

LABORAMA 360

Regulations

Regulations for participation in LABORAMA 360 – 2027 edition

These regulations apply to every LABORAMA trade show (hereinafter referred to as "LABORAMA") organised by the Laborama federation (also referred to as the Organiser or the Organisation).

The LABORAMA trade show consists of 2 parts:

Part 1: a 2-day physical trade show held at Flanders Expo, Maaltekouter 1, 9051 Sint-Denijs-Westrem (Ghent), on Wednesday 24 and Thursday 25 February 2027.

Part 2: a 2-day congress organised in parallel with the physical trade show under the supervision of a scientific committee, which oversees the quality of the programme.

The costs of organising the congress are borne by the Laborama federation.

Exhibitors register only for the physical LABORAMA trade show. They pay only for their stand reservation. All prices stated are exclusive of VAT.

Articles of the regulations

Article 01

Registration for participation in LABORAMA is binding. By registering, Exhibitors undertake to comply with the provisions of these regulations, as well as any new provision the Organisers may adopt in the interest of the show.

Article 02

Participants in LABORAMA undertake to present only products and/or services directly related to the laboratory sector.

Both members and non-members of the Laborama federation may register to participate in the LABORAMA trade show. Non-members may only be admitted if the board of the Laborama federation considers that the applicant's commercial activity is sufficiently related to the laboratory sector.

In addition, the Organiser reserves the right to refuse registrations from companies that are not established in Belgium or do not carry out direct commercial activities in Belgium.

Article 03

Companies register in their own name. Only the registering company will be regarded by the Organiser as an actual Exhibitor. The services set out in the regulations are offered to this company only.

The Exhibitor is not permitted to transfer the stand allocated to it, in whole or in part, to third parties for their use, under any name or title whatsoever.

Should the Exhibitor nevertheless decide to share its stand with third parties, the latter will not be entitled to any LABORAMA services and cannot assert any rights.

Article 04

Registration takes place online only, via the registration form on the website www.laborama360.be, from 2 October 2026. After registering, the Exhibitor receives a confirmation email followed by a link giving access to the webshop.

Article 05

The Organisation reserves the right to accept or refuse an application to participate in LABORAMA at any time and for any reason whatsoever.

Article 06

The price of a stand is invoiced as follows: a 50% deposit after acceptance of the application to participate, with a payment term of 30 days, and the balance before 24 January 2027, with a payment term of 30 days. Payment of the full amount in one instalment is also possible. If the amount due is not paid, or not paid in full, the board is entitled to terminate the participation, in which case the Exhibitor remains liable to pay the amount still owed under article 10 of the exhibition regulations.

Only participation/the stand is invoiced by the Laborama federation. All orders placed via the webshop are invoiced by Easyfairs. Sponsorship packages and the visitor database will be invoiced by the Laborama federation at a later date.

Article 07

The flat-rate price for participation in LABORAMA (description: see introduction) with a standard stand (see article 13) is:

For each 12 m² module:

- For members of the Laborama federation: EUR 2,950.00 (excl. VAT)
- For non-members of the Laborama federation: EUR 3,745.00 (excl. VAT)

Stands of several modules are charged per 12 m² module (e.g. 24 m²: EUR 5,900.00 for members / EUR 7,490.00 for non-members).

Members of the Laborama federation benefit from this substantial discount provided that:

- they are already members of the Laborama federation at the time of registration and have paid their membership fee for the full year preceding the show (year of the edition -1);
- they remain members of the Laborama federation for at least the full year of the show (year of the edition);
- they have no payment arrears towards the Laborama federation (except for an accepted dispute).
- Anyone who officially confirms membership by purchase order (PO) for the years 2027 and 2028 is considered a member; the membership fee is invoiced annually.
- Early access and priority for premium stands are exclusively for Laborama members.

Membership fee – Category	Number of employees in Belgium (*)	2027 membership fee excl. VAT
1	1 to 4	€ 895.00
2	5 to 19	€ 960.00
3	20 to 49	€ 1,430.00
4	50 or more	€ 3,115.00

Article 08

Prices stated are exclusive of 21% VAT.

Since 1 January 2011, VAT is due in the country where the Exhibitor is established.

Since that date, foreign Exhibitors (with non-Belgian VAT numbers) receive invoices without VAT for all services related to participation in a trade show (including the stand), with the exception of catering, for which VAT remains due in the country where the service is provided.

Article 09

The Organisation accepts registrations until 15 December 2026 (stand reservation deadline). After this date, the Laborama federation can no longer guarantee the acceptance of Exhibitors, nor the provision of all included services.

