

Stand Construction Guidelines

Location of the exhibitor

Rotterdam Ahoy
Ahoyweg 10
3084 BA Rotterdam
Halls: 2 t/m 5

Contactperson Operational

Rosanne van den Eijnden
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Exhibition days:

Tuesday 18 April till Thursday 20 April

Build-up and dismantling with VRS system

In order to facilitate the flow of the build-up and dismantling, we are making use of a VRS system (Vehicle Registration System) of our logistics partner DB Schenker. This system works with time slots and makes sure that every exhibitor and supplier has a parking space at a specific time. You can register for this system via this exhibitor portal (March 2023) Please note that you reserve time slots for both the construction and dismantling and the delivery and collection of large and / or heavy goods.

Build-up times

Thursday 13 April	13.00 – 17.00	Only large/heavy goods in consultation with DB Schenker
Friday 14 April	7.00 – 22.00 p.m.	Own stand building
Saturday 15 April	7.00 – 20.00 p.m.	Own stand building
Sunday 16 April		Only on request in consultation with Marathon of Rotterdam
Mondag 17 April	7.00 – 18.00 p.m.	Own stand building Arranging uniform stands (Basic – Luxury and Exclusive package)

Placing large and / or heavy goods on stands is only possible during Thursday 13 April and in consultation with our exhibition depot DB Schenker. (like Container)

Telephone: 010-4940100
Mail: fairs.rotterdam@dbschenker.com

the Rotterdam Marathon will take place on Sunday 16 April. As a result, Ahoy cannot be reached from 9 a.m. to 2 p.m. Do you still want to come and build up on Sunday?

You can send a request to info@maintenancenext.nl

Extra information build up

- All stands need to be fully decorated on Tuesday 18 April at 9 am. Without written permission by the organisation it is not allowed to carry out any stand building activities. By exceeding the build-up period the organisation can, without any liability, refuse goods.
- Placing large and/or heavy items on stands is only possible during the first day of the build-up period. The halls are not accessible for cars and/or trucks.

- No goods are allowed to be brought in during opening hours of the event.
- Unexpected failures or defects to the standard stands need to be reported to the organisation on Monday 17 April before 3 pm.
- During the build-up and dismantling period you need to be in the possession of stand construction passes. It is important that you forward these passes to your employees who decorate your stand as well as your suppliers

Dismantling period:

Thursday 20 April	17.00 – 20.00 p.m.	Only for handy goods. Only exhibitors – no standbuilders
Thursday 20 April	From 20.00 p.m.	Dismantling for standbuilders. Only by VRS system
Friday 21 April	07.00 – 17.00 p.m.	Dismantling

Extra information dismantling:

- All stands are to remain fully manned on Thursday 20 April until 5 pm.
- The clearing of all aisles as well as other activities to arrange a swift transport will commence immediately. After closing time of Maintenance NEXT
- Boxes and crates are only allowed in the corridors after all carpeting is removed.
- On Thursday 20 April the transport doors will remain closed until the carpeting is removed.
- The standard stands will be dismantled from Thursday 20 April from 18.00 p.m. Please do not forget to empty your storage and desk!
- To prevent theft you are advised not to leave valuable goods at your stand unattended.
- Large and heavy objects need to be (re)moved in consultation with the shipping-agent (DB Schenker: Fairs.Rotterdam@db-schenker.com or +31 (0)30-4100450).
- The halls have to be empty on Friday 21 April by 17.00 p.m., including waste and bulky garbage. If this is not the case than the organization can proceed to remove or temporarily stock any remaining materials, all for risk and cost of the exhibitor. Also any waste that exceeds normal proportions will be removed and the costs invoiced to the exhibitor.

Responsibility

Rotterdam Ahoy is not responsible for damages of the stand and/or products of the exhibitor. Rotterdam Ahoy accepts no responsibility in any form whatsoever. The possibility exists to collectively insure yourself against fire and theft/burglary.

General conditions

The general terms and conditions as shown on the contract form apply to Maintenance NEXT.

