



FACILITIES REGULATIONS



APPLICABILITY

These Facilities Regulations including its nine annexes (the “**Regulations**”), apply to all who enter the RAI Convention Centre which is located at the Europaboulevard in Amsterdam, the Netherlands (the “**Convention Centre**”). By entering the Convention Centre, visitors agree to follow these Regulations as well as any instructions given to them by RAI Amsterdam B.V. (“**RAI**”) from time to time.

The Regulations may be amended by RAI from time to time. For this reason, we advise that visitors of the Convention Centre regularly check whether new Regulations apply. The Regulations may be amended from time to time, can be downloaded from RAI’s website (www.rai.nl).

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I. GENERAL

Hundreds of events are held in the Convention Centre every year, including conferences, trade shows, public exhibitions, seminars, theatre performances and sporting events such as the equestrian show Jumping Amsterdam. RAI operates and manages the Convention Centre.

As the Convention Centre is located in Amsterdam, the Netherlands, it follows:

- (i) that the relevant **national** primary and secondary legislation in the Netherlands must be complied with, and
- (ii) that the **regional and local** primary and secondary legislation must also be observed, and

Examples of subjects covered by national primary and secondary legislation are:

- health and safety at work, including smoking policy;
- the Hazard Analysis Critical Control Points (HACCP) regulations on the preparation, processing, treatment, packaging, transport and distribution of food products, including catering products;
- copyright, including licenses in respect of musical copyright (for composers, lyricists and music publishers – Buma/Stemra) and neighbouring rights (for music makers, performing artists and record producers).

Examples of subjects covered by local primary and secondary legislation are:

- abstraction of groundwater (Province of North Holland);
- lighting fireworks (Province of North Holland);
- the environmental license linked to the premises (Municipality of Amsterdam);
- the license for the use of the premises, in particular the fire service regulations (Municipality of Amsterdam);
- the event-related municipal licenses under the General Municipal By-Law (APV).

In addition to the national and local regulations there are also additional regulations drafted by RAI itself concerning the activities in and around the Convention Centre and the presence of Participants, Hirers, Suppliers and other relevant natural and legal persons in the Convention Centre.

These building and facility-related general regulations are included in the present Regulations (this concerns access provisions, transport during build-up, fitting out and breakdown, building tax etc.); certain further regulations may be drawn up by RAI for each Event (in consultation with the Hirer of the Event) in order to replace and/or supplement the above-mentioned general Regulations.

The Regulations have nine (9) Annexes which are an integral part of these Regulations.

Article 1 – Definitions

The terms used in these Regulations have the following meanings, unless agreed otherwise in writing. Definitions in the singular include the plural and vice versa, in so far as the text so requires.

- 1.1 Regulations:
the Facilities Regulations including its annexes.
- 1.2 Convention Centre:
the RAI Convention Centre, located at Europaplein and Wielingenstraat in Amsterdam, the Netherlands, consisting of the meeting and conference rooms, exhibition halls, the Elicium, Amtrium, the lounges and foyers, together with the relevant central entrances, gangways,

staircases, cafés and restaurants and other areas, including the underground car parks and loading/unloading areas as well as the outdoor sites, unless expressly provided otherwise in writing.

- 1.3 Participant:
a natural or legal person who participates in an Event as exhibitor or sponsor or in some other capacity.
- 1.4 Event:
each conference, trade show, exhibition, presentation, meeting, theatre production or other event for which the Convention Centre is made available.
- 1.5 Hirer:
a natural or legal person who concludes a Contract of Hire with RAI for the holding of an Event or, for example, in connection with business premises.
- 1.6 RAI:
RAI Amsterdam B.V., which has its registered office at Europaplein 24, Amsterdam, the Netherlands.
- 1.7 RAI Exhibitor Services: the department of RAI that is responsible for the delivery and/or installation of a product or service to Participants, Hirers and/or other natural or legal persons in the context of Events in the Convention Centre.
- 1.8 Suppliers:
the suppliers used by RAI, the Hirer or the Participant or by others to provide products and/or services for the purposes of an Event or the Convention Centre, together with other related activities.
- 1.9 Webshop:
the virtual shop established by RAI Exhibitor Services to provide certain products and/or services online for the benefit of Participants, Hirers, Suppliers and other interested parties.

Article 2 – Applicability of the Regulations

- 2.1 These Regulations are applicable, in so far as not expressly provided otherwise in writing, to every Participant, Hirer and Supplier and to other relevant natural or legal persons in relation to Events in the Convention Centre.
- 2.2 RAI shall arrange for the maintenance of public order in and around the Convention Centre. For this purpose it shall issue further regulations and directions insofar as it deems this necessary in the interests of public order, safety, health, welfare and the environment.
- 2.3 RAI shall determine the opening and closing times of the Convention Centre (in consultation with the Hirer).
- 2.4 Any person who is on the property of RAI must be able to prove his identity at the request of RAI's security officers (referred to below as Security) and is also obliged at all times to comply with and obey the directions given by Security.

- 2.5 RAI shall decide all matters for which the Regulations make no provision or which are deemed unclear.
- 2.6 This English text of the Regulations is a translation of the Dutch original. If the Dutch and English texts of the Regulations are unclear or mutually inconsistent the Dutch text will prevail.

II. APPLICABLE LAW

Article 3 – Safety, the Environment and Safe Working Practices

3.1 Introduction

This article deals with the primary and secondary legislation that must be observed by Participants, Hirers, Suppliers and other relevant natural or legal persons in connection with their activities/work in the Convention Centre in relation to Events.

The primary legislation in the Netherlands is the Working Conditions Act (*Arbeidsomstandighedenwet*), which deals with the rights and duties of employers and employee in relation to working conditions. The secondary legislation consists of the Working Conditions Decree (*Arbobesluit*), which implements the Working Conditions Act by introducing rules to be observed by the parties in order to prevent risks at work (with different and/or supplementary rules for certain industries and categories of employee) and the Working Conditions Regulation (*Arboregeling*), which must always be observed by everyone.

To ensure that safe working practices are observed in and around the Convention Centre the RAI has drawn up a Safe Working Practices Manual. This manual also includes a number of regulations resulting from the 2002 Occupancy Permit and 1999 Environmental Licence that applies specifically to the Convention Centre. This is why this environmental section of the Regulations has been kept brief.

Employees are responsible for their own working conditions and also for the safety of colleagues and other persons in their immediate proximity in the place of work. This means that employees should comply with all applicable regulations, directions, instructions and procedures connected with safety in the broadest sense. In addition, they should draw the attention of persons in their immediate proximity to dangerous situations and to the importance of complying with regulations, directions, instructions and procedures.

The regulations are subdivided into:

- regulations on health and safety at work
- Fire Service Regulations
- Hazard Analysis Critical Control Points (HACCP) regulations on catering (food safety)
- Environmental regulations.

It is the responsibility of the Participant, Hirer, Supplier or other relevant natural or legal person active in connection with Events in the Convention Centre to provide his staff (or other natural or legal persons used by him) with proper information about the primary and secondary legislation and the regulations implementing them, insofar as these in any event relate to activities/work and/or presence in the Convention Centre.

3.2 Health and safety at work and safe working practices

ANNEX 4 (referred to below as Annex 4) includes the complete text of the Safe Working Practices Manual, which must be complied with by everyone.

The Safe Working Practices Manual deals at length with the following subjects:

- general information
(compulsory identification, aggression and violence, alcohol and drugs and age limits)
- crisis management plan

- (fire safety, emergency exits, fires, accidents and evacuation)
- means of transport
(traffic, loading and unloading, forklift trucks, aerial lifts and exhaust fumes)
- personal protective equipment
(fall protection, protective clothing and footwear, hearing protection and head/face protection)
- stand construction
(transport routes, electrical work, cable entry holes in the floor, working conditions and compulsory use of safety harness and line)
- working at height
(ladders and stepladders, rigging and compulsory use of safety harness and line)
- dangerous substances
(storage, battery charging area, asbestos, rubbish and waste, environmental licence)
- enforcement
(rules and sanctions).

RAI focuses special attention on three aspects.

3.2.1 Smoking policy

The Convention Centre is a public building in which smoking is completely prohibited under the Tobacco Act (*Tabakswet*). This smoking ban applies to the entire Convention Centre, including the underground car parks. The ban on smoking throughout the Convention Centre includes e-cigarettes and is publicised by means of posters and communications on the *RAI Live!* screens.

Any fines imposed on RAI by the Food and Consumer Product Safety Authority (*Voedsel- en Warenautoriteit*) for infringement of the smoking prohibition within the Convention Centre will be passed on, wherever possible, to the Hirer or to the individual who has committed the breach. Every RAI employee and security officer (of RAI) has a duty to ensure that these rules on smoking are enforced and complied with.

3.2.2 Soot filter

Diesel-engine emissions from trucks and other vehicles such as forklift trucks contain carcinogenic substances (including soot). RAI is required to strictly control exposure to such substances. Under the current Working Conditions Act, the Working Conditions Decree and the policy rules and internal instructions of the Health and Safety Inspectorate, diesel-powered trucks (and other vehicles) must be excluded from the halls of the Convention Centre from 2007 onwards unless they are fitted with a proper, approved diesel particulate filter (the standard is EURO IV and higher). Only diesel-powered vehicles that meet Euro Class IV (Euro 4) standards or higher are permitted.

3.2.3 Access policy (during build-up and breakdown)

RAI aims to ensure that the Convention Centre not only provides a hospitable reception and high quality facilities but is also safe. Safety is therefore an issue that has the highest priority for RAI. Moreover, RAI is legally bound to comply with the statutory requirements, for example as laid down in the Foreign Nationals (Employment) Act. The Participants, Hirers or other relevant natural or legal persons are primarily responsible for safety, including the safety of their staff and any third parties used by them.

In this context, the access policy in the Convention Centre has been changed as follows:

- during build-up and breakdown periods the Convention Centre is accessible only to persons who have a valid access badge issued by RAI for the build-up and breakdown period;

- persons who wish to be present in the exhibition halls during the build-up and breakdown of events should register online with RAI to obtain a badge; persons without a badge cannot obtain access to the Convention Centre;
- however, it is still possible to register and obtain a badge on the spot during opening hours at the relevant registration point in the Convention Centre;
- Hirers receive the correct information and a URL (on which the registration tool is available) for each event from the Account Manager;
- stand builders and suppliers are urgently advised to register in advance as far as possible in order to ensure fast access on arrival at the Convention Centre;
- PLEASE NOTE: a valid identity document must be submitted when registering and non-EU residents must also produce a work permit; naturally, this also applies when registering on the spot;
- persons may not and will not be admitted by RAI without a valid work permit.

3.3 Fire service regulations

To prevent fires, a number of regulations must be observed (fire prevention) by every Participant, Hirer, Supplier or other relevant natural or legal person who performs activities/work in the Convention Centre in relation to Events.

The regulations to be observed have been partly included in the Safe Working Practices Manual already referred to in this article. Many of the regulations have been included in the **Fire Service Regulations** attached as **ANNEX 1** (referred to below as Annex 1).

Below are some of the subjects dealt with in detail in the Fire Service Regulations:

- general regulations for the design, construction and fitting out of stands and stand spaces and the use of (stand)materials;
- unobstructed use of fire safety equipment and extinguishers;
- general stand construction and decoration regulations;
- electrical installations and stand lighting;
- gas cylinders, toxic liquids and other fire accelerants;
- welding, naked flames and barbecues.

RAI has engaged a firm of consultants to carry out general monitoring and supervision. For information about the Supplier and contact concerned, see **ANNEX 2** (referred to below as Annex 2).

3.4 HACCP Regulations on Catering (food safety)

The processing, transport and preparation of food have to meet exacting requirements in the Netherlands. In order to be able to guarantee food safety, catering in the Convention Centre is carried out solely by the RAI itself. Bringing food and/or drinks (or arranging for them to be brought) into the Convention Centre and/or stocking or selling them and/or distributing them free of charge in the Convention Centre is prohibited unless a written permit has been expressly granted by or on behalf of RAI.

RAI Catering possesses the requisite licences for catering and the sale of alcoholic beverages.

The Hazard Analysis Critical Control Points (HACCP) regulations in force in the Netherlands must be strictly observed if RAI has given consent, when the occasion arises, for certain catering to be provided other than by RAI. Without an express written permit from RAI it is not permitted to engage in or arrange for catering. A copy of the HACCP regulations can be obtained through RAI on request.

3.5 RAI environmental licence

Under the Environmental Management Act (*Wet Milieubeheer*) measures should be taken to prevent all activities (in and around the Convention Centre) that may harm the environment. The term activities means work that may cause environmental damage, such as surface water pollution, damage to the surroundings, harmful emissions and soil pollution.

RAI was granted a licence under the Environmental Management Act in 1999 to use its premises for conferences, trade shows, exhibitions and other events. The Act contains a set of measures designed to protect the environment in the Netherlands.

This licence granted to RAI in 1999 contains a large number of regulations that must be observed by RAI and all relevant parties operating in and around the Convention Centre.

The Regulations relate to:

- environmental care
- fire prevention and fire-fighting
- noise abatement
- air pollution and odour nuisance
- storage and use of waste substances and dangerous substances
- pumping of gas oil and diesel fuel
- storage and use of gas cylinders
- soil protection
- industrial effluent.

Insofar as relevant, the regulations have been included in the Safe Working Practices Manual (see also Annex 4).

The Dutch primary and secondary legislation on the environment and safety has been considerably tightened up. The Environmental Health and Building Control Department (DMB) of the Municipality of Amsterdam and the Health and Safety Inspectorate have informed RAI that from now on they will also be monitoring compliance with the relevant regulations in the Convention Centre more closely.

RAI attaches great importance to corporate social responsibility and environmental protection. All Participants, Hirers, Suppliers and other relevant natural and legal persons are therefore expected to adopt an aware and responsible approach to energy, water, the environment and the surroundings.

3.6 Disposal of waste and rubbish

Participants, Hirers, Suppliers and other relevant natural or legal persons are obliged to dispose of (or arrange for the disposal of) all rubbish and waste that is generated during the build-up and fitting-out period, during the Event and during the breakdown period in the manner described below. For this purpose use may be made only of the containers and refuse bags made available by RAI. More detailed provisions concerning the disposal of waste and rubbish in the Convention Centre are contained in Annex 4, part III. article 4.7 and part V. article 7.11, 'Special products, services and suppliers' of these Regulations.

Article 4 – Licences and permits

4.1 Introduction

This article contains detailed provisions on a number of examples of primary and secondary legislation that must be observed by Participants, Hirers, Suppliers and other relevant natural and legal persons in the context of licences and permits.

The Regulations are subdivided into:

- the General Municipal Bye-Law (*APV*)
- umbrella decision relating to RAI (*APV*-related matters)
- Legionnaires' disease/*Legionella* bacteria
- risk of contagion/epidemics
- lotteries
- removal of certain waste substances
- copyright
- Foreign Nationals (Employment) Act (*Wav*).

It is the responsibility of Participants, Hirers, Suppliers and other relevant legal and natural persons to comply with Dutch primary and secondary legislation on permits, licences etc.

4.2 Amsterdam General Municipal By-Law (*APV*)

A General Municipal By-law (*APV*) is in force in Amsterdam. The general bye-law sets out regulations and other provisions concerning:

- public order and safety;
- the operation of hotels, restaurants and catering businesses and gaming businesses;
- the use of public areas (parking, flyposting and wall decoration, advertising and public works);
- the environment (including fireworks, explosives, nuisance (including noise nuisance), protection of greenery etc.);
- enforcement.

4.3 Umbrella decision relating to RAI (*APV*-related)

Certain specific licences are necessary for various activities carried out by RAI and also by the Participants, Hirers, Suppliers and other relevant natural or legal persons. Since 29 January 2010 Participants, Hirers, Suppliers and other relevant natural or legal persons need no longer contact the Municipality of Amsterdam (the Zuid Urban District) for thirteen kinds of licence, as these have been covered by an umbrella decision for the RAI since 29 January 2010. Zuid Urban District and RAI have agreed that RAI will obtain an umbrella licence under this decision. This umbrella licence covers 13 kind of event-related licences that form part of the General Municipal Bye-law. Under the umbrella decision RAI is itself the holder of the 13 event-related licences.

RAI as licence holder

RAI has been the first private enterprise in the Netherlands to be able to issue, regulate and enforce event-related permits and licences in a number of fields since 29 January 2010. This is arranged through the RAI's Licences Desk. This has simplified and speeded up the licensing procedures. It is also boosting the service provided by RAI and making it even more attractive to take part in events held in the Convention Centre.

What licences does this concern? RAI holds the following licences:

- event licence
- 'object' licence
- advertising notification/exemption
- temporary traffic measure
- exemption for distributing flyers/samples
- permit for stand and grandstand construction
- street trading licence
- permit for flyposting and wall decoration
- collection licence
- declaration of no objection to the launching of tethered balloons
- licence for holding lotteries
- licence for a barrel organ
- exemption from regulations on shop closing hours.

The full document relating to the decision granted to RAI can be found in **ANNEX 5** (referred to below as Annex 5).

4.4 Legionnaires' disease/Legionella bacteria

Exhibitors are not permitted to use open, flowing, sprayed or atomised liquids in their displays in the Convention Centre. This may be the case, for example, where an exhibitor uses freestanding air-conditioning systems, fountains, high-pressure cleaning systems, air humidifiers, shower equipment, saunas and/or whirlpool spas. The (functional) use of 'open water' may be permitted by RAI in certain circumstances. This water must then be taken from a water connection installed by a recognised plumber used by RAI, as listed in Annex 2, and bearing a 'Legionella-free certificate' issued by KIWA. RAI expressly reserves the right to use a certified testing authority to assess compliance with the specified conditions. The related costs will be borne by the relevant Participant, Hirer, Supplier or other relevant natural or legal person if it wishes to use open, flowing, sprayed and/or atomised liquids.

Applications should be submitted in writing in advance to RAI using the relevant form, which can be found at the webshop under 'Electrics and Water Connections'. Further specific information about Legionnaires' Disease and the Legionella bacteria can also be found on this site.

4.5 Risk of infection, contagion and epidemics

The Participant, Hirer, Supplier or any other relevant natural or legal person is obliged to comply with all reasonable guidelines and instructions given by RAI (in order to prevent and combat the risk of infection or contagion).

The cooperation that may be requested in serious situations may consist of: (i) providing RAI with the names and addresses of exhibitors, participants and visitors to the Event so that RAI can approach them – albeit only where this is warranted by the seriousness of the situation (serious risk of infection or contagion) – or (ii) the obligation of the Hirer to approach all exhibitors, participants and visitors directly and pass on a message drafted by RAI concerning the situation and its gravity. In such circumstances the Participant, Hirer, Supplier or other relevant natural or legal person is obliged to cooperate fully in actions and activities undertaken on the instructions of or in consultation with the authorities in order to prevent and/or combat the risk of infection, contagion etc.

4.6 Lotteries

In the Netherlands only a limited number of games of chance are permitted by law (for more information please consult the Betting and Gaming Act (*Wet op de kansspelen*) and secondary legislation based on it). In many cases the organiser of a game of chance (in which players can compete for prizes or premiums) should have a licence supplied by the RAI's Licences Desk. The Participant, Hirer, Supplier or other relevant natural or legal person is himself responsible for complying with the existing primary and secondary legislation.

4.7 Disposal of certain waste substances

The Safe Practices Manual (Also see Annex 4 and article 7.11 in part V, 'Special products, services and suppliers' of these Regulations) deals with the rules that must be respected when disposing of normal waste substances (i.e. the usual rubbish and waste such as stand construction material and pallets) and certain contaminated materials or dangerous toxic substances (environmental and fire service regulations).

The Participant, Hirer, Supplier or other relevant natural or legal person should comply with the primary and secondary legislation governing all kinds of waste, including biological waste such as anatomical residues.

4.8 Copyright

Copyright is regulated in the Netherlands by the Copyright Act (*Auteurswet*), which provides who is entitled to protection where the copyright in a work of literature, science or art is infringed.

Numerous statutory schemes that must be respected by Participants, Hirers, Suppliers and other relevant natural and legal persons also exist in relation to patents, drawing and design rights, plant breeders' rights, marks and trade names (so-called intellectual property rights).

In particular, we would refer Participants, Hirers, Suppliers and other relevant natural or legal persons to the regulations of Buma/Stemra (Dutch Music Rights Organisation) and Sena (the Foundation for the Exploitation of Neighbouring Rights).

Buma/Stemra, Sena and Videma

Beside the obligatory licence from Buma/Stemra you also need to apply for a licence from Sena for the use of the same music. The former organisation is responsible for collecting the fees owed to the composer/lyricist, whereas the latter collects the fees for the performer and record producer.

If you use copyright-protected music and/or visual material at your stand, this constitutes publication, recording or reproduction. For this you require the prior consent of the author or the copyright organisation of which he or she is a member. Buma/Stemra represents the interests of Dutch composers and also of foreign composers who are members of a foreign copyright sister organisation. The author gives consent for this use when an agreement is entered into with him/her and a fee is paid for the use of the copyright-protected work. The amount of the fee for publication depends, roughly speaking, on the surface area of your stand and the number of exhibition days. For consent in advance or more information you may contact **Buma/Stemra**. You will find the contact particulars in Annex 2.

In addition to copyright, you may be affected by a neighbouring right when using images and/or music. **Sena** is the organisation in the Netherlands that represents the interests of performing musicians and

record producers in respect of neighbouring rights; you will find the contact particulars in Annex 2. If you show films or film fragments you may also require the consent of **Videma**. This organisation represents the interests of affiliated film and TV studios, public and commercial broadcasters, film and video distributors and thousands of Dutch and foreign TV producers. Once again you will find the contact particulars in Annex 2.

4.9 Foreign Nationals (Employment) Act

- 4.9.1 During the term of the agreement with RAI or – in the absence of an agreement – during the work or the time spent in the Convention Centre, the Participant, Hirer, Supplier or other relevant natural or legal person is fully responsible and liable for compliance with the Foreign Nationals (Employment) Act (*Wet arbeid vreemdelingen / Wav*) in respect of personnel and persons who in any way work for him or on his instructions.
- 4.9.2 The Participant, Hirer, Supplier or other relevant natural or legal person declares that (i) he has established the identity of his personnel – and of persons who in any way work for him or on his instructions – by reference to an original identity document as referred to in section 15, subsection 1, of the Foreign Nationals (Employment) Act in conjunction with section 1, subsection 1 (i) of the Compulsory Identification Act (*Wet op de identificatieplicht*), and (ii) he has kept a copy of this document in his records.
- 4.9.3 At the first request of RAI and/or a representative of a government body, the Participant, Hirer, Supplier or other relevant natural or legal person must immediately supply RAI and/or the representative of the government body concerned with a copy of the proof of identity, as referred to in paragraph 2 of this article, of personnel and/or of persons who in any way work for him or on his instructions.
- 4.9.4 The Participant, Hirer, Supplier or other relevant natural or legal person declares that he has informed his personnel and the persons who in any way work for him or on his instructions that during their work in the Convention Centre they must always carry with them a valid proof of identity as referred to in paragraph 2 of this article.
- 4.9.5 Only if and in so far as required under the Foreign Nationals (Employment) Act will RAI verify by reference to the copy of the proof of identity referred to in paragraph 2 of this article whether the person concerned is the person to whom the proof of identity belongs and whether the document is valid. If RAI has reason to doubt this, it cannot establish the identity of the person concerned and must bar the Participant, Hirer, Supplier or other relevant natural or legal person from allowing the person concerned to perform work and must immediately notify the Participant, Hirer, Supplier or other relevant natural or legal person accordingly.
- 4.9.6 Only if and in so far as required under the Foreign Nationals (Employment) Act will RAI verify by reference to the copy of the proof of identity referred to in paragraph 2 of this article whether the person concerned is entitled to work in the Netherlands and whether any work permit that may be required is available. If this is not the case, RAI must bar the Participant, Hirer, Supplier or other relevant natural or legal person from allowing the person concerned to perform work and must, insofar as necessary, refuse the person concerned access to the work in the Convention Centre. RAI must immediately notify the Participant, Hirer, Supplier or other relevant natural or legal person accordingly both orally and in writing (by e-mail if possible).

- 4.9.7 Only if and in so far as required under the Foreign Nationals (Employment) Act will RAI keep in its records a copy of the proof of identity referred to in paragraph 2 of this article and retain this for a period of up to five (5) years after termination of the work.
- 4.9.8 If during the term of the agreement with RAI or – in the absence of an agreement – during the work or the time spent in the Convention Centre, changes occur in respect of the personnel of the Participant, Hirer, Supplier or other relevant natural or legal person and/or in persons who in any way work for him or on his instructions, paragraphs 1 to 7 of this article will apply in full.
- 4.9.9 The Participant, Hirer, Supplier or other relevant natural or legal person must indemnify RAI against any fines imposed on and/or claims brought against RAI under the Foreign Nationals (Employment) Act, regardless of whether such fines and/or claims are justified. The Participant, Hirer, Supplier or other relevant natural or legal person will bear the full risk and have full responsibility and liability for such fines and/or claims both in relation to RAI and, insofar as possible, directly in relation to the body or bodies imposing such fines and/or making such claims.

III. USE AND LAYOUT OF THE CONVENTION CENTRE

Article 5 – Building-specific regulations

5.1 Introduction

Each building has its own characteristics and possibilities, but also its own limitations. The Participant, Hirer, Supplier or other relevant natural or legal person must be clearly informed about the specific features, possibilities and limitations not only of particular buildings/areas of the Convention Centre but also of the surrounding (outdoor) sites that also form part of the Convention Centre. This article sets out how the Participant, Hirer, Supplier or other relevant natural or legal person can use the Convention Centre during the hire period of the Event and what regulations apply in this connection.

This article deals with the following Regulations:

- general building-specific regulations governing use
- building load (floor and roof/ceiling load)
- pavilions/tents outdoors
- stand construction and fitting out
- fitting out of stands
- supplementary building-specific conditions relating to the meeting and conference rooms, Elicium 1 and 2, the lounges and foyers of the Convention Centre.

5.2 General building-specific regulations governing use

This article deals with the general building-specific regulations that must be observed by Participants, Hirers, Suppliers and other relevant natural or legal persons when using the Convention Centre.

A Participant, Hirer, Supplier or other relevant natural or legal person:

- has access to the Convention Centre exclusively for the purpose of constructing, fitting out, using and dismantling the stands and other structures during the period(s) specified in the contract of hire between the Hirer and RAI (also included in the Standard Terms and conditions of event participation of the relevant Event) unless expressly provided otherwise in writing by RAI;
- is obliged strictly to obey any directions issued by or on behalf of RAI, the municipality, the fire service and/or other authorities relating to the use of the stand space and other areas in the Convention Centre;
- should keep the gangways marked in yellow by RAI in the exhibition halls entirely free of obstructions;
- should keep fire extinguishers and other firefighting equipment entirely free of obstructions and use them only for extinguishing fires (one reason for the latter requirement is to combat the risk of Legionella infection).

Unless expressly provided otherwise in writing, a Participant, Hirer, Supplier or other relevant natural or legal person is **not** permitted, among other things, to:

- engage in activities which, in RAI's opinion, cause damage to or detract from the Event as such, or cause harm to one or more participants, visitors or groups of visitors or to third parties;

- engage in activities as a result of which RAI or a Participant, Hirer, Supplier or other relevant natural or legal person suffers damage or nuisance in the form of odour or noise nuisance, blocking of light or view or any other form of nuisance;
- amplify the spoken word by means of loudspeakers, play live or recorded music and/or generate noise as a result of which the limit, measured at the edge of the stand, reaches or exceeds the limit of seventy-five (75) decibels;
- place, affix or hand out goods and/or advertising material of any kind outside the (stand) space that has been taken/made available;
- damage floors, walls, ceilings or other parts of the Convention Centre by the use of drills, nails, screws, glue, paint, adhesive tape or other means of attachment for the purposes of stand construction, affixing and finishing; stands, stand panels and/or stand parts and other structures should therefore be constructed as freestanding units and any damage resulting from stand construction should be borne by the Participant, Hirer or Supplier concerned or other relevant natural or legal person;
- display mechanically powered vehicles, vessels, tools and so forth when filled with fuel; these goods may be brought into the Convention Centre as exhibition items only if the fuel tanks and fuel hoses have been drained as far as possible and the tanks are effectively and permanently sealed off; battery clamps must be loosened and plastic sheeting must be laid under the sump to provide for the eventuality of oil leakage. If these measures could result in damage to the electronic circuits of the exhibited goods, application may be made to the Security Officer of RAI's Security & Safety Department (see Annex 2) for an express written exemption from this article;
- use passenger lifts, staircases and escalators for the transport of goods; special goods lifts are available for this purpose;
- ignore safety measures; as safety may be checked at every Event not only by the RAI's Event Managers and the representative of Amsterdam Fire Service but also by the Health and Safety Inspectorate, everyone is urgently requested to take all prescribed safety measures (in accordance with health and safety legislation) when carrying out their activities and to have the safety plan to hand during the construction, fitting out and dismantling of the stands. RAI reserves the right to hold the parties liable and to inspect safety plans;
- use or distribute balloons filled with a gas lighter than air, for example helium.

5.3 Loadings (floor and roof/ceiling loading)

When using the Convention Centre the Participant, Hirer, Supplier or other relevant natural or legal person should take account of the maximum loading of floor, roof and ceiling; the maximum load may not be exceeded during use. In this article a distinction is made between the floor loading and the roof/ceiling loading.

Floors and floor loading

The maximum load permitted on the floors of the Convention Centre differs according to the type of space and is recorded in **ANNEX 7** (referred to below as Annex 7).

The floors of the various spaces in the Convention Centre are finished in different ways:

- the floors of the exhibition halls of the Convention Centre are finished with a layer of asphalt with a thickness of approx. 5 cm; point loading is not permitted and the forces must always be evenly distributed; as a result of differential settlement, the floors of halls 1-7 may not be entirely flat;
- the floors of the meeting and conference rooms, the lounges and foyers and Elicium 1 and 2 of the Convention Centre have either been laid with floor covering or finished in marble or bluestone and are subject, in view of their nature and location, to a number of additional conditions concerning their use, as recorded in article 5.7 of these Regulations.

The stand builders are generally familiar with this situation. Annex 7 contains a list of the locations and the type of floor covering in each location. In cases of doubt, RAI's Event Management Department can be consulted through eventmanagement@rai.nl. Problems that arise during stand construction and fitting out should be immediately reported to RAI's Event Manager on duty.

Roof/ceiling load (see also rigging)

For the sake of safety in the Convention Centre the attachment of rigging or pre-rigging to the roof or ceiling of the Convention Centre is possible only in the manner described in article 7.6 of these Regulations.

The maximum load permitted on the roofs and ceilings of the Convention Centre differs according to the type of space and is recorded in **ANNEX 3** (refer to below as Annex 3), Rigging Manual.

5.4 Pavilions/tents outdoors

If a covered extension is necessary on the site around the Convention Centre, pavilions or tents may be erected. This may be done only after application has been made by the Hirer to RAI's Account Manager and a 'permit for the placement of an object' has been given by RAI in writing. See also article 4.3 of these Regulations and Annex 5.

5.5 Drones

In view of the close proximity of the Convention Centre to Schiphol Airport and the regulations applicable to the surrounding airspace, it is not permitted to fly a drone (also called an Unmanned Aircraft System, or USA) anywhere outside the Convention Centre.

Flying with a drone inside the Convention Centre is only permitted with the prior written approval of RAI and subject to the following conditions:

- The pilot of the drone must be in the possession of a valid (i) certificate of registration for the drone (ii) airworthiness certificate for the drone, and (iii) competency certificate;
- The area where the drone will be flown should be without people, except for the pilots, a cameraman and a supervisor from RAI;
- Flying with a drone should always be done with at least two people (a pilot, a watcher and a cameraman when a camera is been used);
- Flying is only permitted with sufficient lighting;
- Flying is only permitted within the view of the pilot and not higher than the lower part of the roof;
- The maximum allowance of the weight of the drone is five KG (eleven pounds);
- The drone should have a Safety Management System;
- One should have an insurance for possible damage that may be caused by the use of the drone;

Permission to fly a drone inside the Convention Centre must be requested at least ten business days prior to flying. Parties which have been granted permission to fly the drone inside the Convention Centre hereby indemnify RAI for all damages ensuing therefrom.

5.6 Stands and other structures

What special requirements must be fulfilled in respect of stands and other spaces at an Event must be specified for each Event in the relevant conditions of participation drawn up by the Hirer. The Fire Service Regulations (as recorded in Annex 1 and explained in article 3.3 of these Regulations) should be strictly observed at all times. The following specific conditions concerning stand construction should

also be included in the relevant 'Standard terms and conditions of event participation' drawn up by the Hirer.

As a rule, large and/or heavy goods may be brought on to the stands only on construction and fitting-out days specified for this purpose per Event (as these spaces are not accessible to trucks and other vehicles on all construction and fitting-out days). The following provisions apply in this connection:

Stand construction and fitting out

- in the case of exhibitions where the gangways must be laid with floor tiles or other floor covering before the construction and fitting-out period, it is not possible to unload stand goods and construction materials in the exhibition halls until after the floor covering has been laid. It is advisable to contact RAI's Event Management Department if you wish to bring materials into the halls after the floor covering has been laid;
- the Participant should start as promptly as possible with the construction and fitting out of the stand; the Hirer must determine for each Event when the construction and fitting out may start and when it should be completed, for example in relation to the cleaning prior to the opening of the Event.

Dismantling

- vacation of stands and removal of goods from the building are possible during the dismantling period(s) notified by the Hirer of the Event to the Participants;
- the first ninety (90) minutes after closure of an Event are generally needed for the clearance of the gangways and other activities to aid speedy removal of goods; Participants in the vicinity of goods entrances may be requested to vacate their stands earlier and will then receive notification from the Hirer of the Event;
- it is advisable not to leave small and valuable goods unattended at the stand; boxes and crates may be placed in the gangways only after the floor covering there has been removed. The stand space must be handed over in clean condition and free of adhesive tape after the dismantling period. Goods, stand construction materials and rubbish that are still present in the Convention Centre or on the sites after the published dismantling period may, at the discretion of RAI, be removed, stored and/or thrown away at the expense and risk of the Participant, Hirer, Supplier or other relevant natural or legal person;
- for safety reasons the supply of power to the stands will be shut off on the last day of the Event immediately after it ends; please therefore arrange for equipment to be turned off in good time.

Stand design

Further rules concerning stand design and the approval thereof can be laid down in the 'Standard terms and conditions of event participation' of the relevant Event. The standard design must comply with the requirements specified in these Regulations. In addition, the Hirer may impose its own requirements, including aesthetic requirements, from the perspective of the exhibition. These requirements too should be assessed by the Hirer and should be in keeping with the contents of these Regulations. This is not checked by RAI.

As regards **multi-story stands** and the use of **raised floors** the Participant, Hirer, Supplier or other relevant natural or legal person should have the requisite license as indicated in article 4.3 of these Regulations and Annex 5.

Stands higher than two meters and seventy-five centimetres (2.75 meters) may affect climate control in the relevant space and should therefore be coordinated with RAI by the Hirer of the Event in good time.

Stand types

Separate rules for each type of stand apply to each Event organised by RAI or by the Hirer. Where dotted lines are shown on the floor plan of the exhibition no walls may be erected. In the case of some Events it is possible to obtain a written exemption from the stand construction rules from the Hirer. Participants are advised to contact RAI, or the Hirer of the Event, in advance to find out whether exemption from the rules can be obtained. A general list of current stand types and the rules for each stand type as applied by RAI in the case of exhibitions and events organised by it can be found in **ANNEX 8** (referred to below as Annex 8).

Multi-story stands

A Participant requires a **licence/permit** where it proposes to construct a stand with two or more stories. See article 4.3 of these Regulations and Annex 5. This permit should be applied for in good time.

Shell scheme stands

The Hirer (and/or Organiser) can generally arrange for or permit shell scheme stands.

Raised or reduced floors

The use of raised floors is recommended in the case of stands that have water and compressed air connections and/or many electrical and ICT cables. The stand builder can advise on this. To improve accessibility to wheelchairs, strollers, shopping carts and MIVA visitors (visitors with disabilities, such as wheelchairs, walkers and blind or partially sighted) the following guidelines apply to stand floors:

- maximum height of 12 cm, measured from the floor of the building up to and including the top of the raised floor;
- the sides should be closed and neatly finished, sharp edges and corners need to be avoided and if necessary with bevelled edges;
- the floors should be within the stand building line;
- when a raised floor is used on a stand the outer edge of the floor must be in a contrasting colour with respect to the aisle and the ramp;
- If the raised floor is less than five cm higher relative to the floor of the building a bevelled edge with a minimum of one meter wide is sufficient. This bevelled edge needs to be in a contrasting colour relative to the rest of the floor edges;
- a raised floor up to a height of 12 cm measured from the floor of the building, a ramp of at least one by one meter width is desired.
- a handrail at a ramp is not necessary, when the raised floor is lower than 12 cm with respect to the aisle. When a handrail is positioned, it must be placed at a height of 80 - 100 cm above the ramp. The handrail needs to be easy to grab (round or oval), and preferably to have a light contrasting colour compared to a dark background. The rail end may not hang loose. If the handrail is positioned only on one side it should be attached to the wall;
- The edges around the ramp cannot contain any sharp edges, floor connections must have a smooth transition (no high thresholds). By a ramp in the corner of a stand there should be placed an upright edge of about four cm arranged in the longitudinal direction.

Construction of grandstands and tiered seating

If a grandstand or tiered seating is to be erected in or near the Convention Centre, the Participant, Hirer or natural or legal person concerned should himself request a permit/licence from RAI's Licences Desk (see also article 4.3 of the Regulations and Annex 5).

5.7 Fitting out (of stands)

Exhibited goods

Exhibited goods, including movable parts of such goods, may never protrude beyond the building lines of the stand, for example in the case of product demonstrations. Parts that are potentially dangerous, such as sharp, prominent parts, must be effectively shielded.

Stand lighting

The stand lighting may only be connected to the day-rate electricity supply; incorrect connection to the night-rate electricity supply entails major risks! The night-rate supply is clearly marked.

Stage height increases

Where a stage has a height of 60 centimetres or more, the Participant concerned (sometimes it is the Hirer of the Event itself) must apply for a **permit/licence** to the RAI's Licences Desk. See also article 4.3 of these Regulations and Annex 5.

Loose-laid floor covering

Floor covering for stands etc. may not be affixed directly to the floor, for example by two-sided adhesive tape (specifically on the stone floor). The floor covering should therefore be laid on a raised stand floor or a rubber subfloor.

The written consent of RAI's Event Management is necessary for the use of special floor covering (cement tiles, sand, gravel etc.). Application should be made to eventmanagement@rai.nl. Before such materials are brought in, a plastic cover should be laid on the floor. It is not permitted to paint floors.

If tape from carpet tiles etc. should unfortunately be discovered on the floor of the exhibition hall after the exhibition, the Participant, Hirer, Supplier or other relevant natural or legal person will receive a bill for the costs of removal (see also article 5.7 of these Regulations, Additional building-specific conditions). Projection and sound / smoke machines / chase lighting / advertising messages: The written consent of RAI's Licences Desk is required for the use of sound, image and illumination equipment (including illuminated news trailers), live music and live performances; see also Annex 5. As regards the copyright of Buma/Stemra, Sena and/or Videma, see article 4.8 of these Regulations.

The use of chase lighting (which is a nuisance to neighbouring stands), smoke machines and laser projectors is not permitted without the consent of RAI's Event Management through eventmanagement@rai.nl.

Animals on the stand

If a Participant wishes to have or exhibit exotic animals on his stand, he must seek the consent of the Ministry of Economic Affairs, Agriculture and Innovation in The Hague. The address particulars can be found in Annex 2. A copy of the permit should be sent to RAI's Licences Desk; see also the list of names of contacts in Annex 2.

5.8 Additional building-specific conditions applicable in the meeting and conference rooms, Elicium 1 and 2 and the Convention Centre

The Participant, Hirer, Supplier or other relevant natural or legal person is subject to the following additional provisions in relation to the construction, fitting out and finishing of stands in the meeting and conference rooms, Elicium 1 and 2, the lounges and foyers of the Convention Centre:

- cables or carpeting may not be affixed to the floor by means of tape; cable conduits should be used for this purpose;
- stands, stand panels and stand parts should be painted, sawn and/or drilled in advance, although assembly on the spot is permitted;
- taped or self-adhesive messages may not be attached; for these messages you may use our special messages areas (application should be made before the Event by the Hirer to RAI's Account Management and by the Participant through RAI's webshop);
- goods and materials may not be pushed or pulled over the floor (in order to prevent damage);
- freestanding stands are possible only if sufficient protective measures are taken to prevent damage;
- when both shell scheme and wooden stands are constructed, fitted out and dismantled, the floor at the place of the stand and the requisite working area around it should be adequately protected, for example by means of rubber mats, hardboard panels, carpet tiles or plastic (which may not be affixed by tape); these must be removed after the stand is completed;
- any damage to the Convention Centre resulting, for example, from stand construction must be borne by the Participant, Hirer, Supplier or other relevant natural or legal person; to allow an unobstructed view through the building and an unobstructed thoroughfare for the public and the proper operation of the air conditioning system the maximum construction height of stands and objects in the meeting and conference rooms, Elicium 1 and 2, the lounges and foyers of the Convention Centre is two and a half (2.50) metres (exterior dimension measured from the floor);
- multi-story stands are not possible in the meeting and conference rooms, Elicium 1 and 2, the lounges and foyers of the Convention Centre. A sprinkler system is installed in Elicium 1 and 2 for fire safety; if a stand in this space is fitted with a canopy (or ceiling), the canopy should be made of sprinkler cloth (since this tears when heated and thus allows the sprinkler water to inundate what is in the stand below);
- nothing (including stocks of goods for the stand) may be placed or attached in front of the windows and on steel plates under the windows; roller blinds should be able to hang down freely and, if the back of the stand is visible this should be neatly finished. Nothing may lean against or be stuck to the window;
- tape or self-adhesive (advertising) messages may not be put up;
- water connections, supply and discharge of compressed air and discharge of flue gas are not possible (or possible only to a limited extent) in Elicium 1 and 2, the lounges and foyers of the Convention Centre; if such connections are possible they may be provided only by the supplier appointed by RAI;
- RAI inspectors patrol in the Convention Centre to check compliance with these Regulations and, where necessary, take corrective action and report cases of damage; where damage has been caused, this must be settled by means of a damage form; wherever possible, the damage is recovered from the person or persons causing the damage;
- electrically-powered vehicles/carts may only be used for the transport of goods and not of persons moving from one place to another in the Convention Centre; means of transport should be fitted with 'non-marking' tyres (i.e. tyres that leave no tracks on the floor);
- the use of electric pump appliances in Elicium 1 and 2 is prohibited;
- Supply and delivery of stand material for the rooms and lounges see **ANNEX 6** (referred to below as Annex 6):
 - situated at entrance E should be delivered through entrance E;

- situated at entrance F should be delivered through entrance F;
 - situated at entrance G should be delivered through the adjacent delivery door or entrance H;
- Supply and delivery of stand materials for Elicium 1 and 2 and the Elicium meeting rooms should be delivered as follows:
 - large goods are delivered from the loading/unloading area for goods vehicles at the rear of Elicium 1 and 2; goods are placed on the loading/unloading area by means of a high forklift truck;
 - small goods are delivered through the lifts in the Elicium or through the fly-overs if the Europa and Holland complexes are not in use for an event;
 - logistics on the loading/unloading area of the Elicium 1 and 2 and in the Elicium 1 and 2 themselves will be carried out exclusively by the forwarder designated by RAI; see Annex 2, contacts.