This rule also applies in the case of stand reservation invoices still outstanding 1 month before the start of the event.

Article 10

An Exhibitor already registered for LABORAMA who cancels its reservation, for whatever reason, shall in all cases pay the following costs to the Organisation:

- more than 60 days before the start of the event: 10% of the total amount
- from 60 to 30 days before the start of the event: 30% of the total amount
- from 30 to 14 days before the start of the event: 50% of the total amount
- less than 14 days before the start of the event: 75% of the total amount

Article 11

Force majeure clause

The Laborama federation may cancel the LABORAMA trade show for reasons of force majeure.

A. A force majeure event means any event that:

- was not caused by the Laborama federation, and
- makes the further performance of the obligations under this agreement substantially more difficult for the Laborama federation.

The common-law condition of unforeseeability with regard to force majeure therefore does not need to be met.

The following are considered force majeure events, without this list being exhaustive:

- natural disasters (such as flooding, storm, lightning, ...)
- social unrest (such as strikes, demonstrations, ...)
- criminal offences (such as theft, terrorism, ...)
- illness, epidemic, virus, pandemic (such as the coronavirus, ...)
- power and telecommunications outages
- accidents (such as fire, ...)
- government intervention, including government measures to combat an illness, epidemic, virus or pandemic (such as a ban on events, a travel ban, government measures to combat the COVID-19 coronavirus or its consequences) that make it impossible for the organiser to perform its obligations

B. If the Laborama federation is affected by a force majeure event, it will inform the registered Exhibitors by email as soon as possible.

With this notification, the Laborama federation will provide all relevant supporting documents to enable its counterparties to establish the existence and impact of the force majeure event invoked.

C. The Laborama federation will take all reasonable measures to limit the effect of the force majeure event invoked on the performance of its obligations under the agreement.

Accordingly, in the event of a force majeure event that makes the performance of the obligations relating to the organisation of the trade show at Flanders Expo substantially more difficult, the Laborama federation will make all reasonable efforts to organise a digital part of the event instead, where appropriate.

D. If the Laborama federation invokes a force majeure event, it is released from any contractual or non-contractual liability from the moment the force majeure event occurs. The Laborama federation shall therefore under no circumstances be liable for the non-performance of obligations affected by force majeure.

If a force majeure event makes the further performance of the obligations under the agreement substantially more difficult for the Laborama federation, the Laborama federation will immediately terminate the agreement for the physical part of the trade show. If it is still possible to provide a digital part of the event and there is sufficient support for it among the parties concerned, Laborama will make reasonable efforts to organise the digital version nonetheless.

E. In the event of termination of the agreement due to force majeure, each registered Exhibitor shall be liable for up to 40% of the price owed by it, with a maximum of € 3,000, as a flat-rate compensation for the costs incurred and services provided by the Laborama federation in connection with the organisation of 'LABORAMA360 – 2027 edition'. The Laborama federation will refund or credit 40% for the cancellation of the show, increased, where applicable, by the part of the flat-rate compensation exceeding € 3,000.

For the remaining 20%, the exhibitor registered for the 2027 edition may opt for a refund or credit, or for a voucher usable for future events of the Laborama federation within a period of 2 years from the notification of termination due to force majeure.

Article 12

Every registration for participation in LABORAMA will be confirmed or rejected by the Organiser by email within 3 weeks of the date of receipt. The rejection will not be justified by the Organiser. If the (prospective) Exhibitor has not received a reply from the Organiser 3 weeks after registering, it must consider its registration as non-existent and submit a new application to participate.

Article 13

The stands at LABORAMA are made up of 12 m² modules. Each 12 m² stand is equipped as standard as follows:

- white partition walls (white Sodem, wall height 2.5 m),
- aluminium frame,
- name board with stand number and Exhibitor name (standard lettering),
- LED spotlights on arms, 1 per 6 m² (without electricity connection)

The floor and aisles are carpeted. The stand is cleaned daily.

At the Exhibitor's request and for an additional charge, a storage room/pantry can be provided in the stand.

Article 14

The minimum surface area made available to Exhibitors is 12 m² (= 1 module); the maximum surface area is 120 m² (= 10 modules). Stands of 12, 24, 36, 48, 60, 72, 96 or 120 m² are available. L-shaped stands are not permitted.

