

**APPLICATION FORM 1/2**

Send signed application form to [info@matexpo.com](mailto:info@matexpo.com)

**1. CANDIDATE EXHIBITOR-DATA**

Company name .....  NL  FR  EN  
 First name ..... Last name.....  Mr.  Mrs.  
 Function .....  
 Postal address .....  
 Postal code ..... Location..... Country .....  
 Phone ..... Mobile .....  
 E-mail general.....  
 E-mail personal.....  
 Website .....

**INVOICING  
DETAILS**

Invoice name ..... VAT No. ....  
 Invoice address.....  
 Zip code..... Location ..... Country .....  
 Legal form .....  
 Purchase order number on invoice  Yes Enter your order number here or send it to us at [invoice@matexpo.com](mailto:invoice@matexpo.com): .....  
 No

**BOOTH  
RESPONSIBLE**

Point of contact for all  
practical communication  
about the fair

First name ..... Last name .....  
 E-mail .....  
 Phone ..... Mobile.....

**CATALOG NAME**

Name as you would like  
it to appear on the  
exhibitor list

.....

**2. EXHIBITED PRODUCTS AND SERVICES**

Please send a brief overview of the products & services you will be exhibiting by email to [info@matexpo.com](mailto:info@matexpo.com). Please indicate if the Products are nuisance or hazardous products.

<b>SECTOR</b>				
<input type="checkbox"/> Construction machinery	<input type="checkbox"/> Road construction	<input type="checkbox"/> Civil engineering	<input type="checkbox"/> Recycling machines	<input type="checkbox"/> Machinery
<input type="checkbox"/> Construction vehicles	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Products handling	<input type="checkbox"/> Cleaning machines	<input type="checkbox"/> Finishing

**Booth construction:** The candidate-Exhibitor agrees to provide booth construction (including lighting and floor covering). Stand construction, floors, tents, etc. must be inspected by an external approved control organism for stability, wind resistance, safety, etc., among other things. The space behind the stand may not be used as a storage area or for trash/ waste. No item may exceed the stand contours (flags, machinery, screens, etc.) unless explicit and written permission of the Organizer. Own construction site covers, flags or banners may not be attached to the Fair's fencing.

**Construction and Dismantling:** Plates or rubber mats must be used compulsorily when unloading, loading and manipulating machines on steel tracks. No vehicles will be allowed on the fairgrounds as of Tuesday, September 9th. Working at height must always be done in accordance with applicable safety regulations.

**Music:** No amplified music allowed during or after the opening hours of the fair unless written permission from the organisers.

**APPLICATION FORM 2/2**  
 Send signed application form to info@matexpo.com

**3. PARTICIPATION FEE**

**3.1 BOOTH RENTAL FEE (NET BOOTH SURFACE)**

**Indoor booth (in the Expo halls)**

Booth number(s) .....	Total net booth surface (to be indicated in m <sup>2</sup> )	
..... M <sup>2</sup> x € 120 / M <sup>2</sup> (UP TO AND INCLUDING 32M <sup>2</sup> )	..... M <sup>2</sup> x € 110 / M <sup>2</sup> (33 UP TO AND INCLUDING 64M <sup>2</sup> )	..... M <sup>2</sup> x € 101 / M <sup>2</sup> (65 UP TO AND INCLUDING 112M <sup>2</sup> )
..... M <sup>2</sup> x € 98 / M <sup>2</sup> (113 UP TO AND INCLUDING 160M <sup>2</sup> )	..... M <sup>2</sup> x € 96 / M <sup>2</sup> (MORE THAN 160M <sup>2</sup> )	
		<b>TOTAL</b> € .....

- 15% Sigma discount if the subscriber has been a paying member of the Sigma federation for 2 years at the start of MATEXPO2025, without interruption

**Outside booth**

Booth number(s) .....	Total net booth surface (to be indicated in m <sup>2</sup> )	
..... M <sup>2</sup> x € 48 / M <sup>2</sup> (UP TO AND INCLUDING 100M <sup>2</sup> )	..... M <sup>2</sup> x € 47 / M <sup>2</sup> (101 UP TO AND INCLUDING 250M <sup>2</sup> )	..... M <sup>2</sup> x € 38 / M <sup>2</sup> (251 UP TO AND INCLUDING 500M <sup>2</sup> )
..... M <sup>2</sup> x € 32.5 / M <sup>2</sup> (501 UP TO AND INCLUDING 1000M <sup>2</sup> )	..... M <sup>2</sup> x € 31.5 / M <sup>2</sup> (MORE THAN 1000M <sup>2</sup> )	
		<b>TOTAL</b> € .....

