



PROVADA 2019

Stand building rules 2019



**Stand building rules
(subject to change)**

General Terms and Conditions from the Digital Participants' Handbook for those participating in exhibitions and other events in the RAI Amsterdam Convention Centre in Amsterdam.

The following definitions apply:

- **Organiser:** the body stated as such in the Participation Terms and Conditions
- **Premises:** the RAI Amsterdam Convention Centre in Amsterdam
- **Exhibitor:** the company, organisation or body which will occupy stand space at the exhibition
- **Exhibition:** the show or trade fair to which these General Terms and Conditions apply

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1. Stand build - up

General

The costs of stand build-up and equipping, technical connections and the use of these connections, are all borne by the participant. Build-up and equipping may only occur after the organisers have approved the stand design. The fire stipulations (see Chapter 7, Fire Regulations) must also be taken into account. It may be necessary for certain stands to comply with special requirements, in which case the relevant participants will of course be notified accordingly. The organisers cannot accept any liability for any costs arising from this. Floors, walls, roofs and other parts of the premises may not be damaged by any drilling or nailing, adhesive, paint, etc. (see General Terms Article 12 section c). Markings on the floor indicate the positions of the stands; should there be any doubt you are advised to contact the Event Management department. As a rule the aisles have carpet laid; the remaining floor surfaces are painted.

Stand design

For assessment and approval the stand design must have been submitted to the organisers, PROVADA B.V., no later than **25 April 2019**. They would like to receive a design showing dimensions, such as the height of the side partitions (if applicable) and rear partition. You can send the stand design to Marije van Selm (marije@provada.nl).

Uniform stand build-up

The Brederode company carries out the uniform stand build-up for PROVADA.

Minimum stand build-up requirements

Partitions

You are required to install the partitions separating your stand from its neighbours yourself; they must be a minimum of 2.75 metres and a maximum of 5 metres.

The exhibitor with the highest dividing wall must at all times finish the height difference with the other partition wall in a uniform white, unless otherwise agreed in writing. It is necessary to send the written permission of your neighbours to PROVADA (marije@provada.nl). You can request the form at PROVADA.

Depending on the hall height, constructing higher than 5 metres is possible, if you have cleared it with the organisers and the neighbours. In the interests of your neighbours, you may then only construct higher than the standard 5 metres at least 1 metre away from any neighbouring stand. So the separating partitions must therefore always be a minimum of 2.75 metres and a maximum of 5 metres. This will ensure that neither you nor your neighbours face any unpleasant surprises. You may only deviate from this with the written permission of your neighbours and the organisers. You can send the permission to Marije van Selm (marije@provada.nl).

Participants with an island stand or an end-of-aisle stand sometimes lack partition space. Extra partition space can then be created by extending the partition along one of the aisles. A logical solution, were it not that visitors and the neighbours across the way would then be confronted with a bare wall. Naturally this is not really elegant. If you lack partition space, then you may make extra partitions within your stand area. Not immediately along the aisle, but up to a metre within the building line. This lets your stand retain an open character.



Note: each aisle side of a stand area may only be closed up to a maximum of 50%, with no more than 5 metres consecutively. Here we reserve the right, if necessary without further explanation, of imposing other conditions.

Stand types

Separate rules apply to each stand type and will be indicated below. Where dotted lines appear on the exhibition plan, no partitions may be erected. For some exhibitions there is a possibility of obtaining dispensation from the stand build-up rules. The participant is advised to consult the organisers in advance as to whether any rule divergence is allowed.

Island stands

Island stands are bounded on all sides by aisles. The design must be such that a view across the exhibition, and the view of other stands, must be hindered as little as possible.

Such stands may be equipped with ceilings. Suspended ceilings (only connected to the building's roof construction) are permitted after approval from PROVADA and from the Spieker Rigging B.V. company, which must install the suspension cables (see Suspension Cables). If stands are equipped with ceilings, the building's cooling cannot operate optimally. This is because the cooled air is injected high in the halls and then drifts downwards.