Various stand configurations are possible:

- The modules are reserved in line (modules side by side). This configuration is offered for stands of 12, 24, 36, 48 and 60 m².
- The modules are reserved in 1 block (modules back to back, without partition walls). This configuration is offered for stands of 48, 72, 96 and 120 m².
- The modules are requested in a face-to-face configuration. The number of modules on either side of the aisle must be equal, with the modules reserved in line opposite each other. This configuration is offered for stands of 2 x 24, 2 x 36, 2 x 48 and 2 x 60 m².

It is not permitted to regard the aisle in any way as part of the reserved surface area. The sole function of the aisle is the smooth flow of people.

- Stands of 12, 24, 36 or 60 m² are only offered in line (modules side by side).

Article 15

Theme island

The Organiser may decide to set up a theme island. These theme islands are specifically reserved for companies with a more precisely defined specialty.

For the upcoming edition, the Organisation has decided to set up a theme island.

Article 16

The stands in the general exhibition area of LABORAMA have a maximum height of 2.5 m and are built as described in article 13. The interior finishing and decoration of the stand are carried out by the exhibitor and may in no way exceed the dimensions of the stand, either in height or in surface area.

The Exhibitor may choose a different carpet colour for its stand floor than the one supplied/laid as standard by the Organiser. This is subject to an additional charge and must be ordered via the webshop.

Furthermore, the Exhibitor is not permitted, on its own initiative, to remove any part of the stand supplied by the Organiser during build-up, dismantling or the entire duration of the live show (for the only permitted exceptions, see art. 17 & 19).

Exhibitors are not permitted to attach (or have attached) objects, for whatever purpose, to the ceiling of the exhibition hall.

Damage to the material made available must be compensated by the Exhibitor.

Article 17

Raised floors

The use of a raised floor is permitted for stands with a surface area of at least 48 m², where the primary function of the raised floor is to conceal an excess of electrical wiring in order to increase safety in the stand.

When using a raised floor in the stand, the following must be taken into account:

- the Organiser must be informed at least 1 month before the start of the event that the exhibitor will install a raised floor in its stand;
- the maximum height of the raised floor is 10 cm, measured from the floor of the building up to and including the top of the raised floor;
- the sides must be closed and neatly finished;
- it must be laid within the boundaries of the stand;
- the top of the raised floor is finished with the carpet made available by the Organiser;
- the height of the stand (walls), including the raised floor, is 2.5 m;
- exhibitors who fit their stand with a raised floor are asked to take accessibility for everyone into account and to ensure that the step created by the raised floor does not form an obstacle.

Article 18

The flat-rate rental price per 12 m² module includes:

- rental of the surface area,
- the stand,
- lighting without electricity connection (see article 13),
- promotional material (= banners and digital LABORAMA logo),
- the information for the online exhibitor page upon registration: name, introduction, short description, products & services, main brands (max. 20)
- listing of the company name and stand number in the online exhibitor list.

Exhibitors can enter and edit their texts on the LABORAMA 360 website (www.laborama360.be), via the link they receive after registration.

Responsibility for the data included in the website catalogue lies entirely with the exhibitor. The exhibitor is directly responsible for entering correct contact details and texts, selecting product categories, adding its logo, etc. The organiser can in no way be held liable for errors of any kind made in this respect.

The Laborama federation also accepts no liability towards third parties should the exhibitor data be incorrect.

The costs of the electricity connection are not included in the price. Every exhibitor is required to order an electricity connection and insurance via the webshop. The connection can be ordered in the webshop, for which the Exhibitor receives a link after registering (see also articles 32 and 33).

When ordering services and goods offered (e.g. in the webshop), the Exhibitor undertakes to pay the related costs to the supplier concerned.

Article 19

The Organiser may decide to make available a limited number of modules/stand locations for which no modular stands are provided. Only carpet and a stand number are provided by the Organiser.

These stand locations can only be reserved by Exhibitors reserving a stand of at least 72 m² and at most 120 m² in 1 block. These modules/stand locations are offered at the same flat-rate price as stated in article 7 of these show regulations.

An Exhibitor wishing to build its own stand on these locations undertakes to respect and comply with all other rules of the show regulations, and in particular the requirements regarding stand construction.

Reservation of these stand locations is:

- not an acquired right
- subject to availability (allocated on a first-come, first-served basis)
- always limited in number
- dependent on the venue where LABORAMA takes place. If the venue does not lend itself to this service, the Organiser may decide to suspend the offer of these stand locations.

Article 20

A company may be included in the LABORAMA online catalogue without participating in the trade show. Inclusion in the LABORAMA online catalogue costs EUR 2,500.00 (excl. VAT). This price applies per trade show and not per year (should more than 1 trade show be organised that year).

Article 21

Only the board of the Laborama federation determines the layout of the exhibition and the allocation of stand locations.