Article 6 – Special provisions

6.1 Introduction

Hundreds of Events are held each year in the Convention Centre. To ensure that all activities such as the build-up, fitting out and breakdown of theatre productions, exhibitions, sports events and so forth go as smoothly as possible, careful planning is essential.

For this reason the Participant, Hirer, Supplier or other relevant natural or legal person must be aware of a number of special do's and don'ts. Supplementary regulations may be in force for a particular Event.

This article contains the following Regulations to which special attention is drawn:

- general
- emergencies and evacuation
- security and access policy
- exhibition logistics (internal transport, storage and customs facilities)
- traffic; parking and loading/unloading.

6.2 General

Identification

Anyone who has reached the age of 14 years is obliged to produce proof of his or her identity at the request of the Event Managers or Security. If the person concerned refuses, he or she may be removed from the Convention Centre. For the purposes of identification all staff of RAI and its suppliers wear a RAI staff badge.

Young people and compulsory identification

People under the age of 16 years may not be admitted to the premises during the build-up, fitting out or breakdown of Events. Young employees who have not yet reached the age of 18 may only perform work that does not pose a risk to health, and expert supervision should be present while the work is being performed. Everyone is obliged to produce proof of his or her identity at the request of the Event Managers or Security. If the person concerned refuses, he or she may be removed from the Convention Centre.

Alcohol and drugs

Alcoholic beverages, drugs and/or psychedelic substances may not be brought into or consumed in the Convention Centre during work. Likewise, working in the Convention Centre while under the influence of stimulants or intoxicants of this kind is not permitted.

Obeying orders and directions given by RAI

Orders and directions given by an authorised member of the RAI staff must be obeyed.

Keeping traffic areas free of obstruction

The general areas in the Convention Centre should be kept free of obstruction. In some circumstances it may be decided, in consultation with RAI, that temporary use may be made of part of such areas, in which case the general area or areas concerned must retain their original function. Fire emergency routes, staircases, exits/emergency exits and escape routes should always be kept unobstructed. In addition, access to fire extinguishers and firefighting equipment, emergency showers and other safety facilities may never be blocked.

Animals

Cats, dogs and other pets are not permitted in the Convention Centre, unless expressly provided otherwise in writing.

6.3 Emergencies and evacuation

Crisis Management Plan (emergencies)

Emergencies such as accidents, fire, theft (persons caught in the act), public unrest and other crisis situations should be immediately reported to RAI Security at number +31 (0)20 549 **1234**. The caller should then promptly follow the instructions given. If a message ordering evacuation of the Convention Centre or certain parts of it is given over the RAI's public address system, the instructions should be obeyed without delay.

On hearing the evacuation alarm (of RAI) or if RAI communicates a crisis in another way, you are obliged to leave (that specific part of) the Convention Centre and to follow up these instructions right away. When hearing the evacuation alarm one needs to immediately exit the Convention Centre through the nearest (emergency) exit. A floor plan showing the emergency routes can be consulted at various places in the Convention Centre.

It is prohibited to lock the emergency doors. Nor may the emergency doors be used other than in the event of an emergency.

Accidents

Call +31 (0)20 549 **1234** and say:

- who you are
- what has happened
- where it has happened
- how many victims there are

Stay with the victim(s) and, where possible, provide first aid while waiting for the arrival of expert help. Specific information about this can be found in Annex 4, Safe Working Practices Manual.

Fire

In the event of fire, break the glass of the RAI fire alarm. Then immediately report the fire by calling telephone number +31 (0)20 5491234 and specifying the location and nature of the fire.

Theft

If you apprehend a thief or discover a theft that is in progress, you should call telephone number +31 (0)20 5491234. If possible, remain in the vicinity of the person or persons concerned.

If you discover that a theft has been committed (but is not in progress) you should call telephone number +31 (0)20 5492330, and you will then be immediately put through to RAI Security.

6.4 Security and access policy

General building and site security

RAI is not familiar with or responsible for the security of Events or stands. Participants, Hirers, Suppliers and other relevant natural or legal persons should take their own measures to provide for event and stand security during Events. This can be arranged through the RAI Account Manager or through the webshop. You can find more information about this in article 7.8 of these Regulations.

Access policy (during build-up and breakdown)

RAI aims to ensure that the Convention Centre not only provides a hospitable reception and high quality facilities but is also safe. Safety is therefore an issue that has the highest priority for RAI. Moreover, RAI is legally bound to comply with the statutory requirements, for example as laid down in the Foreign Nationals (Employment) Act. The Participants, Hirers or other relevant natural or legal persons are therefore also responsible for safety, including the safety of their staff and any third parties used by them. The access policy during build-up and breakdown periods is connected with 'Safe Working Practices' (see Annex 4) and is recorded in article 3.2.3 of these Regulations.

Video surveillance camera system

Video surveillance cameras are present within the Convention Centre for the security of persons and property. The presence of these cameras is also indicated by means of pictograms. Where the commission of a criminal offence is suspected RAI reserves the right to use temporarily hidden cameras.

6.5 Exhibition logistics (internal transport, storage and customs facilities)

RAI uses a Supplier designated by it for exhibition logistics in and around the Convention Centre, including internal transport, loading and unloading, storage and customs facilities. The contact particulars of this logistics partner are given in Annex 2. If a Participant, Hirer, Supplier or other relevant natural or legal person wishes to use a supplier other than the designated Supplier within the Convention Centre, application for a written permit should be made in good time to RAI's Account Manager.

6.6 Traffic: parking and loading and unloading

There are various schemes for parking, buffering (goods vehicles) and loading/unloading depending on the type of Event and the stage the Event has reached. This article describes the situation in general terms. If necessary, a specific traffic and parking plan will be made for a particular Event by RAI's Traffic Management, in consultation with the Hirer of the Event.

Parking

The following basic principles apply:

- paid parking is available in RAI's underground car parks other than on event days for persons carrying out work for RAI; however, the possibility of parking does not confer entitlement to a parking place in or around the Convention Centre;
- parking at or in the Convention Centre is permitted only in the parking spaces designated for this purpose; directions and instructions given by staff of RAI Traffic Management should be strictly obeyed;
- the Convention Centre is easily accessible by public transport (train, tram and bus);
- during event days offsite car parks may or will be used in a number of cases (the charge is then the same as for parking in and around RAI); access to the offsite car parks will be signposted, and during the day buses will operate a shuttle service to and from RAI. The latest information about parking during Events can be found at www.rai.nl.

Paid parking

- **Exit tickets** give the right to leave the car park once. The parking charge is a fixed daily rate per exit ticket, which gives the right to leave the car for 24 hours. These exit tickets are sold online through www.rai.nl or in the ticket machines in the various entrance halls of the Convention Centre. The rates are inclusive of VAT.

The opening hours of the underground and other car parks are generally from 7 a.m. to 11 p.m. The car parks may be exited 24 hours a day.

- **Extended parking tickets.** A limited number of special parking tickets are available for stand staff at reduced rates. These are valid for all RAI underground and other car parks and can be ordered from the webshop (*uitrijabonnementen*). These tickets are generally valid for the period from two days before the start of the exhibition until one day after the exhibition. The dates are shown on the ticket.
- **Parking on the loading/unloading areas** adjacent to the exhibition halls of the Convention Centre is possible during certain exhibitions. A parking place can be reserved through the webshop in consideration of payment. The location is shown on the parking ticket. It is possible that on the last exhibition day this parking space may not be available for the holder of the ticket because the area is needed for trucks and delivery vans used for stand dismantling. As an alternative the holder may then be directed to one of the underground or other car parks and may use the attached exit ticket.
- Holders of extended parking tickets and special tickets may leave their car in their parking space overnight during exhibitions without incurring extra charges, provided that the extended or special ticket is clearly visible in the car, preferably behind the windscreen. Orders can be processed only if placed with Exhibitor Services through the webshop, under the 'Access and Parking' category. The orders must be submitted before the end of the prescribed period.
- Extended parking tickets can also be obtained in exchange for cash payment at the Services Management desks in the Convention Centre from the first day of the build-up and fitting-out period, provided they are still available. For the record, we would point out that no refunds can be provided for extended parking tickets.

Build-up, fitting out and breakdown

- Vehicles that visit the Convention Centre in connection with the build-up, fitting out and breakdown of an event should always follow the signposts. During busy events RAI uses a buffer

area in which vehicles are issued with a serial number at an external site and may then drive to the loading/unloading areas when their turn comes. Allowance should be made for delays if the loading/unloading areas are full.

- During events in which a heavy volume of traffic is expected for build-up, fitting out and breakdown, RAI applies maximum loading/unloading times. The driver of a vehicle is required to sign in confirmation of these times. If the maximum loading/unloading time is exceeded, RAI reserves the right to tow the vehicle away at the expense of the driver.
- During most events trucks and delivery vans may be parked on RAI sites. A daily rate is charged for such parking.

The general rules of the Road Traffic Act (*Wegenverkeerswet*) apply in and around the Convention Centre (including the loading/unloading areas adjacent to the exhibition halls of the Convention Centre) and the car parks. It should also be noted that access routes designated for use by the emergency services may never be blocked in any way. RAI reserves the right to tow away, at the expense of the owner, any vehicle blocking such a route.

Loading and unloading

Goods may be loaded and unloaded in and around the Convention Centre (including the loading and unloading areas adjacent to the exhibition halls of the Convention Centre) and some car parks. For this purpose a parking plan is prepared for each event by RAI's Traffic Management Department. The Safe Working Practices Manual (Annex 4) contains detailed information about the measures in force in relation to loading and unloading. These include the following provisions:

- loading and unloading is permitted only at the delivery bays intended for this purpose;
- goods may not be placed in front of an emergency door and emergency doors must be kept free at all times; also, fire extinguishers and hose reels must always be accessible.

IV. SPECIAL PRODUCTS, SERVICES AND SUPPLIERS

Article 7 – Special products, services and suppliers

Special Regulations relate to a number of products and services that are necessary in connection with Events in the Convention Centre. In general, these are products and services that directly relate to the infrastructure of the Convention Centre.

This article deals with these subjects in relation to each product, service and supplier:

1. general
2. catering
3. electrical work
4. media displays
5. rigging
6. water, gas, compressed air and flue gas connections
7. audio-visual equipment
8. security
9. ICT and telephony
10. rubbish and waste disposal

7.1 General

Without prejudice to the provisions of Parts I - III of these Regulations, the following provisions apply to Participants, Hirers, Suppliers or other relevant natural or legal persons connected with Events held in the Convention Centre:

- article 6.3 of RAI's Standard Terms and Conditions of Hire and the Standard Terms and Conditions for Event Participation (applicable in the event of participation in exhibitions, trade fairs and other events organised by (or in cooperation with) RAI) state that the work to be performed in the Hired Premises with regard to the temporary connections to the RAI infrastructure for electricity, compressed air, water, water discharge, gas, flue gas discharge, the central aerial system, media displays and the telephone and other data communication equipment, as well as pre-rigging and rigging, may be performed only by installers designated by RAI (see also Annex 2, Contacts);
- with regard to other services the Participants, Hirers, Suppliers or other relevant natural or legal persons may appoint suppliers as they see fit; on request, RAI can recommend suppliers who have frequently carried out work within the Convention Centre and whose competence is therefore guaranteed;
- suppliers must always comply with all statutory and other requirements;
- RAI reserves the right at all times to refuse access to the Convention Centre to incompetent suppliers in order to safeguard order, safety, health, welfare and the environment.
- Hirers wishing to obtain services from suppliers designated by RAI for the Event may not order them directly from the suppliers concerned, but should instead discuss them with and order them through RAI's Account Manager. Stand holders wishing to obtain services provided at the stand or in the rooms of the Convention Centre by suppliers designated by RAI may place their orders via the webshop. These orders may not be placed directly with a supplier designated by RAI.

7.2 Catering

RAI Catering is able to provide catering for receptions, lunches, dinners and other meetings at stands, in the meeting rooms or elsewhere in and around the Convention Centre. Hirers can discuss their catering needs for the Event and place orders with RAI's Account Manager. The stand holders can place their orders for catering at the stand or in the rooms of the Convention Centre through the webshop.

As RAI is the holder of a licence for use of the premises as a catering establishment under the relevant catering legislation, a number of activities are reserved to RAI Catering.

Consequently, Participants, Hirers, Suppliers and other relevant natural or legal persons are not permitted to bring food and drink (or arrange for it to be brought) into the Convention Centre or keep it on the premises, unless these products have been ordered from their RAI Catering contact. Nor is the sale of beverages and foodstuffs for consumption permitted in the Convention Centre.

HACCP conditions (including those concerning food safety during preparation, transport and storage) can be obtained from RAI on request.

7.3 Electrical work

The work of connecting stands to the power supply of the Convention Centre (voltage: 230/400V at fifty (50) Hz) is entrusted by RAI exclusively to a preferred supplier. For information about the Supplier and contact concerned, see Annex 2 (for the record, the supplier at the time when these Regulations were adopted (in April 2012) was Mansveld Expotech). Power may not be generated in any other way, for example by means of generators.

All installations should comply with the regulations in accordance with the latest edition of the following standards: NEN-1010, NEN-3111, NEN-EN 50110 and NEN-3140. Installations must always be approved by the Supplier.

Day-rate electricity is switched on from half an hour (0.5) before until half an hour (0.5) after the opening hours in the case of consumer exhibitions and from one (1) hour before until one hour after in the case of trade shows. **On the last day of an Event, however, the power supply is switched off immediately after the Event for safety reasons.**

Night-rate electricity can be requested for the use of computer equipment, refrigerators and security equipment. Stand lighting may not be connected to the night-rate electricity mains.

ANNEX 9 (referred to below as Annex 9) sets out additional conditions relating to electrical work. These apply to all electrical equipment supplied by the RAI Supplier. Approval of installations is routinely carried out by the Supplier. If the stand installation does not meet the prescribed requirements as set out in Annex 9 the stand cannot be connected to the electricity grid within the Convention Centre.

Where installations have to be re-inspected because they do not meet the specified requirements and the following general observations, the costs will be separately charged by the Supplier to the Participant, Hirer, Supplier or other relevant natural or legal person.

A power supply cable must be requested for each stand. It is not permitted to combine a single power supply between stands.

7.4 Media displays

Media displays may be placed or posted in and around the Convention Centre, other than on the stand itself, during the build-up and fitting-out period, during the Event and during the breakdown period only by two preferred Suppliers chosen by RAI. For information about the Suppliers and contacts concerned see Annex 2.

Participants, Hirers, Suppliers and other relevant natural and legal persons are not permitted, either themselves or through their own supplier, to place or post media displays in and around the Convention Centre at locations other than their own stand.

7.5 Rigging

Rigging and pre-rigging (rigging and pre-rigging: preparation and realization of suspensions points and hoisting activities at fairs and Events) to the roof of the Convention Centre has been exclusively reserved by RAI to a preferred Supplier. For information about the Supplier and contact concerned, see Annex 2 (for the record, the supplier at the time when these Regulations were adopted rigging and pre-rigging was exclusively dedicated to Mansveld Expotech B.V. as a supplier).

In special cases a different supplier (rigger) may be used. However, in such a case the temporary written consent of RAI's Technical Department is required (see Annex 2).

The Participant, Hirer, Supplier or other relevant natural or legal person should, where RAI agrees that a different supplier may be used, submit a rigging plan to RAI's Account Management in accordance with the relevant provisions in Annex 3. The rigging plan requires the approval of RAI's Technical Department (see Annex 2).

The maximum authorised loading of the roofs and ceilings of the Convention Centre differs according to the type of space. Information about this is given in Annex 3. This also describes all the other rigging requirements to be fulfilled by a Supplier.

7.6 Water, gas, compressed air and flue gas connections

The work of connecting stands to the water mains and drains and to the gas and compressed air network of the Convention Centre has been reserved by RAI to a preferred Supplier. These connections can only be delivered to a limited number of spots in the Convention Centre. For information about the Supplier and contact concerned see Annex 2 (for the record, the supplier at the time when these Regulations were adopted (in April 2012) was MTD Nederland B.V.).

The following applies to connections to water mains and drains and to the gas and compressed air network:

- during Events use may only be made of the infrastructure in the building for connections to the water mains and drains; it is not permitted to provide one's own water supply; it is important to note that as a consequence of municipal bye-laws only what is termed 'sanitary waste water' may be discharged; if a Participant, Hirer, Supplier or other relevant natural or legal person wishes to discharge other effluent, the Supplier must be notified of this;
- the use of flue gas discharge pipes is governed by regulations of the fire service and RAI's Technical Department; Exhibitor Services can provide further information about this and you can also find more information in the webshop (of RAI);
- the Participant, Hirer, Supplier or other relevant natural or legal person should turn off the water mains tap every day when leaving the stand; the next day the taps should first be allowed to run for at least one (1) minute in order to flush the system.

7.7 Audio-visual equipment

A preferred Supplier has been designated by RAI for the work of connecting audio-visual (A/V) equipment (e.g. speaker systems) in the rooms of the Convention Centre. For information about the Supplier and contact concerned see Annex 2.

For the use of the A/V facilities permanently installed in the Convention Centre, the RAI's recognised installer is the sole party authorised to make the connections and/or use the equipment.

7.8 Security

Through its recommended Supplier (see Annex 2, Contacts) RAI enables the Participant, Hirer, Supplier or other relevant natural or legal person to order security for the Event or the stand. This supplier is fully acquainted with the processes, infrastructure and staff of the Convention Centre.

If Participants, Hirers, Suppliers or other relevant natural or legal persons choose to arrange for the security of the Event themselves, this is possible provided that the firm hired by them is properly certified and that the person in charge supplies his personal particulars and telephone number to RAI's Account Management and Event Management.

If the Hirer itself wishes to organise or arrange the security, it should coordinate this with RAI carefully and in good time. In such a case, it should allow for the fact that it must conclude a contract for at least one (1) security key holder of RAI. This person has the keys of the Convention Centre and will liaise with the contact of the security firm hired by the Hirer.

RAI's written consent is necessary for meetings (presentations, receptions and so forth) at the stands outside opening hours. You should contact RAI's Exhibitor Services Department for such consent; see Annex 2, list of contacts. This requirement of consent is connected with the need for services such as security, hall lighting and keeping open the cloakrooms and toilets, for which a charge is made. A meeting or reception should end no more than two (2) hours after the closing time of the Event.

7.9 ICT

One or more telephone lines or cable Internet connections can be laid on by RAI's Telecom Department in the Convention Centre. The following services are possible:

Telephone services:

- in-house wireless/mobile telephony on the basis of the RAI network (so called PGSM); this is available only within the Convention Centre;
- general mobile telephony on the basis of the public network in the Netherlands;
- fixed lines; analogue fax line and analogue PIN line are NOT available.

Internet access:

- cable service on the basis of a UTP cable or fibre optic cable in the bandwidths of 256 Kb/s to 10 Mb/s on UTP or up to 240 Gb/s on fibre optic cable;
- wireless service on the basis of Wi-Fi
 - basic Wi-Fi until 100 persons
 - high density Wi-Fi from 101 to 500 persons
 - mass Wi-Fi upon request (see Other).

Other internet:

- various solutions for data connections, including cabled bandwidth above 10Mb/s, glass connectivity for streaming video or special services such as fixed telephone lines over Internet, Skype and conferencier, can be obtained, on request, by Hirers through their Account Manager and by Participants through the webshop.

The ICT and telephone services are provided subject to the following conditions:

- all ICT services are activated at 9 a.m. on the last build-up and fitting-out day;
- telephones and other means of communication can be collected from the Services Management desk from 8 a.m. onwards on the first exhibition day;
- the services are shut down on the last day ten (10) minutes after the closing time of the Event;
- Participants, Hirers, Suppliers and other relevant natural or legal persons are not permitted to use their own wireless access points because of interference;
- Participants, Hirers, Suppliers and other relevant natural or legal persons are not permitted to operate telephone services or to make them available to other people, unless a buyout scheme has been agreed with RAI in writing.

7.10 Waste disposal

Participants, Hirers, Suppliers and other relevant natural or legal persons are obliged to sort and dispose of rubbish and waste generated during the build-up, fitting-out and breakdown periods. If you wish to arrange this through RAI, you should contact RAI's Exhibitor Services Department in order to order extra rubbish containers at the stand. You can also order 240litre bags or 1,000-litre 'Knapsacks' for plastic waste; these are intended for relatively small quantities of rubbish.

Neither the containers nor the bags may contain chemical waste. The RAI's Exhibitor Services Department should be contacted about the disposal of chemical waste. For practical reasons only RAI containers are allowed in and around the building. Refuse bags not obtained from RAI will not be collected by the cleaning service. Rubbish and waste left behind on location will be removed at the expense of the Participant.

The following provisions also apply to rubbish and waste disposal:

- after notification to RAI's Environmental Management Department dangerous waste (preferably still in its original packaging and labelled with the name of the product) must be placed in the lockable containers specially intended for this purpose;
- rubbish and waste generated during work must be sorted before it is removed;
- it is strictly forbidden to dispose of chemical waste in the containers or in the refuse bags; this should be notified to RAI's Environmental Management Department;
- empty paint tins, brushes, caulking cartridges and so forth should be deposited in the red containers intended for this purpose;
- rubbish and waste from a stand will be removed during an event or exhibition only if it has been deposited in a refuse bag obtained from RAI and left next to the stand each day after the close of the Event;
- you should sort the waste before collection:
 - yellow bags = glass
 - blue bags = paper and cardboard
 - grey bags = residual rubbish
- rubbish and waste that is not presented for collection in the refuse bags obtained from RAI will not be removed.

ANNEX 1

FIRE SERVICE REGULATIONS

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1 General

The aim of this overview is to provide information about the regulations that apply to the design, construction and fitting out of stands for exhibitions and trade fairs and the use of materials for these stands. It sets out the fire safety regulations that are generally applicable throughout the Netherlands. Additional requirements can be made by individual municipalities.

Responsibility for compliance with fire safety regulations is a matter for the management board of a convention centre or, as the case may be, the exhibition organisers. If a participant in an exhibition has doubts about what fire safety regulations must be complied with, he should first contact the exhibition organisers who can, if necessary, refer him to a representative of the local fire brigade.

A permit is necessary for the construction of grandstands, tiered seating and two-storey or multi-storey stands and for putting on demonstrations during an exhibition.

Application for an exemption for demonstrations that involve using a naked flame, compressed gases or flammable fats should be made to the municipal executive consisting of the Mayor and Aldermen (i.e. to the chief officer of the local fire brigade). The permit sets out the conditions that must be fulfilled. Application for a permit should be made to the Mayor and Aldermen (i.e. to the chief officer of the local fire brigade) no later than four weeks before the opening of the exhibition or on such earlier date as the exhibition organisers may specify.

Compliance with the fire safety regulations is checked by the local fire brigade. Any serious failure to comply with the rules can result in exclusion from participation in the exhibition. Any such decision is made in consultation with the exhibition organisers and possibly with other municipal services, for example the Building Control Department.

2 Unobstructed use of fire safety equipment and extinguishers

Building Regulations, article 6.3.2, use of equipment and extinguishers:

It is prohibited to place or keep objects or substances in such a way that they impede the immediate use and visibility of:

- a) fire alarms and fire fighting equipment (i.e. manual alarms of the fire alarm system, smoke vents, hose reels and portable fire extinguishers);
- b) facilities and equipment for the escape and rescue of persons and animals in the event of fire (i.e. aisles and passageways, emergency exits and fire extinguishing equipment on the outdoor site and access routes for the emergency services).

Nor may the position of a stand ever obstruct access to fire safety equipment and extinguishers.

3 Stand ingress and egress

Often stands are not closed off by a wall on at least one side, have a limited floor area and are not intersected by an aisle. In such a situation, no further requirements are made in respect of the egress signage. **In all other cases exhibitors must apply to the exhibition organisers for information about any further conditions that may apply.**

The further conditions may relate to:

- * the use of white pictograms on a green background to mark exits, in accordance with the safety regulations as contained in NEN standard 3011:2004;
- * the use of transparent signs with permanent interior lighting (pictograms or text) to mark escape routes;
- * a separate emergency lighting system in the stand (either battery-powered or run off the emergency power supply of the Convention Centre).

4 General building and decorating regulations for stand construction

4.1 Classification of materials

The materials used for standbuilding must be rated in fire propagation class 1 or 2, in accordance with NEN standard 6065:1991/A1:1997.

The optical smoke density of these materials may not exceed 5.4 m^{-1} , in accordance with NEN standard 6066: 1991/A1:1997 in the case of fire propagation class 1.

The optical smoke density of these materials may not exceed 2.2 m^{-1} , in accordance with NEN standard 6066:1991/A1:1997 in the case of fire propagation class 2.

Notes:

* NEN 6065= the standard for determining the contribution of building materials to fire propagation.

* NEN 6066 = the standard for determining smoke production during fire.

* Class 1 = material can make a very weak contribution to fire propagation.

* Class 2 = material can make a weak contribution to fire propagation.

* Class 3 = material can make a moderate to strong contribution to fire propagation.

* A smoke number < 15 = corresponds with a moderate smoke density.

Various types of wood give a smoke density that can be classified as moderate.

See page 30, point 16, where some materials and the permitted manner of application are indicated.

If the material which it is wished to apply does not appear on the list or if there is any doubt about the classification, it is advisable to contact the local fire brigade.

When materials are submitted for testing to the local fire brigade, they should be accompanied by a test report issued by TNO (Netherlands Organisation for Applied Scientific Research) or a certified laboratory. A TNO test report can be obtained from the Fire Safety Centre of IBBC-TNO in Rijswijk.

4.2 The flame-proofing (treatment) of combustible materials

The purpose of flame-proofing (treating) combustible material is to make it less easily flammable and thus enable it to be used in the fire safety class required for the exhibition.

The flame-proofing can be carried out in the following way:

* by finely spraying the material with a saline solution;

* in the case of certain materials by immersion in a saline solution for 2x24 hours in order to achieve the desired result;

* by coating the surface of the material with a special intumescent paint or varnish.

Flame-proofing should be carried out using a substance suitable for the material. If doubt exists about the possibility of flame-proofing, advice should be sought from a specialised firm which is able to test whether it is possible and whether these procedures can be applied.

4.3 A certificate should be issued after treatment and should list the following data:

* description of the flame-proofed material (name, colour, etc.);

* date of treatment;

* firm stamp and name and signature of the operative.

Names of recognised specialist firms can be obtained from both the exhibition organisers and the local fire brigade.

4.4 Flameproofing (i.e. impregnation with flame-retardant substances) is not effective in the case of some combustible materials

These materials include:

* plastic foil and sheet materials;

* materials with plasticised surface coatings;

* compact or expanded plastics;

* natural and synthetic rubber;

- * fabric made of 100% synthetic fibres;
- * floor covering material made of synthetic fibres (whether or not with a rubber backing).

Exception:

Some materials can be treated during the production process in such a way that they can be classified in the requisite fire propagation class. Specialised suppliers of fabric, clothing and decorative materials which are classified in fire propagation classes 1 and 2 and therefore meet the fire service regulations can be found in the Netherlands.

5 Important

Even when a certificate can be produced, the local fire brigade has the right to ask the stand builder or the exhibitor for a sample of a material for testing. The party requested is then under an obligation to supply the sample. The flame-proofing substance (saline solution) can harm clothing materials (colour change and shrinkage) and corrode some metals.

5.1 Load-bearing elements of stand construction

The load-bearing elements of the stand must be of stable construction and made of materials of fire propagation classes 1 or 2 (NEN standard 6065). In the case of certain stand types or methods of construction a municipal approval must have been granted on the basis of a strength calculation (in the case of a grandstand or two-storey stand) or construction method (in the case of steel strapping or wall anchors).

5.2 Partition walls, decors and requisites

Walls, decors and requisites must be made of materials that are not easily flammable (classes 1 or 2, see NEN standard 6065). When engineered wood products (triplex and the like) are used and have a thickness of more than 3.5mm the material need not be flame-proofed; see also article 19.4 in this document. Materials such as hardboard, softboard, cardboard and plastic foam board must have been treated and flame-proofed, regardless of the thickness of the material. If treated material is alleged to be no longer easily flammable this must be demonstrated by means of a test.

5.3 Wall-covering materials

Wall-covering materials must have the properties of fire propagation classes 1 or 2 (NEN standard 6065). Even if the material does not meet the requirements of fire propagation classes 1 or 2, there are no strong objections to the use of unapproved materials (depending on the thickness of the material) provided they are glued to a base consisting of a material of fire propagation class 1 or 2 and non-flammable (water-based) adhesive is used. However, if unapproved material is used and not glued (i.e. other than as indicated above) consent will be given for its use only if the unapproved material covers a relatively small surface area of the wall. Unapproved material should be applied as an uninterrupted covering. Whether consent is obtained for the application of unapproved material depends on the assessment of the actual situation by the local fire brigade. Wall-covering materials, curtains and so forth that belong to fire propagation classes 1 or 2 may be draped in folds. Wall-coverings, decor and requisites must be kept free of possible ignition sources (spotlights, heat-producing equipment and so forth).

The following types of wall covering are not permitted, unless the material belongs to fire propagation classes 1 or 2 (NEN standard 6065) and the smoke density does not exceed the permitted levels (NEN standard 6066):

- * floor covering: glued, stapled or free hanging;
- * deep embossed plastic sheeting material;
- * panels, sheets etc. made of expanded plastic material; applied, for example, as embossed sheets, advertising signs and decorative elements;
- * soft cellulose chipboard.

5.4 The use of curtains in relation to doors and passages

Subject to certain conditions, curtains may be hung in passages between stands on to which aisles emerge and which by virtue of their location form part of an escape route in a particular

area. In order to close off the stand visually, a partition structure may be placed at a distance of not less than $\frac{3}{4}$ of the width of the passage. To create the visual partition, strips of flannel with a width of 0.5m may be attached to a frieze and should have a floor clearance of 0.05m. If canvas, curtains or other furnishing materials are to be hung in front of emergency doors, they must be attached to the doors in such a way as not to obstruct free access.

This means that curtains and the like must be attached to the door in such a way that the unlocking mechanism (handle or push bar) is visible and can remain unobstructed. Canvas, curtains or other furnishing materials may be attached only in such a way that the prescribed markings and directional arrows, whether in the form of transparent light fittings or otherwise, remain clearly visible.

5.5 **Floor covering**

The floor covering in stands and other areas accessible to the public must at least comply with NEN-EN standard 1775:2007 and NEN standard 1775/C2, classes 1 or 2. In the gangways, escape routes and stairwells, the floor covering must at least comply with fire propagation class 2, in accordance with NEN standard 6065. The floor and staircase covering must be laid in such a way that it cannot move or curl or roll up or expose visitors to the risk of slipping, tripping or falling.

5.6 **Types of paint and varnish**

Only water-based paints or fire-retardant paints should be used in stand construction and for decorative objects, if this is necessary because materials listed under article 19 in this document are to be used. See also article 4.1 in this document.

5.7 **Reflective and transparent materials**

In the stands and other areas accessible to the public, glass mirrors may be used as wall covering if they are properly attached to a firm base. This means that the mirrors may not shatter even if subjected to considerable pressure. Vertical reflective surfaces consisting of taughtened plastic foil materials are permitted on condition that the material has been flame-proofed during production and is of flame retardant quality.

Mirrors made of glass or foil may not adversely affect the sense of direction of visitors, particularly as regards the location of exits. Mirrors may not be put up in gangways or an escape routes, unless they are interrupted at eye height. Mirrors made of glass sheeting or taughtened foil material may never be used as part of the structure of a ceiling. Glass panels in external walls or partition walls of a stand may be used only if made of safety glass or reinforced glass (see also article 19.6 in this document).

Depending, among other things, on the nature of the exhibition, it may be necessary for glass panels in the walls of the stand bordering the gangways to be protected from pressure by means of sufficiently heavy wooden or steel rim guards at a height of approximately 0.80m on the gangway side. Such provisions can be made mandatory by the local fire brigade.

5.8 **Stand furniture / layout plans / Building Regulation art. 6.5.6**

If seating for more than 50 people is to be provided for in a stand or part of the stand that is fully or partly closed off, the exhibition organisers must be consulted about the layout of the stand.

Notes:

When a stand is laid out, the following terms are used for the various seating configurations:

- * theatre configuration: the chairs are arranged in rows;
- * restaurant configuration: tables are placed in the area, each with a number of chairs arranged around it;
- * seating area plan: the plan shows the seats and tables grouped together in a single area and indicates the aisles or spaces for walking;
- * the width and number of aisles are dependent on the number of visitors;

- * another requirement is that the number of persons present in an area may not exceed the number of available seats.

The following rules apply to a theatre configuration:

1. Where the seating is arranged in rows the free space between the rows must be at least 0.4m, measured between the plumb lines at the point where the rows are closest together. If tables have been placed between seats in a row, the free space must continue at the point where the tables are placed.
2. Where each row contains more than four chairs and there are four or more consecutive rows, they must be fastened together or anchored to the floor in such a way that they cannot shift or tip over in the event of jostling. The chairs must be fastened in a manner that is to the satisfaction of the municipal authority.
3. A row of seats that opens directly on to an aisle or exit at only one end may not contain more than eight seats.
4. A row of seats that opens directly on to an aisle at both ends may not contain more than:
 - 16 seats if the space between the rows is less than 0.45m;
 - 32 seats if the space between the rows exceeds 0.45m;
 - 50 seats if the space between the rows exceeds 0.45m and there is also an exit with a width of at least 1.10m at both ends of every four rows.
5. The space taken up by furniture, furnishings and decorative objects that are on the floor (or at a height of less than 2.50m above the floor) of an area in which people are present, when measured at right angles to the floor (the measurement being made of furniture when it is in use), must be such that at least:
 - 0.25m² of floor area remains available for each person for whom no seat is available;
 - 0.30m² of floor area remains available for each person for whom a seat is available which has been fastened or anchored in such a way that it cannot shift or tip over in the event of jostling;
 - 0.50m² of floor area remains available for each person for whom a seat is available which has not been fastened or anchored in such a way that it cannot shift or tip over in the event of jostling.
6. Furniture, furnishings and decorative objects that are in an area in which persons are present must, if the free floor area is less than 0.50m² per person, be fastened in such a way that they cannot shift or tip over in the event of jostling.
7. In the case of areas in which more than 50 people may be present simultaneously, a layout plan must be drawn up to the satisfaction of the municipal authority.

Example:

72 persons =====> $72/9 \times 0.10\text{m} = \text{aisle width of } 0.80\text{m};$

245 persons =====> $245/9 = 27 + 0.1\text{m} + 0.1\text{m} = \text{aisle width of } 2.80\text{m}.$

The following rules apply to a restaurant configuration:

Furniture (tables and chairs) and other objects may only take up such floor area that at least:

- 0.25m² of floor area remains available for every person for whom no seat is available;
 - 0.30m² of floor area remains available for every person for whom a seat anchored to the floor is available;
 - 0.50m² of floor area remains available for every person for whom an unattached seat is available.
8. If the free surface area is less than 0.50 m² per person, furniture (tables and chairs) and other objects must be arranged in such a way that they cannot shift or tip over in the event of jostling.

5.9 Plants, flowers and shrubs as decorations

Plastic plants and shrubs and artificial flowers may be used for decorative purposes if they are classified in fire propagation class 2 in accordance with NEN standard 6065. If the greenery does not meet these requirements, it is permitted only to a very limited extent. This is a matter for assessment by the local fire brigade.

However, living plants, shrubs and flowers are permitted. It should be realised that the combustibility of cut flowers etc. will increase during the exhibition as the material becomes increasingly dry. This means that requirements may be made after all with regard to the flame-proofing of decorative items. If plants are arranged in a bed of turf, this should be regularly moistened. The size and thickness of the turf bed should be of limited size and any spotlights in it should be mounted in such a way that they are firm and stable.

6 Stand ceiling

The stand ceiling may consist of stretch fabric products, various types of sheeting material or metal modular panels.

The following rules apply to the materials and construction method used for stand ceilings:

1. the material should at least comply with fire propagation class 2 in accordance with NEN standard 6065; moreover, in accordance with NEN standard 6066, the smoke density of these materials may not exceed 5.4m^{-1} in the case of a class 1 fire propagation rating and 2.2m^{-1} in the case of a class 2 fire propagation rating;
2. the material must also be of such a quality that it is not easily flammable or must have been flame-proofed to achieve the same effect;
3. where fabric is used for the ceiling, it must be hung by means of metal wires with a minimum thickness of 0.3mm. that run in one direction and are at a minimum distance of 1m from one another;
4. free-hanging decorations such as fishing nets, tarpaulins and so forth must be threaded with metal wires that run in one direction and are at a minimum distance of 1m from one another; the beginning and end of each wire should be properly fastened;
5. sheets of glass may never form part of a stand ceiling;
6. plastic foil may never be used for the ceiling of a stand;
7. if a sprinkler system in the exhibition area forms part of the stationary extinguisher system no more than 30% of the stand area may be covered by a ceiling structure, unless it is fitted with a sprinkler-compatible ceiling material that meets the prescribed requirements.

7 Load-bearing structural elements of the stand.

The load-bearing elements of the stand should be structurally stable and the materials used should comply with fire propagation classes 1 or 2 in accordance with NEN standard 6065. In the case of certain stand types or methods of construction approval is required under government regulations (Building Decree and Building Bye-Law) for the strength calculation (in the case of grandstands, tiered seating or two-storey stands) or the method of construction (in the case of steel strapping or wall anchors).

8 Two-storey stands

A design for a two-storey (double-decker) stand requires a permit from the RAI's Licences Desk. An application for a permit must meet the following criteria:

1. The application for the permit must be submitted in writing to the RAI's Licences Desk at least two weeks before the start of the stand construction in the Convention Centre. For contact particulars, see Annex 2, Contacts and their telephone numbers.
The drawing of the stand should be submitted to the fire brigade to enable it to check compliance with the fire safety requirements.
2. At the start, structural drawings and calculations should be attached in triplicate.
3. The structural calculations in Dutch should be drawn up in accordance with Dutch standards on strength and stability of the structure and the point load on the floor of the building.

Reference is made to the most recent version of the Dutch standards:
NEN 6700/cl 'Technical Principles for Building Structure Calculations'
NEN 6702/c2 (TGB 1990) – GENERAL
NEN 6770/c2 'Technical Principles for Building Structure Calculations'

NEN 6771 (TGB 1990) STEEL
 NEN 7662/c2
 NEN 6760/c2 'Technical Principles for Building Structure Calculations'
 NPR 6761 (TGB 1990) WOOD
 NEN 6710/cl 'Technical Principles for Building Structure Calculations' (TGB 1990)
 ALUMINIUM STRUCTURES

When the area of the first floor of a stand exceeds 50m², a drawing of the stand layout should be submitted in duplicate to the local fire brigade for approval at least three weeks before the start of the exhibition build-up. In addition to the permit from RAI's Licences Desk, the consent of the exhibition organisers will have to be obtained for the construction of an extra floor. This is not permitted in all areas of the Convention Centre.

The check carried out by the RAI's Licences Department will focus on the following points:

- * the stability and load-bearing capacity of the structure;
- * the safety of the handrails (at least two horizontal bars for each banister);
- * the balustrades must be sufficiently strong and stiff;
- * the location and design of glass partitions (see also Article 19.6 in this document);
- * the buttressing of the stand;
- * the design of various structures and the application of construction materials such as wood, iron, aluminium and plastic.

8.1 Ingress and egress (two-storey stand)

The number of exits and staircases depends on the floor area of the first floor:

- * where the area is less than 50 m² one exit and one straight staircase (each with a minimum width of 0.80m) are sufficient;
- * where the area is 50 m² or more, the approval of the local fire brigade is needed for the layout of the entire stand (see Article 8 in this document).

8.2 Straight staircases (two-storey stand)

At the point where the staircase meets the upper deck the width of the deck must be at least equal to that of the stairs.

The vertical distance between the upper deck and the floor of the hall may not exceed 4.50m.

The maximum stair riser height is 0.21m.

The minimum going (the depth of the stair tread) is 0.21m.

The minimum width of each step of the stairs, measured in the direction of climb at the front of the step) is 0.23m.

Twice the rise plus the going (2R+G) must be equal to 0.60m \geq (2 risers + 1 tread = 0.60m).

8.3 Spiral staircases (two-storey stand)

A spiral staircase is permitted as an escape route only if no more than 10 people need to make use of it. If such a staircase is permitted, the diameter of the spiral must be at least 0.70m.

8.4 Handrails (two-storey stand)

Stairs must be fitted on both sides with sound and firmly attached handrails and must be closed off at the side up to the height of the railing. If the width of the staircase is more than 2.20m the staircase must be divided by one or more sound and firmly attached handrails. The ratio of the division must be 5:10:5.