- 15% Sigma discount if the subscriber has been a paying member of the Sigma federation for 2 years at the start of MATEXPO2025, without interruption

**3.2 PRICE OF THE SERVICE PACKAGE**

**Booth < € 5000: € 715 in total**

- Administration costs € 195
- Access to the Exhibitors' portal on the Fair's website, Online profile for the digital catalog and posting news items on www.matexpo.com, access to the online Fair guide and visitor management € 355
- Catering and reception costs for the official opening (If one does not attend after registration without desregistration, then a no-show fee of € 75 excl. VAT will be charged), Day of Road Construction and the exhibitor meeting € 165

**Stand < € 5000 - € 10.000: € 825 in total**

- Administration costs € 225
- Access to the Exhibitors' portal on the Fair's website, Online profile for the digital catalog and posting news items on www.matexpo.com, access to the online Fair guide and visitor management € 405
- Catering and reception costs for the official opening (If one does not attend after registration without desregistration, then a no-show fee of € 75 excl. VAT will be charged), Day of Road Construction and the exhibitor meeting € 155

**Stand > € 10.000: € 925 in total**

- Administration costs € 250
- Access to the Exhibitors' portal on the Fair's website, Online profile for the digital catalog and posting news items on www.matexpo.com, access to the online Fair guide and visitor management € 460
- Catering and reception costs for the official opening (If one does not attend after registration without desregistration, then a no-show fee of € 75 excl. VAT will be charged), Day of Road Construction and the exhibitor meeting € 175

**TOTAL PARTICIPATION COSTS EXCLUDING VAT** € .....

**4. DEPOSIT**

In accordance with article 8.2 of the General Conditions of Participation, a deposit will be invoiced to the Exhibitor which is calculated as follows:

Booth rental < € 5.000: **deposit = € 500**      Booth rental € 5.000 - € 10.000: **deposit = € 1000**      Booth rental > € 10.000: **deposit = € 1500**

Each candidate-Exhibitor declares to have taken knowledge of the general conditions of participation, the Fair guide and the privacy policy communicated by the Organizer. The candidate-Exhibitor must accept the general conditions of participation and the "application for participation" form and return both documents signed to the Organizer (info@matexpo.com) allowing the Organizer to review and confirm the candidacy.

Place.....Date .....

Signature / stamp

Name .....

**Location**

**Date**

**Name**

**Signature/stamp**

**1. Place, duration and purpose**

1.1. The 41<sup>st</sup> International MATEXPO, organized by the Organizer, will take place at Kortrijk Xpo (Doorniksesteenweg 216, 8500 Kortrijk, Belgium) from Wednesday, Sept. 10, 2025 till Sunday, Sept. 14, 2025 (Indicative opening hours: Sept. 10: 10 a.m.- 6 p.m., Sept. 11: 10 a.m.- 6 p.m., Sept. 12: 10 a.m.- 8 p.m., Sept. 13: 9 a.m.- 5 p.m., Sept. 14: 9 a.m.-5 p.m.)

1.2. The Fair aims to bring together manufacturers and professionals in order to have a general overview of the machinery, techniques and equipment available for use in the construction, road building, general industry and recycling sectors.

1.3. To this end, according to the modalities as further indicated, companies may register as Exhibitors to participate at MATEXPO.

**2. Definitions**

2.1. Fair: MATEXPO25, the fair organized by the Organizer ([www.matexpo.com/en/](http://www.matexpo.com/en/)).

2.2. Visitor: the natural person or the representative of a legal entity who visits the Fair and who hereby agrees to the Visitor's Terms and Conditions ([www.matexpo.com/en/general-conditions](http://www.matexpo.com/en/general-conditions)).

2.3. Services: the services that may be exhibited at the Fair by an Exhibitor, as defined in article 4 below.

2.4. Exhibitor(s): a company active as a manufacturer, distributor of equipment or supplier of various equipment in the construction sector that presents its company at the Fair.

2.5. Organizer: MATEXPO BV, with office at President Kennedypark (Kor) 31B, 8500 Kortrijk, BCE (BE) 0719.754.846, RLE Kortrijk.

