

<b>Regulations for the BeLUG event of 18 November and 19 November 2023</b>
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These regulations apply to the BeLUG event organized on Saturday 18 November and Sunday 19 November 2023.

## **1. Organization**

The practical organization of the LEGO® weekend is in the hands of the Brick Mania Antwerp organization team. The final responsibility of the event lies with the BeLUG vzw.

Belgian LEGO user group v.z.w.  
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The organizers responsible for the event are:

Event manager	Stefaan Naessens	email: <a href="mailto:stefaan.naessens@telenet.be">stefaan.naessens@telenet.be</a>
Room manager	Bart Michielsens	email: <a href="mailto:bart.bartmichielsen@gmail.com">bart.bartmichielsen@gmail.com</a>
Room manager	Kris Geysen	email: <a href="mailto:golfmeleon@telenet.be">golfmeleon@telenet.be</a>
Responsible volunteers	Stefan De Vos	email: <a href="mailto:stefan.de.vos@telenet.be">stefan.de.vos@telenet.be</a>

Those responsible for the event are solely responsible for the organization of the event. They are not responsible for the general operation of the club and the board.

## **2. Event**

The LEGO event will take place on the weekend of Saturday 18 November and Sunday 19 November 2023 at Antwerp Expo, Jan van Rijswijcklaan 191, 2020 Antwerp.

The program for the weekend is as follows (hours subject to change, the organization reserves the right to adjust the schedule):

Friday	09.00 to 21.00	table construction + construction creations/collections
Saturday	07.00 to 10.00	construction creations/collections
	10.00 to 18.00	open to the public
	18.30 to 23.00	evening program
Sunday	08.00 to 10.00	open to exhibitors open to
	10.00 to 17.00	the public
	17.00 to ...	dismantling/cleaning up

## **3. Participants**

- Only members of BeLUG can present themselves as exhibitors. Exceptions to this are only possible after explicit agreement by the organization.
- People who want to sell LEGO must indicate this in advance on their registration form. Sale is only permitted after explicit permission from the organization.

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- If you want to sell LEGO, please read chapter 6 "Sellers" carefully. Any other activity (e.g., advertising, recruiting members for other associations, raising money for a good cause) is not permitted without the express permission of the board.
- c. Each participant can volunteer to perform certain tasks (for example, helping at the board stand or with the organization of workshops. In exchange for their voluntary efforts, volunteers receive several benefits, such as not having to pay for their sandwich during the afternoon. The benefits that volunteers can enjoy are explained separately in the registration email. The division of tasks is drawn up by the organizer and everyone's preferences are considered as much as possible. Each participant is expected to voluntarily help with the construction and dismantling of the event. Participants who are connected to a professional salesperson present at the event can register as a volunteer but will be excluded from tasks related to the board position.
  - d. Each participant is expected to break down his/her stand (if applicable, disassemble the tables) and place the used tables back in the designated place. The participant ensures that no waste is left behind at his/her stand. The costs for cleaning up a stand can always be recovered from the participant.
  - e. Smoking is not allowed in the halls. Animals are not allowed unless they are companion animals for people with disabilities. The use of emergency exits is only permitted in case of emergency. They may in no way be used as easy entrances or exits or blocked.
  - f. Each participant will take note of the safety regulations and the escape routes and certainly not to obstruct them (see plan in the room).
  - g. If emergencies occur, each participant is expected to contact the organizer, the board stand or the first aid stand if one is present.
  - h. Any gifts to participants (such as 'Thank You sets') will be awarded to all categories of participants (exhibitors, vendors, and volunteers).
  - i. Registration is only possible via the forms provided (see point 4). For registration, some personal information is requested (including the name and first name of the participant, her or his email address and the membership number). This data is only made available to the event managers so that they can process the registrations. This data is treated in compliance with all legal provisions.