End-of-aisle stands

End-of-aisle stands have aisles on three sides; a rear partition must be erected. Construction height including duckboards: minimum 2.75 metres and maximum 5 metres.

Corner stands

Corner stands have aisles on two sides. A rear and a side partition must be erected. Construction height including duckboards: minimum 2.75 metres and maximum 5 metres.

Wall stands

Wall stands have an aisle on one side. Here a rear partition and side partitions must be erected. Construction height including duckboards: minimum 2.75 metres and maximum 5 metres.

Suspension Cables

In most places in the building it is possible to suspend stand construction components from the roof; Mansveld Expotech is the only company permitted to carry out this work. Requests for this may be made in the Exhibitor Services Webshop under the heading, 'Rigging'.

Mansveld Expotech
Rigging c/o Amsterdam
RAI PO Box 12530
1100 AM AMSTERDAM, The Netherlands
T 020 549 27 57

Superstructure build-up

If using a superstructure construction, in addition to needing PROVADA's approval for superstructures, RAI's approval is also needed. You may submit the request in the Exhibitor Services Webshop under the heading, 'Permits'.



Among other things RAI Amsterdam imposes the condition that stairs (always with a banister of at least two rails) and balustrades (sufficiently strong and rigid) must comply with all safety standards.

To consider a request for superstructure construction, fees are required proportionate to the constructed surface area, where this is taken to mean the part of the constructed work built for the public to access its surface area, built at least 0.5 metres above the surface of the normal exhibition floor in the RAI building, on the understanding that stairs, landings, ramps, galleries and other constructions are included in the description.

For more than 50 m² a second stairway is required. The established build-up and break - down periods also apply to superstructures. The participant must ensure that no view is enabled into adjacent stands from superstructures. Other flexible conditions are given in the Exhibition Details. The participant must also take account of extra charges for technical facilities; the suppliers' tariffs are based on use directly on the floor.

Floor loads / floors

The permitted load on the building's floor may be no more than around 3,000 kg/m² (Halls 10, 11 and 12), and the maximum permitted wheel load is 5,000 kg. Exceptions to this are the floors of Hall 7 (Amstelhal), Hall 6 (Verbindingshal) and below the balconies of Hall 1 (Europahal), with a maximum of 1,000 kg/m² and 2,000 kg respectively; the balcony floors may only bear a maximum load of 500 kg/m². The floors of the halls are finished with an asphalt layer of approx. 5 cm.

Point loads are not permitted; the loads must always be distributed. Because of setting divergences the floors in Halls 1 through 5 may not be entirely flat. In general the standbuilders are aware of this situation. In case of doubt please consult Event Management.

Problems during build-up should be reported immediately to the duty Event Manager. Work is carried out regularly to resolve any major divergences.

Duckboards

The use of duckboards is recommended for stands with water and gas piping and/or a lot of electrical cables; the stand-builder can advise here. When using duckboards in the stand the following must be taken into account:

- maximum height 12 cm, measured from the floor of the building up to and including the top of the duckboard;
- the sides must be closed and must be neatly finished;
- they must be positioned within the building lines of the stand;
- the height of the partitions, including duckboards, must be 275 cm.

Participants equipping their stand with a raised floor are requested to bear in mind the accessibility of their presentation for disabled visitors, for example by building sloped edges or creating ramps (which should then be sufficiently wide and not have any sharp ridges), ideally identifiable for such visitors.



2. Stand build-up/break-down / Rubbish removal and transportation

The period for erecting a stand is specified on www.provada.nl. To prevent any disruption to other participants, moving large and/or heavy items onto stands is only permitted during the first two erecting days; in principle the premises are no longer accessible to (goods) vehicles on the final erecting day. For exhibitions where the aisles have already been equipped with floor tiles or similar before erecting, it is not possible to unload stand items and stand build-up materials in the halls. For participants and stand builders, Schenker has made flatbed trailers and forklifts available with operators, at an hourly rate.