2.6. Products: the products and materials that may be displayed at the Fair by an Exhibitor, as defined in article 4 below.

2.7. Intermediary: commercial representatives, agents, distributors of a manufacturer of Products and Services.

**3. Application of these general conditions of participation**

3.1. The participation of an Exhibitor at the Fair is governed by these general conditions of participation. These general conditions of participation apply to the exclusion of the general conditions of the Exhibitor.

3.2. Any modification of these general conditions of participation will be communicated to the Exhibitor by the Organizer in due time and in any case at least 3 months before the day of the Fair. The Exhibitor then has 1 month to approve or not the changes made. In the absence of a response from the Exhibitor within the stipulated period, the Exhibitor will be deemed to have given his consent to the changes made to the general conditions of participation. In case of a written non-approval by the Exhibitor, the Exhibitor has the right to terminate the agreement in application of article 12 of the general conditions of participation.

**4. Products and Services**

4.1. The following Products and Services may be exhibited by the Exhibitor at the Fair: all machinery, vehicles, techniques, services and equipment for construction, recycling, industry and public works, including machinery and transport equipment for civil engineering and ground, road, construction and demolition works, cleaning machines, all kinds of small equipment and new techniques.

4.2. The Products relate exclusively to new equipment. Used material is not permitted and will be removed immediately by the Organizer, at the risk and expense of the Exhibitor in breach.

4.3. The Products exhibited, including all peripheral (maintenance) products must comply with all current Belgian and European laws and regulations applicable to these Products.

4.4. The candidate-Exhibitor will state in the application for participation whether the Products in question are nuisance or hazardous products.

4.5. The Organizer decides on all technical arrangements related to the set-up of booths, entrances and closures. The Exhibitor shall comply with these arrangements. The Organizer will consider, to the extent possible, the requests communicated by the Exhibitor.

**5. Establishment of participation as an Exhibitor**

5.1. Each candidate-Exhibitor shall contact the Organizer via the Organizer's website ([www.matexpo.com/en/contact/exhibitor-info-request](http://www.matexpo.com/en/contact/exhibitor-info-request)) or in writing to Matexpo BV - President Kennedypark 31B - B-8500 Kortrijk (Belgium) T +32 (0)56 98 07 60 - [info@matexpo.com](mailto:info@matexpo.com). Following the application for participation, the Organizer will transmit by e-mail to the candidate-Exhibitor a "application for participation" form to be completed, together with these general terms and conditions of participation, the Fair guide and the privacy statement.

5.2. The candidate-Exhibitor shall correctly and fully complete the application for participation and agree to these general conditions of participation by signing. The candidate-Exhibitor also acknowledges to have taken note of the Fair guide and the privacy statement and to comply with them.

5.3. The participation as an Exhibitor will then be confirmed by the Organizer by letter and/or by e-mail. The Organizer will decide autonomously on the acceptance of the request for participation specifying the assigned booth(s) and any special provisions or deviations. The date of the confirmation letter shall count as the date of conclusion of the agreement.

5.4. The applications for participation as Exhibitors will be considered by the Organizer in chronological order. Applications from the following candidate-Exhibitor will be considered:

a) Applications submitted directly by a manufacturer of Products as defined in Article 4 above;

b) Applications from an Intermediary provided that such Intermediary submits with its application a mandate from the manufacturer of the Products;

c) Applications from an Intermediary of Products that have never been exhibited or marketed in Belgium and that have not yet been exhibited by the manufacturer itself or another Intermediary and for which the Intermediary concerned does not need a mandate from the manufacturer;

d) Applications from an Intermediary wishing to exhibit Products already exhibited by the manufacturer itself or another Intermediary and for which the Intermediary holds a secondary mandate from the manufacturer.

5.5. The applications for participation of other Intermediaries not belonging to the above categories will be placed on a waiting list. The Organizer will decide on these applications for participation at the latest two months before the opening of the Fair on the basis of the number of places available on the respective dates and the number of the application.

**6. Co-Exhibitor**

6.1 If an Exhibitor wishes to cooperate at its own booth with a partner ("co-Exhibitor"), and if this co-Exhibitor wishes to be included in the Exhibitor List, this partner must also apply for participation as described under article 5 of these general conditions of participation.

