

# GENERAL TERMS AND CONDITIONS OF EQUI'FERIA 2024

Saturday 18, Sunday 19 and  
Monday 20 May 2024

## Article 1: Organisers

EQUI'FERIA 2024 is organised by Libramont Coopéralia SCES, which has its registered office at Rue des Aubépines 50, 6800 Libramont, Belgium, company number: BE 0408 775 321.

## Article 2: Executive committee

For the organisation of EQUI'FERIA 2024, the Organising Committee will be assisted by an executive committee consisting of specialists from the equestrian disciplines to which exhibitors belong. The executive committee will ensure that EQUI'FERIA 2024 fully meets the expectations of its stakeholders (exhibitors, partners, visitors, etc.).

## Article 3: Location, date and access times

EQUI'FERIA will be held in the halls of Libramont Exhibition & Congress SA, Rue des Aubépines, 50, 6800 Libramont (Belgium), on Saturday 18, Sunday 19 and Monday 20 May 2024 from 09:00 am to 6:00 pm.

## Article 4: Objective

EQUI'FERIA 2024 is an event open to the general public which covers all aspects of the equestrian world and ensures its promotion. Direct sales by exhibitors are authorised during the event.

## Article 5: Products and services exhibited

Only products from the following sectors may be exhibited at EQUI'FERIA 2024:

- Equestrian equipment and accessories for all disciplines
- Equine care
- Equine nutrition
- Clothing
- Equestrian buildings and facilities (riding schools, rings, obstacles, stables, etc.)
- Services, professional organisations and support
- Equestrian tourism
- Library and media
- Breeding - animals exhibited

## Article 6: Exhibitors and visitors

**1. Exhibitors:** all Belgian and foreign producers, wholesalers, and retailers who will exhibit products from the sectors listed in Article 5 can take part in EQUI'FERIA 2024.

**2. Visitors:** EQUI'FERIA 2024 is open to the general public. The show focuses on Belgium, the Netherlands, north-eastern France and the Grand Duchy of Luxembourg.

## Article 7: Conditions for participation

The rates to exhibit at EQUI'FERIA 2024 are provided at [www.equiferia.be](http://www.equiferia.be) in the Espace PRO section.

Exhibitors wishing to take part in EQUI'FERIA 2024 must send their completed application to the Organising Committee via the Espace PRO online portal at [www.equiferia.be](http://www.equiferia.be). Having submitted an application does not guarantee the applicant the right to take part in EQUI'FERIA 2024 unless the application is accepted in

writing by the Organising Committee in accordance with the procedure outlined in Article 8 "Acceptance of applications". The committee reserves the exclusive right to accept or reject applications without having to justify its decision.

**Applications are recorded and considered by the Organising Committee after payment by the exhibitor applicant, to demonstrate the seriousness of their application to take part in EQUI'FERIA 2024, of an amount corresponding to 50% of the cost of hiring the stand which they would like to reserve, plus fixed costs.**

**To enable exhibitor applicants to make payment, an invoice will be sent to them within 20 days of receipt of their application.** The invoice must be paid within 10 days of mailing. If payment is not made by this deadline, the Organising Committee reserves the right, at its own discretion, to add a set fee of €100, excluding VAT, to the invoice and to consider that the exhibitor applicant is withdrawing their application, which then becomes null and void. Exhibitor applicants, for their part, may not use non-payment of their invoice to assert that they are withdrawing their application. When they submit their application to the Organising Committee, exhibitor applicants become subject to the regulations of EQUI'FERIA 2024, which they state they fully understand and to which they adhere unreservedly.

## Article 8: Application acceptance

The Organising Committee will review the applications based on their order of arrival at the Secretariat of the organisation. Should the Committee find that there is insufficient exhibition space, it reserves the right to change the acceptance priority order and accept only one exhibitor for the product line of a given brand. Should this occur, first priority will go to the manufacturer, then to the official importer or distributor designated by the manufacturer and, lastly, to the exhibitor whose application was received first.