The participant is required to commence build-up of the stand in good time. Without any liability, the organisers may refuse exhibition items should the erecting period be exceeded. All activities must be completed by 22.00 on the final erecting day, and at XX 18.1 the aisles must be free of large materials; the participants or the service providers and suppliers they have engaged are then asked to leave the premises to enable general cleaning.

In certain instances the organisers may take possession of the stand area without further notice or proof of default, when or if:

- the participant has not made any use of the space reserved for him two working days before the exhibition opens;
- it has been established earlier that he will not make use of it;
- he has not met his payment obligations to the organisers on time.

Rubbish removal

The Exhibitor is required to remove any rubbish arising during the erecting and break - down periods, ideally in a separated form. Should you wish to arrange this through RAI Amsterdam, you must order additional ICOVA containers for the stand from the Exhibitor Services department of RAI Amsterdam, with the 'Vuilcontainers' (rubbish containers) products. The tariffs are shown on this chart, and are subject to any statutory price increases. The exhibitor remains responsible for payment. On-site you may also order 240-litre waste bags, intended for smaller volumes.

Neither the containers nor the bags may contain any chemical waste. In the interests of good logistics, only RAI-ICOVA containers will be permitted in and around the premises. Any rubbish you leave behind will be charged to the participant.

The exhibitor is required to remove any rubbish arising during an event, ideally in a separated form. Should you wish to arrange this through RAI Amsterdam, you should use the 'Afvalzakken/Standaards' (waste bags/stands) products. The tariffs are subject to any statutory price increases. Waste bags not obtained from RAI Amsterdam will not be removed by the cleaning service.

Hazardous waste

After notification to the Environmental Management department, such waste must be placed in the specially-designated red containers, ideally in the original packaging and at least displaying the product details.

Note: empty paint containers, spray cans, etc., must also be deposited in the designated red containers.



Break- down

Break - down stands and removing goods from the premises is possible between one-and-a-half hours following the official closing of the exhibition and the period stated on www.provada.nl under Exhibitors. This hour-and-a-half following closing is necessary to clear the aisles and for other activities enabling quick removal. Participants in the vicinity of goods entrances may be asked to break-down their stands earlier. It is recommended that small and valuable items not be left on an unmanned stand. Boxes and crates may only be placed in the aisles once the floor coverings have been removed. After the break - down period the stand area must be returned clean and without any adhesive tape. Goods, stand erecting materials and waste which is still present in the premises or in the grounds after this time, may be stored or disposed of by Amsterdam RAI at their discretion and at the expense and risk of the participant.

Agent/Customs

Schenker is the official logistics partner of RAI Amsterdam and is recommended by the organisers as the shipping/forwarding agent on-site.

Schenker International B.V.
Fairs and Exhibitions
Europaplein 2 – 22 / P9
NL-1078 GZ Amsterdam,
The Netherlands. Phone:
+31 (0)20 549 2790
E-mail: fairs.amsterdam@dbschenker.com

Insurance

The stands and exhibition materials are not insured by the organisers. The participant is required to organise this himself, if wished in consultation with the insurance agents Aon Nederland Group Programs, accessible via T 010 448 88 45, F 010 476 93 62. You can find further information in the Exhibitor Services Webshop.



3. Technical connections

There are wells for all technical connections in the building floors. These wells are indicated with pointers on the plan.

Electricity

Available voltages

The voltage between the phases is 230 / 400 V with a neutral conductor. Voltage deviation could be 5% either way.

Continuous current (24 hours)

You should request continuous current if you have equipment which should also be powered overnight. You can order this in the Webshop.

When using a refrigerator and/or security equipment on stands, it is recommended that you request continuous current (24 hours). This also applies to stands with working computer equipment, to avoid any startup problems.

The stand lighting may absolutely not be connected to the continuous current network! For safety reasons, power will be cut off immediately after the event closes on the final day.

Daytime power

Daytime power is mandatory if you have lighting at your stand. Daytime power is switched on from half an hour before opening to half an hour after closing for consumer shows; for trade shows it is live from half an hour before to one hour after. You can order this in the Webshop.