6.2 The Exhibitor remains jointly and severally liable for all payment and other obligations of his co-Exhibitor(s). Only the mandatory cost of the service package will be invoiced to the co-Exhibitor. All other costs related to the rented booth will be charged to the Exhibitor.

**7. Participation fee**

The following costs will be invoiced to the Exhibitor by the Organizer according to the choices made by the Exhibitor in the request for participation:

**a) Booth rental fee**

The rent of the booth is determined according to its surface and amounts to:

**IN THE EXPO HALLS:**

Total surface up to 32 m<sup>2</sup>..... € 120/m<sup>2</sup>

Total surface from 33 to 64 m<sup>2</sup>..... € 110/m<sup>2</sup>

Total surface from 65 to 112 m<sup>2</sup>..... € 101/m<sup>2</sup>

Total surface from 113 to 160 m<sup>2</sup>..... € 98/m<sup>2</sup>

Total surface over 160 m<sup>2</sup>..... € 96/m<sup>2</sup>

**IN OPEN AIR:**

Total surface up to 100 m<sup>2</sup>..... € 48/m<sup>2</sup>

Total surface from 101 to 250 m<sup>2</sup>..... € 47/m<sup>2</sup>

Total surface from 251 to 500 m<sup>2</sup>..... € 38/m<sup>2</sup>

Total surface from 501 to 1000 m<sup>2</sup>..... € 32.5/m<sup>2</sup>

Total surface over 1000 m<sup>2</sup>..... € 31.5/m<sup>2</sup>

**b) Service package**

The mandatory service package includes the file fee, catering and reception fees for the official opening, day of road construction, Exhibitor's meeting and any other activities to which the Exhibitor is invited as well as the online profile for the digital catalog and posting of news items on [www.matexpo.com](http://www.matexpo.com), access to the online Fair guide, access to the Exhibitor's portal on the Fair's website and visitor management.

The link to the Exhibitors' portal on the Fair's website is valid as from July 1, 2025 (subject to payment of all participation fees as provided in this article 7) until September 30, 2025.



In case of non-participation by the Exhibitor to the Fair, regardless of the underlying reason, access to the Exhibitors' portal on the Fair's website and the other accesses described above will be immediately denied. The mandatory service package will be invoiced together with the advance invoice of the booth area and is non-refundable.

**c) Services**

Mandatory and optional services for Exhibitors (e.g.: connection of electricity, water, etc.) can only be requested through the Exhibitors' portal on the Fair's website. The Organizer will endeavor to fulfill these requests to the extent that the infrastructure allows it. Payment for these services must be made as provided in article 8 below.

**8. Invoicing, payment and deposit**

**8.1. Billing**

- a) For Exhibitors registered before November 1, 2024, the Organizer will invoice a deposit equal to 50% of the rental fee of booth + price of the service package from September 1, 2024. The balance will be invoiced from January 1, 2025. The services ordered and the deposit will be billed from May 1, 2025.
- b) For Exhibitors registered from November 1, 2024, the Organizer will invoice the full participation fee (100% of booth surface + service package) from November 1, 2024. The ordered services and deposit will be invoiced from May 1, 2025.

**8.2. Deposit**

- a) The Organizer shall invoice the Exhibitor a deposit as of March 1, 2025. The amount of the deposit is calculated based on the rental fee of the booth area:
  - Booth rental fee < € 5000: deposit = € 500
  - Booth rental fee € 5000 - € 10,000: deposit = € 1000
  - Booth rental fee > € 10,000: deposit = € 1500
- b) The deposit may be used by the Organizer in the following cases:
  - Non-compliance with the set-up and take-down times according to the set-up and take-down cards provided for this purpose by security (€125 per hour of exceeded time started),
  - Payment of damages caused by the Exhibitor,
  - Payment for late ordered services,
  - Payment of post-billed services,
  - Discharge of any outstanding invoice,
  - Abandoned waste will be billed at a rate of €125/m<sup>3</sup> per m<sup>2</sup> started.

**8.3. Payment**

- a) The Exhibitor undertakes to pay the advance invoice within 8 days of receipt of the advance invoice to the Organizer at the bank account number provided by the Organizer, and to settle the balance within 8 days of receipt of the balance invoice.
- b) Invoices related to the participation to the Fair will be addressed to the billing address provided by the Exhibitor on the application for participation.

