

Important information - FAQ

I. DATE AND OPENING HOURS

Opening hours for visitors: Friday, 5 July to Sunday, 7 July 2024 from 9:00 - 19:00 **Opening hours for exhibitors:** Friday, 5 July to Sunday, 7 July 2024 from 6:00 - 20:00 **Official opening ceremony:** Friday, 5 July 2024 at noon

Closing ceremony: Sunday, 7 July 2023 at 19:00 in the Däichhal

II. ASSEMBLY AND DISASSEMBLY

Set-up: from Monday, 1 July 2024 from 8:00 a.m. to Thursday, 4 July 2024 at 8:00 p.m.

Dismantling: earliest on Sunday, 7 July 2024 from 19:00. **Access from 20:00 hrs.**

The Däichhal and pavilion must be dismantled by Monday, 8 July 2024 at 17:00. All other stands and structures by Wednesday, 10 July 2024 at 17:00.



III. OWN TENTS

It is strictly forbidden to pierce any fastenings into the ground. If necessary, please contact Mr SCHUMACHER Luc.

SCHUMACHER Luc: 00352 81 91 81 -234Ville d'Ettelbruck - Services industriels

IV. POWER AND WATER CONNECTIONS

The electricity and water connections are set up at specific points. **Please note that you must lay the pipes with your material (extensions, hoses, water tap connection for ½" BSP thread) from the distributor connection to your stand.**



V. ACCESS TO THE SITE

For assembly and dismantling

Exhibitors do not require proof of admission for the set-up period from Monday, 1 July 2024 to Thursday, 4 July 2024.

The same applies to dismantling from Monday, 8 July 2024.

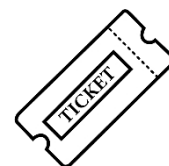
During the FAE (05 - 07 July 2024)

6:00 - 20:00 hrs

Exhibitors may enter and leave the exhibition grounds on foot by presenting a valid admission wristband / admission ticket.

6:00 - 8:00 am & 7:30 - 9:00 pm

Deliveries by motor vehicle possible. To ensure access, the driver requires a valid entry ticket for the day in question and an "Accès Livraisons" card, which can be requested via exposants@fae.lu until 31 May 2024.



Driving on the exhibition grounds is strictly prohibited from 8:00 am to 7:00 pm.

Please inform your suppliers.

VI. WATCH SERVICE

From Monday evening, 1 July 2024 to Tuesday morning, 9 July 2024 **from 19:00 - 9:00**.

Exhibitors and their guests must have left the exhibition grounds before 20:00 in the evening.
(Closing of the entrances and exits)



VII. EXHIBITOR CAR PARK - "PARKING EXPOSANT"

The exhibitor car park is divided into different areas. In this respect, your "exhibitor parking ticket" will only be valid for the specified area.



Parking spaces are allocated according to proximity to the stand and availability.

Access to the exhibitor car park is only permitted with a parking ticket for the exhibitor car park and a valid admission ticket per person. Without a valid ticket, no admission can be granted, not even temporarily for unloading.

The parking ticket with your mobile phone number must be clearly visible behind the windscreen of your car during the parking period!

VIII. GENERAL SAFETY

We would like to point out that the activities of companies and traders are not covered by the insurance of the City of Ettelbruck. You are fully liable for all personal injury and property damage caused to third parties in connection with and in relation to your stand set up at events on the territory of the City of Ettelbruck.



The City of Ettelbruck declines all liability for accidents or incidents caused by faulty equipment due to negligence on the part of the supplier and/or operator.

Please note the following conditions:

1. General information

- 1.1. You are solely responsible for the safety and conformity of your stand and the associated facilities.
- 1.2. You must have liability insurance.
- 1.3. Notwithstanding these provisions, you are obliged to comply with the regulations at the following link: <https://112.public.lu/fr/publications.html> as well as all other statutory regulations relating to fire protection, health and safety at work and food hygiene.

2. Safety distances and access for emergency services

- 2.1. The event location must be freely accessible for emergency services.
- 2.2. Advertising boards, machines etc. must be positioned in such a way that they do not hinder the deployment of the emergency services.

3. General measures

- 3.1. All appliances used, such as: electrical installations or gas equipment (heating, lighting, hob, deep-fat fryer, etc.) must comply with the applicable standards and be in working order. All these appliances must be used and maintained in accordance with the manufacturer's instructions.
- 3.2. All outdoor technical installations, even if they are temporary, must comply with the applicable standards.
- 3.3. There must be no cables or pipes in the areas accessible to visitors. Electrical cables must be laid under cable protection ducts.

4. Rescue and intervention equipment

- 4.1. One or more standardised portable fire extinguishers must be placed on your stand according to the risks involved. The extinguishing agents must be appropriate to the risks involved.
- 4.2. Stands with a deep-fat fryer or similar must be equipped with a Class F fire extinguisher (for oil and grease fires).
- 4.3. Fire extinguishers must be easily accessible and marked in accordance with the Grand-Ducal Regulation of 14 November 2016 on the minimum requirements for health and safety signage.
- 4.4. Each stand must be equipped with a first aid kit.



5. Gas systems

- 5.1. Exhibitors using gas containers must undertake to comply with the ITM-CL 101.1 regulation for "Storage of mobile metallic containers containing liquefied petroleum gas used in mobile facilities".
- 5.2. The exhibitor is obliged to have his installation checked by an authorised external company.
- 5.3. The total permitted volume of gas cylinders for a tent must not exceed 500 litres. A maximum of 2 gas cylinders of 14 kg each are permitted inside a tent, food truck or similar facility. Only one gas appliance may be connected to a 14 kg cylinder.

6. Additional regulations for barbecue stands

- 6.1. To avoid burn marks or oil stains, there must be a layer of sand at least 4 cm thick under the grill.
- 6.2. A construction that guarantees equivalent soil protection can be accepted by the local authority.

IX. STAND CONTROL

Stands and tents must be erected professionally. All structures, tents and constructions must comply with safety requirements and must not pose a danger to persons at any time. Safety officers will carry out spot checks. Exhibitors must rectify any complaints and defects immediately.

X. HYGIENE

All hygiene measures relating to the preparation and sale of food must be observed!

Invoices for the food purchased must be carried and shown on request.



XI. STRATÉGIE " NULL OFFALL LËTZEBUERG "

The sale and giving away of balloons is prohibited. Please ensure that you only distribute sustainable gadgets/goodies.

All crockery must either be made from sustainable raw materials or be reusable.

The FAE respects the strategy " Zero Offall Lëtzebuerg " <https://environnement.public.lu/fr/offall-ressourcen/null-offall-letzebuerg.html>.

XII. PAYMENT

Payment of the stand fee is due no later than 14 days after receipt of the invoice. Any delay in payment will result in an increase of 10% of the amount owed and interest will be charged at 12% per annum (30 days from the invoice date).

The stand fee is due for each reserved and unoccupied space as if it were occupied. It is expressly forbidden to sell all or part of the space allocated by the organiser to assign, lease or exchange them to third parties, either against payment or free of charge.

We also ask you to bring proof of payment with you to the exhibition so that it can be shown on request.

You will be invoiced for the redeemed customer admission tickets and the reserved tent after the event.

XIII. FAIR OFFICE

You can reach us in the exhibition office on the 1st floor of the Däichhal from 1 July to 8 July from 9:00 - 11:30 and from 13:30 - 17:00.

Any exhibitor who fails to comply with this provision may be prohibited from participating in the trade fair at a later date.