9 Visitor area in the exhibition hall

One or more areas in an exhibition hall may be used as a pavement cafe, restaurant, cinema, demonstration area, concert hall or theatre with tiered seating, either as an independent unit or as part of an exhibition.

Areas used for the above-mentioned purposes are subject to the rules specified in Article 4 in this document: 'General stand construction and decoration regulations'. The configuration of the seating must be arranged with due care and recorded in a seating plan. For details see Article 5.8 in this document.

A seating plan that relates to a floor area at exhibition hall level of more than 100m² requires the approval of the chief officer of the local fire brigade. The seating plan must be submitted in duplicate for approval to the municipal fire brigade at least three weeks before the start of the exhibition build-up.

Two permits are always necessary for the construction of a grandstand/tiered seating.

- * The structural aspects of the design must have been approved by the Building Control Department (*afdeling Bouw- en Woningtoezicht*). The application procedure is identical to that for the design of a two-storey stand (Article 8 in this document).
- * The grandstand/tiered seating must have been approved by the local chief fire officer.
- * The structural calculations for the design of the grandstand/tiered seating must be based on an even load of 500kg/m².
- * When a pop group performs, additional requirements may be imposed. These measures are predominantly of an organisational nature and may relate to:
 - * the compartmentalisation of visitor groups by the placing of railings and stage barriers positioned in relation to the emergency exits;
 - * the preparation of a security plan;
 - * the setting up of an organisation to keep order; the security officers should work for a security firm with an ND licence;
 - * the security firm must comply with the NEN standard NTA 8020-30;
 - * measures to optimise the means of communication in connection with the high noise level;
 - * measures to regulate ticket sales; the maximum number of visitors to be admitted must be decided in advance and may not be exceeded during implementation.

10 Electrical systems and stand lighting

Only electric lighting may be used for a stand and the electrical system may be installed only by certified electricians. If the system does not meet the relevant conditions of EWN and NEN standard 1010, NEN-EN standard 50107, NEN standard 3140 (fire brigade, insurers), it may not be connected to the power grid.

Stand electrical cables should have a minimum core diameter of 2.5mm² (live wire 2.5mm² in tube is also permitted). The use of thinner cable is strictly forbidden, unless the electrician can show that it meets the requirements of NEN standard 1010.

Note on electrical systems and stand lighting:

- * The installation should be distributed over sufficient groups and each group should have the correct fuses. The maximum load per group is 3kW (16 amp). Lighting and power units with an output in excess of 3kW should be distributed over the phases.
- * Electrical cables should be fitted at a sufficient distance from steam, water or gas pipes. Cables that are exposed to potential damage should be sufficiently protected.
- * Motors should have a thermal safety switch. Motors with a power capacity larger than 3kW should also be fitted with a star-delta switch.
- * Spliced joints should be made by means of wire connectors or terminal clamps. Spliced joints may not be hidden behind walls, under floors or in ceilings.
- * Metal parts that could potentially become conductors of electricity (live wires) due to an electrical defect should be sufficiently earthed. Electrical cables should be sufficiently secured.
- * Heat-emitting light fittings should be kept at least 0.10m from any combustible material. In addition, no combustible material should be capable of being reached by reflected heat emission within 0.30m of the edge of the reflector.

- * Neon light fittings or systems should comply with NEN 1010.
Safety measures for neon light fittings and systems should comply with standard NEN-EN 50107.

Notwithstanding these rules of NEN standard 1010, the following implementation rules apply in the Convention Centre:

- * a maximum of two neon light fittings that comply with NEN standard 1010, NEN-EN standard 50107, may be connected by means of a plug and socket connection that is within reach;
- * several neon light fittings placed next to one another must be fitted with a single central fire safety switch;
- * neon light fittings or systems must always be fitted with a central fire safety switch if the equipment is hard to reach and is part of the stand structure or does not comply with NEN standard 1010, NEN-EN standard 50107.

11 Gas cylinders

The presence and/or use of compressed or liquefied flammable gases in a convention centre is permitted only after written consent has been obtained from the chief officer of the local fire brigade. Such consent may be made conditional on compliance with one or more of the following provisions:

- no more than one propane or butane gas cylinder with a water volume not exceeding 26.2 litres may be present in the stand, unless provided otherwise in the permit;
- no more than one gas cylinder with a volume not exceeding 10 litres (acetylene, oxygen etc.) containing a compressed gas or any other liquefied gas may be present in the stand, unless recently provided otherwise in the permit;
- no stock of filled or empty gas cylinders may be present in a stand or in the convention centre other than in an area which has been specially fitted out for this purpose and meets the requirements for the storage of gas cylinders;
- the gas cylinders must be located in an area that is not accessible to the public; the area must also be adequately ventilated;
- no artificial lighting, electrical switching gear, fuse box or wall socket may be present in this area, unless they meet the requirements prescribed in NEN standard 1010.
- no heating equipment or naked flame is permitted in this area and smoking is also prohibited;
- gas cylinders must be stored in an upright position at a distance of 0.25m from each other and should be secured to a stable object or the wall by means of an easy-to-open bracket or a chain in order to exclude the possibility that the cylinder may be knocked over or fall over; gas cylinders with a larger volume than indicated above should be placed on an easily movable trolley and once again secured by means of a chain or bracket to exclude the possibility of tipping;
- the hand wheel or spindle key must be present on the valve spindle of the gas cylinder;
- each day after the exhibition closes for visitors, the gas cylinder valve must be turned off;
- the pipe connecting the gas cylinder and the gas-fired appliance should be made of metal and have metal couplings; use may be made of a flexible hose connection which has a maximum length of 1.5m and meets NEN standard 5654-1980, NEN standard 2920 and NPR standard 2921;
- demonstrations using gas-fired appliances must always be conducted by or in the presence of an expert;
- in an emergency the gas cylinder should be turned off and, if possible, removed from the building;
- a fire extinguisher, for example a CO₂ (dry ice) extinguisher having a minimum capacity of 5kg, a dry powder extinguisher with a minimum capacity of 7kg or a foam extinguisher with a minimum capacity of 6 litres of water and 1 litre of foam should be present and visible in the stand and ready for immediate use;

- the permit issued by the chief officer of the local fire brigade should be present in the stand; this consent is valid only for the specified exhibition.

12 Liquid fire accelerants

The presence and/or use of (ignitable) liquid fire accelerants in a convention centre is permitted only after written consent has been obtained from the chief officer of the local fire brigade. Such consent may be made conditional on one or more of the following provisions:

- accelerants include domestic fuel oil, diesel oil etc.
- a limited stock of not more than 80 litres of the fuel needed for the system concerned may be kept, but only if it is stored outside in properly sealed metal containers; the convention centre safety officer will designate the appropriate place for storage;
- a receptacle with a capacity of 120% of the fuel stock must be placed under the metal container;
- a fire extinguisher (e.g. a CO2 dry ice extinguisher with a minimum capacity of 5kg, a dry powder extinguisher with a minimum capacity of 7kg or a foam extinguisher with a minimum capacity of 6 litres of water and 1 litre of foam) ready for immediate use must be kept in the stand in a visible place;
- the permit issued by the chief officer of the local fire brigade should be present in the stand during the exhibition; the permit is valid only for the specified exhibition.

12.1 Vehicles and vessels with diesel or petrol engines

- petrol-engined vehicles and vessels may be exhibited in the Convention Centre if the fuel tank is virtually empty (maximum of 5 litres per tank); the fuel tank must be properly and permanently locked;
- diesel-engined vehicles and vessels may be exhibited in the Convention Centre without the fuel tank being emptied, on condition that the fuel system is designed in such a way that it cannot leak; the fuel tank must be properly and permanently locked;
- vehicles fitted with an LPG system may be exhibited in the Convention Centre on certain conditions; the system, including the tank, should be fitted in accordance with the existing regulations and the tank should not be filled to the permitted 80% level since, owing to the expansion coefficient of LPG, it is possible that temperature in the halls could cause the pressure to rise and activate the safety valve;
- the cable clamps on the battery terminals should be disconnected.

13 Exhibiting toxic substances

Exhibiting toxic substances, whether or not in their original packaging, is in principle prohibited unless:

- a permit has been granted and contains the safety provisions specified by the Ministry of Infrastructure and the Environment (formerly known as the Ministry of Housing, Spatial Planning and the Environment / VROM);
- an expert designated by the exhibition organisers is present during the exhibition and is competent to act in the event of an accident or emergency;
- the fire brigade is informed by the exhibition organisers of the presence of toxic substances in the Convention Centre as fire brigade personnel may have to be deployed in the event of an accident or emergency.

14 Substances and equipment that emit ionising radiation

Substances and equipment that emit ionising radiation (i.e. radioactive substances or x-ray equipment) are covered by the Nuclear Energy Act. Without a permit the possession and/or use of these substances or equipment is prohibited.

- The Ministry of Infrastructure and the Environment (formerly known as the Ministry of Housing, Spatial Planning and the Environment / VROM), Radiation Protection Division, Licences Department, is responsible for issuing the requisite permit for demonstrations of equipment during an exhibition.

- Often, a permit application is submitted collectively by the exhibition organisers after they have been notified of a proposed demonstration. The exhibition organisers also notify the local fire brigade of the proposed demonstration. The conditions imposed by the local fire brigade are mainly of an organisational nature.
- Where an individual application is submitted by an exhibitor, a request to hold the demonstration must be submitted to the Ministry of Infrastructure and the Environment no less than four months before the start of the build-up of the exhibition, in accordance with the current regulations. The demonstration must be notified to the chief officer of the local fire brigade at least one month before the start of the build-up of the exhibition in the Convention Centre.
- The check on compliance with the conditions specified in the permit is carried out by the fire brigade, the Labour Inspectorate, the Radiation Protection Department of the Ministry of Social Affairs and Employment and the Nuclear Energy Supervision Department of the Ministry of Infrastructure and the Environment.

15 Laser light

The use of laser light must always be notified to the exhibition organisers. The issue of a permit may always be made conditional, depending on the nature of the laser (wavelengths, energy, pulsed or non-pulsed). Often the consent of the local fire brigade is also required.

The check on compliance with the conditions specified in the permit is carried out by the Ministry of Social Affairs and Employment and/or the Labour Inspectorate.

Class 1: Safe sources of radiation:

These include lasers and laser systems that cannot cause radiation injury even when used incorrectly. These may be used by everyone and in all normal business situations without further measures.

Class 2: Sources of radiation that are not entirely safe:

These include lasers that emit visible light (wavelengths between 400nm and 700nm) of sufficiently low output (< 1mW). Generally speaking, the eye is safeguarded by the fact that the eyelid closes briefly as a natural reaction to pain or blinding (reaction time is about 0.25s). A beam that unexpectedly hits the eye for a short time is therefore not harmful. Injury can occur only by looking directly into the beam and suppressing the blink reflex.

Class 3: Dangerous sources of radiation:

These include sources of radiation that can cause injury if pointed directly into the eyes. This class is subdivided into the following:

- Class 3 A. These are lasers that emit visible light (wavelengths between 400nm and 700nm) of a rather higher output than class 2. The intensity of the beam is nonetheless so low (e.g. because of the diffusion of the beam) that anyone with an unprotected eyes will still not suffer injury if the beam hits the eye by chance. However, such lasers may be a hazard to health if a person deliberately looks into the beam or if the intensity is increased by optical means.
- Class 3 B. These are lasers which have a higher output than those in the previous classes and cause injury if the eye is hit by a direct beam or reflected beam, but not by a diffuse reflection.

Class 4: Very dangerous sources of radiation:

These include lasers that have such a high output that a direct beam and reflected beam as well as a diffuse reflected beam can cause eye injury. They can also burn the skin or cause fires.

Lasers of classes 3B and especially 4 pose the most serious danger.

16 Operating welding equipment, combustion engines etc.

All combustion engines, welding equipment, equipment that involves naked flames and so forth which is demonstrated in the Convention Centre must be notified to the exhibition organisers. Without exception, a permit (exemption) from the chief officer of the local fire brigade is required for these forms of demonstration.

17 Demonstrations

All demonstrations of equipment in the Convention Centre should be notified to the exhibition organisers. Not all forms of demonstration are permitted by exhibition organisers. For many forms of demonstration conditions will be imposed by the local fire brigade in a permit (exemption). Applicants for such a permit should apply early so as to ensure that when they receive the permit they still have sufficient time in which to satisfy the conditions and are thus not barred from giving demonstrations in the days before the conditions are met.

18 Storage of packaging

Exhibitors are never permitted to store packaging material etc. behind or next to the stand. This is because such material is easily flammable. Packaging may, however, be stored in an unused part of the Convention Centre if appropriate safety measures have been taken in consultation with the exhibition organisers and the local fire brigade, for example:

- a complete ban on smoking in the area where the packaging is stored;
- the placement of extra fire extinguishers;
- the area must not be accessible to the public;
- permanent surveillance by fire watchmen;
- the packaging may not block access to escape routes.

Permission may be given for a day's supply in consultation with the fire brigade.

In the permit (exemption) issued by the local fire brigade, restrictive conditions may be imposed as regards the size of the supply.

19 Stand construction materials and the permitted manner of application:

Stand construction material:	Manner of use:
1. Softboard.	The material must be coated on all sides (surfaces) with a fire-retardant paint or varnish.
2. Hardboard.	The material must be coated on at least one side with a fire-retardant paint or varnish (on both sides if the stand is not adjacent to another stand).
3. Wood or fibreboard thinner than 3.5mm	The material must be coated on at least one side with a fire-retardant paint or varnish (on both sides if the stand is not adjacent to another stand).
4. Wood or fibreboard thicker than 3.5mm	The material may be applied without special treatment.
Stand construction material:	Manner of use:
5. Glass used vertically	Safety glass or glass with embedded cross-wire reinforcement with a maximum mesh width of 16mm in a wooden or metal frame with a minimum depth of 15mm.
6. Glass used horizontally	Safety glass or glass with embedded cross-wire reinforcement with a maximum mesh width of 16mm in a wooden or metal frame with a minimum depth of 15mm.
7. Plastic sheeting made of	The material must be of a quality that is

expanded plastic and plastic rubbers.	not easily flammable and should comply with NEN standard 6065, fire propagation class 1 or 2, see article 5.3 in this document.
	The material may not emit large quantities of smoke and/or gases or vapours that are harmful to health in accordance with NEN 6066, see article 4.1 in this document.
	The material may not drip when heated.
8. Foil material (metal)	The material may not be used without special treatment.
9. Plastic foil material	The material must have been flame-proofed in the production process and should comply with NEN standard 6065, fire propagation class 1 or 2.
	The foil may never be used as a cover or ceiling for a stand.
	Combustible foil may be used only if it is affixed (using a non-flammable water-based adhesive) to a base of non-flammable material or to one of the materials referred to under article 5.3 in this document.
10. Paper products such as crepe paper, wallpaper, decorations and so forth	The material must be flame-proofed and comply with NEN standard 6065, fire propagation class 1 or 2.
11. Straw bales, cardboard, rushes, straw, mats, raffia, hay and so forth	The material must be flame-proofed and comply with NEN standard 6065, fire propagation class 1 or 2. N.B. The material must be immersed in a fire-retardant agent for at least 2 x 24 hours in order to meet the requirements.
12. Fabric made of natural fibres such as cotton, linen, jute, wool and so forth	This material must have been flame-proofed and should comply with NEN standard NEN 6065, class 1 or 2.
==== > NEN-EN-ISO 6940 ==== > NEN-EN-ISO 6941	
Stand construction material:	Manner of use:
13. Fabric made of synthetic fibres	The material must have been flame-proofed during the production process and should comply with NEN standard 6065, class 1 or 2.
==== > NEN-EN-ISO 6940 ==== > NEN-EN-ISO 6941	The material may not emit large quantities of smoke and/or gases or vapours that are harmful to health in accordance with NEN 6066, see article 4.1 in this document.

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|--|---|
| 14. Fabrics used vertically such as tarpaulins, stand ceiling cover and so forth | <p>The material may not drip when heated.</p> <p>Note:
Combustible fabric made of synthetic fibres will seldom fulfil the class requirements as a result of flame-proofing.</p> <p>The material may be used only in the manner indicated in the conditions referred to in article 19.12 and 19.13 in this document and the fabric must be tightened using metal wires with a thickness of 0.3mm; the wires must run in one direction and be at a minimum distance of 1m from one another.</p> |
| 15. Carpeting as wall covering | <p>The material must have been flame-proofed during the production process and should comply with NEN standard 6065, class 1 or 2.</p> <p>The material may not emit large quantities of smoke and/or gases or vapours that are harmful to health in accordance with NEN 6066, see article 4.1 in this document.</p> |

20 Specific fire service regulations on tents/marquees

A tent or marquee may not be erected in such a way that the fire brigade cannot gain immediate access to fire hydrants and other water supplies. The structure and erection of the tent or marquee must be to the satisfaction of the Building Control Department of the urban district and in keeping with the Building Decree. For the placement of a tent or marquee an 'object' permit is required (for applications, see Annex 5 to the Facilities Regulations).

Load-bearing structures, floors and so forth may not be made of materials that emit large quantities of smoke or gases harmful to health immediately after a fire breaks out. The layout of the tent or marquee must be to the satisfaction of the fire brigade in terms of fire safety.

Where the seating is arranged in rows the free space between the rows must be at least 0.4m, measured between the plumb lines at the point where the rows are closest together. If tables have been placed between seats in a row, the free space must continue at the point where the tables are placed.

- Where the rows have more than four chairs and there are four or more consecutive rows, they must be fastened together or anchored to the floor in such a way that they cannot shift or tip over in the event of jostling.
- A row of seats that opens directly on to an aisle or exit at only one end may not contain more than eight seats.
- A row of seats that opens directly on to an aisle at both ends may not contain more than:
 - 16 seats if the space between the rows is less than 0.45m;
 - 32 seats if the space between the rows exceeds 0.45m;
 - 50 seats if the space between the rows exceeds 0.45m and there is also an exit with a width of at least 1.10m at both ends of every four rows.

Doors in emergency exits must open in the direction of the escape route and, if they are closed, must be capable of being opened by one simple hand action. If curtains, net curtains or other furnishing materials have been hung in front of exits or emergency exits, these must be attached in such a way that they do not obstruct escape routes. The entrances,

passageways, exits and so forth must be kept free of obstacles across their full width at all times.

If there is a difference in height of more than 40 cm between the floor of the tent or marquee and the level of the surrounding terrain, ramp elements with a non-slip surface should be placed in order to bridge the gap. These should be at least 50 cm wider than the width of the exit.

The electrical installations in the tent or marquee must comply with the provisions of NEN standard 1010 and with any local connection conditions. An electrical emergency and transparent lighting system must have been installed in the tent or marquee and powered by a power source separate from the normal power supply. The power source(s) of the emergency and transparent lighting system must be such that the light fittings can emit light at full strength for 30 minutes and the light strength measured at floor level is 1 lux.

While members of the public are in the tent or marquee the transparent light fittings must be on at all times. Emergency lighting, transparent light fittings and other escape route markings must remain properly visible at all times.

Portable fire extinguishers must be present in the tent or marquee in what the fire brigade considers to be sufficient numbers. The fire extinguishers must be positioned so that they are easily visible and ready and accessible for immediate use. The position of the fire extinguishers must also be indicated by pictograms.

Any materials used for furnishing, decoration and so forth in the tent or marquee must not be easily flammable or must have been flame-proofed. Ceiling decorations must be hung at a height of at least 2.5 m above the floor, and curtains and other furnishings that hang vertically should be kept at least 0.10m clear of the floor. Decorations, furnishings and so forth should be kept clear of spotlights and other heat-emitting equipment to ensure that the material cannot catch fire.

Floor covering should be laid in such a way that it cannot move or curl or roll up or expose those present in the tent or marquee to the risk of slipping, tripping or falling.

The tent or marquee must be clean and in good condition. Rubbish, packaging and so forth must be put into lockable containers made of non-combustible material.

If a tent is erected as a smoking area with the express written consent of the Licences Desk, only self-extinguishing ashtrays or sand buckets may be placed. These should then be regularly emptied, in any event daily, and the contents deposited in lockable ash containers made of non-combustible material.

The following may not be present in a tent or marquee:

- portable electric heaters;
- equipment that operates on gas, liquid or liquid gas;
- flammable liquids and compressed or liquefied gases.

21 Specific fire service regulations on barbecues

An organiser or exhibitor is not permitted to hold a barbecue in or near the RAI building. However, RAI Catering may be able to arrange a barbecue subject to the following conditions:

- the barbecue must be positioned at least 10m from any structure;
- the barbecue must be set up in such a way that it is stable and does not constitute a fire risk;

- the fuel used for the barbecue may not be ignited using flammable substances such as white spirit;
- if third parties are inconvenienced by smoke from the barbecue it must be stopped immediately;
- sufficient fire extinguishers (e.g. buckets containing water and CO2 (dry ice) extinguishers with a capacity of at least 6kg) must be available for immediate use in the vicinity of the barbecue;
- after the finish of the barbecue the hot coals should be doused and covered with a layer of sand or earth.

22 Sources:

Statutory regulations and standards:

- Unobstructed use of fire safety equipment and fire extinguishers; Building Regulation article 6.3.2.
- Pictograms showing exits should comply with NEN-EN standard 61310 and NEN standard 3011 (partly replaced).
- Determination of the contribution of building materials (and combinations of materials) to fire propagation, NEN standard 6065, class 1 or 2.
- British standard 6807.
- Determination of smoke production by fire in building materials (and combination of materials), NEN standard 6066.
- Stand furniture. Lay-out plans. Building Regulation article 6.5.6.
- NEN standard 6700/c1 Technical Principles for Building Structure Calculations
- NEN standard 6702/c2 (TGB 1990) – General
- NEN standard 6770/c2 Technical Principles for Building Structure Calculations
- NEN standard 6771 (TGB 1990) Steel
- NEN standard 7662.c2.
- NEN standard 6760/c2 Technical Principles for Building Structure Calculations
- NPR standard 6761, (TGB 1990) Wood
- NEN standard 6710/c1 Technical Principles for Building Structure Calculations (TGB 1990) Aluminium structures.
- Building Decree & Regulations: article 5 – requirements for a staircase.
- Standards for electrical installations and stand lighting: NEN 1010, NEN-EN 61310, NEN 3140, NEN-EN 50107 (neon fittings)
- Standards for connections, hoses and positioning of gas cylinders and gas-fired appliances: NEN 5654, NEN 2920, NPR 2921.

ANNEX 2

CONTACTS AND THEIR TELEPHONE NUMBERS



Contact persons and telephone numbers

RAI GENERAL	PHONENUMBER	REMARKS
Emergency number RAI	+31 (0)20 549 1234	Calamity/fire/alarm/emergency 24/7
General disorder RAI	+31 (0)20 549 2222	General disorder during office hours. Note: <i>outside office hours please contact Event Managers</i>
Phone switchboard RAI	+31 (0)20 549 1212	General RAI Telephone number
Department lost & found RAI	+31 (0)20 549 1304	During office hours Outside office hours; Event Manager
RAI DEPARTMENTS	PHONENUMBER	REMARKS
Event Manager RAI	+31 (0)20 549 1111	Location Europacomplex & Amstelhall <i>productiondesk@rai.nl</i>
Event Manager RAI	+31 (0)20 549 1110	Location Hollandcomplex & Parkhall <i>productiondesk@rai.nl</i>
Event Manager RAI	+31 (0)20 549 1591	Location Auditorium <i>productiondesk@rai.nl</i>
Event Manager RAI	+31 (0)20 549 1592	Location Forum <i>productiondesk@rai.nl</i>
Event Manager RAI	+31 (0)20 549 1593	Location Elicium <i>productiondesk@rai.nl</i>
Traffic Management RAI	+31 (0)20 549 1710	Parking Department
Dept. Quality, Health & Environment (QHE) RAI	+31 (0)20 549 1414	During office hours or <i>safety@rai.nl</i>
Department Security & Safety RAI	+31 (0)20 549 1930	Security Officer
Licences Desk RAI	+31 20 549 1850	Licences Officer, available during office hours or <i>licenses@rai.nl</i>

Department Building & Technical works RAI	+31 (0)20 549 1460 / 1470	During office hours Outside office hours; Event Manager
EXHIBITOR SERVICES & RAI SUPPLIERS	PHONENUMBER	REMARKS
Exhibitor Services RAI	+31 (0)20 549 1928	During office hours or <i>exhibitorservices@rai.nl</i>
Electra Works & rigging (Mansveld Expotech)	+31 (0)20 312 8080	<i>info@mansveldexpotech.nl</i>
Water-, gas-, compressed air connections (MTD Netherlands BV)	+31 (0) 20 549 1399	<i>rai@mtd.net</i>
Audiovisual solutions (ACS audiovisual solutions)	+31 (0)20 549 1515	<i>sales@acsaudiovisual.com</i>
Customs- & logistical support (Schenker)	+31 (0)20 549 2790	<i>beurslogistiek@rai.nl</i> Europaplein 2 - 22 / P9 1078 GZ Amsterdam
Consulting General Supervision/safety (CABB)	+31 (0)20 492 3090	<i>info@cabb.nl</i>
Media (Faircom Media)	+31 (0)20 462 0880	Media during show of an organiser <i>info@faircom.nl</i>
Media (RAI Partnerships & Media Solutions)	+31 (0)20 549 3010	Media during a RAI exhibition <i>mediasolutions@rai.nl</i>
OTHER CONTACTS	PHONENUMBER	REMARKS
BUMA (music rights)	+31 (0)23 799 7999	<i>info@bumastemra.nl</i> Siriusdreef 22-28 2132 WT Hoofddorp www.bumastemra.nl
SENA (movie rights)	+31 (0)35 625 1700	<i>sena@sena.nl</i> Catharina van Renneslaan 20 1217 CX Hilversum www.sena.nl
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Rigging in the RAI

Guidelines for Riggers

RAI Amsterdam

Document name:
Rigging in de Rai EN
Version 1.5
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1 INTRODUCTION

This booklet shows where and under what conditions rigging is possible in RAI Amsterdam. For each part of the RAI we explain the locations for rigging and the maximum load per suspension point for both vertical rigging (straights) as well as multi-point bridles (bridles).

To set up a rig in our complex, the rigging party must first send a rigging plan to the RAI Account Manager for the relevant event or trade show four weeks in advance of the event or trade show. This document describes what the rigging plan must look like. Each rigging plan will then be evaluated against the criteria specified in this document. You will receive an official response from the RAI within five working days, after which possible adjustments can be made. An agreement on the definitive version should be made two weeks before the start of the event or trade show.

Below is a floor plan of RAI Amsterdam (Figure 1). Each hall, entrance area and foyer has its own chapter, provided that rigging is possible.

Tips: Always find out which is the latest version of this document. For optimal readability, please print in duplex.



Figure 1 Floor plan of RAI Amsterdam

2 RIGGING GUIDELINES

The following applies when making any decisions: safety first! The following conditions must be met in order to set up rigging in the RAI:

Company and personnel certification

1. Rigging may only be taken on by VCA*, VCA** or Oshas 18001 certified companies.
2. Each rigger present must:
 - carry a valid VCA certificate (VCA-B or VOL-VCA for operations managers).
 - be able to prove that he holds an *Elementaire Hijstechniek in de Entertainment Industrie* certificate or a variation of this such as a *National Rigging Certificate* (UK), *Arena Rigging Certificate* from ETCP (USA), *Rigstar Rigging certificate* (USA), or a relevant *VLPT rigging diploma* (GER).
 - If a truck-mounted work platform is used, the operator must have the correct certificate. The rigger is responsible for ensuring that no third parties are present in his work zone.
 - Anyone who uses a truck-mounted work platform must wear a full-body safety harness (EN361) attached to the platform by means of a lanyard (EN355).
 - People (grounders) in the vicinity of the operating scope of the truck-mounted work platform must wear a helmet (EN397).

Requirements for the rigging plan

3. Each rigging party involved must have a rigging plan approved by the RAI. A description of how the rigging plan must be submitted to the RAI is included in Appendix I. Your RAI Account Manager can also submit a sample rigging plan.
4. Each part of the building described in this document has its own AutoCAD drawing on which the available suspension points are indicated.
5. The maximum permissible load stated in this manual must not be exceeded.
6. For multi-point bridles (bridles), the inside angle must be less than 120 degrees (see Figure 2).
7. The maximum permissible load for multi-point bridles is based on 2-point bridles. For multi-point bridles, the distribution of force at all points of application must be clearly calculated.
8. Dynamic loads are not permitted without explicit consent from a designer chosen by the RAI, at the expense of the customer/contractor.

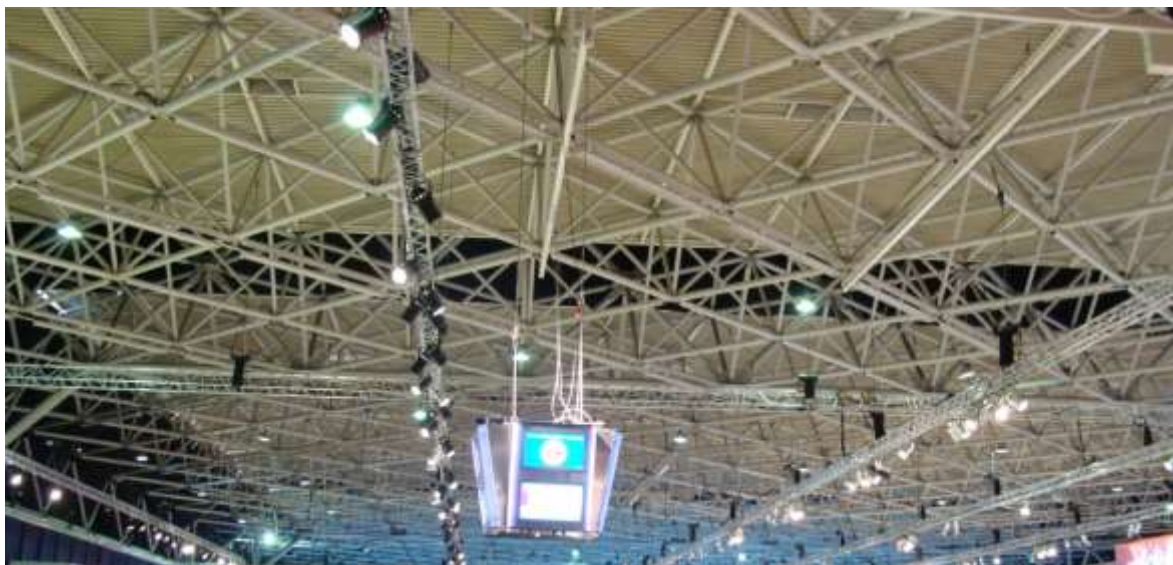
Rigging in practice

9. Rigging must only be carried out in accordance with the plan: any changes must be discussed with the manager of the Technical Department at the RAI Amsterdam.
10. For some parts of the building, the maximum permissible load is different in case of snow. The RAI is allowed to arrange for a load which has already been approved to be reduced to an acceptable weight.
11. The roof construction must not be damaged in any way.
12. Fixed elements in the roof (such as lighting fixtures, blinds, blackout mechanisms, drains) must not be touched during rigging.

Use of materials

13. Rigging may only be carried out using materials bearing CE marking. In the case of parties outside the EU, products must demonstrably fulfil the ASME or an equivalent directive.
14. Materials must have a WLL inscription or label.
15. The maximum permissible load is 0.5 times the (industrial) WLL
16. Materials must be tested at least once a year and it must be possible for the test report to be produced within 24 hours on request.
17. Materials must be used in accordance with instructions.

Note: At all times the RAI reserves the right to take down the rigging or to arrange for a load which has already been approved to be reduced (e.g. in case of snowfall) at any time. The rigging party should be aware that the RAI checks whether the suspension points have been constructed in accordance with guidelines and the rigging plan. If this is not the case, the RAI is authorised to reject the rigging. In the event of rejection, the RAI is not liable for any damages (such as financial damage or damage to image).



3 ELICIUM BALLROOM

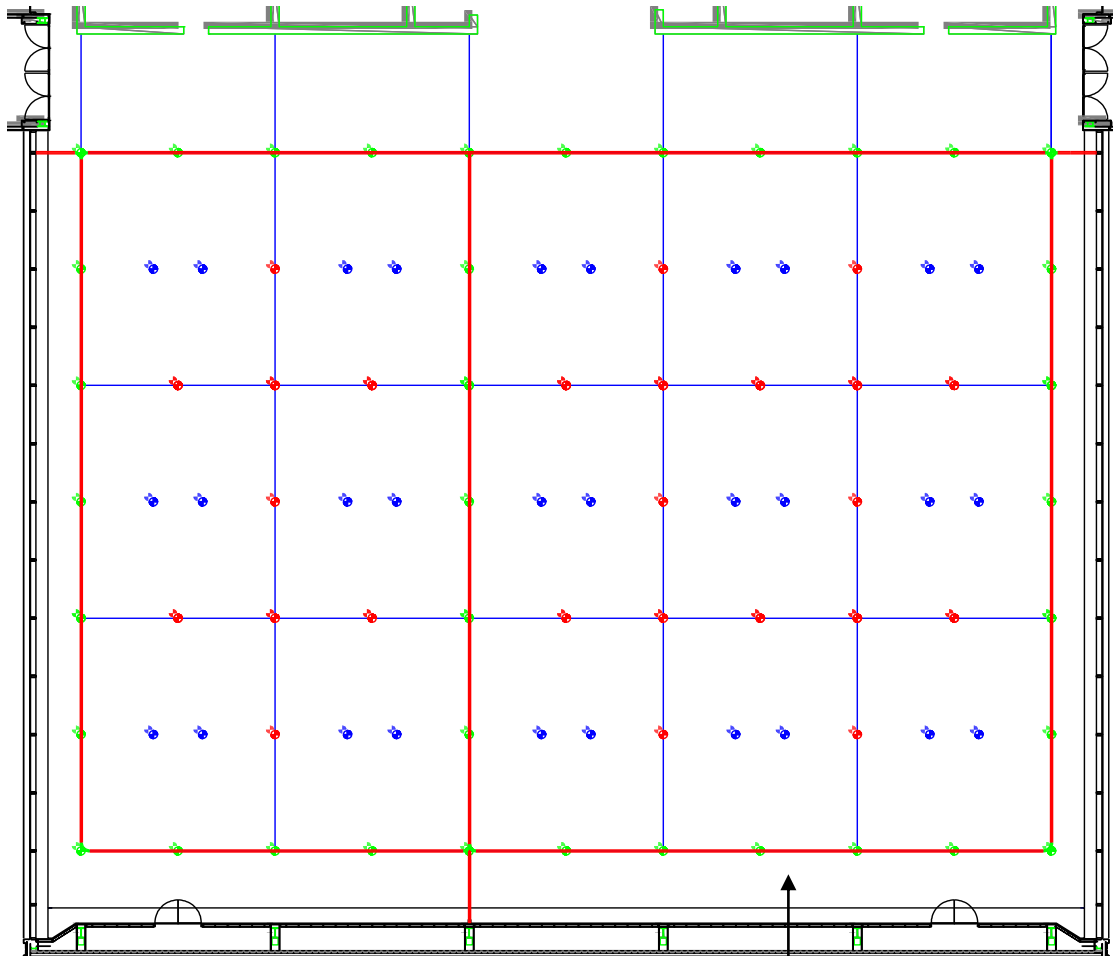


Figure 2 Suspension points in the Elicium Ballroom

Height of suspension points

Height red: 6.80 m

Height green: 6.80 m

Height blue: 8.70 m

Distance between suspension points

Distance between red suspension points at height of 6.80

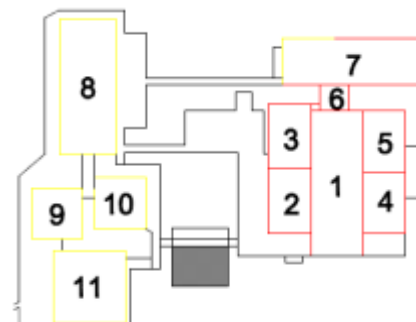
↑↓ : 5.78 m
↔ : 4.73 m

Distance between blue suspension points at height of 8.70

↑↓ : 11.56m
↔ : 2.40 m & 7.06 m

Rails

The thick lines indicate rails. Suspension points can be created at the locations shown along these rails using specially designed hoisting elements, provided that there is no partition wall fitted to the rails.



In the Elicium Ballroom, vertical rigging is possible from suspension eyes in the ceiling. There are a total of 92 possible suspension points. 62 suspension points are located at a height of 6.80 metres (see red dots in Figure 2) and 30 suspension points at a height of 8.70 metres (see blue dots in Figure 2).

Note: Rails are installed in the roof (see Figure 2). Specially designed suspension eyes can be fitted at the locations indicated (green dots), provided that there is no partition wall fitted to the rails. These suspension eyes are to be requested via the Account Manager of the RAI.



Vertical rigging (Straights)

- ❖ The maximum load for the 25 “red” suspension points is 125 kg.
- ❖ The maximum load for the 37 “green” suspension points is 125 kg.
- ❖ The following applies to the 30 “blue” suspension points:
 - If one of the suspension eyes from a pair adjacent to each other is loaded, the maximum load is 125 kg.
 - If both of the suspension eyes from a pair adjacent to each other are loaded, the maximum load is 62.5 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.

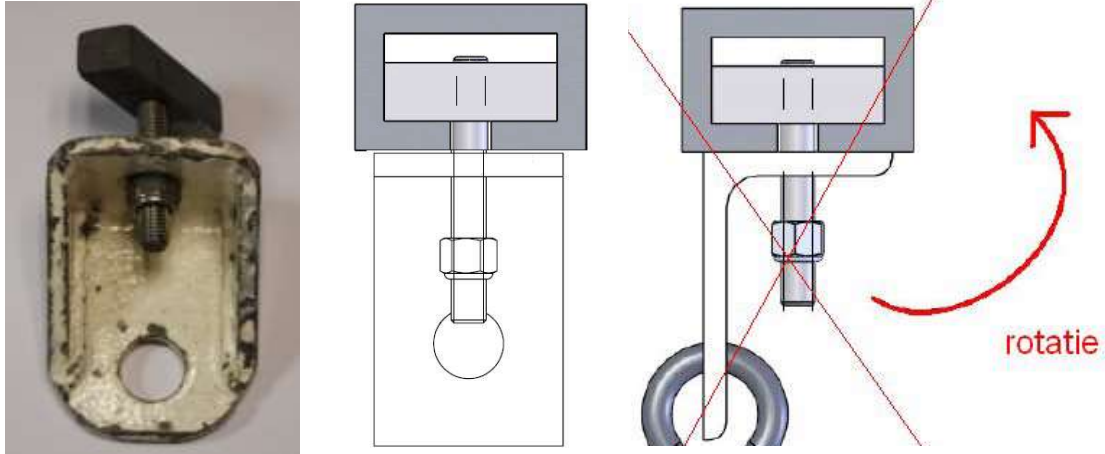


Snow

- ❖ No restrictions in case of snowfall.

Requirements for attachment to the roof construction:

“Green suspension points”

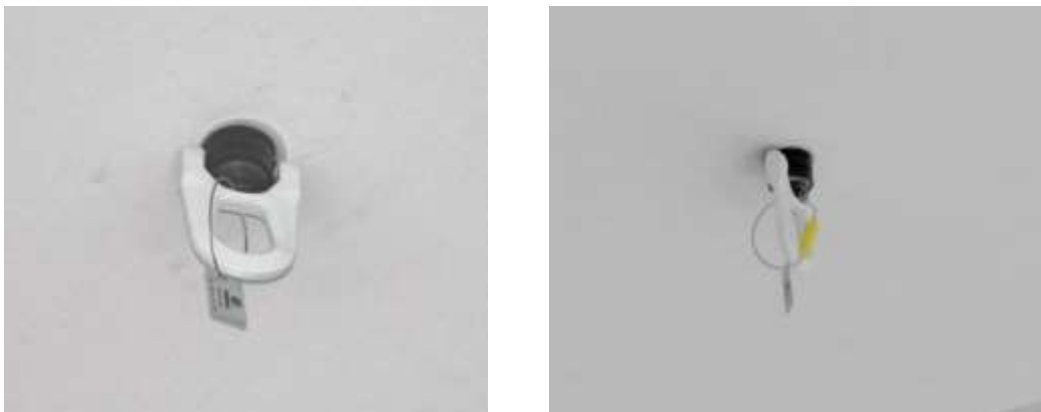


Note: The rail eyes must be positioned on the rail at right angles.