### 4. Register

- a. Registration is only possible via the forms drawn up for this purpose (via email or via the website). All members will receive a registration email in advance explaining the registration procedure to be followed. The organizer can always invite non-members to participate in an event.
- b. Participation in the event, both as an exhibitor and/or as a seller, is only possible after approval of the registration by the organization.
- c. After the organization has confirmed a registration, the registration can no longer be adjusted.
- d. If participants wish to cancel their participation in the event, they must report this to the organization as soon as possible. If the organization has incurred costs associated with this registration, the organization can recover these costs from the participant concerned.

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- e. If certain costs must be paid (for example for meals), the participant undertakes to pay these costs 10 days before the event (unless otherwise stated in the registration email, see point 4.a). In the event of non-payment, the board reserves the right to exclude the participant for that part for which the payment was made. The stand fees must be paid 10 days in advance, in accordance with the registration email. If you do not pay on time, the organization cannot guarantee your place.
- f. When registering, the participant must specify the desired table area that he needs to exhibit his LEGO (see point no. 5 Exhibitors). Sellers must fill in the desired sales area on their registration (see point no. 6 Sellers).
- g. The final area made available to each participant will be communicated by the organization to each participant in advance. Participants undertake to respect the specified surfaces. If a participant is allocated his desired table area, but fails to make full use of it, the organization can allocate part of the allocated table area to another participant. If necessary, the organization can still remove the participant from further participation in the event.
- h. When there is too little space or when there are not enough tables available, the organization is forced to select between the different participants (both exhibitors and sellers). The selection of the participants who can exhibit or of the vendors and the interpretation of the room space is done based on the following four criteria (priorities):
  - 1. Own creations (MOC's)
  - 2. Sponsors
  - 3. Set of collections
  - 4. SaleIf necessary, the organization can determine in advance which minimum and / or maximum area is reserved for sellers.
- i. If during the room construction it appears that there is insufficient space or if it must appear that there are still insufficient tables available to the organization, the organization can still decide to adjust the allocated area to one or more participants (both exhibitors and sellers).
- j. The choice of participants and the allocation of the table area to each participant is done by the organization. This decision is not subject to appeal.
- k. Exhibitors and vendors may indicate a preference when registering where or next to whom (stating name and membership number) they want to stand. The organization can take this into account in the composition of the seating plan, if it fits into the composition of that plan. It is not obliged to take every request into account.

## **5. Exhibitors**

Exhibitors are people who want to exhibit LEGO (in whatever form) to the public during the opening period. When registering, the participant is asked to clearly describe exactly what he is going to exhibit. If this is not clear, the organization can ask for photos for clarification. The organization reserves the right to refuse a setup at any time or even to have a setup removed during the event itself without owing explanation to the participant concerned.

- a. It is only allowed to exhibit LEGO. Below is an overview of what is and what is not allowed.

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- ✓ Allowed: custom material that does not consist of plastic and for which LEGO has insufficient or no full-fledged/equivalent alternatives
  - Rope, elastic, paper, cardboard
  - Electronic components (e.g., printed circuit boards, LEDs)
  - Stickers
- ✓ Permitted: engraved or printed LEGO
- ✓ Not allowed: counterfeit and custom material in similar plastic to LEGO, such as:
  - Bricks from LEGO fake brands (e.g., MegaBlocks)
  - Weapons, utilities, animals, minifigs from LEGO fake brands

Please contact the organization in advance if you are unsure whether something is allowed. Every exhibitor is expected to apply this strictly. In case of non-compliance, the organization has the right to remove the non-LEGO elements of the creation or to remove the creation in its entirety. Costs associated with the removal of non-LEGO elements can under no circumstances be recovered from the organizer.

