture of the deposit. The exhibitor may be excluded from the event by the stewards present on site**

## 16. LIABILITIES & INSURANCE

The organiser ensures in case of fire, both on his behalf and for that of the exhibitors, the stand material (structure) and the furniture made available. The organiser disclaims all liability, especially in relation to any fault or damage caused by a member of the staff of the organizing company, as well as any damage or theft that may occur to the exhibits, for whatever reason.

Each exhibitor is invited to take out a theft and fire insurance covering his equipment and above all to make the necessary arrangements to secure any valuable object. The exhibitor must provide a clause of abandonment of recourse against the organiser and the occupants of the Ciney-Expo.

## 17. REGULATION

By participating in the fair, the exhibitor undertakes to comply with all clauses of these rules. The organiser is the sole judge of the measures to be taken with regard to the application of these clauses.

## 18. PRIVACY POLICY

Our privacy policy is available on our website [www.cineyexpo.be](http://www.cineyexpo.be)

### CINEY EXPO S.A.

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