“Red suspension points”

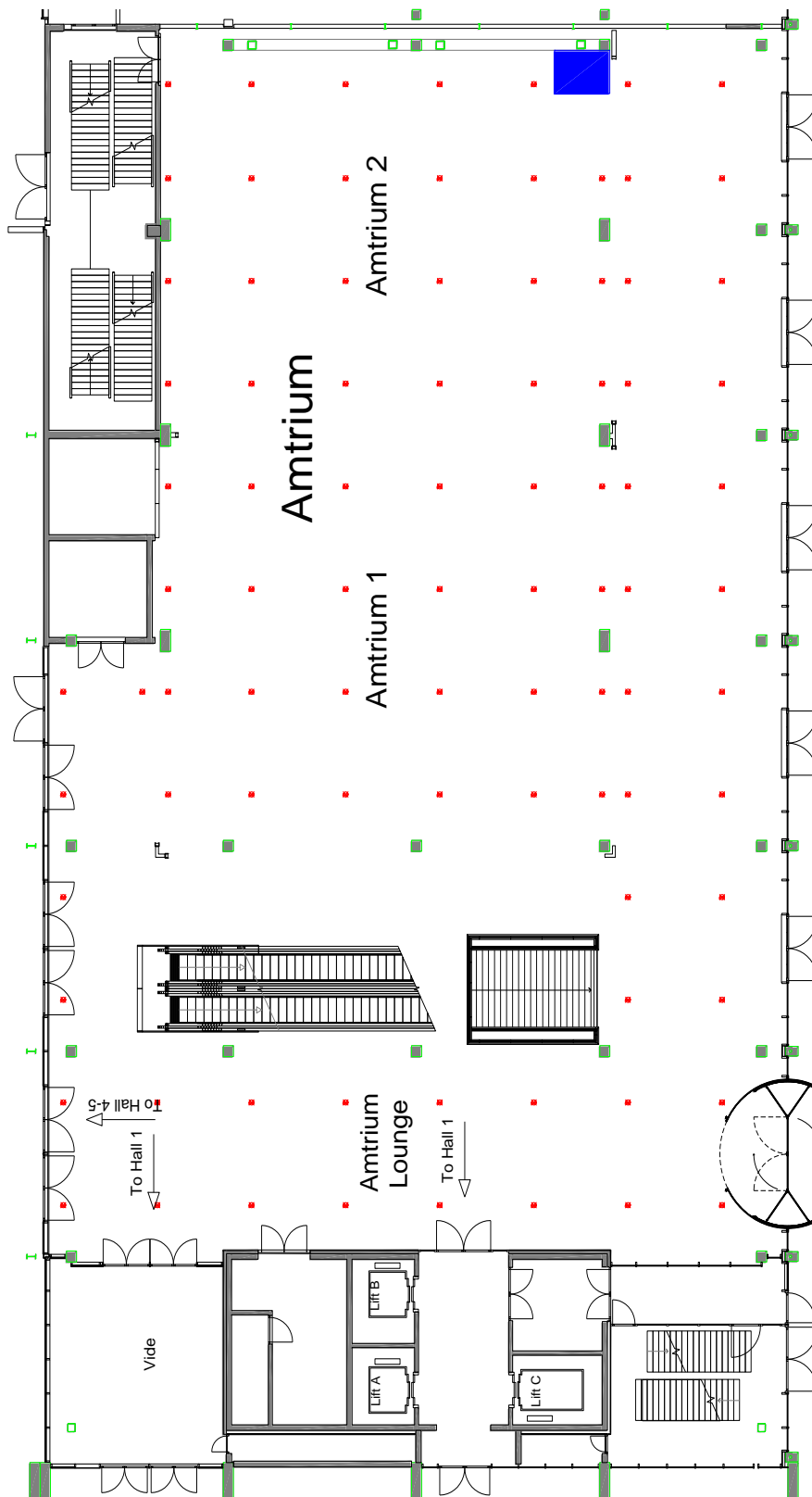


“Blue suspension points”



4

AMTRIUM



Height Suspension point
4,95 m

Distance between suspension points

↕ : aprox. 3.40 m
↔ : aprox. 3.40 m

Figure 3 Hangpoints Amtrium groundfloor

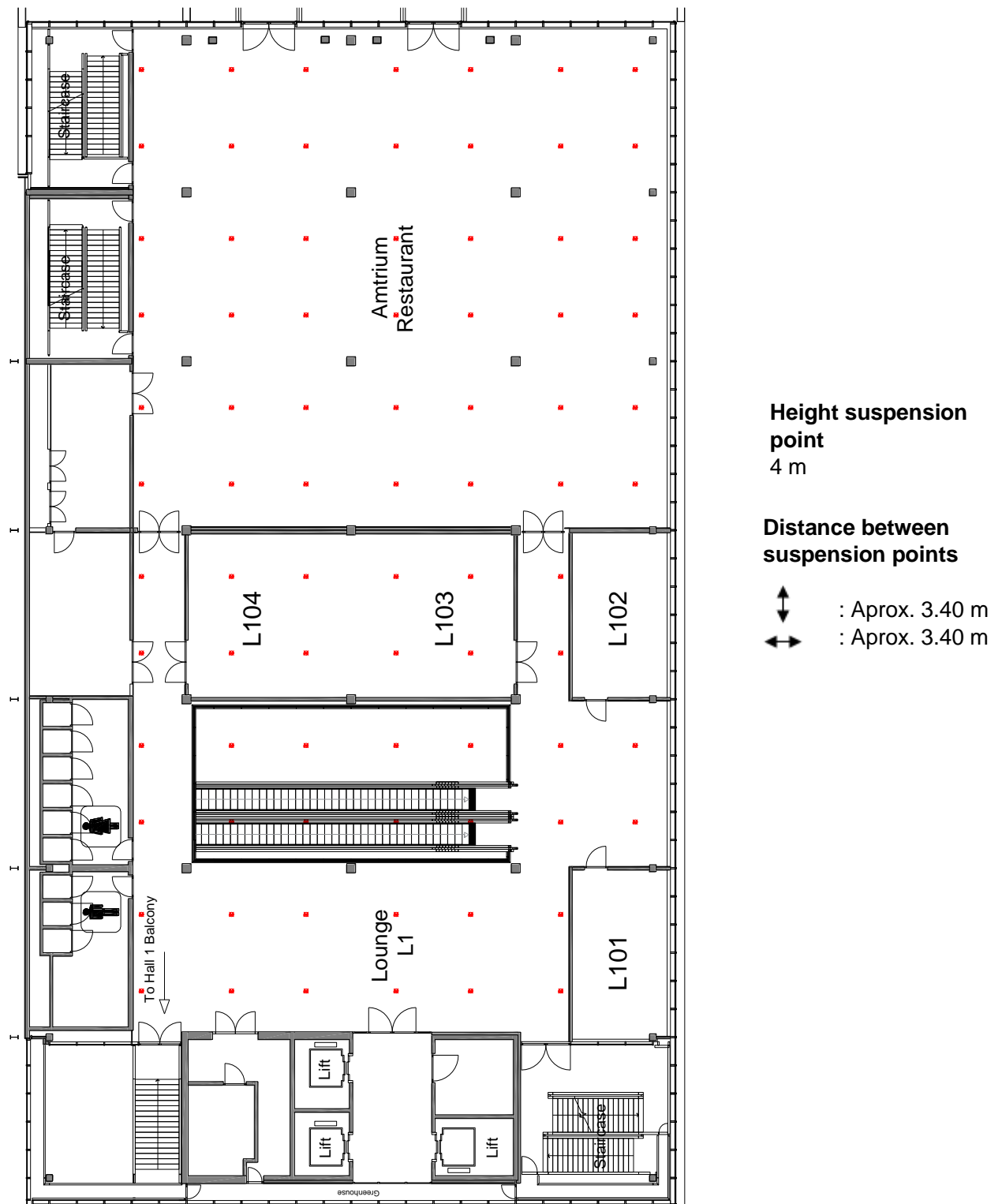


Figure 4 Hangpoints Amtrium firstfloor

In the Amtrium, vertical rigging is possible from suspension eyes in the ceiling at the locations indicated (see Figure 4). There are a total of 69 possible suspension points on the ground floor and a total of 74 possible suspension points on the first floor.



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from the eyes in the ceiling.
- ❖ The maximum load per eye is 125 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ No restrictions in case of snowfall.

Suspensionpoints



5 ENTRANCE C: CANOPY

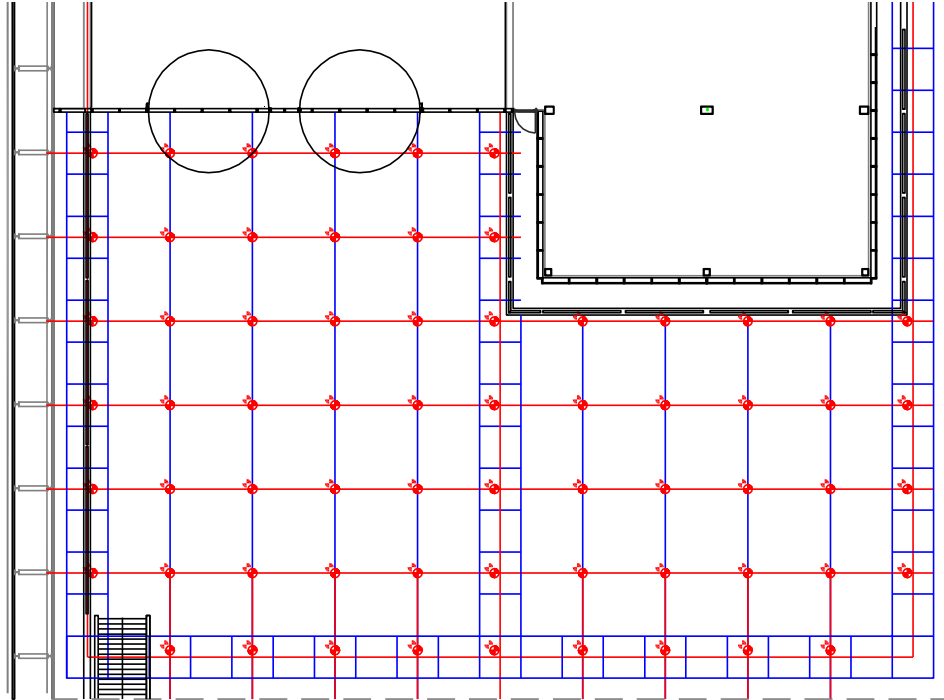


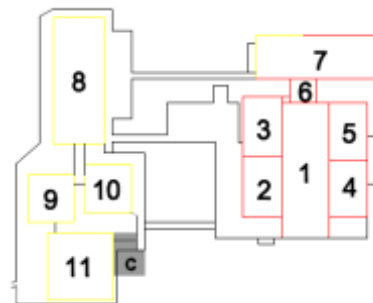
Figure 5 Entrance C : Canopy suspension points

Height of suspension points

Lower part: 9.50 m

Distance between suspension points

↑↓ : 3.75 m
↔ : 3.75 m



In Entrance C, vertical rigging is allowed at the locations indicated (see Figure 5). There are a total of 65 possible suspension points on the 2-dimensional framework.

Note: The canopy is fitted with a pigeon net which must not be damaged.

Note: Above wind force 6, all rigging must be taken down from the shed roof.



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from the lower part of the 2D framework at the locations indicated.
- ❖ The maximum load per suspension point is 250 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ If more than 5 centimetres of snow should fall, rigging is not allowed at Entrance C.

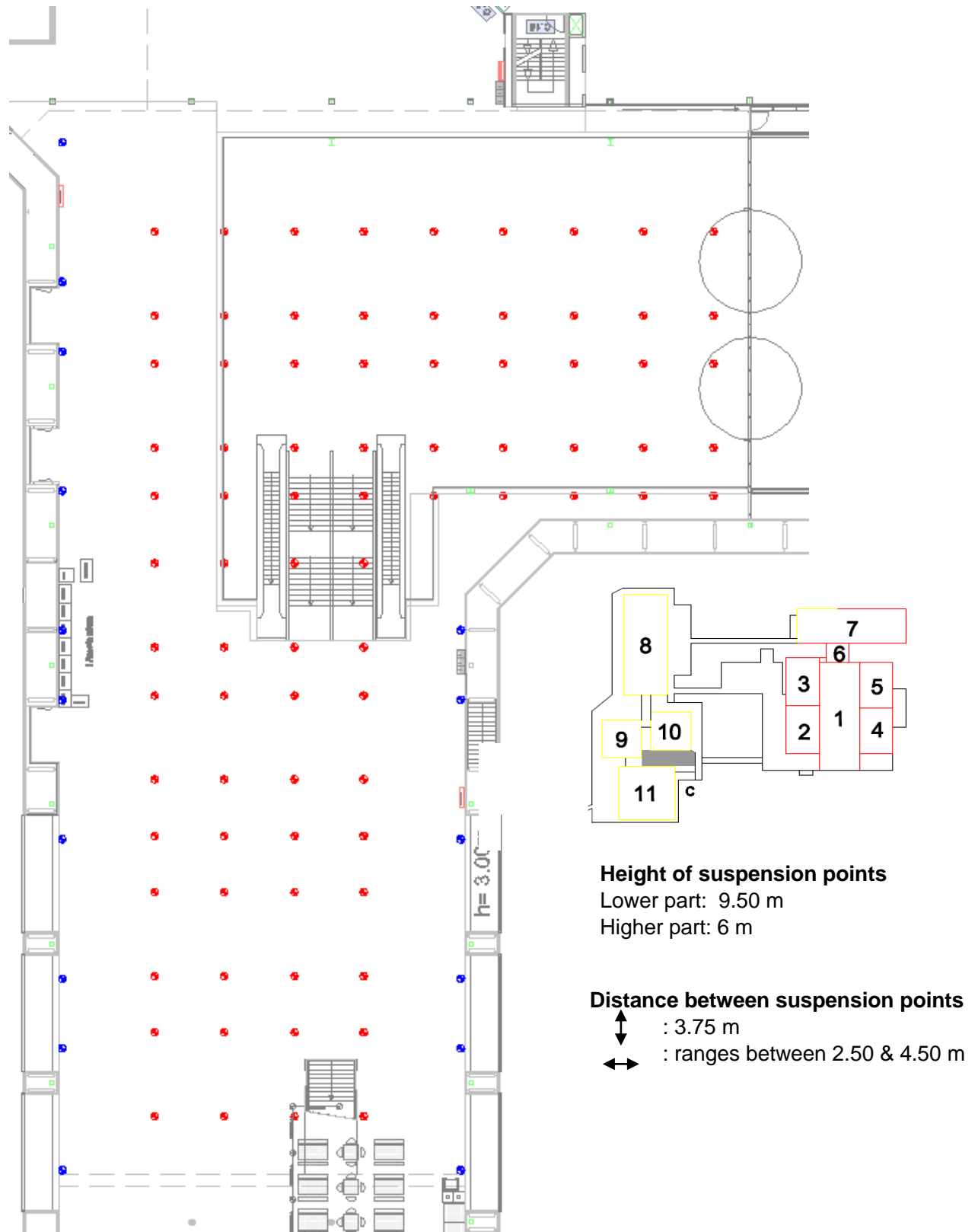


Figure 6 Holland Terrace suspension points

On the Holland Terrace, vertical rigging is allowed from the eyes in the ceiling. There are a total of 97 possible suspension points (see Figure 6).



Vertical rigging (Straights)

- ❖ On the Red suspension points rigging is allowed from the eyes in the ceiling.
- ❖ On the Blue suspension points rigging is allowed on the beams
Attention: Rigging is not allowed on the round 60 mm tubes between the Blue suspension points.
- ❖ The maximum load per eye is 250 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ If more than 5 centimetres of snow should fall, rigging is not allowed on the Holland Terrace.

7 HOLLAND LOUNGE

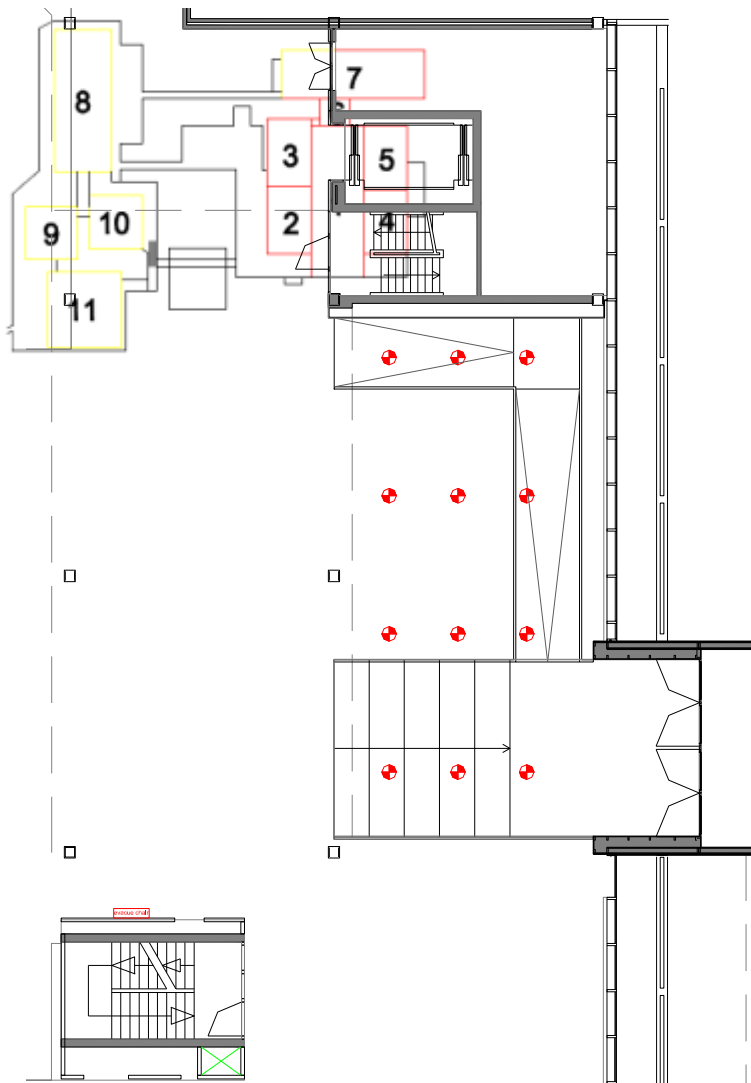


Figure 7 Suspension points in Holland Lounge

In the Holland Lounge, vertical rigging is allowed from eyes in the ceiling. There are a total of 9 possible suspension points. (see Figure 7)



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from eyes in the ceiling.
- ❖ The maximum load per eye is 150 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ If more than 5 centimetres of snow should fall, rigging is not allowed in the Holland Lounge.

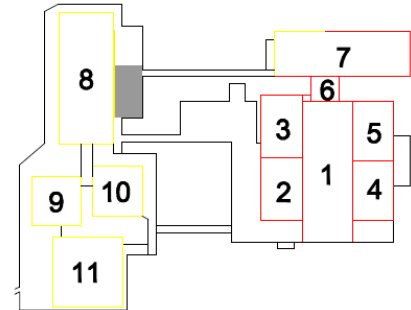
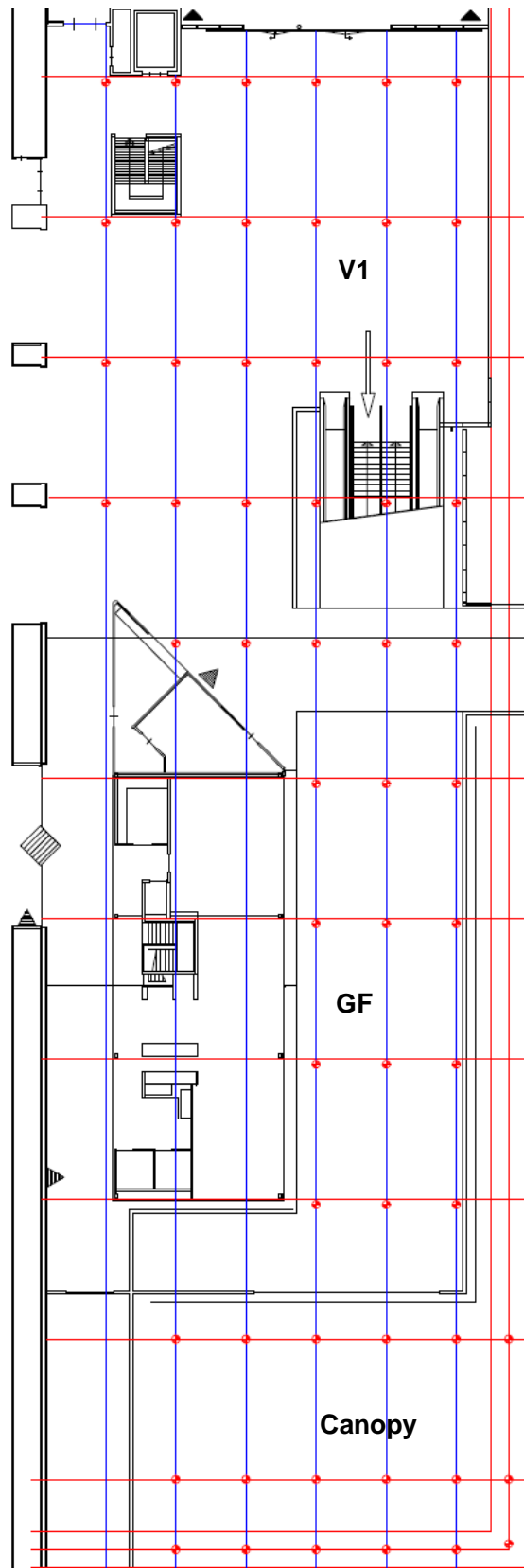
Requirements for attachment to the roof construction:



Note:

Before carrying out rigging, (CE and WLL) certified eye bolts must be fitted. The thread of the eye bolts is M12.

8 ENTRANCE F



Height of suspension points

BG

Lower edge of 2D frame: 9.50 m

Steel frame: 11.00 m

2nd floor

Steel frame: 7.50m

Between the suspension points

↕ 7.50 m

↔ 3.75 m

Figure 8 Suspension points at Entrance F

Entrance F consists of a shed roof and a foyer. Vertical rigging is possible at the locations indicated in Figure 8.

In the shed roof, vertical rigging is possible from the lower part of the 2D & 3D frameworks. In the foyer, vertical rigging is allowed from the I-frame at less than 50 cm from the 2D framework

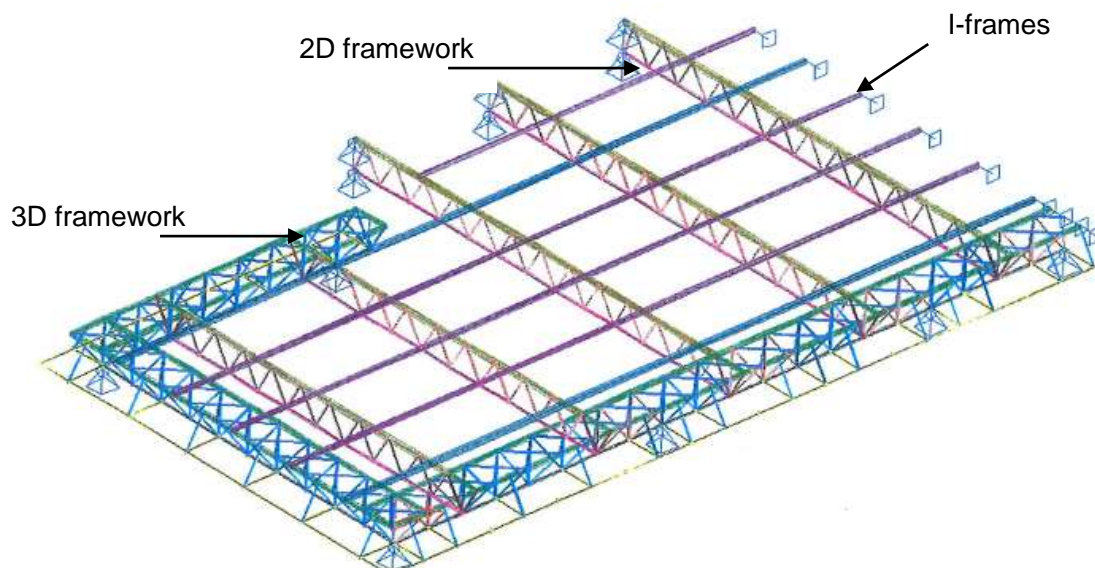


Figure7: 3D model entrance area F



Vertical rigging (Straights)

- ❖ The maximum load per suspension point is 200 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ No restrictions in case of snowfall.

Requirements for attachment to the roof construction:

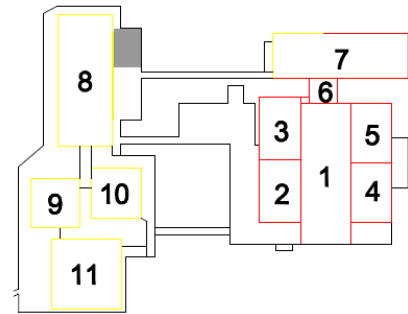
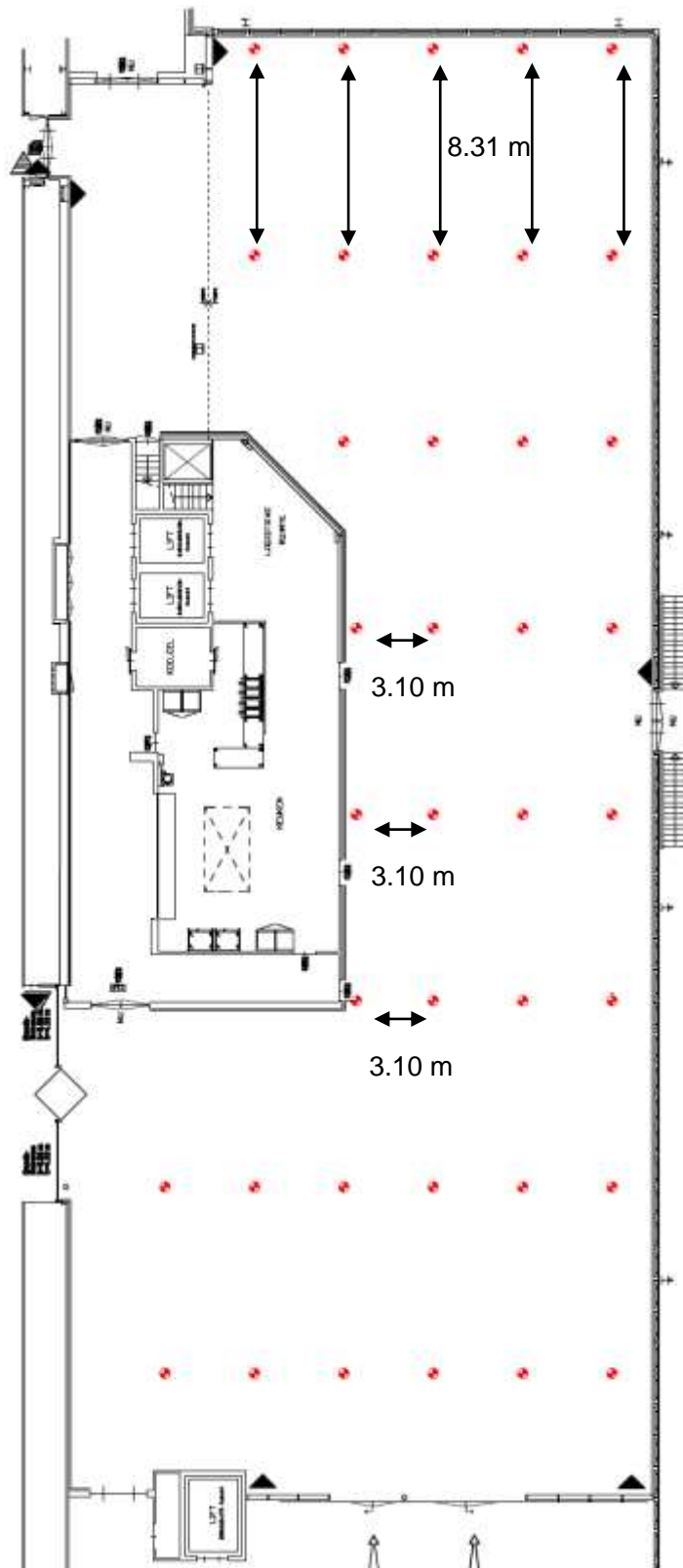


Note:

Rigging on the I-frame at less than 50cm from the 2D framework.

Rigging on 2D framework is not permitted in connection with lighting fixtures.

9 PARK FOYER



Height of suspension points

Height: 5.60 m

Distance between suspension points

↑↓ : 7.50 m

↔ : 3.60 m

Note: The distance is different at the location indicated.

Figure 9 Park Foyer suspension pointsFigure 8

In the Park Foyer vertical rigging is permitted from eyes in the ceiling. There are a total of 38 possible suspension points. (see Figure 8)



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from eyes in the ceiling.
- ❖ The maximum load per eye is 150 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ No restrictions in case of snowfall.

10 ENTRANCE K

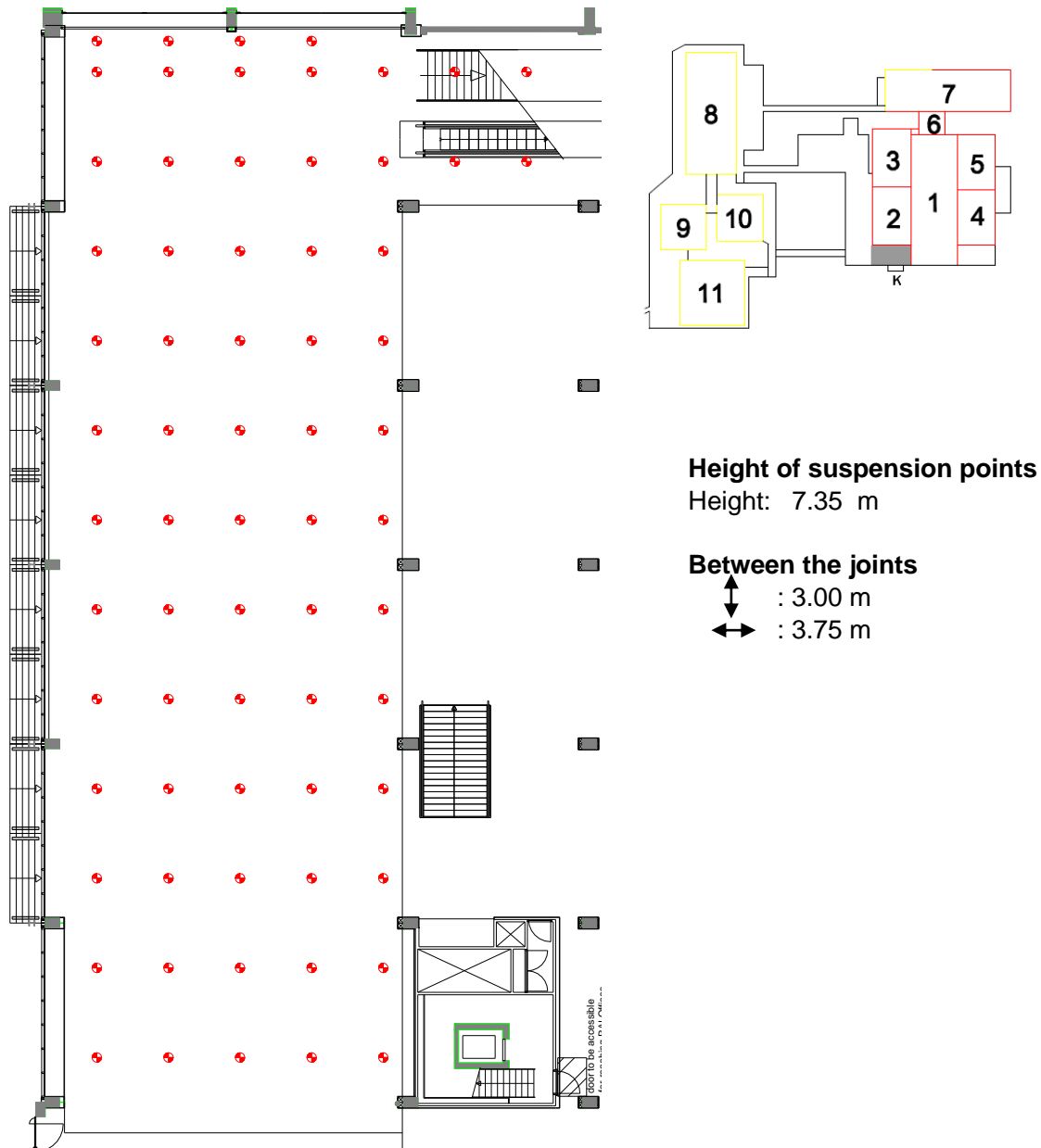


Figure 9: Application locations at Entrance K

Vertical rigging is allowed from the eyes in the ceiling in Entrance K. There are a total of 69 possible suspension points.



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from the eyes in the ceiling.
- ❖ The maximum load per eye is 250 kg.



Bridling (Bridles)

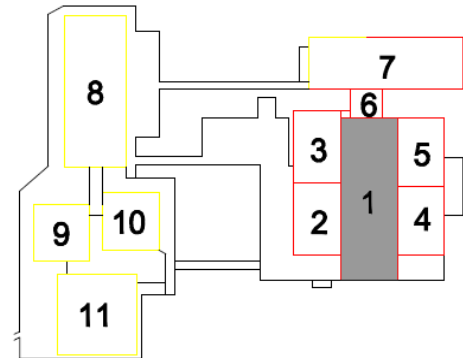
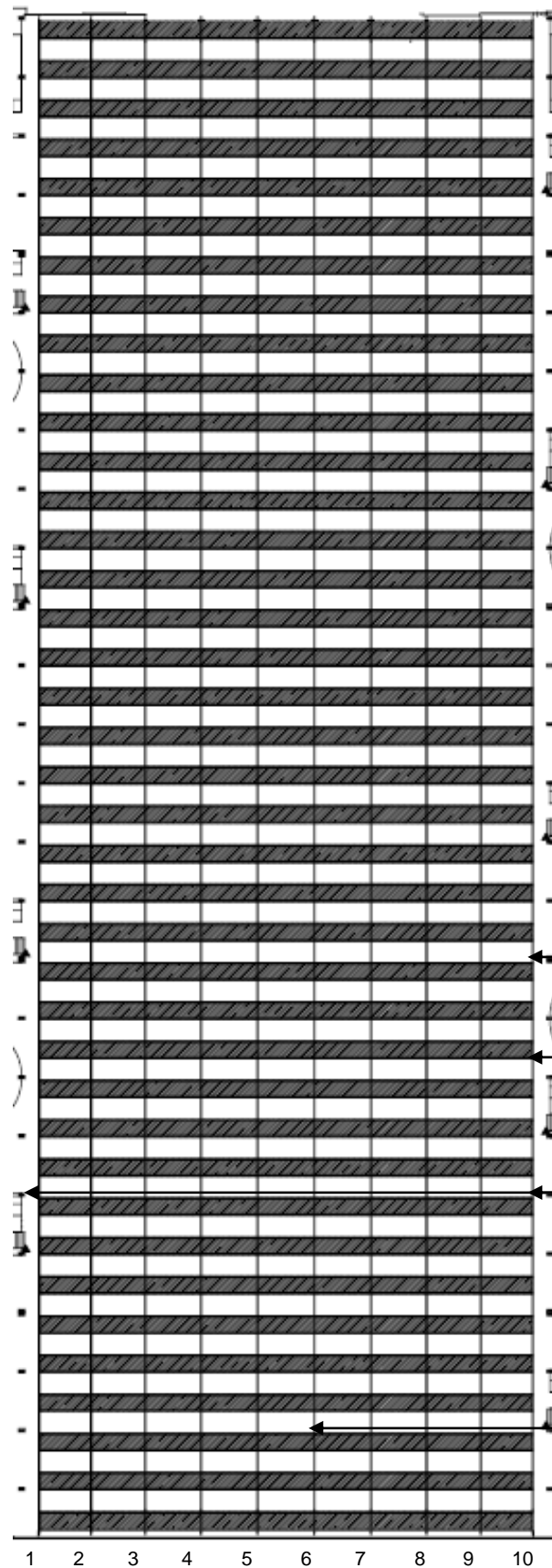
- ❖ Bridling is not allowed.



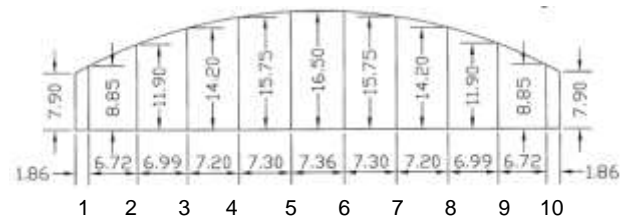
Snow

- ❖ No restrictions in case of snowfall.

11 HALL 1



Height & Breadth



Use **steel slings / baskets** in the white area.

Use **beam clamps** in the grey area.

Note: The **pipeline** parallel to the 1st and 10th steel frames must never be touched. Only bridles may be suspended from these frames at an angle of between 91.6° & 120°.

Note: Do not obstruct the **automatic blackout** parallel to the 6th steel frame. Use beam clamps on the 6th steel frame between frames 5-6.

Figure 1: Suspension points in Hall 1

In Hall 1, rigging is allowed from the steel frames (see Figure 11). The steel frame connects 39 bow trusses together. Each bow truss has a maximum rigging load of 8,000 kg. The load must be distributed in accordance with Table 1. With maximum loads there are 480 possible suspension points.

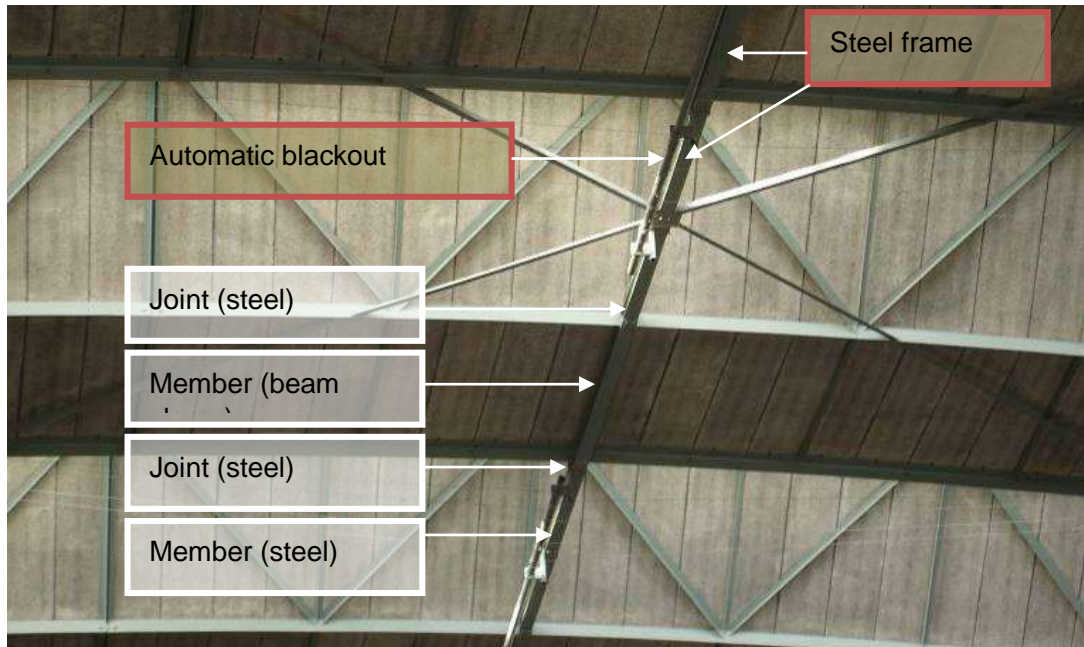






Figure 11: Steel frame in roof construction of Hall 1

Table 1: Maximum load & distribution of weight in Hall 1 ^{1/2/3/4}			
	On the member	On the joint	Total weight per bow truss
 Vertical	Maximum 650 kg	Maximum 650 kg	8000 kg
 Bridling (bridles)	Max. 300 kg per bridle and max. 300 kg vertical load per member	Max. 650 kg per bridle and max. 650 kg vertical load per joint	
 Snowfall (between 5 & 10 cm)	Total weight restriction per bow truss	Total weight restriction per bow truss	4000 kg
 Snowfall (more than 10 cm)	No rigging possible	No rigging possible	0 kg
¹ A member is the part of the steel frame between two joints (see Figure 11). ² A joint is where two parts of the steel frame are connected to the bow truss (see Figure 11). ³ The maximum load may be distributed between one or more suspension points. ⁴ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint.			

Requirements for attachment to the roof construction:



Steel sling at joint.



Beam clamp at joint.



Note: Only 2-point bridles may be suspended from the 1st and 10th steel frames (above the balconies), at an angle of between 91.6° & 120°.



Note: In order to protect the automatic blackout:
Use a beam clamp on the 5th and 6th steel frame for 2-point bridles (bridles) between the 6th steel frame.

12 Hall 2

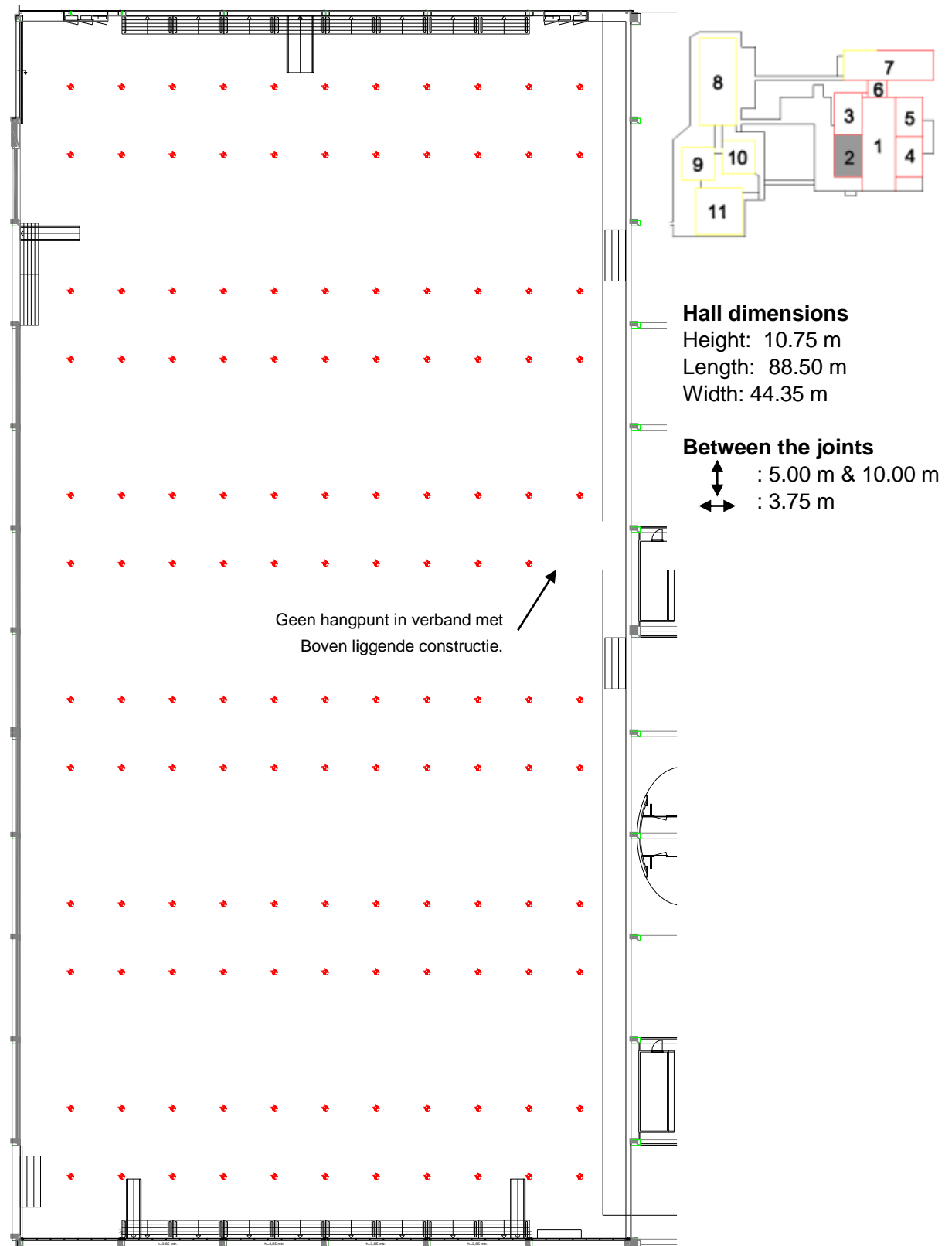


Figure 12: Suspension points in Hall 2

In Hall 2, vertical rigging is allowed from the joints of the longitudinal girders. There are a total of 131 possible suspension points (see Figure 12). The maximum permissible load is shown in Table 2.