Submission date

Take advantage of the early-booking discount! The participant should request the required capacity and any facilities, including a sketch of the stand, from the Exhibitor Webshop of RAI Amsterdam no later than four weeks before commencement of the show. For main connections that are not submitted in good time, i.e. less than four weeks before commencement of the show, there is a 20% surcharge.

Voorschriften Stipulations

In principle, an expo or event is an industrial working environment, so all materials must comply with the appropriate quality requirements. Electrotechnical installations are governed by the appropriate provisions in accordance with national and international legislations and standards. Electrotechnical installation may only be performed by authorised electrotechnical installers, who must perform the installation in accordance with NEN 1010.

Approval of these installations is normally carried out by Expotech B.V. If the stand installation does not comply with the associated requirements and the general remabelow, it may not be connected to the electricity grid on the RAI premises. Reinspection of installations arising from non-compliance with the appropriate requirements and the general notes below will be charged separately to the client by Expotech B.V.

A power cable must be requested for each stand. It is not permitted for stands to power cables.



General notes on electrotechnical stand installations:

Stand installations must be carried out using sheathed cables with a minimum core crosssection of 2.5 mm² or equivalent. It is absolutely prohibited to use thinner cables for power cables to wall sockets.

Exceptions include power cables for lighting, which may use 1.5 mm² as long as the capacity does not exceed 2 kW; these end-groups should be protected accordingly. Cables under floors must be at least 2.5 mm² and may not be joined.

The installation must be distributed over sufficient groups and evenly across the phases. Each group must be equipped with the correct security measures, and end-groups must be equipped with a 30mA earth leakage circuit breaker.

For main connections with capacities above 10 kW, you are responsible for arranging the correct capacity distribution and earth leakage circuit breaker(s). Welding joints must be created using wire connectors or industrial connection terminals, and must have extra protection in the form of a junction box. It is NOT PERMITTED to conceal electrical connections behind partitions, under floors or in ceilings.

Electrical cables must be installed at sufficient distance from steam, water or gas piping. Cables exposed to potential damage must be properly protected. Metal components that may conduct electricity in the case of a possible an electrical defect must be properly earthed. Electrical cables and materials must be attached adequately and with the right industrial equipment.

Motors must be equipped with a switch with thermal protection. Motors with a capacity greater than 3 kW must also be equipped with a starter, where the starting current may not exceed three times the nominal current, to a maximum of 180 Amps.

The electrical stand installation must be set up such that any disruptions arising from higher harmonics do not have any influence on the electricity grid at the RAI premises. The following threshold values apply:

- Harmonic distortions (THD) < 5%
- Percentage of the third in relation to the first harmonic < 3%
- Cosine phi > 0.9.

General terms and conditions

All quotations, contracts and implementations are governed by the General Terms and Conditions of Mansveld Expotech, as lodged with the Chamber of Commerce of Amsterdam, The Netherlands, under number 33150092. Any deviations must be agreed by Expotech in writing. A copy of the General Terms and Conditions is available on request.

Electrotechnical installations points of focus

- Trusses must be equipped with flexible elementary equipotential (earthing), if electrotechnical installations (or parts of them) (fittings, wall plug boxes, cables, etc.) are present in the immediate vicinity (fitted on top of, to, below, through).
- Aluminium system stands must be equipped with flexible elementary equipotential (earthing).
- There may be no more than four aluminium system stands for each flexible elementary equipotential (earthing) (depending on the situation, five stands).
- Steel constructions must be equipped with flexible elementary equipotential (earthing), if electrotechnical installations (or parts of them) (fittings, wall plug



sockets, cables, etc.) are present in the immediate vicinity (fitted on top of, on, below, through).

