

Regulations for the use of halls, services and rental of supplies Bruges Meeting and Convention Centre (BMCC)

Technical - Construction

Nothing may be suspended from or attached to ceilings, walls, support beams, light rails, sound rails, etc. of BMCC without the express and written consent of BMCC.

Exits, passageways or emergency exits must be kept clear in all circumstances.

The organiser will have received as an attachment to their order confirmation a floor plan, on which is clearly indicated which spaces must be kept free. Electrical switch boxes and fire extinguishing materials must remain accessible at all times. All cables must be in the available cable ducts. Cables lying unprotected on the floor, in hallways, passageways and emergency exits shall be removed.

All technical equipment brought into the building must be in accordance with the prevailing laws, ARAB, AREI, Vlare II, etc. Specifically, decor, wood, cloths, etc. must meet the following fire resistance for wall, floor and ceiling coverings:

Halls	Vertical walls	B-s1, d2
	Ceilings and suspended ceilings	B-s1, d0
	Floors	BF-s1

Any use of smoke, fire and pyro effects, etc. must be requested in advance and approved by the fire service.

Gas cylinders containing flammable gases or appliances running on gas are prohibited in the halls on level -1, +1, +2, +3 and +4 and in the entrance hall of BMCC. If using gas cylinders containing flammable gases or gas-powered appliances in the exhibition hall on level 0, the internal regulations must be complied with.

During build up the exhibitor/ contractor is obliged to remove and take back all waste from the halls.

Immediately after the end of the event, the exhibitor/ contractor is obliged to remove the goods it has installed, as well as the waste from the halls.

In the event of late removal o, the sets will be cleared by staff from BMCC, at the exhibitor/ contractors expense, at the applicable rate. Any waste or goods left behind will also be removed by the services of BMCC at the exhibitor/ contractors expense at the applicable rate. BMCC shall in no case be obliged to store the goods left behind, and may have them destroyed without any right of recovery by the customer/designer against BMCC. BMCC is not responsible for theft, loss, or damage to property (including vehicles) belonging to the customer/designer. Crates, cardboard boxes, barrels, etc. used for packing materials must be removed from the halls where the event takes place. Smoking is also prohibited in dedicated stacking areas.

Wrapping paper, newspapers or other packing materials must be removed from the halls on a daily basis.

Candles, tea lights, etc. are not permitted in the halls of BMCC unless with express approval.

If ornamental plants are installed, care must be taken to ensure that the floor cannot be damaged if the plants are watered.

It is prohibited to place ornamental plants on the stairs, as well as to hang cloths or carpets along the stairs. Heating appliances with petroleum and industrial burners are prohibited.

Gas appliances used for a demonstration or trade show must be shut off from the gas supply every day when event is finished.

Electric fires must be earthed and the temporary installation of the devices in operation must be in accordance with the requirements of the Royal Decree of 27 September 1974 and the Belgian Technical Regulations. Electric fires used for a demonstration must be turned off every day at the end of the event.

Demonstrations using oxygen-acetylene burners may only be performed under the following conditions:

- The oxygen bottles must be stored outside the buildings in a well-ventilated area and must be secured to the walls.
- The pipe connecting the oxygen bottles to the burners must not exceed 10m.
- No combustible material can be within 2m of the burner(s).

It is prohibited for visitors/exhibitors/attendees to bring dogs, cats or other (domestic) animals to the event during construction, during the event itself and the subsequent dismantling, except with the explicit and written agreement of the Event Coordinator of BMCC.