

# FAQ



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**Do you have a question?  
Please click the subject of your choice below:**

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## **B**

### **Booths/stands**

Construction height  
Height hall  
Stand space

## **C**

### **Catering**

Catering  
New Year's drink  
Sampling and/or stand catering

## **C**

### **Construction and dismantling**

Construction  
Construction height  
Dismantling  
Exhibitor badges  
Height hall

## **C**

### **Corona**

General guidelines  
Extra measures we have taken  
Rules during set-up and dismantling

## **E**

### **Exposure**

Flyers  
Music  
Sampling (products)

## **F**

### **Furniture and decoration**

Display materials and extra furniture  
Furniture present in the booth  
Mounting/attachment options  
Sticking on wall panels / wallpaper  
Wall panels

## **I**

### **Important information**

Construction height  
Exhibitor badges  
Height hall  
Mounting/attachment options

## **L**

### **Loading, unloading, delivery**

Delivery goods/logistics  
Loading/unloading (routing)

## **L**

### **Location and opening hours**

Dates and opening hours event  
Location

## **Q**

### **Questions**

Contact  
Questions

## **T**

### **(technical) Facilities**

Electricity  
Impregnation  
Lighting  
Visitor scan app  
Waste  
Water

# Booths/stands

## Height hall

← [Back to index](#)

Brabantal – Leuven:

The (free) height of the hall is 3,5 meters (in some places higher). Do you have items in the booth higher than 2.50 meters on 1 or several points? Then please ask for more information.

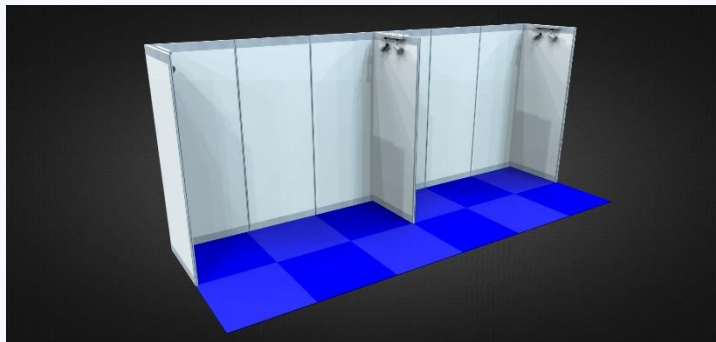
NBC – Nieuwegein:

The (free) height of the hall is 8 meters. Do you have items in the booth higher than 2.50 meters on 1 or several points? Then please ask for more information.

## Turnkey (standard) stand space

← [Back to index](#)

Your stand space is including wall panels (white), anthracite carpeting, a duo spot, electricity including usage (up to 1kW), 1 socket with two contact points. Also see '[Furniture](#)'.



*Note! The actual colour of the carpet tiles is anthracite and can deviate per location.*

## Free (own) stand construction

← [Back to index](#)

Note! Own stand construction during the PromZ Product Première is NOT permitted. No exceptions will be made.

# Catering

## Catering

← [Back to index](#)

PromZ offers you lunch and drinks for yourself and your stand crew (with a maximum based on the stand size in m<sup>2</sup>). You don't have to do anything, catering will come by your booth. Please do register your stand crew in time.

## New Year' Drink

← [Back to index](#)

On both locations, if permitted, at the end of the exhibition day we will have a New Year's drink to toast on a great 2021.

New Year's Drink Brabantal – Belgium:	17.30 hours
New Year's Drink NBC – Netherlands:	17.30 hours

## Sampling and/or stand catering

← [Back to index](#)

Wish to sample food/drinks or have your own catering point during the exhibition? Then please request for permission at [traffic@hetportaal.com](mailto:traffic@hetportaal.com) or +31 (0)75-6475747. There are some extra rules due to corona.

# Construction and dismantling

## Construction

[←Back to index](#)

Because of corona construction is arranged differently to be able to better spread the number of people on the exhibition floor. It is therefore necessary to register for a daypart (full = full).

You will receive separate information by e-mail on this item.

**Please note:** During construction and dismantling, costs for removing stand waste and, as for (system) stand construction, residues as well as damage will be charged on to the exhibitor.

## Dismantling

[←Back to index](#)

During dismantling we ask you to take corona into account as well. The dismantling of stands and the removal of goods must take place on:

Belgium: Tuesday 26 January from 17.00 till 21.00 hours.

Netherlands: Thursday 28 January from 17.00 till 21.00 hours.

**Please note:** During construction and dismantling please note that costs for removing stand waste and, as for (system) stand construction, residues as well as damage will be charged on to the exhibitor.