- b. It is only allowed to exhibit creations that are in accordance with the LEGO Code of Ethics. In concrete terms, this means that the creations may not explicitly contain or portray the following:
- The use of drugs, tobacco, alcoholic beverages.
  - Sexual acts.
  - Realistic or extreme violence.
  - Political and/or religious beliefs or insults to them.
  - Things intended to shock or offend people.
  - Creations that incite violence or racist behavior.
- c. The organization always confirms in writing (by email) whether the exhibitor can participate in the event. After receipt of the confirmation, the registration can no longer be adjusted, unless after written agreement from the organization. (See also point 4 Registration).
- d. Different members can work together to realize a large group layout. The planning and organization of the group layout is always in the hands of one of the participants in the group layout. For each group layout there is always one responsible person, who is the point of contact for the organization for matters related to the group layout. Each participant in the group layout registers separately, indicating the group layout and the possible theme of that layout. The person in charge of the group layout reports the desired table area to the organization as soon as possible.
- e. Setting up and dismantling stands is not allowed when the event is open to the public. Decoration of layouts is always allowed during the event.
- f. During assembly and dismantling, participants are deemed not to hinder other participants by leaving creations, supplies, packaging or means of transport lying around on or near tables that were not assigned to the participant.
- g. Depending on the available tables, these are assigned to the different participants. If there is a shortage of tables, the organization can decide at any time to allocate less space to certain participants.
- h. The participants themselves provide skirts (preferably made of cotton for fire safety), which may only be **black**, white, blue, or green. For the draping of a group layout, it is the person responsible for the group layout who, in consultation with the organization, responsible for drawing off that group layout. Furthermore, each exhibitor provides sufficient extension cables (see also point 9 additional points of attention – power supply). Furthermore, it is up to the exhibitor to sufficiently indicate whether it is allowed to touch the exhibited work.

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- i. Exhibitors are responsible for the possible crew of their stand.
- j. On the registration form, each participant must indicate whether he needs power for his MOC. Furthermore, he must specify how many devices he wants to connect, which devices he wants to connect to and how many Watts each device consumes. The organization only provides power for devices that contribute to the MOC. Connections for laptops, phones, tablets, etc. are not provided.  
Due to the inspection of the electricity by an external company, all electricity connections must be operational by 8.30 am on Saturday morning at the latest.
- k. It is forbidden to play music, film and the like if the event is open to the public. Showing your own edited videos or presentations of the LEGO on display is permitted.
- l. In case of emergency, each exhibitor may be asked by the board to perform certain tasks deemed necessary by the board to ensure the smooth running of the event.
- m. If an exhibitor notices that parts of his creation or collection have disappeared, he is expected to report this to the organization. Under no circumstances can the organization be held liable for this and / or costs for the replacement of the stolen parts can be recovered from the organization. Only the BeLUG board, possibly in consultation with the organization, can decide to intervene in the costs for the replacement of the parts. This decision is made after the event, in a case-by-case review.
- n. An exhibitor undertakes to be present throughout the weekend (Saturday and Sunday).

### 6. Sellers

By law, anyone who buys goods for the purpose of subsequent sale at a profit is a commercial seller.

For BeLUG events we only make the distinction between a private seller and a professional seller:

- A private seller is a member who has more LEGO than he needs and occasionally offers this surplus for sale to the visitors of the fair.
- A professional seller has a VAT number and has a stock that is purely intended for sale.

If a participant wants to have a sales stand at a Brick Mania, he must make this known in advance at the registration and explicitly state whether he is a private or professional seller.

For Brick Mania Antwerp 2023 there are no sponsorship agreements and both older and current sets may be sold. The distinction between private and professional sellers remains valid.

Private seller	Professional seller
Maximum 2 tables (1 table = 2m) sales area	Maximum 5 tables (1 table = 2m) sales area
70 EUR for the first table per day (2m)	90 EUR + 21% VAT for the 1st table

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45 EUR for the second per day (4m)  Example: 1 table (2m) for 2 days costs 140 EUR (70 EUR * 2)	100 EUR + 21% VAT for the 2nd table 110 EUR + 21% VAT for the 3rd table 110 EUR + 21% VAT for the 4th table 110 EUR + 21% VAT for the 5th table  Example: 4 tables (8m) for 2 days costs 820 EUR + VAT (90 EUR + 100 EUR + 110 EUR + 110 EUR) * 2
During the entire fair, offer the same set for sale up to 3 times from the regular LEGO series	No restrictions in numbers and types of sets offered for sale
During the entire fair, offer a maximum of 1 copy of the same Expert Building set or the same Ultimate Collectors Series for sale	
No restrictions on the sale of minifigs or spare parts (new or second-hand) or second-hand LEGO sets	
	Clear posters from logo (if available) and VAT number
Equipped with their own plastic bags to the visitors (to distinguish from sales at other sellers)	