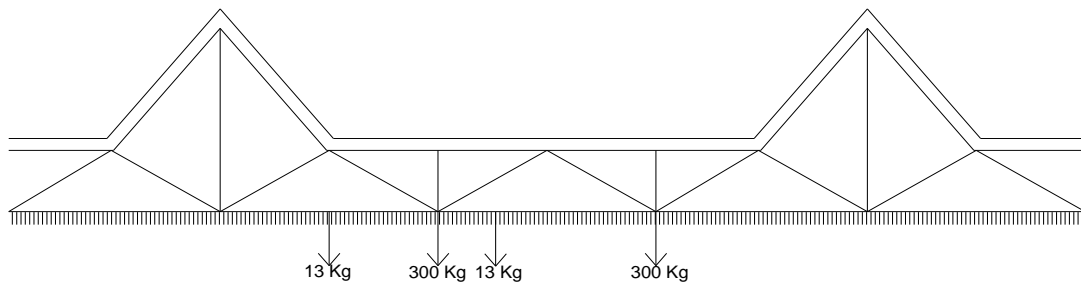





Figure 13: Joints in Hall 2

Table 2: Maximum load & distribution of weight in Hall 2 ^{1/2}		
	On the member	On the joint
 Vertical	13 kg	300 kg
 Bridling (bridles)	Not allowed	Not allowed
 Snowfall (more than 5 cm)	No rigging possible	No rigging possible
¹ A member is the horizontal connection between two joints. ² If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint.		

Requirements for attachment to the roof construction:



Between diagonal & vertical member with jute protection (burlap).

13 Hall 3

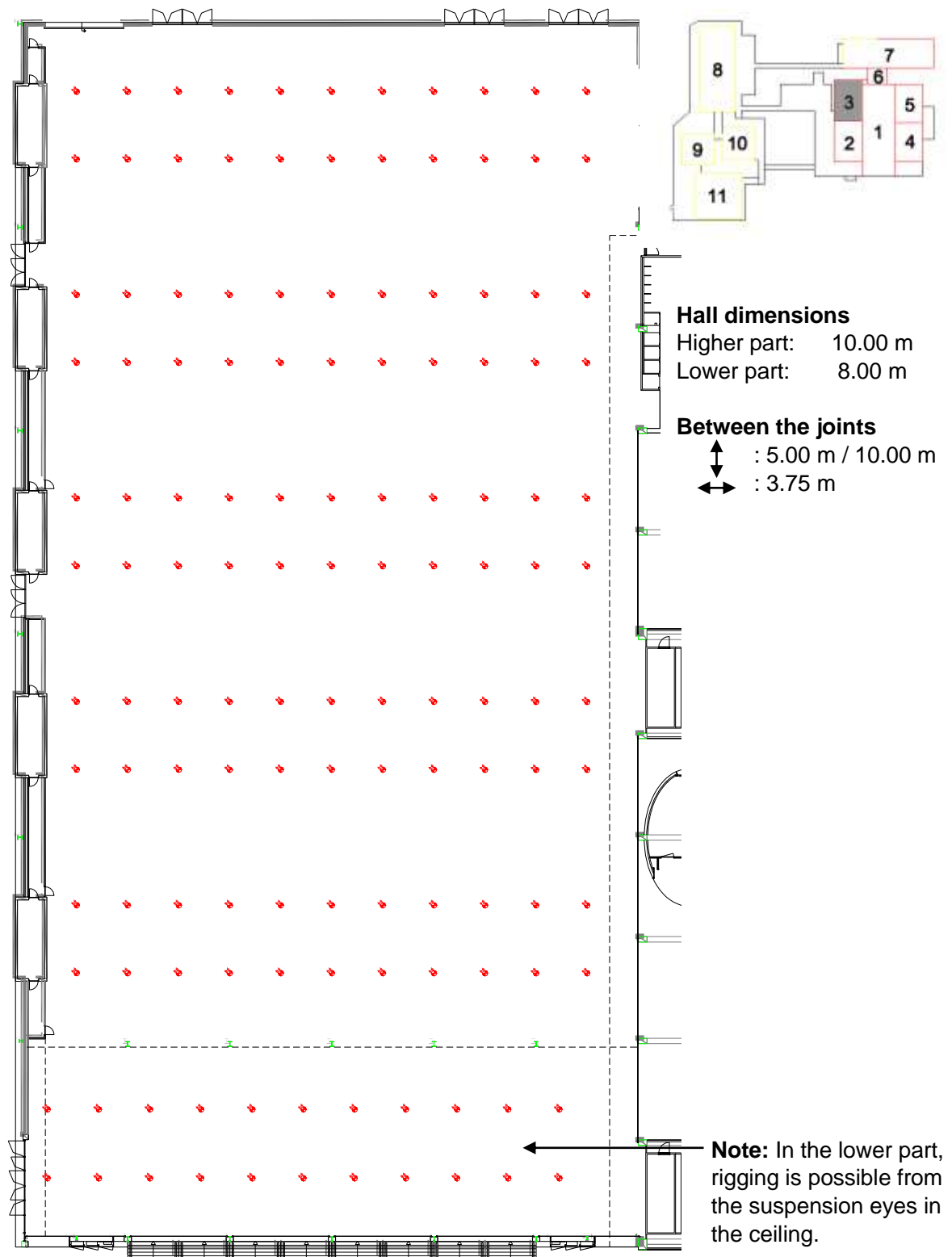


Figure 14: Suspension points in Hall 3

In Hall 3, vertical rigging is allowed from the joints of the longitudinal girders. There are a total of 132 possible suspension points (see Figure 14). The maximum permissible load is shown in table 3.

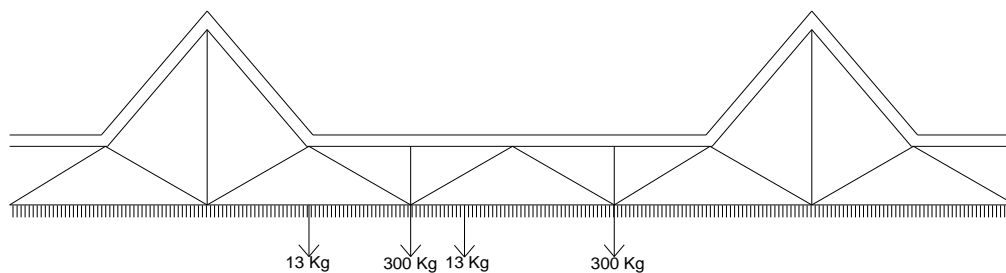





Figure 15: Joints in Hall 3

Table 3: Maximum load & distribution of weight in Hall 3 ^{1/2}			
	On the member	On the joint	On the suspension eyes
 Vertical	13 kg	300 kg	300 kg
 Bridling (bridles)	Not allowed	Not allowed	Not allowed
 Snowfall (more than 5 cm)	No rigging possible	No rigging possible	No rigging possible
¹ A member is the horizontal connection between two joints ² If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint.			

Requirements for attachment to the roof construction:



Between diagonal & vertical member with jute protection (burlap).



Suspension points in the lower part of the hall.

14

HALL 4

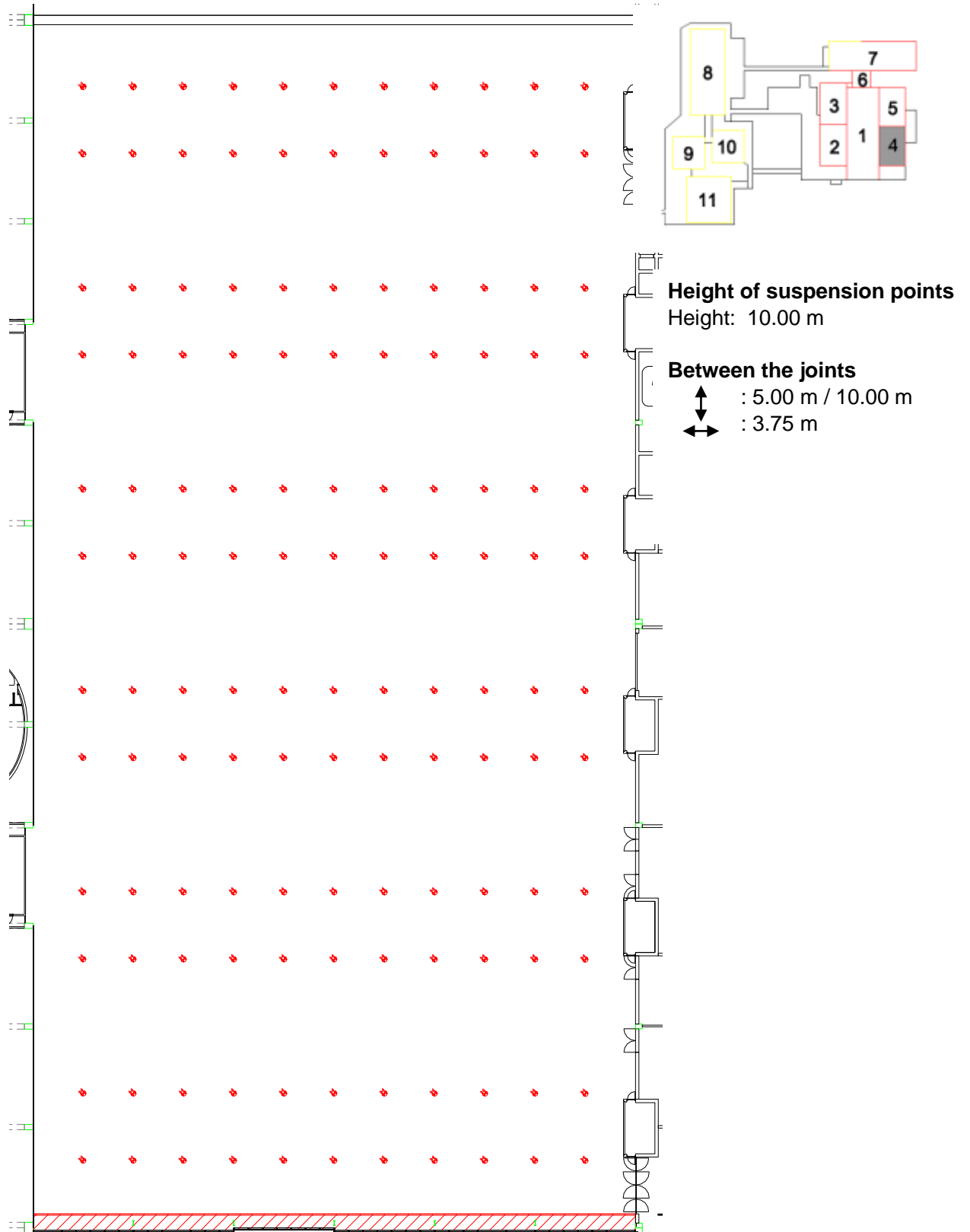


Figure 16: Suspension points in Hall 4

In Hall 4, vertical rigging is allowed from the joints of the longitudinal girders. There are a total of 132 possible suspension points (see Figure 16). The maximum permissible load is shown in Table 4.

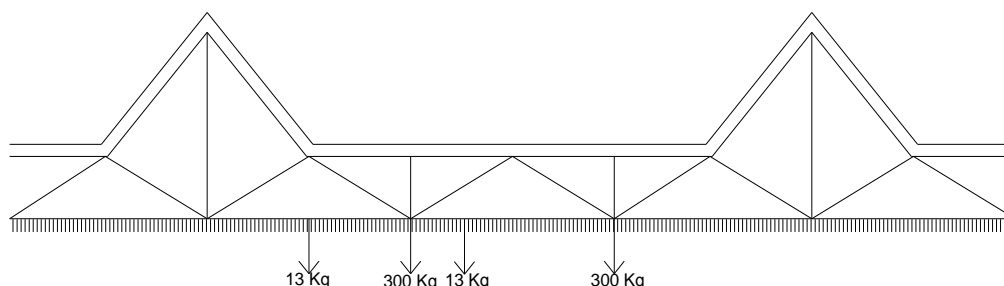





Figure 17: Joints in Hall 4

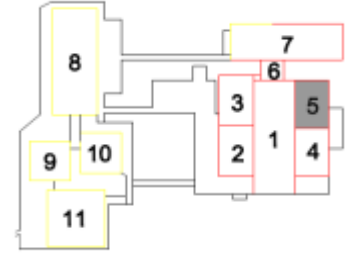
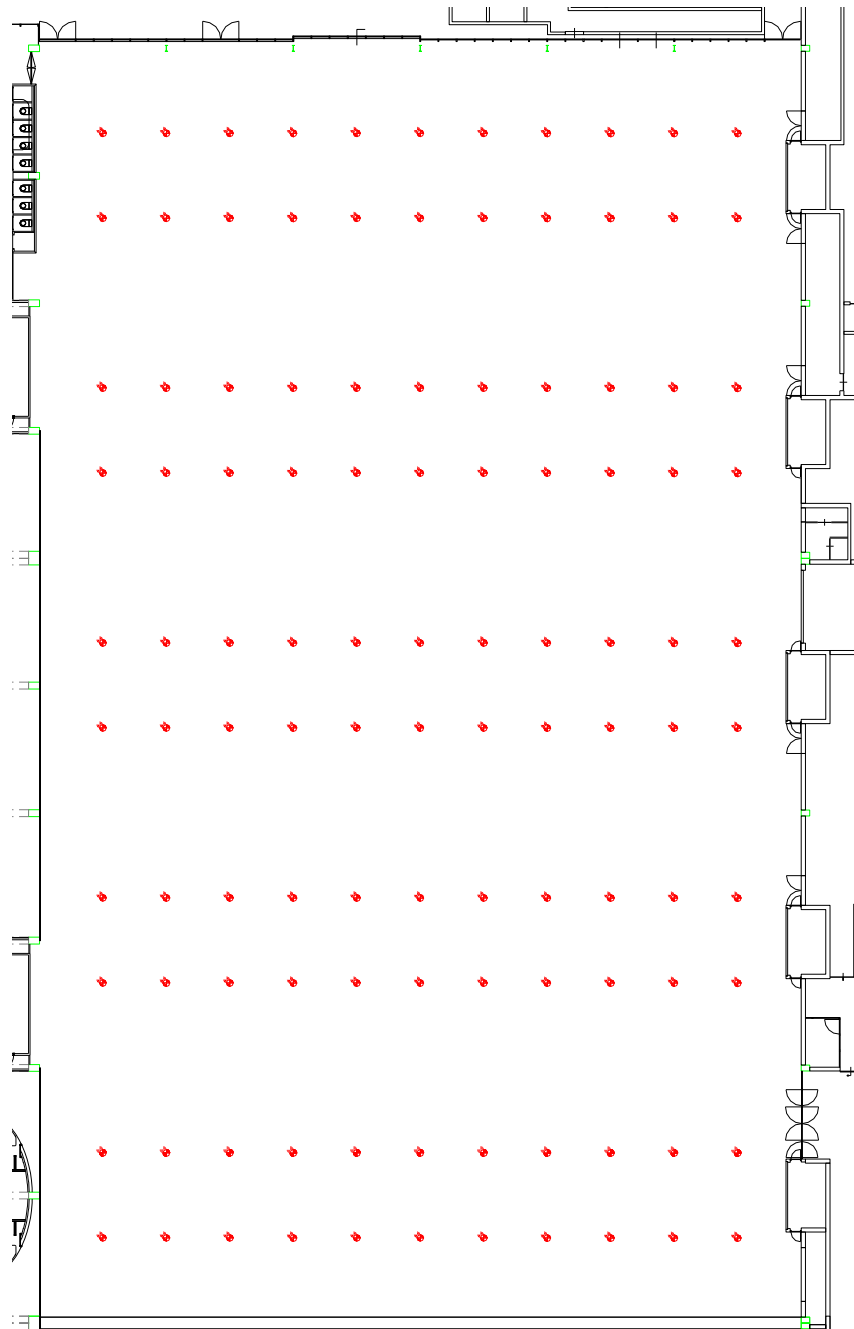
Table 4: Maximum load & distribution of weight in Hall 4 ^{1/2}		
	On the member	On the joint
 Vertical	13 kg	300 kg
 Bridling (bridles)	Not allowed	Not allowed
 Snowfall (more than 5 cm)	No rigging possible	No rigging possible
¹ A member is the horizontal connection between two joints ² If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint.		

Requirements for attachment to the roof construction:



Between diagonal & vertical member with jute protection (burlap).

15 Hall 5



Hall dimensions

Height: 10.00 m

Length: 75.35 m

Width: 44.90 m

Between the joints

↕ : 5.00 m / 10.00 m
↔ : 3.75 m

Figure 18: Suspension points in Hall 5

In Hall 5, vertical rigging is allowed from the joints of the longitudinal girders. There are a total of 110 possible suspension points (see Figure 18). The maximum permissible load is shown in Table 5.

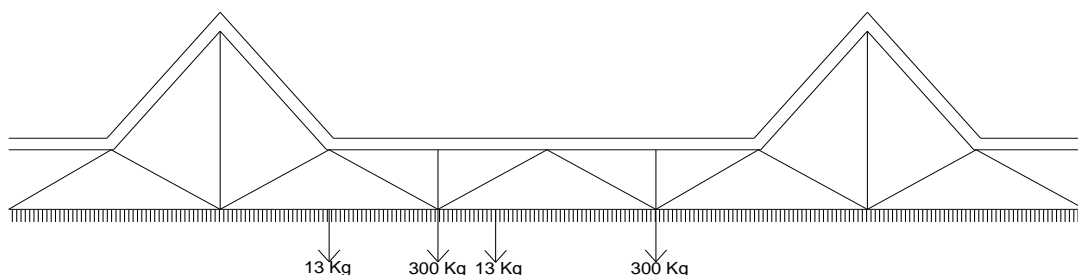





Figure 19: Joints in Hall 5

Table 5: Maximum load & distribution of weight in Hall 5 ^{1/2/3}		
	On the member	On the joint
 Vertical	13 kg	300 kg
 Bridling (bridles)	Not allowed	Not allowed
 Snowfall (more than 5 cm)	No rigging possible	No rigging possible
¹ A member is the horizontal connection between two joints. ² If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint.		

Requirements for attachment to the roof construction:



Between diagonal & vertical member with jute protection (burlap).

16 Hall 6

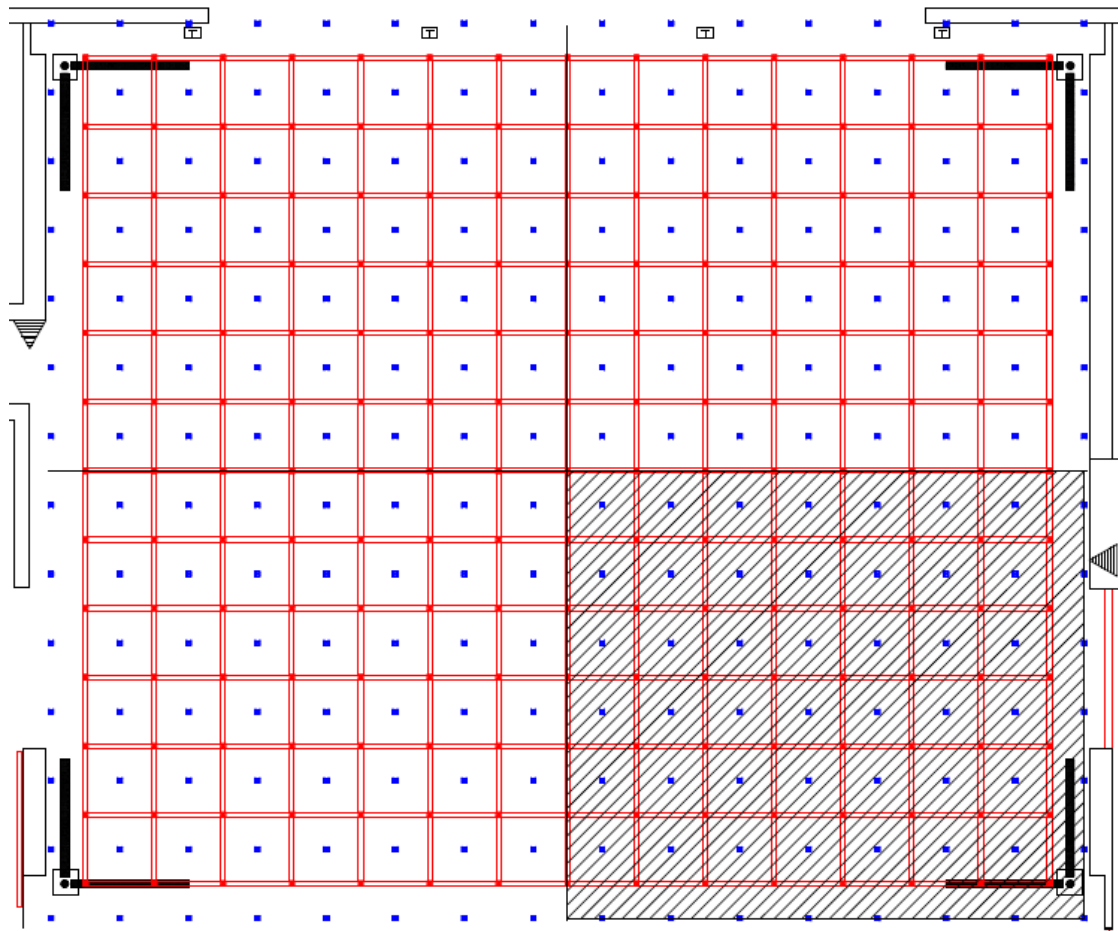


Figure 20 Suspension points in Hall 6

“Rigging section”

Note: This figure shows the bottom part and the joints in the upper part of the 3-dimensional framework. Not all upper joints can be used on account of the roof cladding (see CAD drawing for restrictions).



Hall dimensions

Height: 5.10 m
Length: 27.50 m
Width: 33.50 m

Between the joints

↑↓ : 2.24 m
↔ : 2.24 m

In Hall 6, rigging is allowed from the bottom part and the upper part of the 3-dimensional framework. In order to make maximum use of Hall 6, it has been divided into 4 notional “rigging sections” (see Figure 20). Each section area has a maximum suspension load of 22,500 kg. The weight is to be distributed as follows:







Table 6: Distribution of weight on the members ^{1/2/3/4/5}			
Total rigging load per section	up to 2,500 kg	2,500-5,000 kg	5,000-12,500 kg
 Vertical (upper or lower part)	Max. 300 kg per member.	Max. 300 kg per member.	Max. 250 kg per member.
 Bridling (upper or lower part)	Max. 300 kg per bridle and max. 150 kg vertical load per member.	Max. 250 kg per bridle and max. 125 kg vertical load per member.	Max. 250 kg per bridle and max. 125 kg vertical load per member.
 Snowfall (more than 5 cm)	No restriction.	No restriction.	Max. 150 kg per member. Max. 150 kg per bridle and max. 75 kg vertical load per member.
¹ A member forms part of the upper or lower part between two joints. ² The maximum load may be distributed between one or more suspension points. ³ Suspension is not allowed around the lighting fixtures under the members (see CAD drawing). ⁴ If a member in the upper part and an adjacent member in the lower part are used at the same time, the maximum permissible weight for these members will be halved. ⁵ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint.			

Table 7: Distribution of weight on joints ^{1/2/3/4}			
Total rigging load per section	up to 2,500 kg	2,500-5,000 kg	5,000-12,500 kg
 Vertical (upper or lower part)	Max. 600 kg per joint.	Max. 500 kg per joint.	Max. 300 kg per joint.
 Bridling (bridles) upper or lower part	Max. 1,200 kg per bridle and max. 600 kg vertical load per joint.	Max. 1,000 kg per bridle and max. 500 kg vertical load per joint.	Max. 600 kg per bridle and max. 300 kg vertical load per joint.
 Snowfall (more than 5 cm)	No restriction.	No restriction.	Max. 150 kg per joint. Max. 300 kg per bridle and max. 150 kg vertical load per joint.
¹ Suspension is not allowed around the lighting fixtures under the joints (see CAD drawing). ² If a joint in the upper part and an adjacent joint in the lower part are used at the same time, the maximum permissible weight for these joints will be halved. ³ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁴ There are rules which apply to suspension from the joints (see Appendix II).			

Requirements for attachment to the roof construction:



Through the centre of the joint. Between lower cross truss and cross diagonals.

Note:

For bridles, attach in the direction of the lifting point.



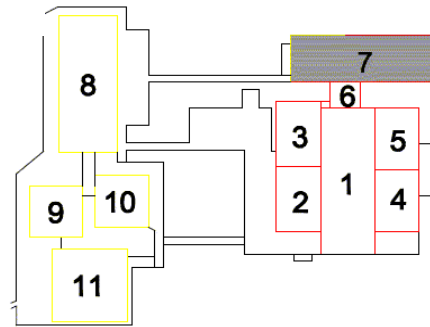
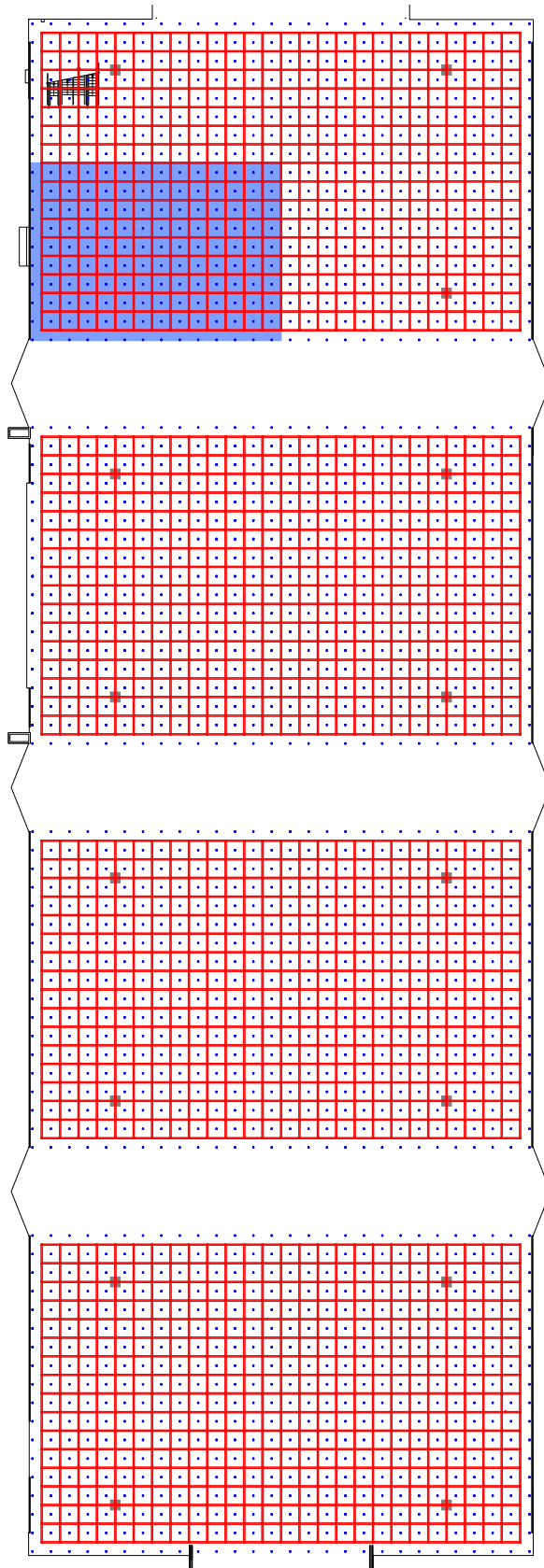
Through the centre of the joint. Between upper cross truss and cross diagonals.

Note:

Only possible where the roof cladding does not obstruct the steel sling (see CAD drawing).

17

HALL 7

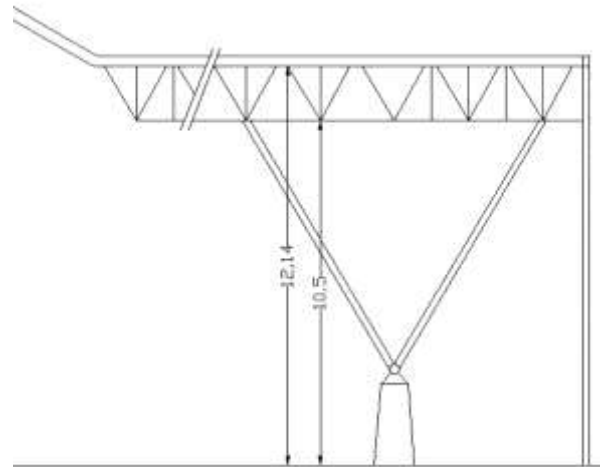


Height of suspension points

Height: 10.40 m

Between the joints

↑↓ : 2.24 m
↔ : 2.24 m



Note: This figure shows the bottom part and the joints in the upper part of the 3-dimensional framework. Not all upper joints can be used on account of the roof cladding (see CAD drawing for restrictions).

Figure 21: Suspension points in Hall 7

In Hall 7, rigging is allowed from the bottom part and the upper part of the 3-dimensional framework. In order to make maximum use of Hall 7, it has been divided into 16 notional “rigging sections” (see Figure 21). Each section area has a maximum suspension load of 25,000 kg. The weight is to be distributed as follows:







Table 8: Distribution of weight on the members ^{1/2/3/4/5}			
Total rigging load per section	up to 6,250 kg	6,250-12,500 kg	12,500-25,000 kg
 Vertical (upper or lower part)	Max. 300 kg per member.	Max. 300 kg per member.	Max. 250 kg per member.
 Bridling (upper or lower part)	Max. 300 kg per bridle and max. 150 kg vertical load per member.	Max. 250 kg per bridle and max. 125 kg vertical load per member.	Max. 250 kg per bridle and max. 125 kg vertical load per member.
 Snowfall (more than 5 cm)	No restriction.	No restriction.	Max. 150 kg per joint. Max. 150 kg per bridle and max. 75 kg vertical load per member.
¹ A member forms part of the upper or lower part between two joints. ² The maximum load may be distributed between one or more suspension points. ³ Suspension is not allowed around the lighting fixtures under the members (see CAD drawing). ⁴ If a member in the upper part and an adjacent member in the lower part are used at the same time, the maximum permissible weight for these members will be halved. ⁵ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint.			

Table 9: Distribution of weight on joints ^{1/2/3/4}			
Total rigging load per section	up to 6,250 kg	6,250-12,500 kg	12,500-25,000 kg
 Vertical (upper or lower part)	Max. 600 kg per joint.	Max. 500 kg per joint.	Max. 300 kg per joint.
 Bridling (bridles) upper or lower part)	Max. 1,200 kg per bridle and max. 600 kg vertical load per joint.	Max. Max. 1,000 kg per bridle and max. 500 kg vertical load per joint. max. 500 kg vertical load per joint.	Max. 600 kg per bridle and max. 300 kg vertical load per joint.
 Snowfall (more than 5 cm)	No restriction.	No restriction.	Max. 150 kg per joint. Max. 300 kg per bridle and max. 150 kg vertical load per joint.
¹ Suspension is not allowed around the lighting fixtures under the joints (see CAD drawing). ² If a joint in the upper part and an adjacent joint in the lower part are used at the same time, the maximum permissible weight for these joints will be halved. ³ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁴ There are rules which apply to suspension from the joints (see appendix II).			

Requirements for attachment to the roof construction:



Through the centre of the joint. Between lower cross truss and cross diagonals.

Note:

For bridles, attach in the direction of the lifting point.



Through the centre of the joint. Between lower cross truss and cross diagonals.

Note:

Only possible where the roof cladding does not obstruct the steel sling (see CAD drawing).

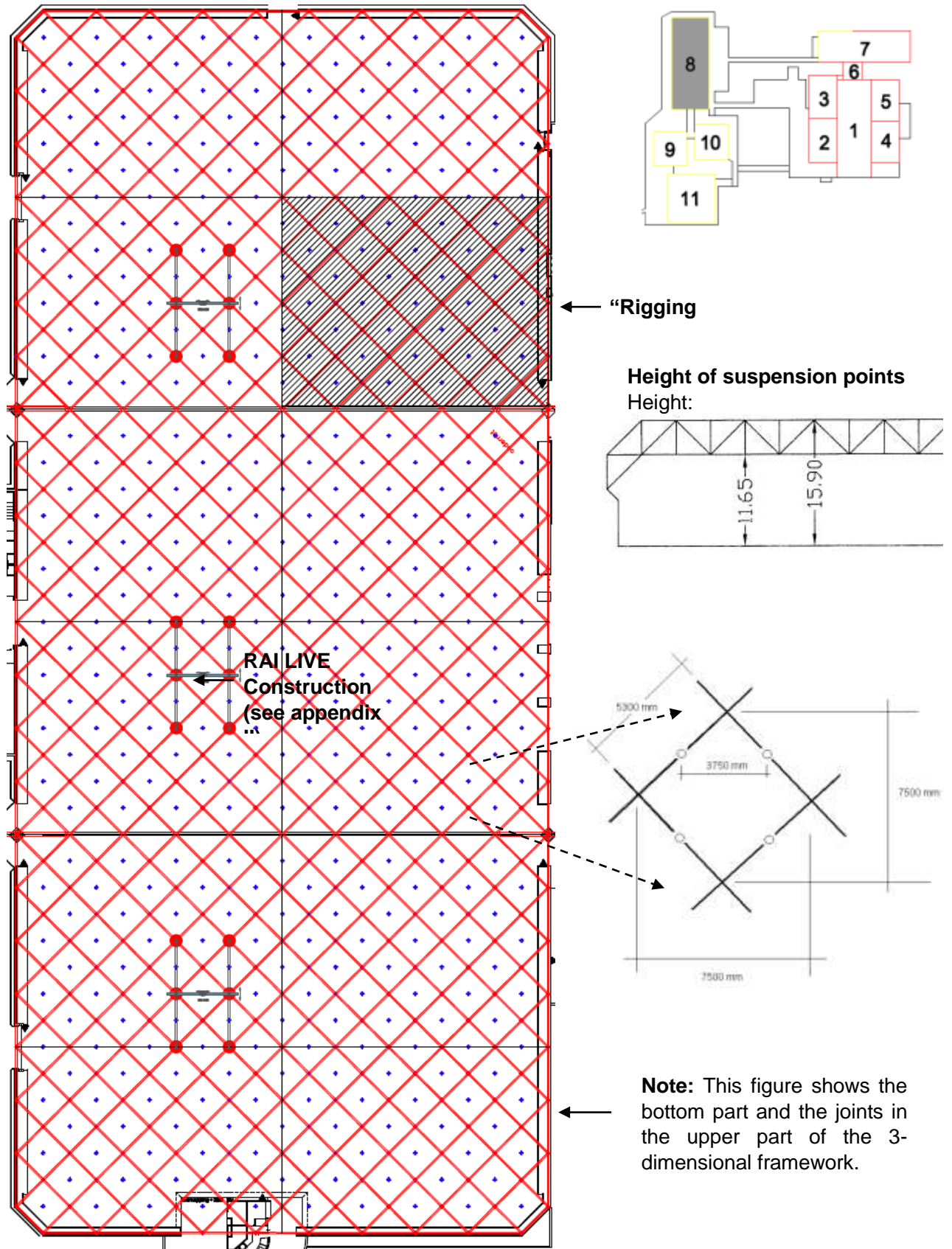


Figure 22: Suspension points in Hall 8

In Hall 8, rigging is allowed from the bottom part and the upper part of the 3-dimensional framework. In order to make maximum use of Hall 8, it has been divided into 12 notional “rigging sections” (see Figure 22). Each section area has a maximum suspension load of 22,500 kg. The weight is to be distributed as follows: The weight is to be distributed as follows:







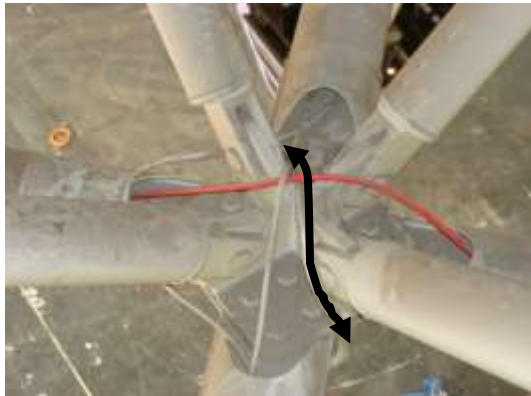
Table 10: Distribution of weight on the members ^{1/2/3/4/5/6}		
Total rigging load per section	up to 10,000 kg	10,000-22,500 kg
 Vertical (upper and lower part)	Max. 500 kg per member.	Max. 500 kg per member.
 Bridling (upper or lower part)	Max. 500 kg per bridle and max. 250 kg vertical load per member.	Max. 400 kg per bridle and max. 200 kg vertical load per member.
 Snowfall (more than 5 cm)	Max. 160 kg per member. Max. 250 kg per bridle and max. 125 kg vertical load per member.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ A member forms part of the upper or lower part between two joints. ² The maximum load may be distributed between one or more suspension points. ³ Suspension is not allowed around the lighting fixtures under the members (see CAD drawing). ⁴ If a member in the upper part and an adjacent member in the lower part are used at the same time, the maximum permissible weight for these members will be halved. ⁵ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁶ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II).		

Table 11: Distribution of weight on joints ^{1/2/3/4/5/6}		
Total rigging load per section	up to 10,000 kg	10,000-22,500 kg
 Vertical (upper and lower part)	Max. 900 kg per joint.	Max. 900 kg per joint.
 Bridling (upper or lower part)	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.
 Snowfall (more than 5 cm)	Max. 450 kg per joint. Max. 900 kg per bridle and max. 450 kg vertical load per joint.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ The maximum load may be distributed between one or more suspension points per member. ² If a joint in the upper part and an adjacent joint in the lower part are used at the same time, the maximum permissible weight for these joints will be halved. ³ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁴ There are rules which apply to suspension from the joints (see next page). ⁵ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II). ⁶ Rigging is not permitted from the eyes under the joints.		

Requirements for attachment to the roof construction:



Through the centre of the joint. Between lower cross truss and cross diagonals.

Note:

For bridles, attach in the direction of the lifting point.



Through the centre of the joint. Between lower cross truss and cross diagonals.



Note:

Feed steel sling underneath existing cables

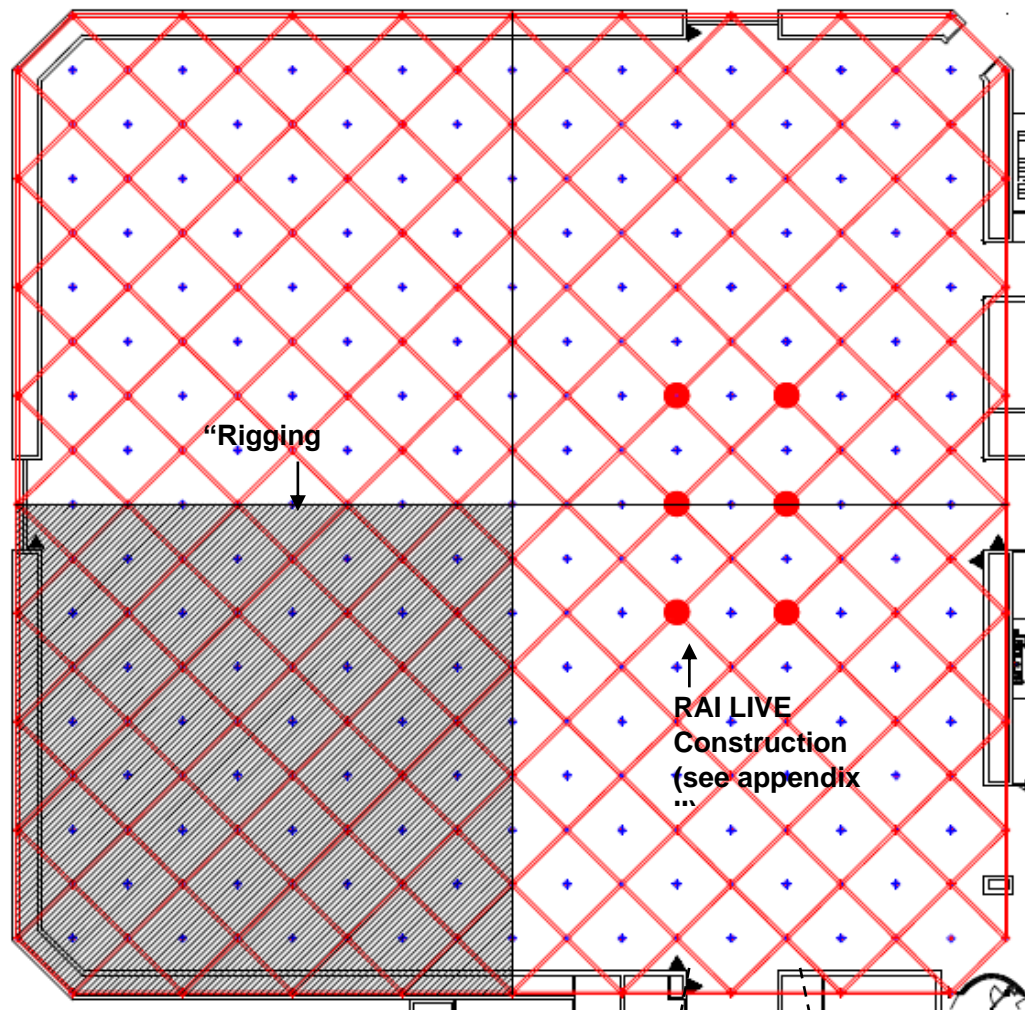
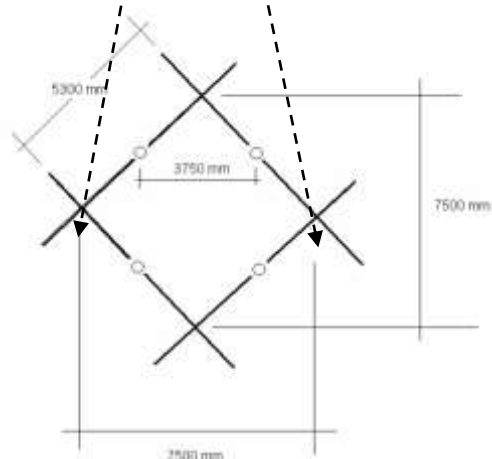
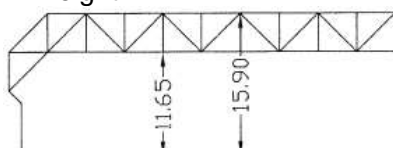


Figure 23: Rigging options in Hall 9



Height of suspension points

Height:



Note: This figure shows the bottom part and the joints in the upper part of the 3-dimensional framework.