# Corona protocol

## General guidelines for all

[←Back to index](#)

- leaving coats etc. without valuables inside the car if possible
- keeping a distance of at least 1.5 meters
- ensuring of good hygiene measures
  - washing hands regularly
  - coughing and sneezing on the inside of the elbow
  - use of paper tissues and throwing them away immediately
  - no handshakes
- staying at home with mild cold symptoms, such as sniffing, coughing, sore throat or fever
- staying at home if you have housemates with a fever
- after toilet visit wash/disinfect hands with the available products

## Extra measure we have taken

[←Back to index](#)

- Adjusted floorplan with wider paths and routing
- Stand spaces must all be provided with good separation from neighbouring stands
- At the entrance we will scan your temperature
- We will also ask the necessary health questions
- We will offer free mouth masks
- On several locations we will provide disinfection products

## Regulations during construction and dismantling

[←Back to index](#)

- Preferably with your own transport to the location.
- Public transport; follow the guidelines of the transport company.

*Read further on the following page...*

- Keep the company bus clean and ventilated.
- Strictly follow the instructions provided in advance and the guidelines from the Location and the Organiser. Keep the guidelines and the instruction flyer in the company bus and in the set-up documentation.
- Keep 1.5 meters distance. Do not shake hands with colleagues and other suppliers. Conduct work meetings at least two arm lengths apart.
- Follow the hygiene measures.
- Stay at home with in case you have cold symptoms or housemates with a fever.
- Work alone as much as possible.
- Boxes, crates, etc. are mobile as far as possible (if too heavy), and are used by as few people as possible, from supplier to the final location, touched.
- Crew rooms are scattered around the location with a 1.5 meter distance being observed.
- Crew catering: employees bring their own packaged food, or there are food packages available at the location.
- Eating together according to the 1.5 meter rule
- Work areas are well ventilated
- Enforcement: the organiser and the corona responsible party(ies) supervise the compliance with the measures.

*The organisation reserves the right to exclude from further participation/visit persons with a cold, fever and/or those who fail to observe the safety and precautionary measures.*

## **Exposure**

### **Flyers**

[←Back to index](#)

Do you wish to spread flyers during the event? Please ask for permission. It is not permitted always and/or everywhere.

### **Music**

[←Back to index](#)

Wish to make sounds or play music during the exhibition? This is approved at your own booth, as long as surrounding booths don't have a problem with that. Other ideas? Please contact us.

### **Sampling (products)**

[←Back to index](#)

Wish you sample your product during the event? Ask for permission. Sampling is not permitted always and everywhere.

# Furniture and decoration

## Display materials and extra furniture

[←Back to index](#)

You can order your display materials as well as furniture for the PromZ Product Première via 2 parties:

**EBG Verhuur**, login via [www.ebgverhuur.nl/en](http://www.ebgverhuur.nl/en).

PromZ Product Première NL  
User: NL25  
Password: Promz

PromZ Product Première BE  
User: BE23  
Password: Promz

### Note!

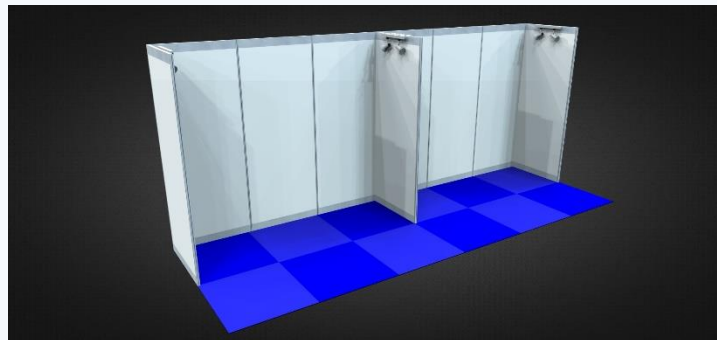
Per location it is necessary to order your furniture separately.

The party of your choice will make sure the ordered materials will be at the right location on the right booth in time.

## Furniture present in the booth

[←Back to index](#)

Standard the booth doesn't have any furniture. A varied appearance of the exhibition is more attractive for event visitors. Through diversity in furniture we like to get this done.



*Note! The actual colour of the carpet tiles is anthracite and can deviate per location.*

## Mounting/attachment options

[←Back to index](#)

Wish to attach objects to your wall panels? You can borrow special hooks at the organisation office. A limited number in various sizes will be there to borrow.

**Please note:** Costs for removing residues as well as damage will be charged on to the exhibitor. Therefore, drilling, hammering or anything else that will damage the wall panels is not allowed.

## Sticking on wall panels / wallpaper (turnkey)

[←Back to index](#)

Wish to sticker or paper your walls? Make sure you use material that's easy to remove. Residue as well as damage will be charged to the exhibitor.

## Wall panels

[←Back to index](#)

The booths are built with wall panels. A single wall panel has the following measurements: 1000 mm x 2500 mm (w x h). Sizes for sticking within the frame of one single panel are: 970 mm x 2300 mm (b x h).