**8.4. Invoice protests**

- a) Any complaint related to an invoice must be made in writing, by registered mail, within 8 days of its receipt, under penalty of inadmissibility.
- b) If a complaint is acknowledged, amicably or in court, the Organizer's liability is limited to the crediting of the invoiced amount of the disputed invoice and any other additional compensation is excluded.
- c) Any response by the Organizer to a late complaint does not imply a waiver of this provision and is always subject to all rights and without adverse recognitions.

**8.5. Payment default or late payment**

- a) In the event of non-payment of an invoice within the stipulated period, all outstanding invoices shall become immediately due and payable without notice of default, and the Exhibitor shall be liable for interest on arrears on the invoice amounts in application of the Law of August 2, 2002 on combating late payment in commercial transactions from the due date of the outstanding invoices.
- b) In addition, a fixed compensation amounting to 10% of the invoice amounts due, with a minimum of €50, shall be payable. In case of partial payment, full compensation remains due.
- c) All costs arising from payments from or to a foreign Exhibitor, such as, for example, related bank charges, shall be borne by the Exhibitor.

**9. Subleasing and transfer**

- 9.1 The Exhibitor is prohibited to sublet booths to third parties, or exhibiting Products for which neither manufacturer approval nor territorial exclusivity can be presented.
- 9.2 The Exhibitor is also prohibited from assigning the entire agreement with the Organizer or any rights and obligations thereunder to a third party without the express, prior and written consent of the Organizer.

**10. Postponement of the Fair by the Organizer.**

- 10.1 The Organizer may be forced to postpone the Fair to a new date within the two years following the originally scheduled date of the Fair for the following reasons:
  - a) fire, natural disasters, energy scarcity or interruption of energy supply, storm, general strike, strike of the personnel in charge of the building where the Fair is taking place by its owners or operators, bomb threats or other acts of terrorism or vandalism, unforeseen political or economic circumstances affecting the organization of the Fair;
  - b) epidemic, pandemic or any situation that forces the Organizer to postpone the Fair to safeguard the health and safety of Exhibitors, Visitors and other persons;
  - c) decisions imposing government bans, government measures or any court order that interferes with the holding of the Fair on the established dates.
- 10.2 The Organizer will notify Exhibitors in writing within 15 days after the Organizer has had to make the postponement decision.
- 10.3 In case of postponement of the Fair, the Exhibitor remains bound by his registration and cannot claim the reimbursement of advances and invoices already paid by him, or any other compensation. The Exhibitor retains the right to cancel his participation in accordance with article 12 of these general conditions of participation.

**11. Cancellation of the Fair by the Organizer**

- 11.1 The Organizer shall organize and conduct the Fair to the best of its knowledge and ability in accordance with the detailed description in the agreement with the Exhibitor.
- 11.2 If the Organizer has to cancel the organization of the Fair for any reason, the following conditions apply:
  - a) If the cancellation of the Fair by the Organizer occurs at least six months before the start of the Fair, the amounts already invoiced will be credited to the Exhibitor and any amounts deposited will be refunded to the Exhibitor.
  - b) In case the cancellation of the Fair by the Organizer takes place less than six months before the start of the Fair, the Organizer shall retain 20% of the part of the price of participation already paid by the Exhibitor for performances and services already delivered (such as publicity on the website, among others) and credit and refund the remaining 80% of the part of the participation fee already paid by the Exhibitor for performances and services already delivered. Already invoiced and paid performances and services yet to be provided by the Organizer will be credited and refunded to the Exhibitor.
  - c) In the event of cancellation of the Fair, the Organizer will not be liable for more than the reimbursement of the advance payments and invoices already paid towards the Exhibitor and the Exhibitor will not be able to claim any additional damages of any kind or for any reason whatsoever.

**12. Cancellation of participation by the Exhibitor**

- 12.1 The Exhibitor may terminate his participation to the Fair at any time, by registered letter and subject to the payment of the following termination fee to the Organizer, without prejudice to the Organizer's right to claim additional damages for other losses suffered:
  - a) For cancellation more than 1 year before the start of the Fair: 50% of the booth rental fees + service package.
  - b) For cancellation more than 6 months but less than 1 year before the start of the Fair: 100% of the of the booth rental fees + service package + any services already ordered.
  - c) For cancellation less than 6 months before the start of the Fair: 120% of the of the booth rental fees + service package.
- 12.2 All outstanding invoices for services already rendered by the Organizer will be invoiced in accordance with these general conditions of participation.
- 12.3 Upon release of the Exhibitor's booth pursuant to a cancellation by the Exhibitor, the Organizer will rent the booth to another Exhibitor. If the booth cannot be re-rented, the Organizer reserves the right to re-invoice the cost of vacating the booth to the Exhibitor.