In Hall 9, rigging is allowed from the bottom part and the upper part of the 3-dimensional framework. In order to make maximum use of Hall 9, it has been divided into 4 notional “rigging sections” (see Figure 23). Each section area has a maximum suspension load of 22,500 kg. The weight is to be distributed as follows: The weight is to be distributed as follows:







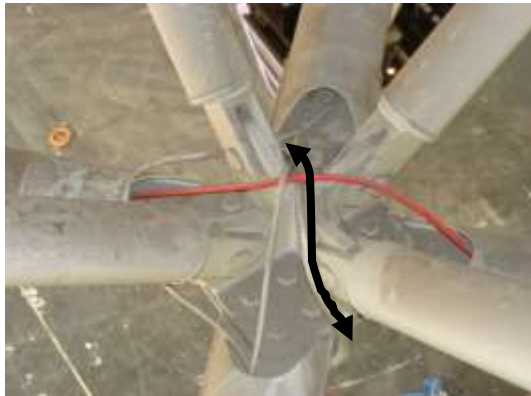
Table 12: Distribution of weight on the members ^{1/2/3/4/5/6}		
Total rigging load per section	up to 10,000 kg	10,000-22,500 kg
 Vertical (upper and lower part)	Max. 500 kg per member.	Max. 500 kg per member.
 Bridling (upper or lower part)	Max. 500 kg per bridle and max. 250 kg vertical load per member.	Max. 400 kg per bridle and max. 200 kg vertical load per member.
 Snowfall (more than 5 cm)	Max. 160 kg per member. Max. 250 kg per bridle and max. 125 kg vertical load per member.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ A member forms part of the upper or lower part between two joints. ² The maximum load may be distributed between one or more suspension points. ³ Suspension is not allowed around the lighting fixtures under the members (see CAD drawing). ⁴ If a member in the upper part and an adjacent member in the lower part are used at the same time, the maximum permissible weight for these members will be halved. ⁵ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁶ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II).		

Table 13: Distribution of weight on joints ^{1/2/3/4/5/6}		
Total rigging load per section	up to 10,000 kg	10,000-22,500 kg
 Vertical (upper and lower part)	Max. 900 kg per joint.	Max. 900 kg per joint.
 Bridling (upper or lower part)	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.
 Snowfall (more than 5 cm)	Max. 450 kg per joint. Max. 900 kg per bridle and max. 450 kg vertical load per joint.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ The maximum load may be distributed between one or more suspension points per member. ² If a joint in the upper part and an adjacent joint in the lower part are used at the same time, the maximum permissible weight for these joints will be halved. ³ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁴ There are rules which apply to suspension from the joints (see next page). ⁵ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II). ⁶ Rigging is not permitted from the eyes under the joints.		

Requirements for attachment to the roof construction:



Through the centre of the joint. Between lower cross truss and cross diagonals.

Note:

For bridles, attach in the direction of the lifting point.



Through the centre of the joint. Between lower cross truss and cross diagonals.



Note:

Feed steel sling underneath existing cables

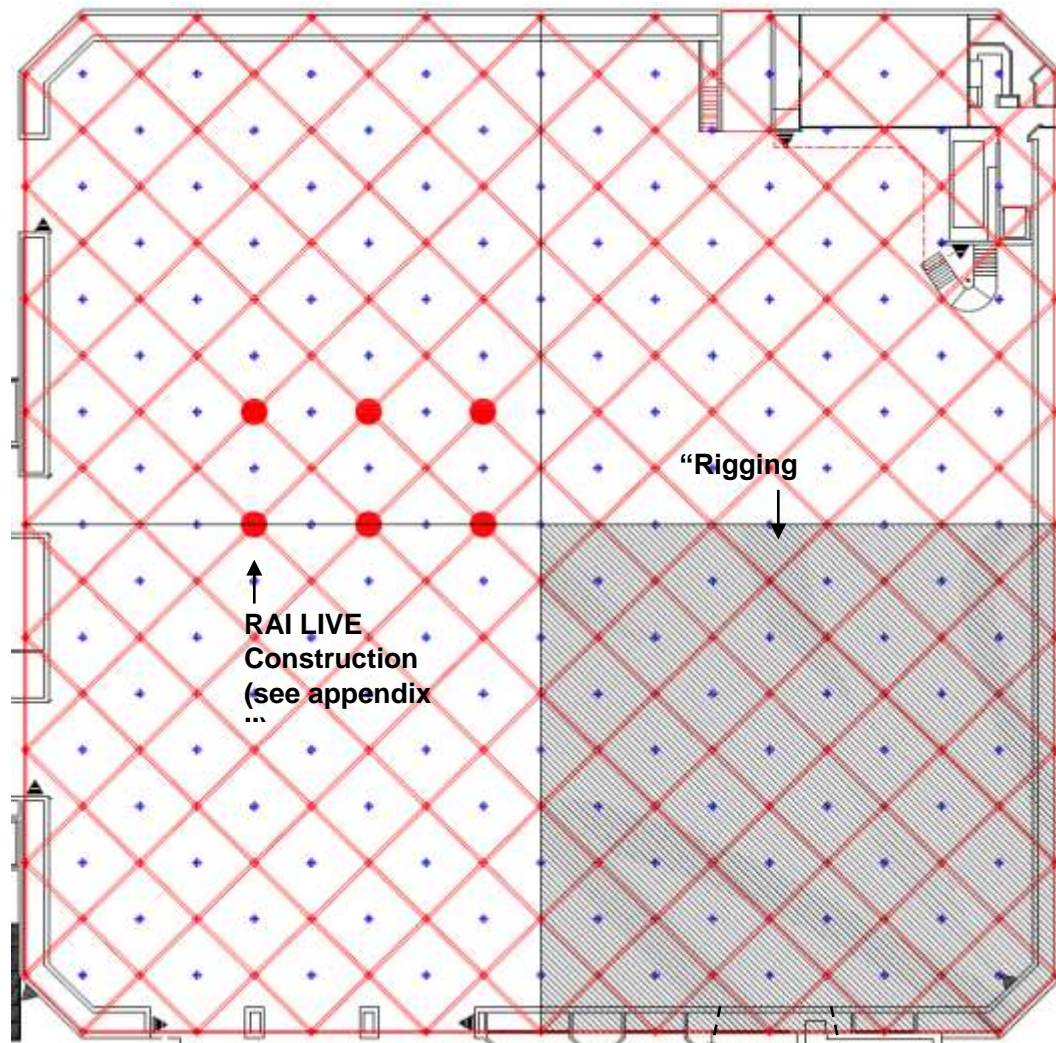
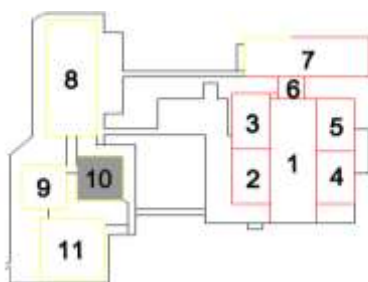
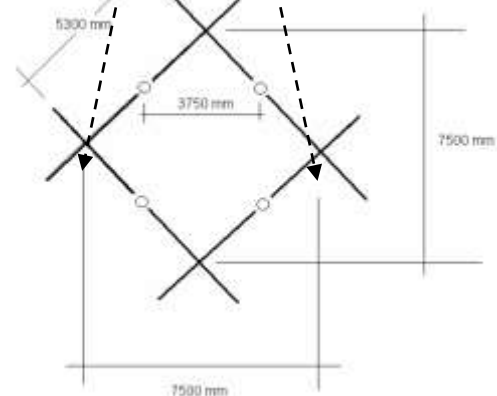
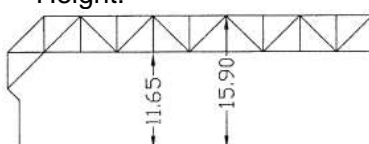


Figure 24: Rigging options in Hall 10



Height of suspension points

Height:



Note: This figure shows the bottom part and the joints in the upper part of the 3-dimensional framework.

In Hall 10, rigging is allowed from the bottom part and the upper part of the 3-dimensional framework. In order to make maximum use of Hall 10, it has been divided into 4 notional “rigging sections” (see Figure 24). Each section area has a maximum suspension load of 22,500 kg. The weight is to be distributed as follows: The weight is to be distributed as follows:







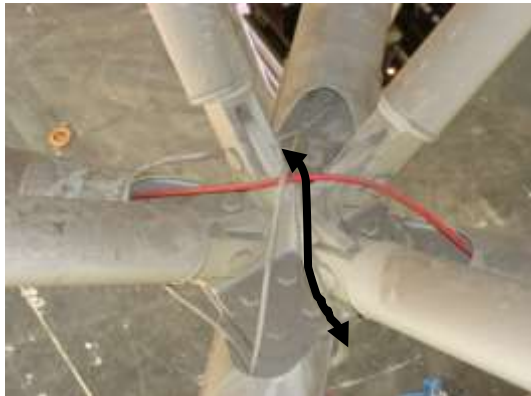
Table 14: Distribution of weight on the members ^{1 / 2 / 3 / 4 / 5 / 6}		
Total rigging load per section	up to 10,000 kg	10,000-22,500 kg
 Vertical (upper and lower part)	Max. 500 kg per member.	Max. 500 kg per member.
 Bridling (upper or lower part)	Max. 500 kg per bridle and max. 250 kg vertical load per member.	Max. 400 kg per bridle and max. 200 kg vertical load per member.
 Snowfall (more than 5 cm)	Max. 160 kg per member. Max. 250 kg per bridle and max. 125 kg vertical load per member.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ A member forms part of the upper or lower part between two joints. ² The maximum load may be distributed between one or more suspension points. ³ Suspension is not allowed around the lighting fixtures under the members (see CAD drawing). ⁴ If a member in the upper part and an adjacent member in the lower part are used at the same time, the maximum permissible weight for these members will be halved. ⁵ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁶ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II).		

Table 15: Distribution of weight on joints ^{1 / 2 / 3 / 4 / 5 / 6}		
Total rigging load per section	up to 10,000 kg	10,000-22,500 kg
 Vertical (upper and lower part)	Max. 900 kg per joint.	Max. 900 kg per joint.
 Bridling (upper or lower part)	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.
 Snowfall (more than 5 cm)	Max. 450 kg per joint. Max. 900 kg per bridle and max. 450 kg vertical load per joint.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ The maximum load may be distributed between one or more suspension points per member. ² If a joint in the upper part and an adjacent joint in the lower part are used at the same time, the maximum permissible weight for these joints will be halved. ³ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁴ There are rules which apply to suspension from the joints (see next page). ⁵ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II). ⁶ Rigging is not permitted from the eyes under the joints.		

Requirements for attachment to the roof construction:



Through the centre of the joint. Between lower cross truss and cross diagonals.

Note:

For bridles, attach in the direction of the lifting point.



Through the centre of the joint. Between lower cross truss and cross diagonals.



Note:

Feed steel sling underneath existing cables

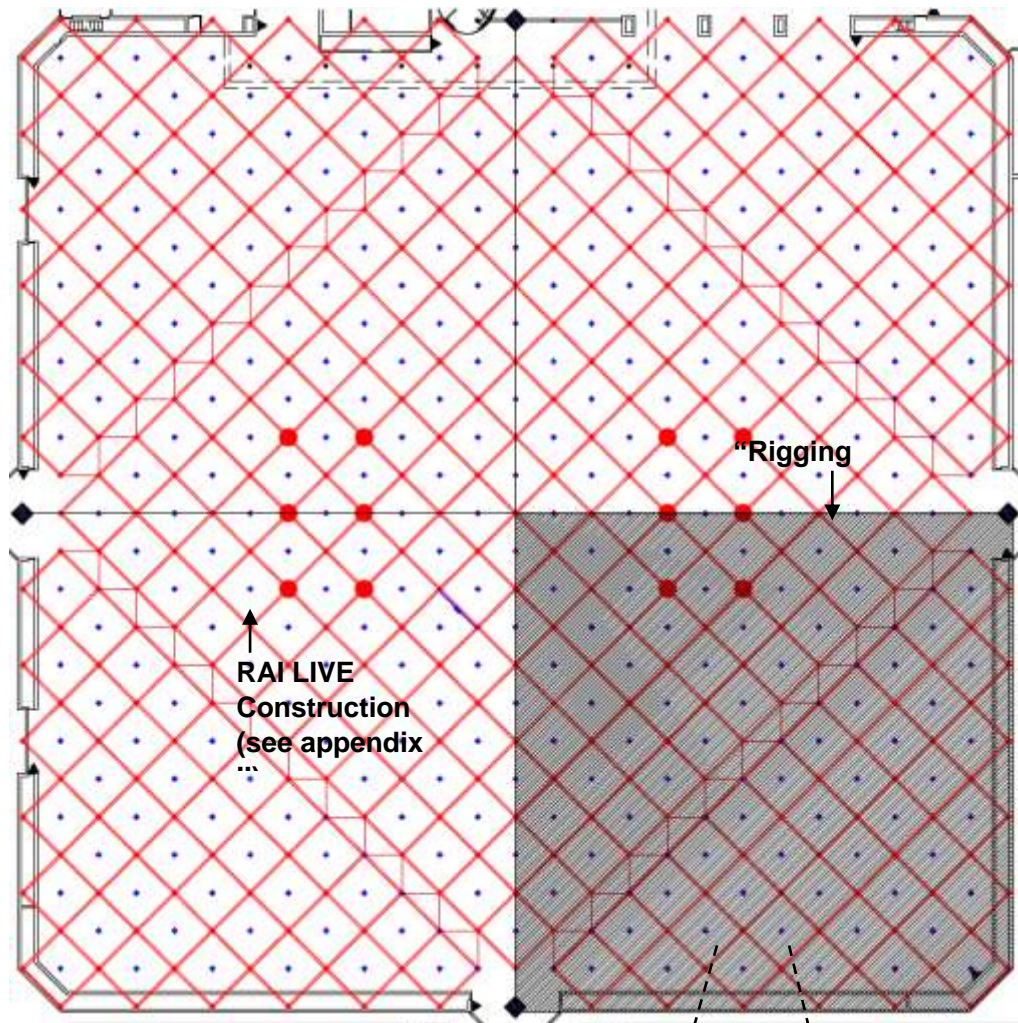
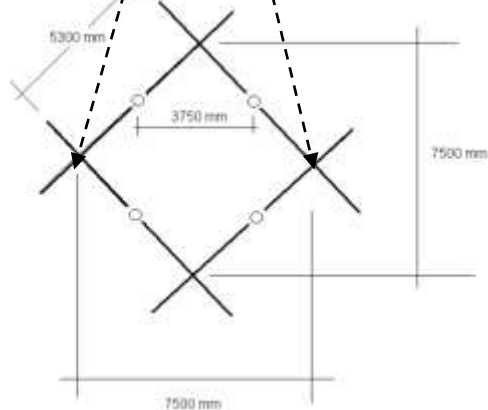
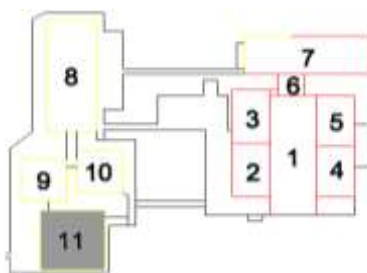
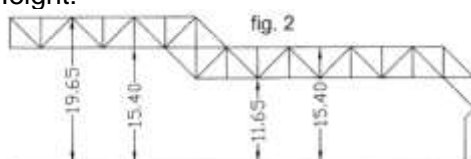


Figure 25: Rigging options in Hall 11



Height of suspension points

Height:



Note: This figure shows the bottom part and the joints in the upper part of the 3-dimensional framework.

In Hall 11 rigging is allowed from the bottom part and the upper part of the 3-dimensional framework. In order to make maximum use of Hall 11, it has been divided into 4 notional “rigging sections” (see Figure 25). Each section area has a maximum suspension load of 22,500 kg. The weight is to be distributed as follows:







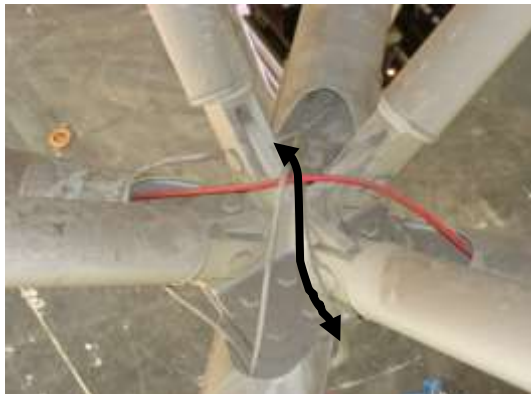
Table 16: Distribution of weight on the members ^{1/2/3/4/5/6}		
Total rigging load per section	up to 22,500 kg	22,500-50,000 kg
 Vertical (upper and lower part)	Max. 500 kg per member.	Max. 500 kg per member.
 Bridling (upper or lower part)	Max. 500 kg per bridle and max. 250 kg vertical load per member.	Max. 400 kg per bridle and max. 200 kg vertical load per member.
 Snowfall (more than 5 cm)	Max. 160 kg per member. Max. 250 kg per bridle and max. 125 kg vertical load per member.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ A member forms part of the upper or lower part between two joints. ² The maximum load may be distributed between one or more suspension points. ³ Suspension is not allowed around the lighting fixtures under the members (see CAD drawing). ⁴ If a member in the upper part and an adjacent member in the lower part are used at the same time, the maximum permissible weight for these members will be halved. ⁵ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁶ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II).		

Table 17: Distribution of weight on joints ^{1/2/3/4/5/6}		
Total rigging load per section	up to 22,500 kg	22,500-50,000 kg
 Vertical (upper and lower part)	Max. 900 kg per joint.	Max. 900 kg per joint.
 Bridling (upper or lower part)	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.	Max. 1,800 kg per bridle and max. 900 kg vertical load per joint.
 Snowfall (more than 5 cm)	Max. 450 kg per joint. Max. 900 kg per bridle and max. 450 kg vertical load per joint.	More than 10,000 kg per area not possible. See requirements under 10,000 kg.
¹ The maximum load may be distributed between one or more suspension points per member. ² If a joint in the upper part and an adjacent joint in the lower part are used at the same time, the maximum permissible weight for these joints will be halved. ³ If a member and an adjacent joint are loaded, the load on the member must be added to the load on the joint. The total weight must never exceed the maximum load for the joint. ⁴ There are rules which apply to suspension from the joints (see next page). ⁵ If the RAI LIVE screens are suspended in their construction, restrictions apply (see Appendix II). ⁶ Rigging is not permitted from the eyes under the joints.		

Requirements for attachment to the roof construction:



Through the centre of the joint. Between lower cross truss and cross diagonals.

Note: For bridles, attach in the direction of the lifting point.



Through the centre of the joint. Between lower cross truss and cross diagonals.



Note: Feed steel sling underneath existing cables

22 AUDITORIUM LOUNGE & ONYX LOUNGE

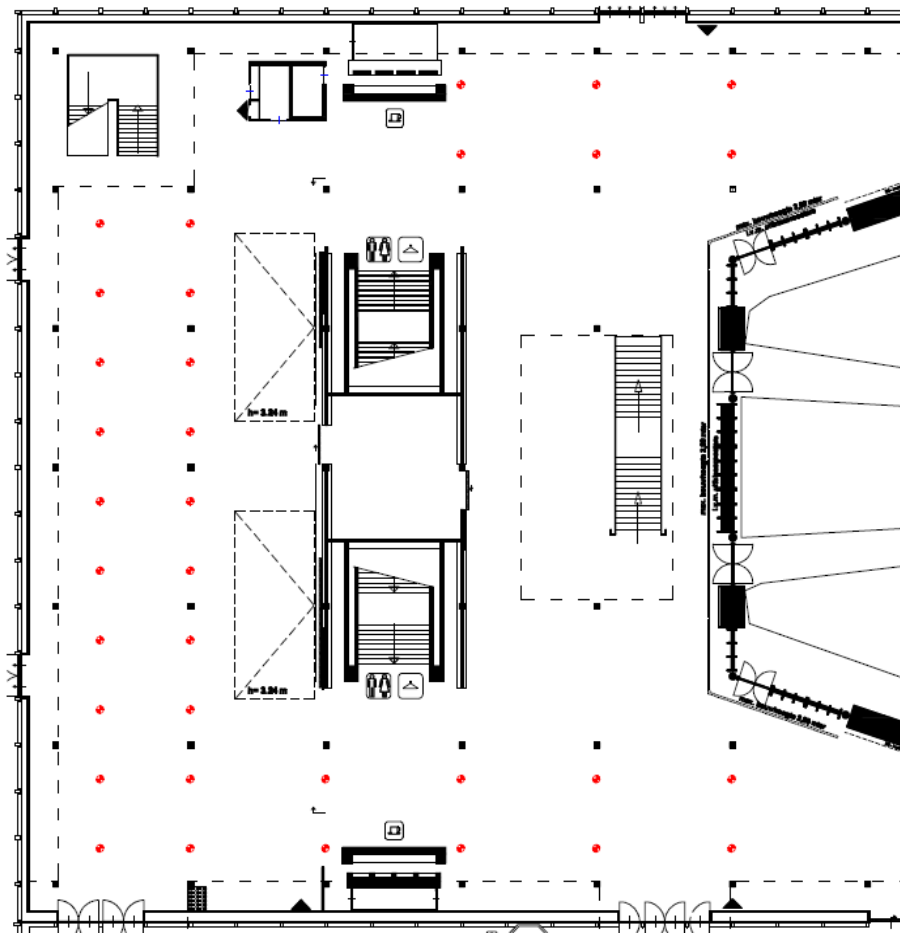


Figure 26: Auditorium Lounge & Onyx Lounge suspension points



Height of suspension points

Height: 3.74 m

Between the suspension points

↔ : 7.50 m
↑↓ : 3.75 m

Thread of suspension eyes

M12

In the Auditorium Lounge & Onyx Lounge vertical rigging is permitted from eyes in the ceiling. There are a total of 34 possible suspension points (see Figure 26).



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from eyes in the ceiling.
- ❖ The maximum load per eye is 150 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ No restrictions in case of snowfall.

Requirements for attachment to the roof construction:



Note:

Before carrying out rigging, (CE and WLL) certified eye bolts must be fitted. The thread of the eye bolts is M12.

23 UPPER LOUNGE & EMERALD LOUNGE

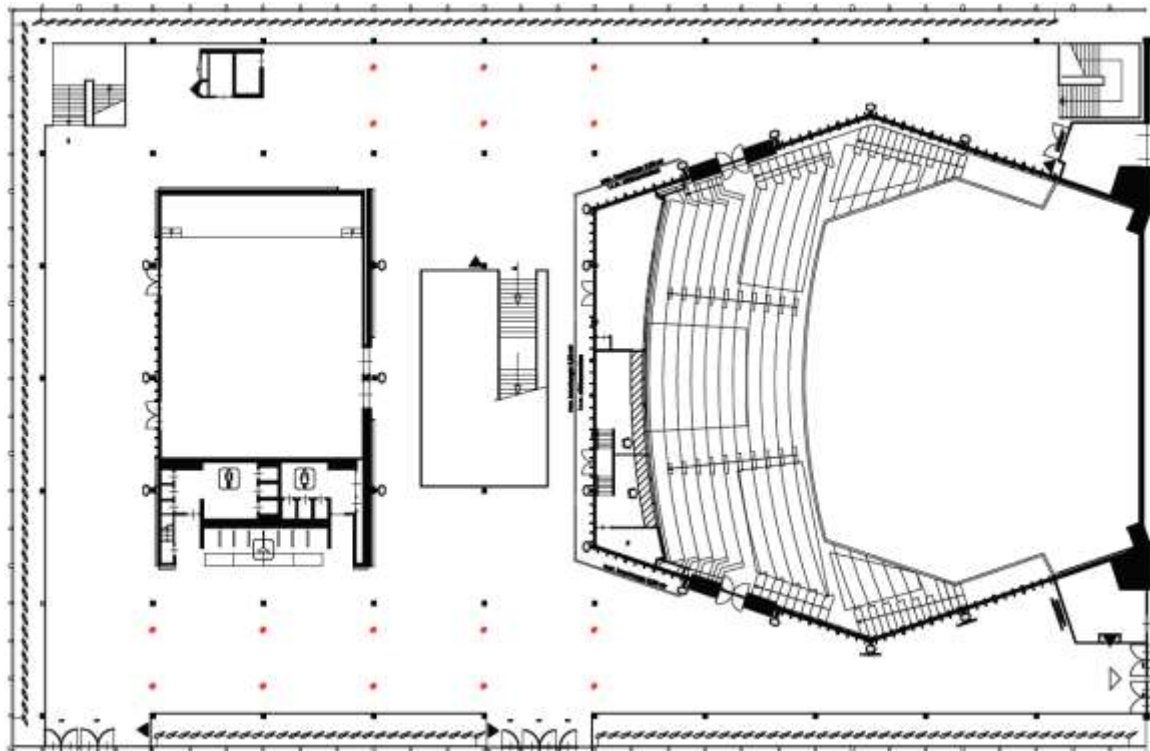


Figure 27: Upper Lounge & Emerald Lounge suspension points



Height of suspension points

Height: 3.74 m

Between the suspension points

↔ : 7.50 m

↕ : 3.75 m

Thread of suspension eyes

M12

In the Upper Lounge & Emerald Lounge vertical rigging is allowed from eyes in the ceiling. There are a total of 16 possible suspension points (see Figure 27).



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from eyes in the ceiling.
- ❖ The maximum load per eye is 150 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

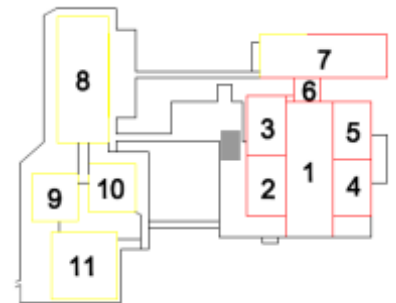
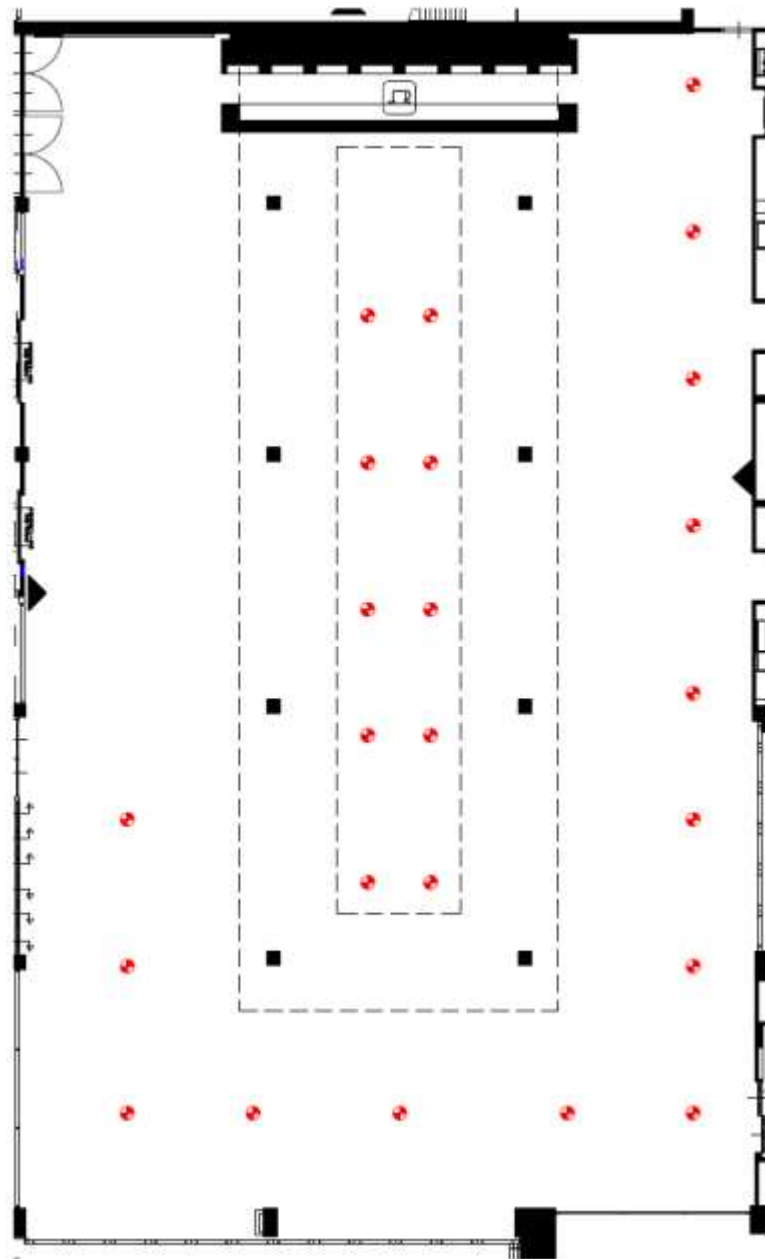
- ❖ No restrictions in case of snowfall.

Requirements for attachment to the roof construction:



Note:

Before carrying out rigging, (CE and WLL) certified eye bolts must be fitted. The thread of the eye bolts is M12.



Height of suspension points

Height: 3.50 m

Thread of suspension eyes

M12

Figure 28: Suspension points in the Diamond Lounge

In the Diamond Lounge, vertical rigging is allowed from eyes in the ceiling. There are a total of 24 suspension points in the Diamond Lounge (see Figure 28).



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from eyes in the ceiling.
- ❖ The maximum load per eye is 150 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ Not applicable.

Requirements for attachment to the roof construction:



Note:

Before carrying out rigging, (CE and WLL) certified eye bolts must be fitted. The thread of the eye bolts is M12.

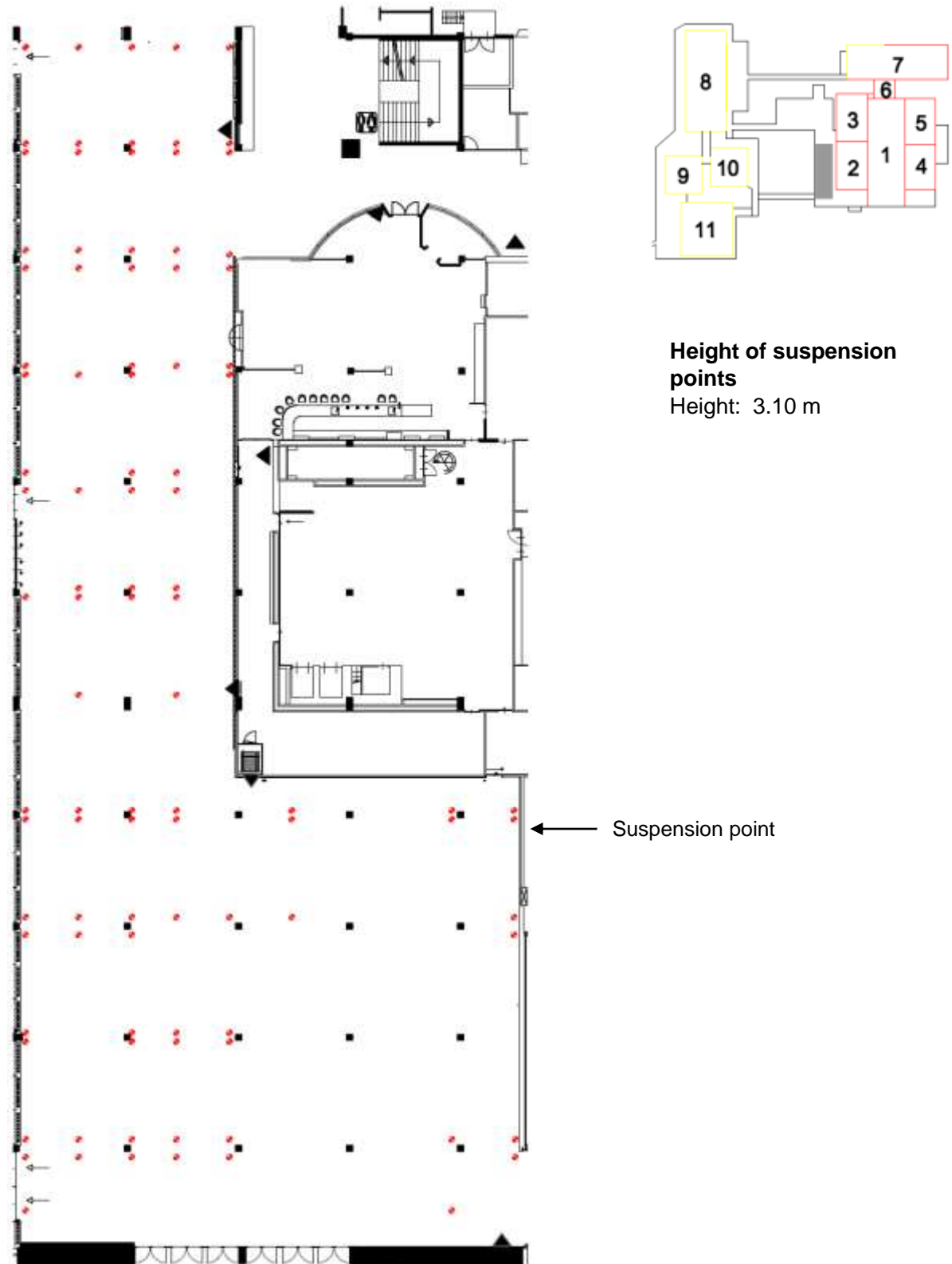


Figure 29: Rigging options in Europe Foyer 1 & 2

In Europe Foyer 1 & 2 vertical rigging is allowed from eyes in the ceiling. There are a total of 96 possible suspension points (see Figure 29). The fitting of own lifting eyes is not permitted.



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from the eyes in the ceiling.
- ❖ The maximum load per eye is 125 kg.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ No restrictions in case of snowfall.

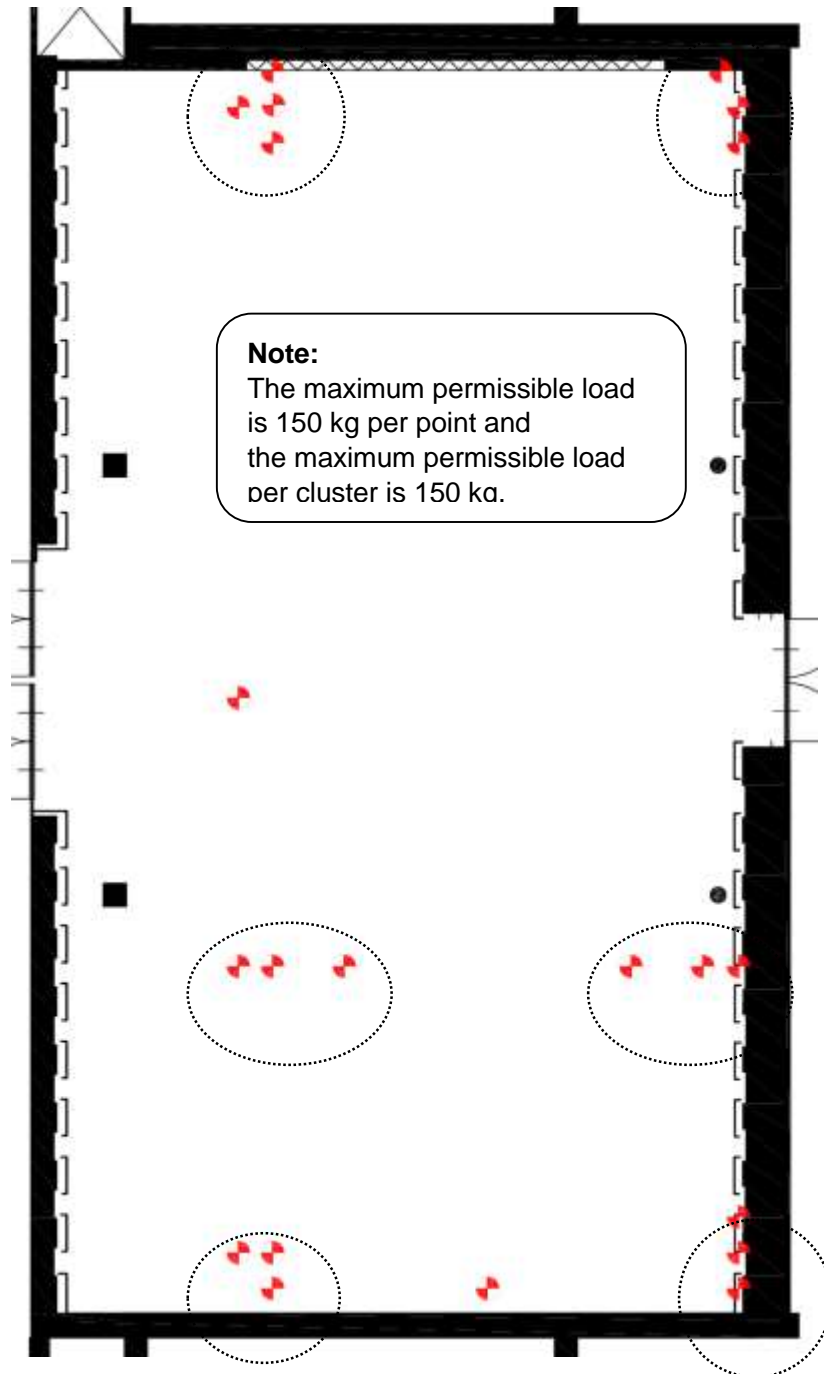
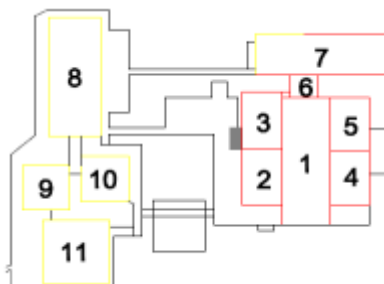


Figure 2: Suspension points in G102



In Room G102 there are 21 suspension points. The suspension points are to be used as follows:



Vertical rigging (Straights)

- ❖ Vertical rigging is allowed from eyes in the ceiling.
- ❖ The maximum load per eye is 150 kg.
- ❖ The maximum load per cluster is 150 kg, to be distributed between the suspension points in the cluster.



Bridling (Bridles)

- ❖ Bridling is not allowed.



Snow

- ❖ No restrictions in case of snowfall.

Requirements for attachment to the roof construction:



Note:

Before carrying out rigging, (CE and WLL) certified eye bolts must be fitted. The thread of the eye bolts is M12.

APPENDIX I: REQUIREMENTS FOR THE RIGGING PLAN

The table below shows the format for the rigging plan to be submitted to the RAI. Send the rigging plan to the Account Manager at the RAI Amsterdam. Incomplete rigging plans will not be assessed and therefore will not be approved. The RAI can provide an example of an acceptable rigging plan on request.

Section of rigging plan	Requirements per section	By whom
1. Lifting point plan (submit as dwg plus copy as pdf)	Entered on CAD drawing from the RAI Amsterdam ¹ : <ul style="list-style-type: none"> a. The objects to be lifted. b. Lifting equipment (trusses, auxiliary trusses, hoists and suchlike). c. The locations of the lifting points with reference number (corresponding to Excel sheet points 2, 3 & 4). d. F vertical per lifting point. e. F vertical per application locations of the bridles. 	Responsible rigging company
2. Calculated weight of the loads (submit as Excel sheet)	Entered in the RAI Amsterdam rigging calculations format <ul style="list-style-type: none"> a. Reference number per lifting point; b. Product name, type and weight of all objects that belong to the hoisted load (incl. hoisting elements); c. Total weight per lifting point/application location 	Responsible rigging company
3. Calculation of weight of bridles loads (submit as Excel sheet)	Entered in the RAI Amsterdam rigging calculations format <ul style="list-style-type: none"> a. Reference number per lifting point b. Product name, type and weight of all objects that belong to the hoisted load (incl. hoisting elements); c. Calculated vertical forces on the lifting points/application locations. d. The bridle angle 	Responsible rigging company
3. Total weight of several suspension points on a truss part (submit as Excel sheet)	Entered in the RAI Amsterdam rigging calculations format <ul style="list-style-type: none"> a. If a number of forces apply at a point on the truss / suspension point, the sum of the weights of these points must be shown in the final column of the Excel sheet 	Responsible rigging company
¹ Each part of the building from this rigging manual has its own CAD drawing on which the possible suspension points are indicated.		

APPENDIX II: RAI LIVE RESTRICTIONS HALLS 8 TO 11 INCLUSIVE

In Halls 8 to 11 inclusive, there is a suspended construction to which RAI LIVE information screens can be attached. If the screens are suspended in the construction, the following rigging restrictions apply:

In the area marked by the dotted lines in Figure 34, the maximum permissible weights for Halls 8 to 11 inclusive must be halved.

Note: No restrictions apply if the screens are not suspended in the construction and the trolley beam is located between four suspension points (this location is indicated with a black arrow).