Acceptance of an exhibitor applicant for EQUI'FERIA 2024 will only take effect on receipt of official confirmation in writing from the Organising Committee, accompanied by the site and location plan for the stand that has been allocated to them. The Organising Committee will send the exhibitor, in addition to said acceptance, an invoice for the balance of hire plus costs. The Organising Committee will inform exhibitor applicants as soon as possible of the acceptance or rejection of their application. In the event of rejection, the Organising Committee will reimburse the exhibitor applicant the amount they have already paid within 8 days of the notification of rejection. In the event of withdrawal of the application before acceptance, the Organising Committee will reimburse the exhibitor applicant the amount paid on receipt of the invoice referred to in Article 7, after deduction of €100, excluding VAT, for handling charges.

## Article 9: Intuitu Personae

Exhibitor admission is non-transferable, unassignable and inalienable and, in any event, exhibitors may not assign, sub-let, lend or transfer, free or charge or in return for a consideration, all or part of their site without the prior written consent of the Organising Committee.

Any infringement of this provision will result, for the exhibitor whose application has been accepted, in payment to Libramont Coopéralia SCES of compensation equal to double the full fee for hiring the stand. Likewise, the Committee may in addition decide to close the stand immediately.

It is prohibited to exhibit equipment or products other than those listed in the "activity description" section of the application form, which serves as the basic document for insurance and for drafting the exhibitor e-directory.

Indirect and joint exhibitors must declare their participation to the Organising Committee via email with their complete contact information (including their company number), a description of their business activity and the reference of the primary exhibitor. Every indirect and joint exhibitor must pay the set participation fee of €154, for which their company's name will be included in the exhibitor list and they will receive two exhibitor badges.

#### **Article 10: Payment**

The invoice drawn up in accordance with Article 7 of the Regulations is payable within 10 days of issue. The invoice drawn up for the balance due is payable immediately upon receipt.

This invoice represents the balance of the stand hire price plus any other costs.

Non-payment of the invoice by the due date will entitle the Organising Committee to cancel the hire contract by means of an ordinary letter sent recorded delivery. In this case, any amount already paid by the exhibitor remains the property of Libramont Coopéralia SCES for damages and interest. If the Organising Committee does not cancel the hire contract, the invoice outstanding on its due date will be increased automatically and without formal notice by interest at the legal rate plus 3%, in addition to an irreducible lump sum surcharge of 10%.

Any request to terminate the hire contract made by the exhibitor must be sent to the Organising Committee by recorded delivery letter. In the event of cancellation before 15<sup>th</sup> April, the exhibitor will be liable for a sum equal to 25% of the hire price and the handling fee.

In the event of cancellation as of 15<sup>th</sup> April, the full hire price plus related costs will be owed by the exhibitor and/or remain the property of Libramont Coopéralia SCES. This amount includes all services ordered (water and electricity connections, etc.).

This compensation is due even if Libramont Coopéralia SCES rents the stand(s) for which the contract has been terminated to another exhibitor.

#### **Article 11: VAT**

All prices provided in the Organiser's publications are quoted without VAT.

#### **Article 12: Layout, setup and dismantling**

##### **a. Layout and liability**

The Fair-Show EQUI'FERIA 2024 is an open design show, that is, each exhibitor can create their own stand inside the module provided to them. In order to ensure overall consistency, the height of stands is set at 2.50 metres.

Exhibitors design, manage and operate their stands at their own risk and peril and at their sole liability. They must take all necessary steps for this purpose.

In the event of a shortcoming on the part of an exhibitor, the Committee can take all required precautionary measures at the exhibitor's expense and without prior notification.

For all building and other structures higher than 2.50 metres (advertising tower, stand, etc.), exhibitors must request inspection by a Vinçotte agent and provide them with the building plans for the structure in order to obtain a certificate of conformity, which must be delivered to the EQUI'FERIA Secretariat as soon as possible. If the certificate is not received within 12 hours of the opening of EQUI'FERIA, and after notifying the exhibitor, the Organising Committee can automatically call for a Vinçotte agent. The exhibitor is solely responsible for all costs involved in certifying the structures or bringing them

up to required standards. Non-compliant structures will be dismantled.

In addition, the installation of this type of structure, whether a "tower", balloon, or other type of structure, must be submitted for approval by the Organising Committee and will be invoiced €250. In addition to this flat fee, if the exhibitor installs an upper floor on their stand, the hire price per m<sup>2</sup> of site space will be increased by 50%, based on the area of the second floor.

##### **b. Setup and dismantling**

Stand setup will take place on Friday 17 May from 8:30 am to 09:30 pm. Stand breakdown will take place on Monday, 20 May 2024 from 7:00 pm to 10:00 pm and on Tuesday 21 May 2024 from 8:00 am to 6:00 pm.