**13. Liability of the Organizer and of the Exhibitor**

- 13.1 The Organizer, its employees or agents shall not be liable for any damage caused to Exhibitors for any reason whatsoever, including theft, loss of or damage to personal property or physical harm to Exhibitors or Visitors which is not attributable to the Organizer, its employees or agents. Moreover, the Organizer can only be held liable for damage caused by deliberate intent or gross negligence.
- 13.2 In any event, the Organizer's obligation to pay compensation to an Exhibitor is limited to the Exhibitor's total participation fee.
- 13.3 The Exhibitor is bound to compensate all physical and material damage caused by its appointees or agents, both towards the Organizer and third parties (such as Visitors).
- 13.4 The Exhibitor is liable for damage caused to the equipment entrusted by the Organizer during the entire period of the Fair, including set-up and clearance.



13.5 The Exhibitor shall be liable for the damage caused to or by the material of the booth, unless otherwise signed damage report made by the parties.

14. Obligations of the Exhibitor

14.1 The Exhibitor must occupy its assigned booth no later than 36 hours before the opening of the Fair. If the Exhibitor is prevented from doing so, the Exhibitor must notify the Organizer in a timely manner. If the Exhibitor fails to occupy its booth in a timely manner and has not notified the Organizer of any impediment, the Organizer reserves the right to allocate the booth to another Exhibitor, without any right of the Exhibitor to the refund of the amounts already paid to the Organizer and without prejudice to the right of the Organizer to claim from the Exhibitor the amounts not yet paid or not yet invoiced for services already rendered.

14.2 The Exhibitor will ensure that any nuisance to fellow Exhibitors is kept to the strict minimum. The Organizer is entitled to temporarily or permanently suspend the activities on the Exhibitor's booth in the event of persistent complaints from co-Exhibitors and Visitors or if the Exhibitor, his employees or agents, endangers the safety, health or smooth running of the Fair or for Visitors and co-Exhibitors. Under no circumstances shall the intervention of the Organizer give any right to damages or compensation.

14.3 During the opening hours of the Fair, the Exhibitor is obliged to permanently provide a representative at the booth assigned to the Exhibitor for the purpose of keeping the Products exhibited, the materials entrusted by the Organizer and receiving the Visitors. If it is determined that no representative is present at the booth for at least one hour during the opening hours of the Fair, the Organizer reserves the right to charge the Exhibitor a compensation of €250 per Fair Day.

14.4 The Exhibitor is obliged to strictly comply with the schedule regarding assembly and disassembly, as drawn up and notified by the Organizer. The Exhibitor who, for whatever reason, fails to and refuses to comply with the imposed planning, despite consultation with the Organizer, commits a breach of its contractual obligations. The Organizer hereby reserves the right to allocate the booth to another Exhibitor, without any right for the Exhibitor to the refund of the amounts already paid to the Organizer and without prejudice to the right of Organizer to claim from the Exhibitor the amounts not yet paid or not yet invoiced for services already rendered.

15. Booth allocation

15.1 The Organizer reserves the right to make changes in the general booth allocation granted to Exhibitors at any time, whenever the Organizer deems it necessary in the interest of the proper and safe conduct of the Fair.

15.2 An adjustment of the booth allocation shall not give rise to any compensation for the Exhibitor.

16. Provisions regarding the decoration of the booths.

16.1 The decoration of the booths (including floor coverings and lighting) is mandatory and left to the Exhibitor's own initiative, subject to approval by the Organizer and to the extent that it complies with the general guidelines of the Organizer as described in the Fair guide.

16.2 All activities should be done at the booth itself including distribution of leaflets.

16.3 The fixed height of the booths is set at 2.5 m. Deviations are permitted only with the express and prior approval of the Organizer. Walls higher than 2.5 m must be finished neutrally on the outer sides. Open sides may be closed for a maximum of 50% of the length of the side. In the case of multi-story buildings, the Exhibitor must submit a design and safety study to the Organizer for approval at least 3 months before the Fair.