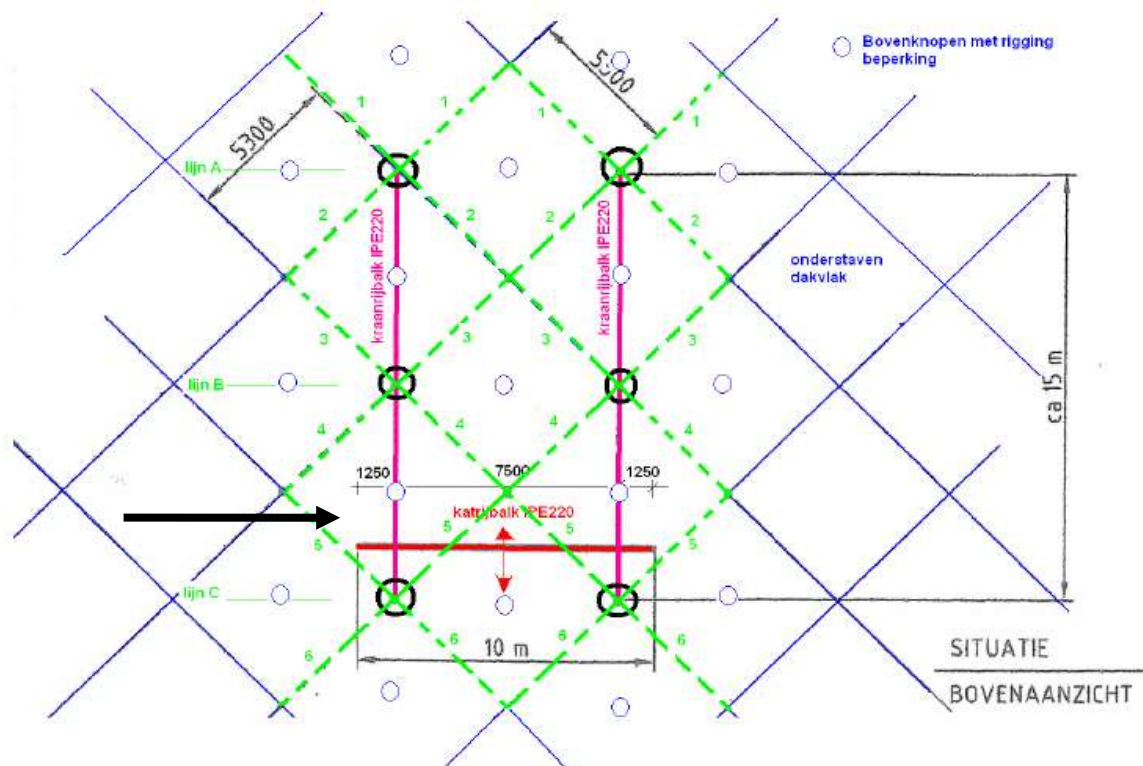


Figure 31: Area with rigging restriction around RAI LIVE construction

Safe Working Practices Manual

revision 2015



Introduction

Each year RAI Amsterdam hosts some 600 exhibitions, trade shows, conferences and other events. This means that the RAI Amsterdam Convention Centre is one of Europe's busiest conference and exhibition venues. As such, it attracts a huge variety of Dutch and foreign visitors, delegates and exhibitors, as well as a constant stream of equipment and exhibits.

Needless to say, the setup and breakdown of all these events that take place in quick succession pose real logistical problems. Nonetheless, all safety regulations must also be complied with in these periods in order to avoid accidents and other incidents. Together with organisers, exhibitors and RAI staff, stand-builders and suppliers must be able to find their way around in this complex working environment during these periods.

RAI Amsterdam complies with Dutch legislation and regulations and discharges its obligations by providing clear and adequate rules that can be understood and implemented by everyone. In this way we create a 'safe and hospitable RAI' and ensure that the interests of each individual in being able to work in a safe and responsible environment are observed. In addition, RAI Amsterdam responds to the changing perceptions of safety.

Safe Working Practices Manual

We are working on a safe and hospitable RAI in which we wish to improve safety and enhance safety awareness. The Safe Working Practices Manual applies to everyone who has reason to be in or near the RAI complex.

The manual is a 'living' document; in other words a document that will be periodically upgraded.

Amsterdam, 8 July 2014

Jan van den Bosch
Director, Convention Centre
Production & Facilities
RAI Amsterdam

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Manager, Quality, Safety, Health &
Environment
RAI Amsterdam

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1 GENERAL INFORMATION



1.1 General

This manual forms part of the Rules & Regulations (*Accommodatiereglement*). The Rules & Regulations provide a complete and correct overview of the preconditions for participating in or organising an event at RAI Amsterdam in a safe, accurate and legal way, and can be requested via <http://www.rai.nl/accomodatiereglement>.

The employer has a statutory duty to provide good working conditions for its staff. Employees and third parties are in turn obliged to exercise due care and caution in order to avoid health and safety risks. While performing work, employees, freelancers, standholders or visitors should use personal protective equipment in the correct manner (see chapter 4).

a) Compulsory identification and age

Under the Compulsory Identification Act (2005) everyone in the Netherlands aged 14 years and over must carry valid proof of identity at all times and must, on request, produce this to a competent authority. In the Convention Centre too, everyone must be able to show his or her proof of identity on request.

For Dutch nationals the following documents are valid proof of identity:

- Dutch passport, Dutch identity card or Dutch driving licence

For non-Dutch nationals, the following documents are valid proof of identity:

- a residence permit issued by the Aliens Department (*Vreemdelingendienst*)
- a non-Dutch passport in which the issuing of a residence permit has been noted by the Aliens Department
- an identity card of an EU country;
- a refugee or aliens passport.

If a person refuses to produce evidence of identity on request, he or she may be requested to leave the Convention Centre and, if necessary, forcibly removed. Persons under the age of **16 years** may not be allowed into the Convention Centre during the setup or breakdown of exhibitions, conferences and other events (even during holidays and holiday periods). Young employees who have not yet reached the age of 18 years and interns/trainees may carry out work only if this poses no danger to their health or the environment. If it may pose a danger to health or the environment, expert supervision must be present while the work is being carried out.

b) Safety codes

Every employer is responsible for the working conditions of its employees and also for the safety of other persons in the immediate proximity of employees in the course of their work. This means that employees should comply with all applicable regulations, directions, instructions and procedures connected with safety in the broadest sense. In addition, they should draw the attention of persons in their immediate proximity to the importance of complying with regulations, directions, instructions and procedures.

A theft, accident or other emergency should be reported immediately to the emergency number (020 549 1234) of the Convention Centre (chapter 9.1).

It is strictly prohibited to bring weapons into and/or bear weapons in or near the Convention Centre (without authorisation).

During the exhibition setup and breakdown periods, employees and people who happen to be in the building are **strongly advised** not to walk through the exhibition halls, meeting rooms and lounge areas where the work is being carried out.

c) Work activities

All work activities should be carried out with care and caution and without haste in order to minimise the chance of an unsafe situation occurring.

- Pressure of work can be reduced by having a clear plan of work, taking sufficient breaks and ensuring that responsibilities are clearly assigned. To prevent injuries, workers should preferably not wear rings, piercings, watches, bracelets or necklaces during work. Jewellery and loose clothing may any event not be worn when working with revolving parts.
- Proper preparations should be made before work is started. Unsafe situations are more likely to arise if no preparations or poor preparations are made. Unsafe situations should be reported immediately to the Event Manager of RAI Amsterdam (referred to below as the Event Manager) who is on duty. See also chapter 9.1.
- If there is uncertainty about certain work, the duty Event Manager should be contacted.
- When operating machinery, and during hoisting activities and catering work workers with long hair should wear it in a ponytail or hair net.
- Equipment and tools may be used only for the purpose for which they are intended and whose operation is known.

d) Access policy

During setup and breakdown periods the Convention Centre is accessible only with a valid admission badge. With the exception of couriers' services (for which special courier and supplier badges are made available) any person present in the exhibition halls during the setup and breakdown of events should register online for the exhibition/event concerned. Stand-builders and suppliers are urgently requested to register in advance in order to ensure rapid access on arrival at the Convention Centre.

Here are the links related to the access policy during setup and breakdown:

https://portal.rai.nl/ES_webshop_bestanden/veiligheid/veiligwerkenNL.html

https://portal.rai.nl/ES_webshop_bestanden/veiligheid/veiligwerkenEN.html

Registration may also take place at the relevant registration desk in the Convention Centre. A demonstrably valid proof of identity (and, for non-EU residents, also a valid employment permit) must be produced for this purpose.

1.2 Liability

RAI Amsterdam is not liable for any form of damage and/or loss of goods, tools or possessions. Furthermore, RAI Amsterdam is not liable for any bodily injury, unless there has been intent or gross negligence on the part of RAI Amsterdam.

1.3 Duties and responsibilities

Everyone is responsible for his/her own working conditions and those of his/her colleagues and other persons who are in the place of work in the immediate proximity of the employee. The employer is responsible for supervising his or her own employees.

1.4 Licences and permits

Work permits

Application may have to be made for a permit or licence for certain types of activity. This can be requested from the Licences Desk or, in the event of work on the building, from the Building & Technology Department of RAI Amsterdam. For a detailed explanation, reference should be made to the Rules & Regulations.

In the case of rigging activities, a proposal should be made to the RAI Account Manager. For a detailed explanation, reference should be made to the Rigging Manual. This manual is available from your Account Manager at RAI Amsterdam.

Event-specific licenses

Supplying quality is one of the main goals of RAI Amsterdam. To optimise the quality of its hospitality, RAI Amsterdam has introduced a major administrative innovation related to the licensing procedures for events. Thanks to a unique partnership between RAI Amsterdam and the Municipality of Amsterdam, the RAI was the first private company in the Netherlands to be allowed to regulate and enforce various event-related licenses, namely:

- event licenses
- object licenses
- licenses for distributing flyers/samples
- licenses for stand and gallery construction
- licenses for placards and posters
- collection licenses
- declarations of no objection to launching cable balloons
- lottery licenses
- licenses for barrel organs
- licenses for animals at the stand
- licenses for helium balloons (indoor)
- licenses for water objects at the stand

Environmental permit

RAI Amsterdam has an environmental permit. Everyone is obliged to comply with the terms of this permit. Measures should be taken to deal with all activities within and around the Convention Centre that could adversely affect the environment, including surface water pollution and soil contamination.

1.5 Training and information

- Employers are responsible for ensuring that workers are adequately trained.
- Employers must ensure that the employees and third parties who are hired or contracted by them are properly briefed on the work they are to perform and the related risks, as well as on how to prevent or mitigate these risks.

1.6 Rules on smoking

- Smoking is prohibited inside the Convention Centre. This also applies to the underground car parks. Areas where smoking is prohibited are indicated by No Smoking signs (*figure 1*).



Figure 1: No Smoking



Figure 2: Smoking Area

- Smoking is permitted outdoors at the RAI only in the designated areas marked with a Smoking Area sign (*figure 2*). Cigarette butts must be put in the ashtrays provided in these areas.
- Security officers monitor and enforce compliance with these rules on smoking.

1.7 Alcohol and drugs

- Alcoholic beverages, drugs and/or psychedelic substances may not be brought into or consumed in the Convention Centre during work.
- Working in the Convention Centre while under the influence of stimulants or intoxicants of this kind is not permitted.
- When requested by an RAI Amsterdam security officer, everyone is required to submit to a search for prohibited stimulants or intoxicants. Anyone who refuses to cooperate may be requested to leave the RAI's premises and grounds directly.



1.8 Aggression and violence

- Aggression or violence in or around the Convention Centre is not tolerated. If a worker engages in any form of aggression or violence, this should be communicated directly to the superior of the person concerned or to the duty Event Manager (in the case of outside contractors) or the duty manager of the Parking Department and, depending on the nature of the violence, to the police.
- Any person who is confronted with any form of aggression or violence should not enter into discussion with the person concerned.
- After any act of aggression or violence an investigation is instituted into the nature of the incident.
- Any person who has committed any form of aggression or violence runs the risk of being barred from the Convention Centre for a considerable time.

2 CRISIS MANAGEMENT



The crisis management plan is a collection of all plans and sub-plans intended to prepare the Convention Centre for an emergency. For this purpose, an emergency is deemed to be an unexpected event that causes damage or injury. During emergencies the crisis management plan governs the actions of the staff in discharging their duties.

2.1 Preparations for a possible emergency

Preparation means taking measures in advance to deal with possible contingencies. Various preparations can be made to deal with potential emergencies. One example is fire prevention measures. RAI Amsterdam also has its own in-house emergency response service (*bedrijfshulpverleningsorganisatie / BHV*). In addition, staff of RAI Amsterdam undergo the right crisis management training and are properly informed about ways of preventing emergencies as far as possible.

2.1.1 Fire safety

- The use of (flammable) combustible material is not permitted. Such material may be used only if it fulfils the requirements set out in the Rules & Regulations.
- All materials used in the construction of stands should comply with the requirements set out in the building decree.
- Textiles used to carpet or otherwise decorate exhibition stands or halls should be impregnated beforehand with fire retardants insofar as the material does not have fire retardant properties. Written proof of the fire retardant character of textiles must be presented when requested.
- The use of the following substances/equipment is permitted only with the prior written permission of the RAI Amsterdam Safety & Security department:
 - electrical and/or Calor gas equipment for demonstrating cooking, frying and deep-frying;
 - compressed or liquid gases;
 - fire accelerant liquids;
 - non-ionising radiation equipment.
- The use of flammable or explosive substances, gases and hazardous goods, including ionising radiation, is **not** permitted unless specific licenses have been granted; for instance for theatre fireworks and special effects.

2.1.2 Extinguishers

- All fire extinguishers and fire hoses should be properly reachable and visible at all times. Access to them may not be blocked.
- All fire extinguishers should bear a valid expiry date.
- If the expiry date has passed, this should be reported to the Technical Department of the Convention Centre.
- Fire extinguishers that are not the responsibility of the Convention Centre (i.e. fire extinguishers provided by third parties) are the responsibility of the party concerned.
- Fire extinguishers may be used only to extinguish a fire.
- To prevent Legionella bacteria a fire hose may not be used for any purpose other than extinguishing a fire.
- For activities involving a fire risk or flammable substances, users must bring their own additional fire extinguishing equipment.

2.1.3 Naked flame (welding, burning and grinding)



- Naked flame means both a flame used during work involving welding torches and blowtorches and sparks generated by machinery (e.g. grinding equipment).
- Before the start of work involving a naked flame, a permit to work should be requested from the Building & Technology Department (*afdeling Gebouw & Techniek*) of RAI Amsterdam (chapter 9.1).
- Fire extinguishers should be kept within reach **at all times** during work activities involving a naked flame.
- Personal protective equipment as described in chapter 4 must be worn when carrying out such work.
- When work involves the use of gas, the gas cylinders should be positioned in a stable manner, secured against falling, and protected from the naked flame.
- Leaving blowlamps and gas torches on when away from the place of work is **strictly prohibited**.

2.1.4 Emergency exits

- The emergency exits should be capable of being opened **at all times**; these exits must therefore be kept free of obstacles (goods and rubbish).
- It is **not permitted** to lock the emergency exits or use them for a purpose other than escape in an emergency.

2.1.5 Emergency response service

The purpose of the in-house emergency response service (*Bedrijfshulpverlening / BHV*) is to prevent accidents and other expected disasters as far as possible and to mitigate their consequences. Members of the in-house emergency response service (who are recognisable by their yellow vest with the letters BHV on the back) are in charge until the professional emergency services arrive. Thereafter their duty is to assist these professional emergency services. In view of the nature of the activities in the Convention Centre the emergency response team concentrates on evacuating people from the buildings. During an evacuation those present must leave the building under the direction of the emergency response team. Duties of the members of the emergency response team include:

- providing first aid in the event of accidents (if no first aid staff are present);
- the provision of first aid includes the use of an Automatic External Defibrillator (AED); this can be recognised by the AED logo (*figure 3*);
- containing and fighting any fire;
- preventing and mitigating accidents;
- sounding the alarm in emergencies and evacuating all workers and other people from the building;
- taking part in evacuation drills;
- alerting and cooperating with the municipal or regional fire service and other emergency services in the event of an emergency.



Figure 3: AED

2.1.6 Safety training and general basic knowledge

All employers must ensure that their employees and third parties who are hired or contracted by them are properly briefed on the work they are to perform and the related risks, as well as on ways of preventing or mitigating these risks. In addition, employers are responsible for ensuring that their staff are properly trained.

RAI Amsterdam has adopted the SCC (Safety Checklist for Contractors) standards for its own staff involved in operational activities. In the future, RAI Amsterdam will also use these standards as guidelines for the activities of third parties.



2.2 What to do in the case of an accident or emergency

Quick action is needed in the event of an accident or emergency. Every effort should be made to fight the fire or handle the emergency as effectively as possible.

2.2.1 Fire

In the case of fire:

- **Think of your own safety**
- Assess the fire and try to extinguish it if this can be done safely;
- If you cannot extinguish the fire, break the glass of the fire alarm;
- Always report the fire by calling number **020 549 1234** and state the exact location of the fire and the nature of the fire;
- If possible, lead any people who are in danger to a safe place;

2.2.2 Accident

An accident occurs as a result of an unfortunate chain of events and causes harm to the health of the victim. Where an accident occurs, it is necessary first of all to think of one's own safety and the safety of other persons. Where the accident causes injury, the victim must be comforted and reassured as far as possible. Help to the victim should be limited to the performance of first aid. The provision of further assistance should be left to the experts such as emergency response team members or emergency service personnel.

2.2.3 Reporting unsafe situations and accidents

Accidents should be reported to the emergency number of the Convention Centre (chapter 9.1).

- Any accident, including a minor one, or unsafe or unhealthy situation should be reported by employees to their superior or the customer. The superior should report this immediately (but in any event within 24 hours of the accident) to the RAI's Health & Safety Coordinator.
- Reports to the Health & Safety Inspectorate (*Arbeidsinspectie*) may be made only by the Quality, Safety, Health and Environment Manager and/or the Security Manager of RAI Amsterdam (chapter 9.1).

2.2.4 Accident report form

When an accident is reported, an accident report form should be completed. This electronic form should be completed by a first aider of RAI Amsterdam and is intended for all accidents that take place in and around the Convention Centre.

2.2.5 Evacuation

When the evacuation alarm is sounded, everyone should immediately leave the workplace by a safe route and proceed to the nearest safe assembly area outside the building. Assembly areas can be recognised by the assembly area icon (*figure 4*).

The nearest emergency door can be found by following the escape route signs (*figure 5*). In addition, everyone should follow the instructions of the emergency response team members. The escape route signs should be properly visible at all times.

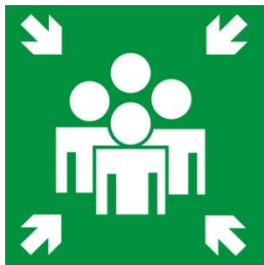


Figure 4: Assembly area

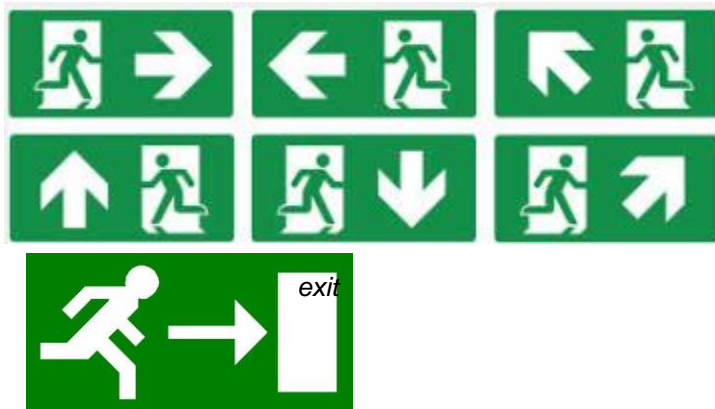


Figure 5: Emergency

3 MEANS OF TRANSPORT



3.1 Traffic

The general traffic rules applicable under the Road Traffic Act (*Wegenverkeerswet*) apply in and around the Convention Centre. In addition, the following special RAI rules apply:

Do's

- the directions given by traffic controllers should be obeyed;
- the maximum speed in the Convention Centre (and therefore in the exhibition halls as well) is five (5) kilometres per hour; the maximum speed on the outside grounds, the parking areas for goods vehicles and in the underground car parks is ten (10) kilometres per hour; the rules and speed limits that apply in the Convention Centre (maximum speed of five (5) kilometres per hour) also apply in a pavilion or tent erected on the outside grounds;
- if the vehicle is fitted with seat belts they must be worn;
- the use of flashing lights, lights and signs is compulsory if use is made of the public highway or during loading and unloading;
- traffic (including pedestrians) coming from the right has right of way; vehicles should drive on the right;
- all parts of the body should remain within the vehicle while it is being driven;

Don'ts

- sounding the vehicle's horn is not permitted except when approaching a crossing where the view is obstructed and other traffic may be approaching; in such a case the horn may be sounded as a warning;
- access routes designated for use by the emergency services may not be blocked at any time;
- it is not permitted to take passengers if there is no place for them;
- driving under the influence of substances such as alcohol, drugs or medicines that impair (or can impair) the capacity to react is not permitted;
- drivers must take account of conditions and may never drive faster than is permitted in the circumstances;
- activities that can distract such as using a mobile phone, social media or traffic walkie-talkies, reading papers or digital devices, or using sound equipment are not permitted while driving.

Figure 5: Maximum speed



Traffic regulations

Everyone should obey the (statutory) traffic regulations around the Convention Centre.

General

- Only approved vehicles (forklift, electric carts, aerial lifts, etc.) bearing a CE marking and approval sticker may be used in and around the Convention Centre. If the expiry date of the approval has passed the vehicle may no longer be used.
- Persons under the age of **18 years** are not permitted to operate forklifts, electric cart, etc..
- Forklift operators should have received sufficient training and instruction in the use of the vehicle. They must produce a valid operating certificate when requested to do so.

Certificate and driving licence (forklift, electric carts, aerial lifts, etc.)

Anyone driving a vehicle should have a valid certificate for the type of vehicle concerned (forklift truck, electric cart, aerial lift, etc.) and should be adequately trained in its use. A valid certificate for the vehicle concerned is sufficient within the Convention Centre and the underground car parks forming part of it.

On the RAI's outside grounds anyone driving such a vehicle (forklift truck, electric cart, boom lift, etc.) requires not only a valid certificate for the vehicle concerned but also a valid driving licence.

- The RAI's outside grounds are deemed to include the area in front of the RAI along the Europaboulevard as well as the Congresplein, the Parkplein, the roads providing access to and from the P1/P2/P3/P6 underground car parks and the P6, P9, P10 car parks as well as the cycle paths (including the Green Swath beside the Parkhal in the direction of the Beatrixpark and the Strandzuid/Zuidpool area). These grounds do not therefore include the P1, P2, P3 and P7 underground car parks and the P4 and P5 parking areas for goods vehicles.

Parking

Vehicles may be parked only on parking places or places designated by RAI Amsterdam for this purpose. Vehicles may not be parked in the car park under the Amstelhal.

Cycling

- Bicycles may not be ridden over the curb or against the direction of travel.
- Front and back lights on bicycles must be used in the dark.
- Bicycles should be inspected before use and any faults repaired.



3.2 Loading & unloading

- Loading and unloading is permitted only at the delivery bays intended for this purpose.
- Pallets that are damaged or unfit for purpose may not be used.
- Dangerously stacked pallets may not be loaded or unloaded.
- Loading and unloading must be carried out in controlled conditions.
- Driving with goods that protrude out of the vehicle is prohibited.
- During loading and unloading a forklift truck must carry a flashing light.
- Goods may not be placed in front of an emergency door. Emergency doors must be kept free at all times. Also, fire extinguishers and hose reels must always be accessible.

Additional information for stage/theatre activities:

- Safe conditions must be created during (un)loading activities. This includes securing ramps or using a forklift for heavy materials.

3.3 Forklift trucks

- If a forklift is being used, it must have the proper fork length and should be suitable for the relevant weight.
- A forklift may not be overloaded (i.e. carry a load more than the prescribed maximum).
- Passengers may not be carried on a forklift in any way whatever.
- Forklifts must be used in controlled conditions; badly stacked loads are not permitted.
- To prevent forklifts from rolling over, operators may not take corners too fast.
- Working or walking under the forks is prohibited.
- While driving in the halls forklifts must carry a flashing light as this makes them more visible.
- Gas-powered forklift trucks should be parked outside (when parked for long periods).
- A seatbelt must be worn unless the forklift is fitted with a closed safety cage.
- Operators must wear appropriate personal protective equipment as described in chapter 4. If the warning lights are on, operators must also wear a safety helmet on the forklift.
- The forklift must be inspected for faults before use.
- Forklifts carrying a stacked load should be driven at walking pace.

- Forklifts should be driven in reverse if the load obscures the view ahead.
- While forklifts are being driven the forks should be kept low. The maximum height of the forks during driving is **fifteen (15) centimetres** above the ground.
- Diesel-powered forklifts may not be used in the Convention Centre. The only exception to this rule is where a load exceeds four (4) tonnes. In that case the forklift should be fitted with a proper **diesel particulate filter**.
- If a forklift or other vehicle is driven on the public highway it must be fitted with a complete set of working lights and, at the rear, two (2) reflectors. It must also have mirrors and a working horn.
- Loading is only allowed at locations approved and allocated by Technical services.
- Recharging batteries is only allowed at designated charging stations (details available via Technical Services). Spilling should be prevented and cleaned where necessary.

3.4 Aerial lifts

- Aerial lifts include scissor lifts, boom lifts, telescopic booms and articulated booms.
- All safety equipment should be inspected before an aerial lift is used.
- Any faults should be reported immediately to the person in charge and should be repaired before the aerial lift may be used.
- It is prohibited to leave an aerial lift while it is in extended position. Instead, the lift must first be lowered to the ground.
- An aerial lift may not be used in wind force six (6) or higher or as indicated by the manufacturer.
- An aerial lift should always be positioned on a level surface. If the lift has struts, these should be used in the correct manner.
- People in the work cradle should remain standing in the cradle (on both legs) at all times. It is prohibited to raise the floor of the work cradle. Standing on railings is prohibited.
- Materials may not be allowed to project beyond the work cradle.
- An aerial lift should not be used for hoisting work.
- An aerial lift may be moved only if the boom is retracted and the lift is driven at walking pace. If necessary, someone should walk in front to assist.
- The use of work cradles is not permitted. The equipment used should always be the safest possible for the work in question (e.g. scaffolding or an aerial lift).
- All diesel-powered aerial lifts should be fitted with an effective soot filter.

Additional information for stage/theatre activities:

The relevant safety regulations should be observed when using a single-person aerial lift (Geni/alp).

3.5 (Electric) pump trucks

- Electric pump trucks fitted with a platform may not carry passengers.
- A badly stacked load may not be carried.
- Loading is only allowed at positions allocated by Technical Services.
- Recharging batteries is only allowed at designated charging stations (details available via Technical Services). Spillage should be prevented and cleaned up where necessary.

3.6 (Electric) carts

- For this purpose electric carts include all electric-powered vehicles.
- Electric carts may not be driven with a badly stacked load.
- The speeds referred to above should be observed when driving inside and outside the Convention Centre.
- It is **not permitted** to carry passengers, unless the vehicle is fitted with a passenger seat and the passenger sits on this.
- A seatbelt must be worn if fitted to the vehicle.
- If the vehicle is fitted with a handbrake it should be applied when cart is no longer in use
- Loading is only allowed at positions allocated by Technical Services.

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- Recharging batteries is only allowed at designated charging stations (details available via Technical Services). Spillage should be prevented and cleaned up where necessary.

3.7 Exhaust fumes in the exhibition halls and enclosed areas – diesel engine emissions (cars, minibuses, trucks, sweeping machines, generators, forklifts and aerial lifts)

- If a vehicle is in an exhibition hall to carry out particular work, it should be driven out of the hall immediately after the work is completed.
- During work in the exhibition halls the engine should not be left running while the vehicle is stationary. If this is nonetheless necessary for the work, the Event Manager should first be consulted.
- Unloading should take place outside the exhibition halls. Unloading in the halls may be permitted by way of exception. This should be arranged in consultation with the Event Manager.

3.8 Measures for diesel emissions

In accordance with the Health & Safety regulations, diesel engines must be replaced with a different type of engine such as an LPG or electric drive. This regulation applies to forklifts used indoors which can carry less than four tonnes.

For diesel engine powered machinery for which replacement is technically unfeasible, measures should be taken to prevent exposure to diesel emissions or limit it to the level as indicated by the employer and as low as possible. The employer can comply with these obligations via:

- The removal of emissions via a direct connection on the exhaust to a safe place outside of the enclosed area;
- The application of a soot filter;
- Using soot filters with a gravimetrically determined level of at least 70%;
- Using trucks with European Standard 4 or 5 diesel engines;
- Ensuring sufficient ventilation, possibly by opening the ventilation holes in deliberation with technical Services.

4 PERSONAL PROTECTIVE EQUIPMENT (PPE)



Collective protection is preferable to individual personal protection. Collective protection is protection intended for two or more persons.

The employer should provide information about dangers and hazards in the workplace and about the purpose of personal protective equipment and how it should be operated, worn and used. If the use of extra protective equipment is required in the safety instructions, everyone is obliged to wear or use this. If more than one item of personal protective equipment is worn, the various items must be co-ordinated with one another.

Personal protective equipment may be used only for the intended purposes and in accordance with the instructions for use. The safety instructions are indicated by means of pictograms. The meaning of the pictograms is explained in section 9.3.

Employers must ensure that their employees and third parties who are hired or otherwise contracted to carry out work are properly informed about the activities to be performed by them and the related risks as well as about the measures to be taken to prevent or mitigate these risks.

4.1 Fall protection

- Everyone who works at a height **above two and a half metres (2.5m)** or at heights where falling is a risk is **obliged** to wear fall protection equipment. Fall protection equipment means a body harness, hook and lifeline with fall protection mechanism.
- Fall protection equipment should have a CE marking and should at least meet the requirements of standard NEN-EN 361:2002.
- The hook should be attached to a strong and fixed anchor and be able to carry a minimal force of 1000 kg.
- After a fall the fall protection equipment should be recertified.
- The fall protection equipment should be maintained and tested at least once (1) a year. Proof of approval must be visible.
- Employers should provide approved fall protection equipment to employees.
- The fall protection equipment should be inspected by the user before use.

4.2 Clothing and footwear

a) Footwear

During the setup and breakdown periods people working in the exhibition halls, meeting rooms and lounges are obliged to wear safety shoes. During these periods other passers-by in the Convention Centre are **strongly advised** not to enter the exhibition halls, meeting rooms and lounges (unless they are wearing safety shoes).

Safety shoes must comply with standard EN-ISO 20345 and bear a CE marking. It is recommended that class S3 safety shoes or higher be worn during setup and breakdown periods. Safety shoes should be properly maintained and kept clean.

b) Clothing

- All protective clothing should meet the requirements of standard EN 340.
- Clothing for warm or cold weather conditions should be made available.
- People working in the underground car parks and the outdoor grounds around the Convention Centre are advised to wear a reflective jacket.
- Wearing protective clothing during work involving hazardous substances is **obligatory**. Work involving hazardous substances includes operating a rinsing or washing machine, working in the battery charging station and working with naked flames.
- People may not wear shorts while carrying out fire hazardous work.

- People operating machinery with revolving parts should not wear sleeves with cuffs or buttons.
- Workwear for electricians may not have metal fasteners or zips.
- Clothing should be appropriate for the weather conditions.
- Protective clothing should be ergonomically sound, i.e. comfortable and well-fitting.

c) Heavy duty gloves

- Heavy duty gloves should have a CE marking
- Category I gloves provide protection against minimal risks (gardening gloves, home safety gloves, etc).
- Category II gloves provide protection against intermediate risks (working with rough objects, tools, etc).
- Category III gloves provide protection against very serious risks with a chance of fatal or permanent injury (chemicals, temperatures above one hundred (100) degrees Celsius etc.). Gloves may not be worn when operating machinery with revolving parts.

4.3 Hearing protection

- In the case of noise levels between 80 and 85 dB, the use of hearing protection is recommended. Hearing protection may also be desirable with noise levels under 80 dB.
- Hearing protection means internal protection (ear plugs and otoplastics) and external protection (earmuffs).
- Otoplastics are preferable in the case of regular use in very noisy areas.
- Employers are obliged to provide hearing protection to workers and to give instructions on its use. Employers must also inform workers about the possible dangers of noise exposure.
- The use of hearing protection is obligatory with noise levels of 85 dB[A] or more and must be supplied by the employer.
- The use of earplugs or cotton wool may not offer sufficient protection against loud noises. Take the maximum muffling effect of protective tools into account.

Additional information for stage/theatre activities:

The visiting sound technician should warn the people present before testing at high sound levels.

4.4 Head protection

- Head protection may consist of an industrial helmet or, in the case of catering staff, a hairnet or hair cap. A helmet must comply with standard EN397 and bear a CE marking. A hairnet or hair cap (for work in a kitchen) must meet the HACCP requirements.
- Workers are obliged to wear a safety helmet when there is a danger of falling objects.
- Catering staff must always wear a hairnet or hair cap in accordance with the HACCP rules. A hairnet may not be reused.
- After a helmet has been hit by a falling object it may not be reused and must be replaced.
- Before starting work, workers must inspect their helmet for faults and check the expiry date. If the expiry date has passed the helmet may not be used as it no longer affords protection.
- A padded cap is not considered a helmet and cannot be used as such.



4.5 Face protection

a) Safety goggles

Workers must wear safety goggles when carrying out work that poses a hazard to the eyes, for example work involving hazardous substances or flying particles. Safety goggles should bear a CE marking.

b) Face shield

If safety goggles do not provide sufficient protection for the head, a full face shield should be worn. This does not protect against dust particles and gases.

c) Breathing protection

Breathing protection is obligatory if workers are working in an environment in which there is inadequate ventilation or are working with dangerous vapours or substances (which can give off fumes) or when substances are released (e.g. sawdust or fine particulate matter).

Breathing protection means, among other things, a dust cover or a half face mask with the appropriate filters.

d) Welding protection

Workers carrying out welding work are obliged to wear welding protection equipment. Before starting work they should inspect their equipment for faults. Any faults discovered must first be repaired. The welding protection equipment should be modified in keeping with the type of work undertaken, such as electric welding, MIG/MAG or autogenous welding.

4.6 Maintenance of personal protective equipment

Personal protective equipment should be inspected for faults prior to every use and any faults repaired before work commences. If the faults cannot be repaired, the equipment in question may not be used. Personal protective equipment will be inspected on an annual basis, and have a label with the next inspection date.

5 STAND CONSTRUCTION



- A detailed description of this subject and related matters can be found in the Rules & Regulations (*Accommodatiereglement*). These Rules & Regulations can be found on the website of RAI Amsterdam (www.RAI.nl).
- It should be possible to reach and leave stands (places of work) safely.
- When work that poses a fire risk is carried out a fire extinguisher must be kept within reach.
- Combustible items or parts of a stand must be shielded from the work.
- The work of connecting stands to the power supply of the Convention Centre (voltage) is entrusted to a recognised electrical contractor used by RAI Amsterdam. Power may not be generated in any other way. Regardless of which electrical contractor is used, the electrical inspections at the stands must be tested and approved by the Convention Centre's recognised electrical contractor. The manager of RAI Amsterdam's Technical Department (TD) is responsible for the electricity grid..

5.1 Transport routes and gangways

The transport routes should be sufficiently wide and free of obstacles. All transport routes and gangways should be kept as free as possible of gear and rubbish. If work is being done on a stand, for example the laying of a floor, and there is no space on the stand for the gear and materials being used, things may be placed temporarily in the gangway. This applies only to items intended for the work being carried out at that moment. These items should then be removed as quickly as possible. Preferably, however, these items should be stored outside the exhibition halls and then brought into the halls on forklift trucks.

The security officers are authorised to remove items (or cause them to be removed) if any instructions they give are not obeyed. Blocking access to fire extinguishers, fire hose reels, emergency doors, emergency showers and other safety facilities is **strictly forbidden**.

5.2 Use of tools, particularly electric tools

- Only CE approved and properly maintained tools may be used. Electric tools should meet the requirements.
- To prevent injury, workers are not allowed to wear rings, piercings, watches, bracelets or necklaces when working with moving parts. Wearing jewellery and loose clothing is any event not desirable when working with revolving parts.
- Tools, particularly electric tools, should be inspected before use. The use of damaged tools is prohibited.
- When electric tools are no longer needed for work they must be completely switched off; this also applies during work breaks.
- Tools should be left behind in such a way that they cannot be operated by unauthorised persons.
- When electric tools are used in the work area, this should be well-lighted and stable.
- Workers are obliged to wear personal protective equipment as described in chapter 4.
- Tools should be used only for their intended purpose.
- The work equipment must be periodically tested and approved. The approval date must be visible on the equipment. Approval certificates must be made available on request.

5.2.1 Prohibition on removal of protection devices

It is **prohibited** to remove, disable or switch off protection devices fitted to machines and tools. It is strictly prohibited to use a machine or tool if the protection is no longer present or is damaged.

5.3 Electrical work

It is **strictly prohibited** to carry out live electrical work. Electrical work may be carried out only by NEN 3140 qualified staff. Personal protective equipment such as a helmet with face screen, rubber gloves and non-flammable clothing should be worn at all times. All installations (including wall sockets) should comply with the requirements of standard NEN-1010.

- a) Before electrical work is started the following steps should be taken:
- switch off all installations or equipment that will be worked on;
 - lock the installation by means of padlocks (lockout/tagout system);
 - check that all equipment is dead; the use of a voltage-tester or induction test pen for testing is not permitted. Instead use a two-pole voltage tester in accordance with NEN3140;
 - hang a tag or magnetic strip on the main switch clearly indicating that the switch may not be operated and showing the date, the name of the event and the nature of the work being carried out (lockout/tagout system);
 - remove and take away knife-blade fuses if current is not permitted; these may be removed only by a qualified (trained) person;
 - enter a record of this in the wiring lists and wiring books of the power supply electricians;
 - cover with insulation material any parts that are live.
- b) Before an installation is activated the following steps should be taken:
- the work should be ended or interrupted;
 - remove temporary earth or short-circuit connections;
 - remove the padlocks;
 - replace safety devices that have been temporarily removed;
 - replace temporarily removed devices that protect against direct touching;
 - check whether the installation is deemed safe.

The activation of an installation should be carried out by a qualified person when instructed by the person responsible for the installation.

- c) Locating an electrical fault:
- Faults should be located by a qualified person. Other parts of the circuit must be covered with insulating material and warning signs should be put in position. Only double-insulated tools and electrotechnical personal protective equipment may be used.

5.4 Sealing cable entry holes in the floor

Cable entry holes in the floor must be sealed off if no use is made of them. Water pipes or electricity or ICT cables may protrude from holes in the floor. The position of the holes should preferably be marked.

5.5 Order, tidiness and hygiene

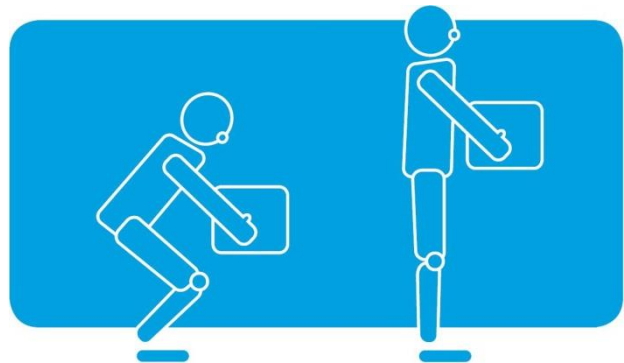
- Workplaces must be fitted out in accordance with ergonomic principles, unless this is not reasonably possible.
- Cables and wires should be tucked away as far as possible to prevent people from tripping over them. Safety is improved if cables and wires are taped up, hung up or covered with an anti-slip mat. This is why this has been made compulsory by RAI Amsterdam.
- To ensure proper hygiene, the workplace should be kept free of dust as far as possible and, in so far as work safety so requires, kept in proper order.
- Rubbish generated by the work should be sorted and disposed of separately. The rubbish can be disposed of in the Icovia containers ordered from the web store or in the refuse bags of RAI Amsterdam. Firms may not use their own refuse bags; these will not be collected by RAI Amsterdam.

5.6 Working conditions

- The place where the work is carried out should be sufficiently lighted.
- There should be sufficient drinks at the workplace to enable workers to warm up or cool off.
- Preferably there should be an area where workers can warm up or cool off.
- The workplace should be adequately ventilated to ensure that sufficient uncontaminated air is present.

5.7 Physical burden

- The work should be organised in such a way, the workplace fitted out in such a way and the production working method applied or such aids and personal protection means used that the physical load entails the fewest possible dangers for the safety and health of the worker.
- For their own safety workers should not manually lift weights heavier than twenty-five kilograms (25 kg). Weights in excess of twenty-five kilograms (25 kg) should be lifted with the help of a mechanical aid.
- Lifting should be done by bending the knees and keeping a straight back. The load should be kept as close as possible to the body (*figure 6*).
- Working positions should be varied as much as possible in order to prevent Repetitive Strain Injury (RSI).
- Every effort should be made to avoid spending lengthy periods kneeling or in an awkward or twisted posture.



5.8 Compulsory use of safety harness and line



Two rules apply specifically to the erection and dismantling of scaffolding and grandstands:

- anyone involved in erecting or dismantling scaffolding or a grandstand at a height of more than two and a half metres (2.5m) and working within one and a half metres (1.5m) of the edge of scaffolding or grandstand is obliged to wear an approved safety harness and line; this is required by Dutch law, namely by Article 3.16 of the Working Conditions Decree (preventing the risk of falls);
- anyone involved in erecting or dismantling scaffolding or a grandstand and working on or under the uncompleted structure concerned is obliged to wear an approved safety helmet.



