



Green Week 2012, Brussels  
Exhibition details  
22-25 May 2012

The theme of this year's Green Week is **water**. The Green Week exhibition will provide organisations and companies with the opportunity to present their products, projects and policies, to share experiences and best practices, to network and exchange points of view. **The venue for Green Week 2012 is the Charlemagne building, 170 rue de la Loi, 1040 Brussels, Belgium.**

**Exhibition stands**

There will be approximately 52 stands in the exhibition area; this is a limited number, due to reasons of safety and ease of access requirements inside the venue. Therefore, competition for stands will be quite high and stand applications will be carefully screened.

Please note therefore that we are looking for exhibitions which will display innovative ideas or best practices in an interactive and interesting way **in line with the Green Week theme**. If the application is not relevant to the theme or if the organisation submitting the application has no immediate or obvious association with water, **the application will not be considered**.

Representation from all the different types of stakeholders concerned will be taken into account, as will the number of times the applicant has been allocated a stand in previous years (i.e. new exhibitors who have not had a stand before at Green Week will be given priority).

Exhibitors will not be charged a registration fee or a rental fee for a stand but they will have to provide their own posters, graphic material and computer equipment.

**Stand design**

All stands will be built by the organiser's official exhibition contractor; exhibitors are **not permitted to build their own stand**. The Green Week stands will be approximately 2,5m x 1,5m in size and 2m in height and will include one desk, two stools, a small storage cupboard along the back of the stand, one publications display, a backdrop and a side panel to which posters can be fixed, a name panel and LED spotlights. ([see attached for dimensions](#))

There will be an Internet connection for computer equipment (Wifi or cable); exhibitors may bring their own laptops or computers, or they may hire a computer from our exhibition contractor (at their own expense). There will also be electricity sockets on each stand. Extra furniture or equipment can also be hired from our exhibition organiser; details and specific forms will be sent to those applicants who are allocated a stand.

All applications must state explicitly what will be displayed and any extra equipment foreseen or required other than that provided by the organisers. No part of the exhibit may extend beyond the boundaries of the stand allocated or exceed the height limit nor may the stand structure be altered in any way. All stand designs will be subject to the approval of the organisers. Activities on the stand which may disturb or inconvenience any other exhibitor or services (such as caterers, security) will be also subject to prior written approval (e.g. music, use of animation and sound equipment, picture taking, promotional gimmicks, and so on). The exhibition space **MUST** be manned at all times during Green Week conference hours.

NB: A dedicated **LIFE area** will showcase LIFE Environment projects. Two stands will be provided in this area as well as space for posters and publications along one wall. Selected LIFE exhibitors may put up posters (up to A0 format - 84 cm X 119 cm -, to be displayed on the stand walls) and their publications as well as using the stands for other displays. The same selection criteria apply for the LIFE projects as for the other applicants.

### **Applications**

Applications for a stand must be made using this form: [application form](#). Completed forms should be sent by email to: [ENV-EXPO-GREENWEEK@ec.europa.eu](mailto:ENV-EXPO-GREENWEEK@ec.europa.eu). The deadline for applications is **1 March 2012**. Acknowledgement of receipt of applications will be confirmed by email by DG Environment at the latest by 16 March 2012; if you have not received anything two weeks after the deadline please contact us via the email address above.

### **Stand allocation**

Please note that submitting an application **does not guarantee acceptance**. Priority will be given to stands that correspond to the criteria set out above, i.e. that are imaginative and interactive, and that fit best with the Green Week theme. The decision on the allocation of stands will be made at the end of March 2012. Notification of the allocation of stands will then be sent to successful applicants together with further instructions and a contacts form.