Please contact the General Secretariat at +32(0)61 23 04 04 for handling assistance or contact the hall commissioner directly. Handling assistance is a payable service (take in flat rate of 35 € without VAT + 15 € without VAT per 15 minutes of handling).

#### **Article 13: Services and catering**

EQUI'FERIA 2024 exhibitors agree to make exclusive use of the catering, beverage, electrical connection and other service suppliers and brands provided by the organiser of EQUI'FERIA 2024. No services from companies unknown to the organisers will be authorised on LEC premises without the prior approval of the Organising Committee.

In order to ensure optimal quality and meet strict food hygiene requirements, all catering services at EQUI'FERIA 2024 will be provided by the official service provider.

The supply of food and samples on the stands for promotional purposes is only allowed with the written approval of EQUI'FERIA 2024.

#### **Article 14: Show cancellation or postponement**

The Organising Committee cannot be held liable in any way if, as a result of an unforeseen event or force majeure, the event has to be postponed, cancelled or closed early. The following in particular are considered to be force majeure: wars, illnesses, riots, strikes, demonstrations, fires, explosions and any other circumstances beyond the control of the organisers.

In this case, exhibitors whose application has been approved may not claim any compensation and can only claim a refund of the money already paid, less organisation expenses incurred by the Committee, pro rata their participation.

#### **Article 15: Compliance with the regulations**

Exhibitors formally undertake to comply with all of the clauses of these regulations and the instructions issued by the organiser and/or which will be sent by post at a later date. They must be strictly adhered to and may not be considered to be simply coercive or standard clauses.

#### **Article 16: Disputes**

The courts of Neufchâteau will have sole jurisdiction to hear disputes relating to the interpretation of provisions of the regulations and of directives specific to the organisation of EQUI'FERIA 2024.

#### **Article 17: Site maintenance**

The upkeep and cleaning of the show (including official car parks) will be carried out by a professional maintenance service. Bin bags will be distributed by the cleaning team before and during EQUI'FERIA. A mini container park will be available to exhibitors. Exhibitors must place their rubbish in bags in front of their stand every evening during EQUI'FERIA. The bags will be removed by the

maintenance service. Exhibitors and their subcontractors are expressly requested to comply with this rule. Only re-usable carpets or carpets from vegetable origin are allowed. More information is available from the General Secretariat. Exhibitors who would like to have their stand cleaned daily can obtain this service by paying an additional flat-rate fee which can be ordered online at [www.equiferia.be](http://www.equiferia.be) in the Espace PRO section.

#### Article 18: Insurance

In addition to the insurance policy taken out by the Organizer, exhibitor-demonstrators present in demonstration areas must provide proof of being covered by a civil liability insurance. The conditions and limits covered by the insurance taken out by the Organizing Committee are available on the online exhibitor's portal <https://www.equiferia.be/en/> - espace PRO.

Exhibitors acknowledge that they have read the terms and conditions of the insurance policy taken out from the organiser.

#### Article 19: Security services and security

The exhibition halls will close at 6:00 pm every day. Everyone is required to leave the buildings at that time. The security service contracted by the Organising Committee for the nights of Friday 17 May through Monday 20 May 2024, from 6:00 pm to 9:00 am, is a precautionary measure only and in no way transfers liability to the Committee.

The use of barbecues and gas on the stands is strictly prohibited, except in catering areas and after approval by the regional fire service.

#### Article 20: Noise disturbances

Generally speaking, exhibitors are prohibited from demonstrating products and equipment or using a microphone to solicit visitors on EQUI'FERIA premises. The Organising Committee has full authority to ensure compliance with this provision and may, if necessary, deprive exhibitors who do not comply with its orders of an electrical connection.

Exhibitors set up on the edge of event areas agree to the noise generated by activities taking place in these areas.

#### Article 21: Election of Domicile

As a result of their membership, throughout EQUI'FERIA and during the set up and dismantling periods, exhibitors expressly state that for everything related to their participation, they elect special domicile at their stand, where all notifications may therefore be validly served upon them.

#### Article 22: Pricing

Please see the attached registration request for information on participation prices.



Caroline Willems, Sales Director



Natacha Perat, Manager