### General rules for sellers:

- a. Each seller ensures that he is in line with the applicable laws and regulations.
- b. It is only allowed to sell LEGO and related products. Sale of other products and/or services is only permitted after permission from the organization.
- c. Only the meters at the front of the stand are eligible for the cost price of the sales stand. Behind the stand, the seller may freely fill in the same width, with or without tables or racks. These are not provided by the organizer. If the seller places extra tables or racks next to his assigned place, he will be asked to remove them or he will have to pay extra for the extra sales space: the decision on this lies with the board.
- d. Every seller must pay his stand fee corresponding to the number of meters he is assigned, regardless of whether he organizes a store or not. If desired, the organizer can draw up an invoice for professional sellers for the charging of the stand fee. The stand fees must be paid 10 days in advance, in accordance with the registration email. If you do not pay on time, the organization cannot guarantee your place.
- e. Under no circumstances may parts be offered for sale that were ordered in one of the last two LUGBULK's.
- f. BeLUG can in no way be held liable for disappointing sales figures at an event.
- g. Every seller is responsible for preventing theft from his/her store. BeLUG can never be held liable for the refund of stolen items.
- h. Sellers themselves provide a skirt cloth (preferably made of cotton for fire safety reasons), which may only be black, white, blue or green. The table may also

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be covered with a cloth or a banner with an advertising message for the shop in question. Furthermore, each exhibitor provides sufficient extension cables (see extra point).

- i. If a private seller does not comply with the regulations applicable to them, or if there is a suspicion that the private individual has a purely commercial intention, the organization (or the board) can qualify him as a professional seller and have the stand of the private seller removed from the event and even banned from future events. Costs associated with the removal of a sales stand can under no circumstances be recovered by the seller from the person responsible or the board. The organization can recover costs incurred for the removal of a sales stand from the seller.
- j. Each seller is responsible for the goods he sells. In case of violation detected by the government departments, the organizer is not responsible, and any costs cannot be recovered from him. In the event of a violation, the exhibitor will be removed immediately (if any costs are involved, these can be recovered from the person concerned) and will be banned from future BeLUG events.
- k. On the registration form, each seller must indicate whether he needs power. Furthermore, he must specify which devices he wants to connect and how many Watts each device consumes. The organization provides a connection of up to 100 Watts. If a seller needs more power, we can provide more connections at an additional cost of 20 euros excluding VAT per 100 Watts.  
Due to the inspection of the electricity by an external company, all electricity connections must be operational by 8.30 am on Saturday morning at the latest.
- l. If a seller organizes an action that relates to Brick Mania Antwerp, he must submit this to the BeLUG board for approval. Without permission, this promotion cannot be launched at the event. Failure to comply with this agreement will result in the complete removal of the seller at the event.

## **7. Auction**

- a. The winning bid must be paid no later than 12 noon the next day, otherwise the bid will be invalid.
- b. The material from an Auction is for personal use and may not be offered for sale commercially for 12 months after the Auction, in case of infringement against this, the member will be excluded from the Brick Mania Auctions of the next 3 events (final decision at the board); In the event of a second infringement, the member loses his membership from the club (final decision at the board).

## **8. Super Tombola**

- a. Participation in the Super Tombola is only possible for members of the club who are registered as exhibitors/volunteers/sellers and actively participate in the event.
- b. By participating in the Super Tombola, you have a chance to win a beautiful LEGO set and you are guaranteed a consolation prize.
- c. It is not the intention to resell won sets and they cannot be exchanged for other raffle prizes by the board.
- d. If there is no payment for dinner before the predetermined date, an exclusion from the Super Tombola may result.