Stand types

Island stand

Should have an open styling and is accessible from four aisles. Walls cannot be placed at the edge of the stand. Any pantry or object walls must be constructed at a minimum of one metre into the stand.

Head stand:

Should have a rear wall, accessible from three aisles.

Corner stand:

With aisles on two sides, fitted with a rear wall and one side wall.

Row stand:

Should have two side walls and a rear wall, accessible from one aisle.

Stand construction

When you have your own stand construction, please note the following:

Stand walls

In case of a corner-, head- or a row stand you have to place one or more separation walls with a minimum height of 2.50 meter. The number of walls to be placed depends on the type of booth. For more information see booth types. The standard height is 2.50 meters. This means that all visible parts of walls, including the back side, from this height need to be finished appropriately.

If your booth is higher than 2.50 meter, you will have to send the stand design to the organisation for approval. **On the first meter from the side- or back wall you are not allowed to build higher than 2.75 meter.** If however you have plans to do so, please ask the neighbouring exhibitors for written permission and send this, together with your stand design, to the organization.

Height of the Halls

The height in hall 2 t/m 5 is 8,7m.

Deviating hall heights:

Under the following areas – 5.70m

- passage from hal 3 to 5
- passage from hall 2 to 4
- the area under the central corridor. In this area rigging is difficult and only in consultation with our supplier van der Veen.

Floor Load

In Hall 2 t/m 5 the maximum floor load is 1000 kg/m². If you have heavy loads, please contact our logistic forwarder Schenker Logistics Nederland B.V. at all time for the delivery.

(fairs.rotterdam@dbschenker.com or +31 10 494 0100)

In some locations heavier loads may be placed. You can contact the organization concerning this.

Electricity

When you arrange your own stand building, you need to order your electricity connection directly from the company 'Van der Veen Event Engineering' and pay them for this service (via the webshop, chapter 'Facility and connections' .

Tape

If you make your own arrangements for carpet, please make sure that you apply the carpet with either Supertape or lintentape. Other kinds of tape are not allowed, as they are difficult to remove. If any extra cleaning costs come forth from leaving non-removed tape behind will be charged to the exhibitor.

Fire regulations

Fire safety regulations with regard to stand construction and exhibits at Rotterdam Ahoy.

1. For the construction and decoration of stand walls as well as materials used in decoration, no highly inflammable substances or materials may be used. These include: wood, all existing kinds of jute, paper, cardboard, reed, as well as plastics.
2. All flammable fabric used to decorate stand walls and ceilings should be impregnated with fire-resistant chemicals. A certificate of the impregnated materials should always be

available on the stand. Impregnation can be carried out by Bolderdijk Brandpreventie, telephone: +31 (0)20 - 549 13 13.

3. No demonstrations at stands using naked flames may be conducted without prior permission of Rotterdam Ahoy, the fire brigade and the exhibition organisation. Naked flames include: candles, nightlights, stoves, hearths.

4. Food preparation.

If exhibitors wish to use an oven, hob or deep fryer at the stand, one gas canister per instrument is permitted. Electric appliances are preferred.

- Other gas canisters should be stored outside the exhibition hall.
- All gas canisters should be provided with hose clips, a pressure reducer and approved hoses.
- If there is no exhaust system, this should be reported to the exhibition organisation with regard to unpleasant odours.
- All workshops should be equipped with a fire extinguisher. A fire blanket should be provided near the deep fryer.
- Flambé activities are only permitted in stands without a ceiling.

The exhibition organisation should be informed about food preparation during the exhibition and is only permitted after written permission of the exhibition organisation.

5. The exhibitor should contact the exhibition organisation about exhibiting appliances with ionising radiation or radioactive sources. The exhibition organisation will consult the fire brigade and health and safety inspectorate to determine the conditions under which these appliances may be exhibited. The exhibitor should be in possession of a permit pursuant to the Nuclear Energy Act. This permit should be applied for from the relevant Ministry.

When using a spraying installation, the possibility of toxic spray/ gases should be taken into account. The exhibitor should request approval from the exhibition organiser.