The following criteria are taken into account when allocating stand locations:

- a. date of registration
- b. reserved surface area
- c. Laborama member or non-member
- d. date of payment of the show participation

When registering, the Exhibitor is free to state its preference for a stand location. This information is purely indicative and cannot bind the Organiser. The Organiser is not required to justify the allocation of stand locations. However, the Organiser undertakes to allocate the stand locations to the best of its ability and to take the stated preference into account as far as possible, in accordance with the above criteria, the availability of stand locations and the regulations.

Article 22

In the event of equal registration (in terms of date and/or surface area) by a member and a non-member of the Laborama federation, the member of the Laborama federation will have priority in the allocation of stand locations.

Members of the Laborama federation get priority and early access to premium stands, subject to availability. Premium stands are marked with a star (★) on the floor plan and are exclusively reserved for members.

Article 23

The Organiser reserves the right to modify the plans of the show and consequently to change the layout of the stands if this proves useful or necessary, without the Exhibitor being entitled to claim any compensation.

The floor plan of the show is provided for information purposes only and will, when the Organiser deems it necessary, be adapted to the evolution of registrations for the show.

In the context of optimising the show, the Organisation may decide to allocate a different stand location to an Exhibitor. This reallocation can only take place with the agreement of the Exhibitor concerned.

Article 24

Additional services can be ordered online via the webshop, for which the Exhibitor receives a link after registering. These services are invoiced to Exhibitors by Easyfairs.

When ordering additional services and goods, the Exhibitor undertakes to pay the related costs to the supplier concerned.

Article 25

The Organiser also offers free services to Exhibitors.

The following is a non-exhaustive list of services offered free of charge:

- listing in the online catalogue
- free parking for exhibitors and visitors (at the Flanders Expo car park, not the City of Ghent car park)

- access to the wireless network during the show days (2 Mbps up & 4 Mbps down, 3 h of connectivity per login; additional paid Wi-Fi service in the webshop)
- mention of the company on the online floor plan
- company name in the Exhibitor list on the LABORAMA website
- cleaning of the stands and aisles
- € 10 food/drinks vouchers: 2 per 12 m² per show day for Exhibitors
- free cloakroom and free admission for visitors
- lead capturing
- exhibitor drinks on Wednesday evening 24 February 2027

These services may at no time be regarded as an acquired right, and the Organiser reserves the right to revise the services offered free of charge at any time. That is, it may, without consulting third parties, decide to add or remove free services. Exhibitors have no recourse against this.

Exhibitors who, for whatever reason, decide not to make use of these services may under no circumstances claim financial compensation for these services.

Article 26

Build-up:

On the day before the exhibition (Tuesday 23 February 2027), exhibitors set up their stands from 08:00 to 19:00. On the day of the exhibition (Wednesday 24 February 2027), they can complete the set-up from 07:00 to 09:00 (finishing touches only).

Exhibitors with a stand without modules (article 19) can already start building on Monday 22 February 2027 from 13:00 to 19:00.

Easyfairs works exclusively with DSV Fairs & Events. It is not permitted to hire forklifts or other motorised equipment from other parties for loading and unloading.

Article 27

Opening hours on the day of the exhibition:

Show day 1 – Wednesday 24 February 2027:

- Visitors: from 09:00 to 16:30
- Exhibitors: from 07:00 to 16:30
- Exhibitor drinks: 16:45 – 18:30

Show day 2 – Thursday 25 February 2027:

- Visitors: from 09:00 to 16:30
- Exhibitors: from 08:30 to 21:00

Stands must be staffed during the show's opening hours.

Access to the exhibition hall by car is not possible during opening hours.

Badges for stand staff can be printed free of charge at the registration desks (23 February: 14:30 to 18:00; 24 February: 08:30 to 09:00). One badge per person, valid for the entire show. A new badge for the same person costs € 5.00.

Article 28

Dismantling:

At the end of the 2nd exhibition day (Thursday 25 February 2027), Exhibitors fully clear their stands from 16:30 to 21:00.

If the stand used by the Exhibitor is not cleared on time or completely, or if it is not returned in the condition in which it was made available, the Organiser is entitled to take the necessary measures at the Exhibitor's expense. Late clearance will be charged at € 500.

Empty packaging can be stored in the second part of Hall 1, at the Exhibitor's own risk.

Access to the Flanders Expo site with a vehicle is only possible on presentation of an access card. These must be requested from the organisation. The organisation will also inform exhibitors about this several times.