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**9. Special appointments in function of Brick Mania Antwerp 2023****a. Power supply**

For safety reasons, the electricity will be inspected by an external party before the start and during the fair. They will assess each connection and determine whether the connection is in order or not. To avoid possible problems, managers of the organization will check each connection before the start of and during the event and judge whether this connection is in order or not. Therefore, both exhibitors and vendors who have requested an electrical connection must ensure that they are operational by 8:30 am on Saturday morning at the latest.

It is only allowed to use solid and regulated extension cables and power strips. Standard cable cables and power strips purchased in an electronics or DIY store and in good condition certainly meet these conditions. Assembling extension cables with different power strips is not allowed. On the end of an extension cable, you can connect a power strip with 3 connections. This power strip may no longer be distributed to other extension cables or power strips.

If an inspector (both from the external party and someone from the organization) judges that an extension cable or plug is not sufficient, the exhibitor is obliged to change it and / or to refrain from the electricity connection. After a check has been carried out, it is forbidden to adjust the cabling. If a cabling still needs to be adjusted, this can only be done after consultation and approval of the organization and after approval of the external controlling party.

Exhibitors must indicate on the registration form whether he/she needs power for his/her MOC. Furthermore, he must specify which devices he wants to connect and how many Watts each device consumes. The organization only provides power for devices that contribute to the MOC. Connections for laptops, phones, tablets, etc. are not provided.

Sellers must indicate on the registration form whether they need power. Furthermore, she/he must specify which devices he/she wants to connect and how many Watts each device consumes. The organization provides one connection of up to 100 Watts. If a seller needs more power, more connections can be provided at an additional cost of 20 euros excluding VAT per 100 Watts.

**b. Parking around Antwerp Expo**

You can park on the grounds of Antwerp expo, but we must pay for this (8 euros per car per day). Exhibitors and vendors who must unload and load a lot can use the parking spaces on the Antwerp Expo grounds free of charge (BeLUG vzw takes care of these costs).

Each exhibitor/seller is entitled to 1 parking ticket per family per day. If you want a parking ticket, you must explicitly request it on the registration form. Additional parking tickets will not be issued. No parking ticket is issued to volunteers.



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since they do not have to unload or load anything. If you are well on time in the morning, there may be still plenty of free parking spaces available.

To avoid unnecessary costs, we explicitly ask you to use the free parking spaces on Vogelzanglaan (500 parking spaces), Jan Van Rijswijcklaan (200 parking spaces ), Desguinlei (400 parking spaces) and on various parking lots in the area if possible.

The parking tickets are only valid at the Antwerp Expo car park and not at the campsite operator's pay car park along vogelzanglaan. Anyone who enters the Antwerp Expo car park without a valid parking ticket is responsible for the associated parking costs.

During the set-up on Friday and the demolition on Sunday evening after the fair, the Antwerp Expo car park is freely accessible to everyone. You do not need a parking ticket for this.

c. COVID

In any case, we will apply the applicable corona measures and we assume that everyone is responsible for their own mouth mask.

Each participant is deemed to have read and understood these rules. By participating in the event, each participant agrees to the rules. Participants also undertake to strictly apply these rules and to follow any guidelines of the organization.

If excessive drinking or any form of drug use is detected, which may or may not lead to interference of the public or other participants, you may be excluded from the event or if serious facts are established, you may be excluded from the club.

Disputes arising from situations not included in these rules will be resolved on site and as soon as possible between the participant concerned and the organizer.

In the event of non-compliance, the organizer may decide to exclude the participant from the event and/or to have the stand removed. It can also be decided to exclude the participant from future BeLUG events.

Costs associated with the above-mentioned actions can never be recovered from the organization by the participant. If costs arise for the organizer (of whatever nature they may be) to take the above-mentioned actions, the organizer can recover these costs from the participant concerned at any time.

Drawn up by the board of BeLUG vzw. In  
consultation with the organization managers  
21 June 2023