6. When using laser light, the energy from the light bundle may not exceed 2.5mW/m². In the case of greater voltage, the light bundle should be fully encapsulated.

7. Motor vehicles, including vehicles and vessels, may not be exhibited anywhere in the accommodation. The exhibitor may request exemption from the exhibition organisation. If exemption is granted, the fuel tank must be completely or almost empty and the fuel tank must be sealable. The battery terminals must also be disconnected from the battery.

8. When soldering and/or welding at the stand, the floor and the ceiling of the stand should be impregnated.

9. The exhibitor may not carry out any of the actions described in 1 to 8 without written permission of the exhibition organisation.

10. The observance of fire safety regulations is inspected on site by the local fire brigade. If there is any doubt about the safety of the materials and articles to be used and/or to be exhibited, contact the exhibition organisation.

11. The exhibitor is obliged to follow all instructions imposed on him by the exhibition organisation or on behalf of Rotterdam Ahoy, the fire brigade and any other government agencies.

Chemical waste

Chemical waste should be reported to the organisers.

Proper measures will then be taken to remove the waste, for the account of the provider.

First aid

The first aid post is situated in the Plaza of Ahoy. If you need assistance please visit them directly.

In a case of an emergency please contact them as well so that the first aid personnel can order emergency services. The first aid post can be reached by telephone +31 (0)10 293 3410.

Use of diesel driven vehicles (diesel emissions – soot filters)

It is not allowed to use diesel driven vehicles (including fork-lift trucks and cherry pickers) without soot filters in the halls. If you have heavy loads, please contact our logistic forwarder DB Schenker.

Legionella regulations

For whom:

These regulations apply to everybody who exhibits and uses water in this.

Why:

these regulations are to prevent the growth of legionella and spread in Rotterdam Ahoy. The goal is prevent a possible outbreak of Legionellae ("Veterans disease").

In general:

The nebulization of water is prohibited at all times. It is not allowed to exhibit with open, flowing or streaming water unless the following conditions have been met:

Companies that want to make use of water, in any way whatsoever, are obligated to involve plumbing and installation company D. van der Laan B.V. (from now on referred to as Van der Laan). Van der Laan only uses water from the piping of Rotterdam Ahoy. Companies that make use of a container or a system holding less than 25 litres are exempt from taking an obligated water connection with Van der Laan. These exhibitors do need to follow these regulations.

All open water systems (for example ponds, fountains and the like) need to have 0.3 milligram of active chloride per litre of water at all times, no matter what the temperature is (the functionality of chloride is dependent on the ph.). Other disinfectant are allowed as alternatives for chloride only when this has been explicitly approved by Van der Laan.

Exception:

Only after approval by Van der Laan are water basins which contain fish or other living animals exempt from containing chloride. In such basins spray installations, fountains and all systems that might create aerosol are definitely not allowed.

Unless stated differently Van der Laan acts as the monitors on behalf of Rotterdam Ahoy.

Every exhibitor needs to cooperate with all possible test, samplings and inspections by or on behalf of Rotterdam Ahoy and all official authorities.

Water from the fire hose coils cannot be used in any other way than extinguishing fires.

Exhibitors need to be aware that legionella inspections can be done unannounced by (for instance) the inspection environmental hygiene.

The use of humidifiers (except those humidifiers that work with steam) is prohibited.

Exhibitors that do not observe the legionella regulations and/or precautions can, if unregulated use of water is observed, be removed from the exhibition/event.

All water that is used to exhibit with, needs to be collected from the piping system of Rotterdam Ahoy.

Aisles

It is not allowed to cross an aisle with stand construction. We request you to keep all your products and activities inside your stand space. In this way you do not hamper the flow of visitors and you improve the safety of both visitors and exhibitors.

Damages to the halls

If an exhibitor or stand builder in any way causes damages to the halls or properties of Rotterdam Ahoy than the repairs will be at that costs of that exhibitor or stand builder.