Article 29

Exhibitors are not permitted to remove material, products, documentation, posters, etc. from their stands before the official closing time of LABORAMA (Thursday 25 February 2027, 16:30) unless written permission has been given by the Organisation. The Exhibitor must submit a written request to the organisation for this purpose. In the general interest, the Organiser may decide to bring forward the closing time (by a maximum of 2 hours).

Article 30

The names and stand numbers of the Exhibitors are applied by the Organiser. Exhibitors may not apply any name, advertising or logo in the designated place or on the outside of the stands. Exhibitors are also not permitted to advertise or carry out activities outside their stand, including in the aisles or other common areas (including the entrances to the exhibition halls).

Breaches of this rule will result in the immediate removal of the wrongfully applied name, advertising, logo, etc.

Article 31

Participants are not permitted to distribute, or have distributed, price lists, catalogues, circulars and the like for goods marketed by them or by others outside the stands. The Exhibitor may only place printed brochures/leaflets in the locations designated by LABORAMA for advertising in the exhibition area. These brochures/leaflets must relate to the products the Exhibitor represents and/or to its presence at LABORAMA.

Established breaches of this rule will result in the immediate removal of the wrongfully placed names, price lists, catalogues, circulars, brochures/leaflets, advertising, logos and the like.

Article 32

The organiser insures the material with which the stands are built.

It takes out an insurance policy covering the Organisation's civil liability towards third parties in the common areas, outside the stands.

Exhibitors are required to insure their own material. This insurance (contribution to third-party liability insurance and nail-to-nail goods insurance) must be taken out via the webshop, from € 120 (excl. VAT) for an insured value of € 20,000. An Exhibitor may waive this on presentation of a certificate of its own insurance cover. In the event of underinsurance, a claim is compensated pro rata.

The exhibitor is responsible for, and is required to insure itself against, all damage of any kind caused by itself, its staff, persons working for it or otherwise falling under its responsibility.

Exhibitors waive all recourse against the Organiser and the owners or tenants of the buildings for any damage caused to the exhibited material, stand construction, etc., for any reason whatsoever.

The organiser can in no way be held liable for any theft, damage, fire, misappropriation, etc. of exhibition material or other goods located in the exhibition halls.

To prevent theft, the organiser asks that valuables are not left in visible and/or easily accessible places.

Article 33

Electricity

The electricity connection is not included in the stand price. Each Exhibitor must additionally order its own electrical connection for its stand according to the consumption it requires. The connection must be ordered via the webshop, with a minimum of 1x 1A (3 kW), from € 266 (excl. VAT). This electrical power must also cover the standard lighting in the stand.

The Exhibitor takes this into account when calculating the total power of its electrical installations in the stand.

The connection of the stands' electrical installations to the hall's electricity network will be carried out exclusively by the approved installer appointed by the show organisation. The Exhibitor will specify its power supply requirements in advance and communicate them via the online order form provided for this purpose.

The Organiser is only obliged to provide facilities that are technically feasible and achievable in the hall concerned. The impossibility of providing a particular facility will not give rise to any compensation or refund to the Exhibitor, even if delivery was initially promised by the Organisation through lack of knowledge or ignorance.

The deadline for ordering electricity is 14 January 2027.

Any power failure or interruption resulting from too little electrical power having been ordered in advance will be recovered from the Exhibitor concerned.

Article 34

If the Exhibitor breaches the regulations or the handbook, or otherwise fails to comply with arrangements or agreements made, the Organisation has the right to disconnect the electricity in the Exhibitor's stand without delay until the dispute is settled.

Article 35

Catering is made available to Exhibitors. For this purpose, the Organiser provides a zone in the exhibition area.

Exhibitors can pay for their refreshments on site in the catering zone(s). Paying by Bancontact or credit card (Visa) is strongly recommended.

Catering on the stand can be ordered directly from Gourmet Invent (www.faircatering.be). With billing cards, refreshments in the restaurant and the Plaza can be charged to an invoice.

Article 36

After the LABORAMA trade show (per venue), an address database of visitors is compiled. This address database can only be made available to Exhibitors who actually participated in the show concerned. The Organiser reserves the right to make these databases available for a fee.

The databases are delivered after the Exhibitor has paid its invoice for this service.

Article 37

In all cases not provided for in these regulations, the Organiser decides.

Article 38

Disputes. Exhibitors undertake to comply with the provisions of these regulations.

Any dispute relating to LABORAMA is governed by Belgian law. In the event of a dispute, only the courts of Brussels (Belgium) or, after the transfer of the registered office to Ghent, the court of Ghent, shall have jurisdiction.