16.4 The booth must be returned in the same condition as it was at the start of construction after dismantling.

17. Delivery, unpacking, disposal of Products

17.1 Each Exhibitor must provide, at its own expense and risk, for the delivery, unpacking, display and disposal of the exhibited Products.

17.2 The Organizer reserves the right to refuse entry to Products that do not comply with the conditions of these general conditions of participation or for which the Organizer deems that such Products or their delivery will cause inconvenience to the further course of the construction and the Fair. Any refusal to deliver the Products outside the schedule shall not give rise to any compensation to the Exhibitor.

17.3 Products may not be removed without written permission from the Organizer before the closing of the Fair to Visitors. This does not apply to those items that are damaged and can be replaced every day before the opening of the Fair, taking into account accessibility and possible inconvenience to co-Exhibitors.

17.4 Sold Products may not be taken away or delivered during the opening days of the Fair.

17.5 The clearance of the booths will start immediately after the closing of the Fair according to a schedule set by the Organizer. The Exhibitor shall strictly adhere to the imposed schedule. Products, as well as other material goods, including waste, that have not been removed by the Exhibitor at the end of the

clearance period will be removed immediately and at the expense and risk of the negligent Exhibitor by the Organizer.

18. Generators and HVAC equipment

The Exhibitor wishing to install generators (for generating energy for their booth construction) and/or HVAC equipment on their booth must notify the Organizer and obtain the Organizer's prior written approval. As part of the environmental inspection of the Environment, Nature and Energy Department of the Flemish Government, the Exhibitor shall notify the Organizer by Augustus, 1, 2025 of the:

- a) location of the generator(s) and/or HVAC equipment at the booth;
- b) contents of the generator(s) and/or HVAC equipment;
- c) power of generator(s) and/or HVAC equipment.

19. Safety regulations

19.1 The Exhibitor must scrupulously observe all applicable safety regulations in force and, in doing so, comply with the specific safety regulations and technical instructions as included in the Fair guide. The Organizer may have safety deficiencies corrected at the Exhibitor's expense or proceed to close the booth without the Exhibitor being entitled to any compensation.

19.2 Machines and devices that are hydraulically elevated should be equipped with a mechanical support system.

19.3 Each booth must be equipped with at least 1 multipurpose fire extinguisher type ABC, min. 6 kg and bearing a label of annual inspection. The presence of a fire extinguisher will be checked by the Organizer before the opening of the Fair. If this condition is not met, no power will be provided at the booth. The Exhibitor will have the option of placing its own fire extinguisher on the booth or renting a fire extinguisher from the Organizer. The choice whether the fire extinguisher will be brought by the Exhibitor himself or will be rented from the Organizer must be communicated to the Organizer by August 1, 2023 per booth. In the absence of timely notification, a fire extinguisher will be ordered by the Organizer and charged to the Exhibitor.

20. Insurance

20.1 Each Exhibitor shall take out insurance to cover the Products exhibited and the goods and materials used during the Fair, as well as insurance to cover its civil liability for material and bodily harm to third parties. Proof of these insurances as well as of the premiums paid will be presented by the Exhibitor at any time upon simple request by the Organizer.

20.2 The Exhibitor expressly waives, both in its own name and in the name of the persons it authorizes, any recourse that it or they may be entitled to exercise against the Organizer and/or any company of the group to which the Organizer belongs on account of any damage whatsoever, whether direct or indirect, caused to them or to third parties during the Fair. The Exhibitor undertakes to notify this waiver of recourse to its insurer(s) for damages, civil liability and industrial accidents.

21. Processing of personal data

The Organizer processes the personal data of the Exhibitor's employees in accordance with the privacy policy as communicated with the "application for participation" form to the Candidate-Exhibitor who wishes to register as an Exhibitor and as available on the Organizer's website ([www.matexpo.com/en/politique-de-confidentialite](http://www.matexpo.com/en/politique-de-confidentialite)).

22. Nullity

Nullity of one or more articles of this general conditions of participation shall not give rise to the total nullity of the agreement. The parties undertake in good faith to replace any void provision with a similar provision reflecting the contractual balance between the parties.

23. Applicable law and competent courts

23.1 Only Belgian law is applicable to the agreement between the Organizer and the Exhibitor.

23.2. Any dispute relating to the agreement between the Organizer and the Exhibitor shall be subject to the exclusive jurisdiction of the territorially competent courts of the Organizer's office.