- Equipotential (earthing) occurs by means of a separate cable, connected as closely as possible to/on the switching and distribution box earthing point (depending on the situation, using 'a plug in a wall socket' {temporary solution})
- Welding joints can be implemented with wire connectors if they are suitable for the relevant (flexible) cable.
- Connections (within or out of reach) must be protected with a junction box.
- Earth leakage circuit breakers must be of the A-class (AC is not permitted).
- A splitter is not permitted.
- Each end-group must be equipped with a 30 mA earth leakage circuit breaker.
- The outgoing group >25 A from the switching and distribution box may be fitted without an earth leakage circuit breaker, where the previous point of focus still applies to any installation connected to it.
- Each switching and distribution box must be equipped with a main switch to switch it on or off.
- Inserting or removing a plug >3 kW is not a solution for switching on or off a switching or distribution box.
- The stand installation must be carried out using sheathed cables.
- The power cable for lighting <2 kW must have a minimum core cross-section of 1.5 mm² (with the exception of factory-installed or original cable fittings with a core cross-section of 1 mm²).
- Cables under a raised floor must be laid without any joins.
- Cables under a raised floor must have a minimum core cross-section of 3 x 2.5 mm² (depending on the situation, a core cross-section of 3 x 1.5 mm² combined with 10 A automatic {temporary solution}).
- Lighting can be installed using so-called illumination cables if installed correctly and fittings are equipped with uninterrupted lamps.
- The period between two consecutive NEN 3140 inspections of switching and distribution boxes may not be longer than a year. This frequency is stipulated in Appendix T (electrical work equipment) of NEN 3140: A1(10) + B2(10) + C2(10) + D2(10) = 40 points.
- If frequency of use is low (<5x a year), then the period between two consecutive inspections of switching and distribution boxes may not be more than 2 years (due to practical considerations often 1 year).
- The switching and distribution box must display a hallmark (sticker) showing who conducted the NEN 3140 inspection and its expiry/validity date.
- Stand installations will be inspected before use in accordance with NEN 1010-6. The result will be displayed on the relevant delivery report.
- For less comprehensive (uniform) stands, 'stand installation' may be divided across multiple stands (determined by the switching and distribution box).
- Cables, distribution blocks, etc. should be inspected randomly.
- Power cables (often >6 mm²) must be shown to have been inspected.

Legionnaires' disease / Legionella bacteria

Following the outbreak of Legionnaires' disease in the north of the Netherlands in the spring of 1999, RAI defined measures to significantly combat the cause of this disease, the Legionella bacteria. To this end, Article 10 of the General Participation Rules has been augmented with the following provision:



Article 10

WITHOUT PRIOR WRITTEN PERMISSION from or on behalf of the organisers, the exhibitor is prohibited from doing the following:

During the exhibition, on or around the stand, to expose or make any other use of open, flowing, spraying and/or atomising liquids. Examples of this may be individual airconditioning systems, fountains, high-pressure cleaning systems, humidifiers, shower equipment, saunas and/or whirlpools.

The (functional) use of running water / liquids may be permitted by the organisers under specific conditions (applicable to the Aquatech and Hortifair exhibitions). If used, water must be obtained from a water connection, installed by Van der Wal Installatieservice and furnished with a 'Legionella-free' certificate issued by KIWA. RAI retains the specific right to engage a certified inspection body to test compliance with the applicable provisions. Any costs related to this will be borne by the participant.

Requests – through the participant's handbook – must be submitted to the organisers, with a clear description of the intended liquid use.

Water supply and drainage

Exhibitors may order water provision and drainage from the Exhibitor Webshop. No regular gas connections are available in the halls. Important: as a consequence of municipal regulations, only 'sanitary waste water' may be drained. If the exhibitor wants to drain any other waste water, MTD needs to be notified of this. The use of flue gas dispersal pipes is governed by stipulations by the fire department and RAI Amsterdam's Technical Service. RAI Exhibitor Services can provide further information about this.

Compressed air

To demonstrate machinery, compressed air is available with a maximum operating pressure of 6 Bar and an air pressure usage of around 700 litres/minute; see the Rai Exhibitor Services products. For higher pressure or greater consumption, the participant may use his own compressor. You are advised to contact RAI Amsterdam's Exhibitor Services for this in good time, and in any case no later than two weeks before the build-up period.

For the complete accommodation rules please check the website:

<https://www.rai.nl/en/regulations-terms-and-conditions/>