Floor load

The maximum floor load in Halls 2 until 5 is 1000 kg/m². If you have heavy loads, please contact our logistic forwarder DB Schenker

Cleaning activities

Cleaning activities are carried out under supervision of Rotterdam Ahoy by her fixed supplier and are done at the costs of the exhibitor. In the framework of the environmental control act Rotterdam Ahoy is obliged to transport all refuse from her site separated. The following streams can be defined: wood, paper/cardboard, iron, glass, small chemical waste and other materials.

The exhibitor is under obligation to cooperate with this separated garbage flow by supplying us their garbage as separated as possible from their stand and keeping the aisles free from trash and other materials. Materials and means that remain in Rotterdam Ahoy after the dismantling of the event will be removed by Rotterdam Ahoy . The costs for this removal will be charged to the exhibitor.

Empty paint cans can be handed over as small chemical waste. Half full cans and other painting materials need to be taken away by the exhibitor/stand builder themselves. Any costs for the removal of paint etc. will be charged to the exhibitor.

The exhibitor needs to take care that the hall will be left behind tape-free. Only tape that leaves no glue residue may be used, such as glass fibre tape. When using the non-allowed tape the costs for removal will be charged to the exhibitor.

Suspension points / guy wires

Suspension points above your stand can only be fastened by the company Van der Veen Event Engineering. You can place your order in the webshop.

Electricity

When you arrange your own stand building, you need to order your electricity connection directly from the company 'Van der Veen Event Engineering' and pay them for this service (via the webshop, chapter 'Facility and connections' .

Tape

If you make your own arrangements for carpet, please make sure that you apply the carpet with either Supertape or lintentape. Other kinds of tape are not allowed, as they are difficult to remove. If any extra cleaning costs come forth from leaving non-removed tape behind will be charged to the exhibitor.

Suppliers

Suppliers need to be in possession of a valid stand builder pass. Without this pass access to the exhibition halls shall be denied. You can order these passes through the digital manual. Do not forget to inform your stand builder/supplier the right set up and

dismantling dates and times of Maintenance NEXT. If your stand builder also arranges your water and electricity connection, provide them your personal access code so the stand builder can order these connections through the webshop. Indeed the exhibitor remains responsible for the orders in the webshop at all times.

Raised floor

The use of a raised floor is recommended for stands with water pipes and/or electrical wiring. The maximum height of a raised floor is set at 10 cm and the sides need to be finished in an appropriate manner. A ramp for wheelchair access is mandatory.

Standard stand building

The standard stand building for this exhibition is done exclusively by:

Hestex Systems BV (pakket Basic)

Zwaansprengweg 19

7332 BE APELDOORN

Tel. +31 (0)55-542 44 77

Website: www.hestexsystems.com

Contact person: Melissa de Vries, e-mail: melissa@hestexsystems.com

Stabilo (pakket Luxe en Exclusive)

Flight Forum 3846

5657 DX EINDHOVEN

Tel. 040 - 2348910

Website: www.destandbouwer.nl

Contactpersoon: Manon Huiberts – e-mail: manon@destandbouwer.nl

Flyers / Sampling

It is not permitted to distribute brochures, flyers, business gifts etc. in the corridors. For promotional activities please contact the organisation.

Music

To avoid noise pollution it is prohibited to use live music and/or amplified sound unless you have approval of the organisation. In this way we can maintain oversight over what will happen. We can inform exhibitors should it appear, for instance, that two neighbouring exhibitors have planned live-music at coinciding times or different activities that coincide. If you would like to organise special activities please inform us by email to Rosanne v/d Eijnden, r.vandeneijnden@ahoy.nl. The organisation has the right to stop unregistered activities.

Smoking policy

Just as the entire public sector is completely smoke free, so is Rotterdam Ahoy. Special smoking areas have been set up in the indoor gardens adjacent to the central plaza. Compliance with these regulations is enforced strictly by Rotterdam Ahoy, it is after all a lawful obligation. We trust in your understanding and wish a clean and fresh stay in Rotterdam Ahoy!