



PACKAGE DELIVERY PROCEDURE AND FORM
FAIR - NEB FESTIVAL 2026

Delivery coordination and handling of equipment for exhibitors participating in the NEB Festival will be centrally managed.

Please note that **space within the stands is limited** and **no dedicated storage area** will be available on site. We kindly ask you to take this into consideration when planning your shipments, as large or excessive items cannot be accommodated. **Only essential materials required for your stand should be sent.**

To ensure the process is as efficient as possible, we kindly ask you to complete the following form, where all essential information will be collected.

The **first section** concerns the **delivery arrangements** of your stand materials to our facilities. The **second section** focuses on gathering **information about you and your shipments.**

Make sure to send us back the document completed with the necessary information.

Thank you in advance for your cooperation!

DELIVERY ARRANGEMENTS

TO SEND YOUR PACKAGE TO THE NEB 2026 FAIR

Deliveries from your delivery supplier are possible at **WABU PRODUCTION** office

Address to be shared with your delivery supplier:

WABU PRODUCTION
Chaussée de Namur 66
1400 Bruxelles
BELGIQUE

Google maps - Reference point:
<https://maps.app.goo.gl/fMdN2mxCEoPsnBur6> (the Warehouse is next to Dockx car rental)

Opening hours:

Monday to Friday : 09:30 - 16:30

Saturday & Sunday : Closed

Contact point for delivery supplier (only): + 32 485 32 40 40

The contact number provided is strictly for delivery purposes and must only be used by shipping providers; for any questions related to your stand or workshop, please contact the secretariat directly by email.

Delivery dates:

Deliveries are possible from **now** until the **5th of June**. Please note that any items delivered after this date cannot be guaranteed to be available at your stand.

To ensure your package is correctly delivered to your stand, please use the **attached label and clearly indicate your stand name and number**. If this information is not properly displayed, we cannot guarantee delivery onsite.

TO SEND BACK YOUR PACKAGE FROM THE NEB 2026 FAIR

If you wish to have your items returned, please **let us know** when replying to this email.

All materials must be **properly packed and labeled** on the last day of the exhibition, June 12th, and left ready for collection at your stand. They will then be transferred to a central location.

Collection may be arranged with your courier between **15 June and 30 June**.

Address to be shared with your supplier:

**WABU PRODUCTION
Chaussée de Namur 66
1400 Bruxelles
BELGIQUE**

Access plan for your delivery service



I confirm that I have read and acknowledged the elements mentioned above and shared them with my delivery supplier.

EXHIBITOR GENERAL INFORMATIONS

Please complete **all** fields directly in this form.

Project / Stand name:

Organisation name

Stand responsible n1 - Full Name

Stand responsible n1 – Email

Stand responsible n1 - Phone number (with international code)

Stand responsible n2 - Full Name

Stand responsible n2 – Email

Stand responsible n2 - Phone number (with international code)

SHIPMENT INFORMATIONS

Please complete **all** fields directly in this form.

Number of packages :

Description of the interior of the packages

Total weight of the packages (in Kg)

Total volume of the packages (in m3)

Are there fragile elements inside your packages?

Yes

No

Any special handling instructions:

Are there dangerous goods inside your packages?

Yes

No

Do you have some elements to send back after the NEB festival ? (WABU PRODUCTION team must contact you for this)

Yes

No

DELIVERY LABEL

To add on your packages

NEB Festival 2026 - FAIR		Delivery label	
Sender details			
Address			
Zip code, City			
Contact name			
Phone number			
E-mail adress			
Delivery adress			
Company name		WABU PRODUCTION	
Address		Chaussée de Namur 66 1400 Bruxelles, BELGIQUE	
Phone number		+ 32 485 32 40 40	
Date:			
Number of packages (e.g. 1 of 5):			
Number of your stand:			
Name of your stand:			