

BELFAIR 2022

ORGANISED BY COFEP

Guidelines – exhibitors Belfair 2022

GENERAL

1. The participation in the fair as an exhibitor is reserved for PE's registered in the PEN Worldwide network.
2. The sales moments during Belfair 2021 will take place on:
Thursday, March 10 or from 9:00 a.m. to 3:30 p.m.
Friday, March 11, from 9:00 a.m. to 3:30 p.m.

There will also be a nocturne on Thursday, March 10 from 6:00 p.m. to 8:00 p.m.
3. During Belfair 2022 there will be 3 sales moments. Each PE decides for itself how many of these sales moments it will participate in.
4. Each virtual company can register 1 stand per sales moment.
5. Exhibitors must register in advance via the trade fair platform <https://basicbank.cofep.be/onlinetradefairs/guests/signup/pe/>
6. Participation in the online trade fair is free.
7. The participant commits himself to be easily reachable during the fair via a specified online communication tool. The use of this tool is well known by all members of the PE.
8. The PE will provide sufficient personnel to man the booth during the fair.
9. The participant is free to decorate the online stand according to their own taste.
10. During the online trade fair, everyone shall observe the etiquette.
11. It is strictly forbidden to make purchases under the name of another PE or under a false name.

BELFAIR 2022

ORGANISED BY COFEP

PRIVACY

12. Online conversations may not be recorded without the permission of the other party. This also applies to taking pictures or screenshots.
13. Recordings of conversations may only be used as a means of evaluation within the school or training institution. It is strictly forbidden to distribute any recordings publicly.

SELLING REGULATIONS

14. During the trade fair, visitors who do NOT belong to a PE can use trade fair cards for their personal purchases. These cards can be purchased for 1.00 euro from COFEP.
There is no limit on the amount of purchases made with the card. However, the personal purchases must be realistic (no large quantities and amounts under 5 000 EUR). An overview of all payment methods can be found in the FAQ at <https://belfair.be/en/faq-3/>
15. Visitors who have a PE but do not have a booth at the fair may not engage in sales activities or promotion. They may also not distribute flyers, leaflets or catalogues.