# Important information

## **Construction height**

[←Back to index](#)

The maximum height of all items inside the booth can be 2.50 meters. Sometimes an exception can be made. Ask for permission.

## **Exhibitor badges**

[←Back to index](#)

Exhibitor badges for access to the exhibition floor need to be pre-ordered through DMAS. You will receive information about this subject separately.

You need the exhibitor pass to be able to get your lunch, offered by us, at the booth. Depending on the number of hired m2 you can request for a maximum number of exhibitor passes per location (Brabantal – Leuven and NBC – Nieuwegein). For 2021 this number is based on the corona protocols. Therefore, it is not possible to request for additional passes.

## **Height hall**

[←Back to index](#)

Brabantal – Leuven:

The (free) height of the hall is 3,5 meters (in some places higher). Do you have items in the booth higher than 2.50 meters on 1 or several points? Then please ask for more information.

NBC – Nieuwegein:

The (free) height of the hall is 8 meters. Do you have items in the booth higher than 2.50 meters on 1 or several points? Then please ask for more information.

## **Mounting/attachment options**

[←Back to index](#)

Wish to sticker your hired wall panels? Please make sure you use easy to remove material. Costs for removing residues as well as damage will be charged on to the exhibitor.

## **Regulations PromZ Product Première**

[←Back to index](#)

The regulations for exhibitors can be requested for at all times. Upon request we will send you these regulations.

Also read the extra measures and regulations because of corona.

# Loading/unloading and delivery

## **Delivery of goods/Logistics**

[←Back to index](#)

Large parcels and/or pallets with goods on behalf of the booth can be handled by CEVA Logistics. See [www.cevalogistics.com](http://www.cevalogistics.com) for more information.

### Loading/unloading (routing)

[←Back to index](#)

Brabantthal Leuven:

Loading and unloading can be done through gate number 5.

NBC Nieuwegein:

Loading and unloading can be done through door number 7, see [route description](#).

## Location and opening hours

### Dates and opening hours

[←Back to index](#)

The exhibition is open for visitors:

Tuesday 26 January 2021 – Brabantthal – Leuven (Belgium) 10.00 – 17.00 hours  
Followed by New Year's Drink  
(if allowed)

Thursday 28 January 2021 – NBC – Nieuwegein (Netherlands) 10.00 – 17.00 hours  
Followed by New Year's Drink  
(if allowed)

### Locations addresses

[←Back to index](#)

Tuesday 26 January – Brabantthal – Leuven (Belgium)

#### Address:

Brabantlaan 1  
3001 Leuven, Belgium

Thursday 28 January – NBC – Nieuwegein (Netherlands)

#### Address:

Blokhoeve 1  
3438 LC Nieuwegein, Netherlands

## (technical) facilities

### Electricity

[←Back to index](#)

Electricity (usage up to 1kW) is included in the stand rent. Do you need more than 1kW? Contact us at: T: +31 (0)75-6475747 or by e-mail: [traffic@hetportaal.com](mailto:traffic@hetportaal.com) for more information.



### **Impregnation**

[←Back to index](#)

The fire department orders to impregnate all combustible material (such as cloth, straw, etc.).

### **Lighting**

[←Back to index](#)

The booth has 1 duo spot, standard placed. It can be adjusted as you wish for.

Please contact us during construction if you want to move the spots. Removing or replacing is only possible at additional costs.

Should you wish for extra lights, please contact us.



### **Visitor scan app**

[←Terug naar index](#)

Using the dMAS visitor scan app, available for IOS and Android, makes it easy to collect visitor data and share digital items with your booth visitors. With the app it is easy to make notes or follow up tasks. After the event you easily download your leads by logging into dMAS using the login details you have received from them.

The advantages;

- ✓ Scan stand visitors with the dMAS app – simply on your cell phone
- ✓ Send offers to your visitors with a view clicks only
- ✓ Easily upload your products into dMAS, also accessible for a next event
- ✓ Use your product pool for a faster workflow
- ✓ If desired; free support during construction of the event

Want to make use of the system? We provide you with a special offer of € 89 (normally € 189).

More information via [traffic@hetportaal.com](mailto:traffic@hetportaal.com).

### **Waste**

[←Back to index](#)

Cost for (stand) waste that's left behind (during construction and/or dismantling) and/or hard to remove tape/wall paper on system wall panels, as well as damage to the booth will unfortunately be charged to the exhibitor. The exhibitor is responsible for the disposal of waste.



### **Water**

[←Back to index](#)

When you make use of a dishwasher etc. you should order a water connection for each machine/device. Ask us for the order form. On top of that, we do need a technical drawing for the position of the water connection.

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### **Questions?**

[←Back to index](#)

Is your question missing?

Please contact project management:

T +31 (0)75-6475747

E [traffic@hetportaal.com](mailto:traffic@hetportaal.com)