6 WORKING AT HEIGHTS/TOOLS

6.1 Working at heights

Working at height means working on scaffolding, on a grandstand or multi-floor stand or on a roof.

a) Scaffolding

- During the setup and breakdown of scaffolding, workers at heights over two-and-a-half (2.5) metres must be secured by a line;
- Scaffolding material should be of good quality and comply with the requirements of standard NEN-EN 12811-1. If scaffolding is erected inside the exhibition halls to a height in excess of twelve metres (12m) it requires bracing. The scaffolding should be erected in accordance with the requirements of standard NEN-EN 1298.
- A mobile scaffold tower may not be moved if materials or persons are present on the scaffolding. Mobile scaffolding may be moved only if the height is less than eight metres (8m).
- Scaffolding may be erected only on a firm, level surface. The use of stabilisers is obligatory.
- The scaffolding must be earthed when working with electricity.
- The work platforms of scandal and multi-storey stands should be completely boarded and have proper edge protection (planks of at least ten (10) cm high). A guard rail should be fitted at a height of 1 m above the work platform and an intermediate guard rail at a height of fifty (50) cm.
- The maximum load which scaffolding is designed to take must never be exceeded.
- The maximum load must be indicated on the scaffolding at eye level.
- Materials may never be stacked on a scaffold to a height in excess of fifty-five (55) cm, unless extra guard rails have been fitted.
- The work platform of a scaffold should be marked in order to prevent the risk of collisions and the risk of people being hit by falling objects.

Two rules apply specifically to the erection and dismantling of scaffolding and grandstands:

- Anyone involved in erecting or dismantling scaffolding or a grandstand at a height of more than two and a half metres (2.5m) and working within one and a half metres (1.5m) of the edge of scaffolding or a grandstand is obliged to wear an approved safety harness and line; this is required by Dutch law, namely by Article 3.16 of the Working Conditions Decree (preventing the risk of falls);
- Anyone involved in erecting or dismantling scaffolding or a grandstand and working on or under the uncompleted structure concerned is obliged to wear an approved safety helmet.

b) Inspections

The user of scaffolding should be in possession of an inspection certificate. The user may be requested at any time by the enforcing authority to produce the certificate. Scaffolding should be inspected and approved before use. This should be done by a person who is in possession of the scaffolding erection 'B' certificate or a similar certificate (this does not apply to mobile scaffolding). If the scaffolding has been approved a green label bearing the date of the approval must be attached to the scaffold. In the event of alterations to the scaffold, follow-up inspections must be carried out before use.

c) Use

In the case of mobile scaffold towers the wheels should be blocked before work starts. The scaffolding should be climbed in the correct manner (on the inside). Work may not be carried out from elevations on the scaffold (such as a ladder). It is prohibited to carry out work on scaffolding that has already been partially dismantled.

6.2 Ladders and stepladders

General

- A ladder or stepladder should fulfil the requirements of the applicable standards (e.g., NEN 2484 or EN131) and have a valid approval sticker.
- The rungs on a ladder or the steps on a stepladder should have an anti-slip design.
- Working on a ladder or stepladder is permitted only if the use of other aids is not possible.
- Scaffolding or an aerial lift should be used for repetitive work.
- A ladder or stepladder should preferably not be used at heights of more than two and a half metres (2.5m). The maximum height at which a ladder may be used is ten metres (10m).
- The access to a ladder or stepladder should be kept free at all times.
- If necessary, the area around the ladder or stepladder should be marked.
- Multi-section or extension ladders should be used in such a way that the various parts cannot slide in relation to one another.
- Ladders must be secured against sliding.

Inspections

Before use a ladder or stepladder should be inspected for faults. If faults are discovered or if the inspection date has expired and/or the rungs are dirty, the ladder or stepladder may not be used. Ladders and stepladders should be inspected at least once a year and the next inspection date should be marked (legibly) on them.

Positioning

- Never position ladders in front of a door. If there is no other choice, the door should be locked.
- Rollable ladders should be secured before being mounted.
- Ladders and stepladders should be positioned in such a way as to ensure stability during use.
- A ladder should be positioned at an angle of approximately seventy-five degrees (75°).
- A ladder should be placed in such a way that the top or bottom cannot slide away. To maximise safety it is desirable for the ladder or stepladder to be secured by a rope or stabilisation device.
- A ladder should extend at least one metre (1m) above the workspace to which it gives access. There must be an adequate handhold present at the height at which people get off the ladder.
- The ladder must be positioned in the correct manner (i.e. not upside down or back to front) and on a level surface.

Use of ladder or stepladder

- A ladder or stepladder may not be used by a person wearing shoes with dirty or smooth soles.
- Work must not be carried out if it is beyond reach. For this purpose reach means arm's length.
- The force during activities may not exceed 10 kg.
- Tools should be brought up with ropes or in a holster attached to a belt.
- A ladder or stepladder may be used only if weather conditions permit.
- A ladder or stepladder may not be used outdoors in wind force six (6) or higher.
- A ladder or stepladder may not be moved while the user is still on it.



6.3 Rigging

- (Approved) fall-arrest protection must be worn when working at height of more than two and a half metres (2.5 m), and for activities performed on an aerial lift.
- A **safety helmet** must be worn when working at height (including rigging).

For all other rules applicable to reading reference should be made to the manual entitled 'Rigging in the RAI' which can be requested from the Technical department.

For more information, go to:

[http://traicom.rai.lan/conventioncentre/planning/bibAfdelingen/2_Rigging_in_de_Rai_EN -
_Versie_14.pdf](http://traicom.rai.lan/conventioncentre/planning/bibAfdelingen/2_Rigging_in_de_Rai_EN_-_Versie_14.pdf)

7 HAZARDOUS SUBSTANCES AND THE ENVIRONMENT



Hazardous substances can be identified by the symbols on the packaging labels. These symbols indicate, for instance, whether a substance is highly flammable, poisonous, irritating, corrosive or caustic. R (Risks) and S (Safety) statements are also often indicated (on the safety sheets). R statements indicate specific risks and S statements indicate safety recommendations. In general, hazardous substances are considered substances that can result in health problems for anyone who comes into contact with the substance in the workplace.

There may be hazardous substances that do not have a label or safety sheet at the location. These are usually hazardous substances produced during operational processes, such as welding fumes and incineration products.

Working with or using Cytostatic, carcinogenic and reprotoxic substances is strictly prohibited in and around the premises of RAI Amsterdam.

7.1 Working with hazardous substances

- RAI Amsterdam should be informed before any work involving the use of hazardous substances is commenced.
- Before the start of work involving the use of hazardous substances, the employer should inform workers about the risks posed by the substances concerned, the procedures to be followed and the safety measures to be taken, the use of the requisite personal protective equipment, the procedures and measures in the event of an accident or fire (including the use of fire extinguishers) and waste handling in accordance with section 8 of the Working Conditions Act (*Arbeidsomstandighedenwet*).
- Smoking and naked flames are **strictly prohibited** when working with hazardous substances.
- Collective prevention has initial priority in the case of hazardous substances. Collective prevention includes:
 - using tools with an extractor and the extraction of hazardous substances by means of an extractor hood;
 - providing adequate ventilation when weather conditions permit;
 - regularly cleaning the place of work.
- A safety data sheet is obligatory for all hazardous substances and preparations (mixtures of substances). If a chemical product contains more than 1% of hazardous substances, it must have a safety data sheet.
- If collective prevention is not sufficient, personal protective equipment should be worn as described in chapter 4.
- Young employees under the age of 18 years may not be allowed to work with hazardous substances.
- For the removal of hazardous substances (including containers of latex, paint brushes, frying fat, etc.) our internal partner ICOVA (Environmental Services) should be contacted contact via: 020-5493122

7.2 Storage of hazardous substances

- Smoking or burning a naked flame in the vicinity of storage places of hazardous substances is **strictly prohibited**.
- Fireworks in any form may not be brought into or stored in the Convention Centre unless a licence has been granted by the competent authorities.
- Hazardous substances may not be stored along the route driven by forklift trucks or other means of transport.
- Stocks of twenty-five litres (25L) or more of hazardous substances and environmentally hazardous substances should be placed in drip trays. Hazardous substances should preferably always be placed in drip trays.

- Gas cylinders or other high pressure cylinders should always be properly secured and protected against falling.
- Explosive substances must always be stored outdoors at the location indicated in the license. If no location is known, Technical Services should be consulted.
- Other substances may be stored indoors if this would not compromise security.
- Gas cylinders must bear an expiry date. It is **strictly prohibited** to store gas cylinders that have passed their expiry date in the Convention Centre.
- Wherever possible, hazardous substances should not be stored in direct sunlight.
- Oxygen cylinders may not be placed with cylinders containing flammable gases.
- Hazardous substances should be stored in accordance with guideline PGS-15 (previously: CPR-15-1).

Active stock (event related):

- Active stock means the amount that is required for an activity. The size/amount is aligned with the use for one day, as determined by RAI Amsterdam.
- If the active stock is over 50 litres, a liquid proof drip tray is required with sufficient capacity to contain the entire content of the stock.
- A welding cart with gas cylinders is considered active stock.
- A series of opened packaging units with various substances which are used on a regular basis (such as paint cans in a painting workshop) are considered active stock.

7.3 Safety data sheets

For every event, standbuilders/organisers must ensure that there is a safety sheet for each hazardous substance that is visibly present at the work stations. A digital copy should be submitted via safety@rai.nl. In addition to the safety sheet it should contain the following data:

- the name of the exhibition/event;
- the stand number.

7.4 Battery charging area/station

- A battery charging area or station is taken to mean a place where the battery electric vehicles are charged. The location for charging batteries is allocated by the Technical Services dept. of RAI Amsterdam.
- Smoking or any form of naked flame in the vicinity of a battery charging station is **strictly prohibited**.
- Wearing personal protective equipment is obligatory if a battery must be removed from the vehicle. This must be done using the appropriate electrotechnical tools.
- The battery charging area should be properly ventilated.
- If battery acid leaks this should be cleaned up as quickly as possible. The incident should also be reported to the Quality, Safety, Health & Environment Manager of RAI Amsterdam. If the Quality Manager is not present, the incident should be reported to the duty Event Manager.

7.5 Asbestos

The use of asbestos in the Convention Centre is **strictly prohibited**. An asbestos protocol applies within RAI Amsterdam. A copy of the protocol can be obtained from the Building & Technology Department of RAI Amsterdam.

7.6 Rubbish and waste

Rubbish generated by work carried out in the Convention Centre must be sorted and disposed of. The rubbish can be disposed of in the Icova containers ordered from the web store or in the refuse bags of RAI Amsterdam. Firms may not use their own refuse bags; these will not be collected by RAI Amsterdam.

The rubbish should be sorted in the following way:

-
- plastic in the special bags;
 - wood in the special wood container;
 - residual rubbish in the general container.

Hazardous waste such as used oil, paint residues and contaminated solvents should be separated before being handed in (see next section).

Any residual waste or rubbish will be removed at the expense of the stand holder.

7.7 Hazardous waste

It is **strictly prohibited** to throw away hazardous (chemical) waste in the containers or refuse bags. The Exhibitor Services Department of RAI Amsterdam should be contacted for the disposal of hazardous waste (such as paint).

After written application to the Facilities Department of RAI Amsterdam, hazardous waste must be placed in designated (sealable) containers in the original packaging with obligatory product label. If no application has been submitted, the firm concerned is itself obliged to remove empty paint tins, brushes, caulking cartridges etc.

7.8 Environmental calamity

In the event of an environmental calamity, the emergency number **+31 20 549 1234** should be called immediately (chapter 9.1).

There is deemed to be an environmental calamity if the soil or surface water becomes contaminated. In the event of an environmental calamity the Quality, Safety, Health & Environment Manager of RAI Amsterdam should be contacted. If the Quality Manager is not present, the duty Event Manager should be informed.

7.9 Environmental permit

RAI Amsterdam has an environmental permit. Everyone is obliged to comply with the terms of this permit. Measures should be taken to deal with all activities within and around the Convention Centre that could adversely affect the environment, including surface water pollution and soil contamination.

8 ENFORCEMENT



8.1 Enforcement of rules

- All rules and regulations contained in the previous chapters should be complied with. Failure to comply with these rules may result in the imposition of sanctions (see section 2 of this chapter).
- Security officers are responsible for enforcing the rules.
- Workers should immediately report unsafe situations to their superior.
- Instructions given by security officers should be obeyed at all times. Where situations occur that are patently unsafe, the employee may be ordered by or on behalf of RAI Amsterdam to terminate the activities immediately.

8.2 Sanctions

If work is carried out in an unsafe manner or rules are not complied with as described in this manual, sanctions will be imposed. The sanctions may be imposed in the following manner:

- where an employee works in an unsafe manner for the first time, he or she will be given an oral reprimand. If the situation is very unsafe, an order may be given for the work to be stopped immediately. Notice of this will be sent to the exhibitor and to the organisation at the end of the day;
- if nothing is done to improve safety after the first reprimand, a second oral reprimand will be issued;
- finally, if the first two (2) reprimands are not complied with, the employee may be removed from the workplace.

A sanction and enforcement policy applies within RAI Amsterdam. More information can be obtained from the Quality, Safety, Health & Environment Department of RAI Amsterdam.

9 ANNEX STAGE/THEATRE

9.1 Additional regulations related to stage/theatre activities

Liabilities

Various different parties will be active at the location during conferences, events or theatre productions. Each party is responsible for creating a safe workspace for its employees and the other parties present. Informing one another of risks is a statutory obligation in accordance with Article 8 of the Dutch Occupational Health & Safety Act.

As host, RAI Amsterdam has the final power of decision on whether or not to allow activities. The activities remain the responsibility of the party carrying out the activities.

Stage access

During setup and breakdown activities and changes made to the stage, access is prohibited to persons who are not involved in relevant activities as well as underage employees (with the exception of trainees/interns and cast members).

Access is only granted to guests and/or visitors during a (theatre) production after discussion with the stage manager on duty.

Training and information

Each party is responsible for properly informing all active employees, including flexible workers, trainees/interns and volunteers, about the activities to be performed, the related risks and the measures required to minimise these risks. Guests and visitors will not have access to the theatre via the backstage area; they must always use the proper entrance.

The following principle is applied for “risky exhibitions/events in RAI Amsterdam”:

Based on different characteristics, events/exhibitions are divided into three risk categories:

- A) High Risk
- B) Medium Risk
- C) Low Risk

Decor and constructions

- All constructions and decors must meet the applicable requirements. Suspension points must be suitable for the weight to be carried, and the positioning must be stable. Walls and screens must be secured against falling.
- For practicable construction for orchestras or choirs, railings must be installed whenever the height is one metre or more, and the parts thereof must be interconnected.

Extra regulations for hazardous waste (for details see Chapter 7)

- All hazardous and volatile substances such as acetone should be stored in the designated cupboard. No hazardous substances are to be left in the dressing rooms if they are not being used
- Oxygen/nitrogen/chemically inert gas cylinders used on stage must have a stable position and be secured against falling. Insofar as applicable, all hoses and connections must meet the applicable demands.
- For bottles with flammable gases a license is required and the same regulations as indicated above apply.

Rigging and stage rigs

Stage rigs

- A rigging plan will be submitted to the stage manager at least two weeks in advance and include the setup of the rigs and the weight per rig. The materials connected to the rigs will be the responsibility of the using party. The stage manager and stage rig operator have the authority to refuse specific loads.

Rigging

- A rigging plan will be submitted to the stage manager at least two weeks in advance. It will contain the position, content and load of the rigging points. The rigging handbook lists further requirements and guidelines.
- Riggers and technicians only have access to the grid and catwalks after consulting the stage manager. The stage rig operator must be informed when accessing the grid .

Special effects

- The stage manager must be consulted about the use of special effects at least two weeks in advance. Some effects require a license, others require permission.
 - The use and presence of pyrotechnical effects (license)
 - The use and presence of firearms (license)
 - The use of fire effects and torches (permission)
 - The use of smoke effects (permission)
 - The use of confetti canons (permission)
 - The use of helium balloons (permission)
 - The use of water basins or rain installations (permission)
 - Flying persons (permission)

Maintenance and inspection

All (personal protection) equipment must be safe and equipped with a valid inspection label. This equipment includes:

- Electrical installations (dimmers, lights and cables)
- Installations connected to gas cylinders
- Hoisting equipment
- (Step)ladders.

9.2 (Emergency) phone numbers



Emergency number	+31 20 549 1234	Accidents/fire/alarm/emergencies
General malfunctions	+31 20 549 2222	General malfunctions during office hours. NB: outside office hours external parties should contact the Event Managers
Event Manager	+31 20 549 1111	Halls 1-7
Event Manager	+31 20 549 1110	Halls 8-11
Event Manager	+31 20 549 1591	Auditorium
Event Manager	+31 20 549 1592	Forum
Event Manager	+31 20 549 1593	Elicium
Exhibitor Services	+31 20 549 1928	
Ticket Office	+31 20 549 2270	
Quality, Safety, Health & Environment Department	+31 20 549 1414	Reachable during office hours
Safety & Security Department	+31 20 549 1930	
Control room	+31 20 549 1989	
Traffic Management	+31 20 549 1710	Reachable during office hours
Licences Desk	+31 20 549 1850	Reachable during office hours
Environmental services	+31 20 549 3122	For removing hazardous substances (including containers of latex, paint brushes, frying fat, etc.)

9.3 Meaning of pictograms



Breathing protection



Hearing protection



Helmet and hearing protection



Helmet, safety goggles and hearing protection



Gloves



Chain gas cylinders



Emergency escape route



Safety goggles



Safety helmet



Fall-arrest protection



Safety shoes



Face protection



AED



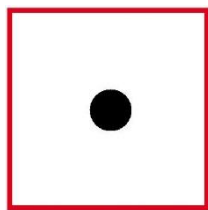
Emergency escape route



First aid



Fire extinguisher



Fire alarm



No smoking



Maximum speed
5 kilometres per hour



Maximum speed
10 kilometres per
hour



No parking



Riding on a forklift is
strictly prohibited



Emergency exit



Fire hose reel



Naked flame
prohibited



Scooting on a pump
truck is prohibited



No access to
unauthorised persons



Do not walk under
the load



Explosives



Electric current



Hazardous substances



Flammable substances



Risk of falling due to height difference



Hanging load



Watch out: danger!



Warning area

9.4 RAI Safety Rules



Safe and secure in RAI Amsterdam during event setup and breakdown

1. Access

RAI Amsterdam is accessible only to persons in possession of a valid access pass.

2. Safety shoes

Approved safety shoes must be worn during the stand set-up and breakdown periods.

3. Safety helmet

An approved safety helmet must be worn when the safety sign is on in the exhibition halls.

4. Smoking, alcohol and drugs

Smoking, drug-taking and the consumption of alcohol are prohibited.

5. Emergency exits

- The emergency exits and yellow traffic routes should always be kept free of obstructions.
- The emergency exits should be used only in emergencies.

6. Fire extinguishers

Fire extinguishers should always be kept accessible.

7. Working at heights

- Persons working at heights in excess of 2.5m in a cherry picker or an aerial lift must be attached by a safety line.
- It is not allowed to work on a ladder at heights above 2.5 metres for more than 2 consecutive hours. In these situations a cherry picker or an aerial lift should be used.

8. Transport

- The maximum transport speed is 5 kilometres per hour inside and 10 kilometres per hour outside.
- The forks of a forklift truck that is motion may not be more than 15 centimetres above the ground.
- A forklift truck may not be used to transport or lift persons.
- Persons may not make telephone calls while operating a means of transport.
- Only trained personnel have permission to operate a forklift truck.

9. Young people

Persons under the age of 16 years are not allowed admission to the RAI during the setup and breakdown periods.

10. Materials and tools

Only approved (i.e. CE certified) machines and tools may be used.



ANNEXE 5

LICENCES MANUAL

Licences Manual

Licences at Amsterdam RAI



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1 Licences Manual

1.1 Introduction

1.1.1 Purpose of Licences Manual

The purpose of this manual is to provide a clear description of the regulations, procedures and forms governing the issuing of permits by Amsterdam RAI on the basis of the General Municipal Bye-Law (Dutch abbreviation '**APV**'). As this manual is a living document its provisions can be amended or new provisions inserted over time.

1.1.2 The Licences Desk

The Licences Desk has been established to implement the so-called RAI umbrella licence decision (and the covenant that forms part of it between Amsterdam RAI, the municipality of Amsterdam and Zuid urban district council. The municipality has issued a decision that serves as an umbrella licence for events at Amsterdam RAI and related activities such as distributing flyers and constructing stands and grandstands. Under this decision Amsterdam RAI is the sole licence holder. Customers of Amsterdam RAI need no longer apply to the municipality/urban district council for separate licences for the activities listed in the umbrella licence decision. Instead, they can simply apply to the Licences Desk of Amsterdam RAI (below: **'the Licences Desk'**).

Each activity covered by the umbrella licence decision is subject to certain regulations. These regulations have to be complied with when the activity in question is carried out. The regulations originate in the General Municipal Bye-Law. The covenant and the accompanying decision have been digitally recorded and are under the management of the KAM-V (Quality, Safety, Health, Environment and Licences) manager and the Licences Officer of Amsterdam RAI (below: **'the Licences Officer'**).

It is the responsibility of the Licences Desk to check the applications of Amsterdam RAI's customers against the terms of the umbrella licence decision. Moreover, the Licences Officer must check that the activities are carried out in accordance with the regulations as contained in the decision.

In addition to the regulations specified in the decision, Amsterdam RAI must also comply with all kinds of requirements under various other statutory regulations in order to be able to carry out various event-related activities. This manual sets out and briefly explains the most important of these regulations.



2 Processes

2.1 Introduction

2.1.1 Overview of processes

The umbrella licence decision includes a number of activities that are covered by the General Municipal Bye-Law. Examples are holding a lottery or collection in or near the Amsterdam RAI Convention Centre (below: '**Convention Centre**'), distributing flyers and samples, flyposting and pavement chalking, placing objects, constructing stands and grandstands and making music (barrel organs, percussion bands and so forth) on the RAI's outdoor site. In addition, a licence may be necessary under the General Municipal Bye-Law in order to hold certain events. All events held in the Convention Centre must also comply at all times with the terms of the licence for the use of the Convention Centre and the environmental licence granted to Amsterdam RAI.

The construction of a multi-storey stand, a grandstand or a stage (higher than 60 cm) is subject to the provisions of the Housing Act (*Woningwet*). The municipality of Amsterdam has made provision in the umbrella licence decision for the possibility of granting permits for this purpose. The structure is inspected by expert third parties acting on behalf or on the instructions of Amsterdam RAI to ensure compliance with the Building Order (*Bouwbesluit*) and the municipal building regulations (*bouwverordening*).

Provision for the use of a tethered advertising balloon (zeppelin) on the outdoor site is also made in the umbrella licence decision. This comes under the Aviation Act (*Luchtvaartwet*).

Some specific events are excluded from the umbrella licence decision, for example dance events and so-called high-risk events. In such cases the Organiser of the event (below: '**the Organiser**') is required to apply to the urban district council for an event licence. The Amsterdam RAI account managers can assist in making this application.

In principle, the application is submitted online and the ensuing correspondence with the applicant also takes place in digital form. The Licences Officer monitors the process and arranges for the correct and complete filing of all relevant documents.

2.1.2 Applications for permits to Amsterdam RAI

A permit for the relevant activities may be applied for by the Organisers, exhibitors or other interested parties. The Organisers submit an application after consultation with the Account Management Department of Amsterdam RAI (below: '**Account Management**').

The Organiser of an event decides first of all whether or not certain activities should be possible during the event (this does not, in fact, apply to the event itself, for which an event licence is necessary from the urban district council or through Amsterdam RAI). The Organiser also decides whether the requisite application forms should in that case be included in the event webshop (below: '**webshop**'). Exhibitors must use the forms from the webshop when applying for a permit. Other interested parties should request a permit directly from the Licences Desk. The Licences Officer checks whether the application is in accordance with the wishes of the Organisers.



2.2 Process descriptions

2.2.1 Organising events

The General Municipal Bye-Law provides that holding an event (or arranging for an event to be held) is prohibited without a licence issued by the Mayor of Amsterdam. This prohibition applies to both indoor and outdoor events.

Most events in the Convention Centre can be classified as perfectly straightforward events which are entirely suitable for a large, versatile Convention Centre. In such circumstances no separate application has to be submitted. However, things are different in the case of certain high-risk events, for which a permit must be requested. Any such application is then carefully considered with the urban district council.

Procedure:

As soon as an Organiser approaches the Convention Centre with the idea of holding an event at the Convention Centre that cannot be classified as a straightforward event as referred to in the previous paragraph, the Account Manager contacts the Licences Desk. The Licences Officer makes the initial decision on whether or not the event should be classified as high risk. If it is not a high-risk event the application can be submitted to the Licences Desk. Further consultation is then held with the Licences Officer about the application for the event.

If, however, the event is classified as high risk, the Licences Officer contacts the account holder at Zuid urban district council as quickly as possible in order to discuss the application.

On the basis of this consultation the parties may then decide either that Amsterdam RAI can grant consent or that the nature of the event is such that the urban district council should assume responsibility for dealing with the application. In an extreme case it may be decided that the urban district council should not grant a licence.

Regulations:

Every organiser of an activity/event should ensure that the arrival of the visitors is properly arranged and that both the arrival and the departure of the visitors is controlled in such a way as to minimise nuisance to local residents, particularly noise nuisance.

The Organiser should ensure that there are sufficient sanitary facilities and free drinking water facilities for visitors at the event venue and that access to these facilities is unimpeded.

If curtains, net curtains or other materials have been hung in front of exits or emergency exits, these should be attached in such a way as not to block the escape routes.

Emergency lighting, transparent light fittings and other signs indicating escape routes should be switched on and be visible at all times.

2.2.2 Construction of multi-storey stands, grandstands and stages

Under the Housing Act, a structure may not be erected without the consent of the municipality. According to the building regulations of the urban district council, this prohibition includes temporary structures such as multi-storey stands, grandstands and stages (higher than sixty centimetres (60 cm)). As the construction of stands and stages lower than sixty centimetres (60 cm) is excluded, no licence need be applied for in such cases.

The umbrella licence decision provides that Amsterdam RAI may issue a permit for the structures described above. The applications should be carefully checked beforehand against the provisions of the Building Order. To carry out this check Amsterdam RAI may use the services of expert third parties. In the event of repeat applications, this can be indicated on the application form sending relevant data.

If TÜV-approved (Technische Überwachungs Verein) parts are used for a stage or grandstand, the applicable certificates should be sent with the application.

Procedure:

Applications for multi-storey stand construction are submitted through the webshop to the Licences Desk, together with construction calculations and drawings. The application is checked by the Licences Officer to ensure that it is complete. If the application is not complete, the Licences Officer contacts the applicant to request whatever additional information is necessary.

As soon as the application is complete the Licences Officer forwards it to an external expert agency if it is necessary to assess appropriate construction and structural issues. Once the construction and structural data have been approved, the Licences Officer issues a permit. This is sent in the form of a PDF letter to the exhibitor.

While the stand is being built the Licences Officer inspects its construction. During the first inspection the emphasis is on the construction. The Licences Officer checks whether the stand is being or has been built in accordance with the application. The second inspection takes place before the stand is first used. At that time the emphasis is on the structural requirements such as stairs and railings.

If it transpires during one of the inspections that the stand does not comply with the requirements, the exhibitor or stand builder is contacted and a meeting is arranged at the stand to discuss how the requirements can be met. If a second inspection shows that the stand still does not comply with the construction or structural requirements, the RAI may take enforcement measures. In that case the Licences Officer contacts the building inspectors of the urban district council. Together the Licences Officer and the building inspectors then inspect the stand and discuss further measures and procedures.

As soon as the stand has been approved the PDF inspection letter is sent. If it is decided after consultation with the building inspectors that the stand may not be used access to the upper level is closed off. A PDF letter is also sent if it is decided as a result of the inspection that the stand may not be used.

Regulations:

Temporary structures should always comply with the legislation and regulations in force at the time of the application (in mid-2011 this is, above all, the Building Order of 2003). More information can be obtained from the Stage, Multi-storey Stand and Grandstand Manual. This contains a number of regulations from the Building Order which specifically apply in the Convention Centre.

2.2.3 Activities on Amsterdam RAI's outdoor site

Under the General Municipal Bye-Law distributing flyers and samples, flyposting, pavement chalking and making music in public places are all prohibited. However, the umbrella licence decision confers on Amsterdam RAI the right to permit these activities to be carried out on its outdoor site (see: Venue activities) on condition that an application is made for this purpose and is granted in writing by the Licences Desk. This does not apply where activities of this kind are carried out indoors at Amsterdam RAI, i.e. the Convention Centre. On this point, see the terms and conditions of participation for each event and, as regards the Organisers, the applicable standard terms and conditions of hire of Amsterdam RAI.

The purpose of these prohibitions is to prevent any adverse environmental impact and limit nuisance in public places. The licence/permit may also contain conditions to be fulfilled by the applicants. These conditions are listed in the decision. Amsterdam RAI includes these conditions unchanged in the permit which it issues on the basis of the umbrella licence granted to it.

General procedure:

**Aanvraagformulier
standbouw / tribune / podium**

Gegevens exposant

Naam organisatie

Aanspreektitel Dhr.

Voorletter(s) en naam

Achternaam

Adres

Huisnummer en/of toevoeging

Postcode en plaats

Land

Telefoonnummer

Telefoonnummer (mobiel)

Email

KvK nummer

Gevestigd te

Gegevens standbouwer

Naam organisatie

Aanspreektitel Dhr.

Voorletter(s) en naam

Achternaam

Adres

Huisnummer en/of toevoeging

Postcode en plaats

Land

Telefoonnummer

Telefoonnummer (mobiel)

Email

KvK nummer

Gevestigd te

Gegevens onsite contactpersoon

Figuur 1



Applications for activities can be submitted by the Organiser, exhibitors and/or third parties (in mid-2011 Faircom B.V. was contracted by Amsterdam RAI as media service provider). The Organiser and third parties are sent the application forms direct. The forms for the exhibitors are included in the webshop in consultation with the Organiser. This enables the Organiser to control what happens during an event.

The web forms are forwarded to the Licences Desk for processing. The Licences Desk checks the application and contacts the Account Manager, Organiser or other applicant if it has doubts or questions. If the application is approved, the permit is granted in writing within two or three (2-3) working days. If consent is withheld, this too is communicated to the applicant in writing.

Each category of permit is subject to various conditions. For example, flyers may be distributed only at specified locations (for an overview of possible locations see figure 3). Similarly, posters must be glued in such a way that they can easily be removed. These conditions are specified in the permit letter issued before the activity is carried out.

During the implementation of the activities an inspection is carried out by the Licences Officer and the Traffic Management Department of Amsterdam RAI (below: '**Traffic Management**'). In addition, the Enforcement Department of Zuid urban district Council always has the right to check whether the activities are being carried out in accordance with correctly issued licences/permits. For this reason those carrying out an outdoor activity must always carry a copy of the permit letter with them. This is also stated in the letter.

General regulations:

The activities that take place in sectors 2 and 3 (see attached floor plan) must be related to an exhibition, event or other activity that takes place mainly in the Convention Centre.

Activities, events and exhibitions should always be terminated as soon as this is demanded by the Licences Desk. Similarly, they should also be terminated as soon as this is demanded by a police officer. A police officer will make such a demand only after consultation with the Licences Desk and in the name of the authority that has issued the decision (i.e. the municipality/Zuid urban district council).

The written permit issued by the Licences Desk should be shown on demand to staff of Amsterdam RAI and to police officers, fire service personnel and municipal officials.

The orders or instructions given by police officers, fire service personnel and municipal officials should always be obeyed promptly and to the letter. The issuing of the permit does not in any way limit or detract from the liability of the permit holder towards third parties.

Ambulances, police vehicles and fire appliances should be able to have unimpeded access to the site of the Convention Centre (minimum width of three and a half (3.5) metres and minimum clearance of four metres and twenty centimetres (4.2m) for vehicles). This means that:

- the emergency route must be kept clear;
- the arrival and positioning of vehicles and other equipment of the police and fire service may not be obstructed in any way whatever;
- objects placed wholly or partly on the roadway should be positioned in such a way that a lane of at least three and a half (3.5) metres wide is left free;
- objects should be placed at least three (3) metres from external walls that have windows and/or door openings, unless notice has been given in accordance with the licence for the objects concerned and a written permit has been issued;
- the location should be kept free of obstacles in order to ensure accessibility for ambulances, police vehicles and fire appliances.

If and in so far as the location may be sealed off for vehicles with the express consent of the Licences Desk, this may be done only by means of light, removable barriers.

The objects, barriers and traffic equipment should be positioned in such a way as to ensure that pedestrians and cyclists have free and safe passage.



The pavement may not be damaged. The ground may not be broken open unless written approval has been obtained beforehand from the Licences Desk on the basis of the licence for the object concerned.

In the event of emergencies the route of gas pipes and the surrounding area must be kept clear at all times.

When activities, events and exhibitions are held in the vicinity of trees, measures should be taken to protect the trees at all times. Materials and other objects may not be placed under the crown of the tree and there should be a minimum distance of two (2) metres from the trunk.

A naked flame may not be used on the roadway, although permission for a barbecue may be given in writing by the Licences Officer.

2.2.3.1 Distributing flyers and samples, flyposting and pavement chalking

Flyers and samples may be distributed and flyposting and pavement chalking carried out only after a written application has been granted by the Licences Desk. The Organiser of an event determines whether such activities can and may be carried out. If the Organiser authorises such an activity, a permit should be requested from and granted by the Licences Desk.

Procedure:

Application forms for flyer and sample distribution and for flyposting and pavement chalking are provided at the request of the Organiser. When the application is made it should be clearly stated on which part of the RAI site the activity is to be carried out.

Regulations:

Flyers and samples may be distributed only in the sectors explicitly specified by the applicant (see figure 3 for a total overview of the possibilities). Flyposting and pavement chalking with materials that are easy to remove may take place only in Sector 2. It is expressly prohibited to carry out any of these activities in the underground car parks or other car parks of Amsterdam RAI.

Staff who distribute flyers and samples or who are engaged in creating pavement chalk logos or attaching footstep stickers should carry the permit letter with them. This must be produced on request to staff of Amsterdam RAI or municipal officials.

Immediately after termination of the distribution of flyers and samples the area around the distribution point should be cleaned at the expense of the permit holder. If the Licences Officer, the Traffic Management Department or the Enforcement Department of Zuid urban district council so requires, cleaning must also be carried out even before termination.

Immediately after the event concerned, the stickers or pavement chalk logos should be removed or hosed away, as the case may be. This also applies to reverse graffiti.

If Amsterdam RAI or the urban district council incurs cleaning costs as a result of the flyer or sample distribution, flyposting or pavement chalking, the total costs will be recovered from the permit holder or the person carrying out the activity concerned.

2.2.3.2 Placing of objects on the RAI's outdoor site

The General Municipal Bye-Law provides that an object may not be placed in a public place without a licence from the Mayor. An object may generally be placed after a licence has been granted. Such a licence may never be granted for a period in excess of thirty-one (31) days. The most common objects placed in the vicinity of the Convention Centre are advertising signs and columns, cars and trailers (with or without advertising), tents and boats.

The umbrella licence decision provides that Amsterdam RAI may grant a permit for the placing of an object.

To place an object, an application must be made by the Organiser, exhibitor or third parties. Objects may be placed only after a written permit has been obtained from the Licences Desk. The Organiser of an event



determines whether such an activity can and may take place. If the Organiser permits such an activity, an application should be submitted for each activity to the Licences Desk through the webshop.

Procedure:

The web forms and attachments are sent to the Licences Desk. The Licences Desk checks the application and, in the event of doubts or questions, contacts the Account Manager or applicant. If agreed, the written permit is sent within two to three (2-3) days.

The Licences Desk does not authorise the placing of an object if this would obstruct free movement. Objects should never be placed within three (3) metres of a tree. Nor should they be placed in such a way as to obstruct access for pedestrians. Objects may not be placed on a cyclepath or roadway.

During the implementation of the activities an inspection is carried out by the Licences Officer. In addition, the Enforcement Department of Zuid urban district council always has the right to check whether the activities are being carried out in accordance with a correct permit.

Regulations:

Objects may not be placed on or against municipal property such as fire hydrants/fire hydrant pits, cable houses and transformer columns and kiosks. Access to connection points for municipal and other services and businesses and telecom operators such as valves, water pipes, fire hydrants, extinguisher pipes, inspection pits and junction boxes should remain unobstructed, with a radius of at least one metre (1m) being left free around each connection point. The minimum space to be left free around electricity supply poles is sixty centimetres (0.60m) and around manhole covers for underground telephone or telecom cables or pipes is fifty centimetres (0.50m). Fire hydrant signs should always be left visible.

Stays/anchors may not be used to secure property on the site around the Convention Centre.

Crane gantries, scaffolding, decking, containers, huts and building material stores must be kept clear of gas mains as it must always be possible for the energy company to reach the mains in the event of faults or breakdowns. The full width of entrances, exits, passageways and so forth should always be kept free of obstacles and other objects.

An object should be placed and removed in such a way as not to endanger the free and safe passage of traffic, obstruct the free flow of traffic or cause nuisance to local residents.

Where a generator is used, both the generator and the oil storage tank should be positioned above a drip tray to prevent any soil contamination. In order to avoid noise nuisance, generators should be positioned as far as reasonably possible from residential properties. The equivalent noise level (LAeq) caused by any generator may not exceed sixty decibels (60 dB(A)) during the day when measured at the front of residential properties.

2.2.3.3 Launching of advertising balloons

The Organisation and Use of Non-Designated Airfields and the Tethered Kites and Small Balloons Order, made under the Aviation Act (*Luchtvaartwet*), provides that a tethered balloon may not be launched without a declaration of non-objection from the Air Traffic Control Service (RLVD) and the municipality.

The umbrella licence decision provides that Amsterdam RAI may authorise the use of tethered advertising balloons on its site on condition that all regulations have been complied with. A tethered advertising balloon may be launched only after a written permit has been obtained from the Licences Desk. The maximum permitted height of such a balloon is fifty (50) metres.

Procedure:

To obtain consent to launch a tethered advertising balloon, the operator concerned should submit a fully completed application form to the Licences Desk. This is then assessed by the Licences Officer, who forwards the form to the Air Traffic Control Service and consults with Event and Traffic Management. The Licences Desk grants a written permit by PDF letter.



2.2.3.4 Market stall pitches

Under the General Municipal Bye-Law a market stall pitch may not be occupied without a licence issued by the executive board of the urban district council concerned.

The umbrella licence decision provides that Amsterdam RAI may grant a permit to a stall holder for the use of a pitch at locations designated by the municipality/urban district council. In consultation with the Organiser prospective stall holders may be invited through the intermediary of the Service Management Department of Amsterdam RAI (below: **Service Management**). The contacts with stall holders are arranged through Service Management.

Procedure:

Applications are submitted by the prospective stall holder by means of a PDF form. Service Management sends the PDF application forms. These must be returned to the Licences Desk, either directly or through Service Management, together with a copy of registration with the Market Department (Amstel 1, 1011 PN Amsterdam) and an extract from the register of the Chamber of Commerce.

The Licences Officer assesses the application and consults with Service Management and Traffic Management about the location of the pitch and, if the application is granted, sends a PDF letter to the applicant.

The scope and precise location of the pitch and the period for which it is granted are reported annually to the account manager of Zuid urban district council to enable the rents to be invoiced by the municipality of Amsterdam.

2.2.4 Collections

Under the General Municipal Bye-Law it is prohibited to hold a public collection of money or goods or to circulate subscription lists for this purpose without a licence issued by the municipal executive (mayor and aldermen). This prohibition applies regardless of whether the collection takes place indoors or outdoors.

Under the umbrella licence decision an Organiser or exhibitor may submit an application to Amsterdam RAI for a permit to hold a collection.

Procedure:

Applications to hold a collection are submitted by an Organiser or exhibitor. The Organiser may request an application form from the Account Manager. The forms are available for exhibitors in the webshop if provision for them has been made by the Organiser. All applicants should ensure that the application is accompanied by (1) a recent extract of an entry in the register at the Chamber of Commerce (or a similar organisation abroad) and (2) a copy of the articles of association/constitution of the organisation.

The web forms and attachments are forwarded to the Licences Desk for processing. The Licences Desk checks the application and contacts the Account Manager, Organiser or other applicant if it has doubts or questions. If the application is approved, the permit is granted in writing within two or three (2-3) working days. If consent is withheld, this too is communicated to the applicant in writing. The Licences Officer notifies the Event Manager of the permits granted.

During the implementation of the activities an inspection is carried out by the Licences Officer. In addition, the Enforcement Department of Zuid urban district council always has the right to check whether the activities are being carried out in accordance with correctly issued licences/permits.

Regulations:

This licence applies only to collections held in and around the Convention Centre. Collections in sector 2 (see figure 3) may only be held during daylight hours.

A collection may be held only with closed and sealed containers which are clearly marked with the name of the charity and the purpose of the collection, in accordance with the regulations of the executive board of Zuid urban district council.



The collectors must at least have reached the age of fourteen (14) years and must wear a sufficiently large and clearly visible badge, on either their arm or chest, stating the name and purpose of the collection.

The lists of collectors should be provided in good time at the request of the urban district council and/or Amsterdam RAI. The contents of the containers should be counted under the direction and responsibility of the executive board of the collecting institution or, if this is not established in Amsterdam and also does not have any branches in Amsterdam, by a committee of three (3) persons appointed by the executive board of the charity.

The attention of the collectors should be expressly drawn to the fact that the information they provide to the public should be clear in terms of the name and purpose of the collection. The collection should not cause nuisance to those in the vicinity.

2.2.5 Lotteries

Lotteries held during events in the Convention Centre generally meet the following definition: 'the provision of opportunity, in the course of a promotional activity, to compete for prizes or premiums in circumstances in which the winner is designated by some chance determination over which the participants can generally not exert any significant influence'. Promotional games of chance may only serve to promote a product, service or organisation and may not be arranged as an independent activity.

The upper limit is the economic value of the total prize money, which may not exceed four thousand five hundred euros (€4,500) inclusive of VAT. This amount is also inclusive of any sponsored prizes. If the total prize money is higher, the umbrella licence decision does not apply and application for a licence must be made to the Ministry of Justice in The Hague.

Procedure:

The procedure for lotteries is the same as for collections (see above).

Regulations:

Both the lots and all announcements should, as far as practically feasible, clearly state:

- the name of the licence holder and the address where information can be obtained;
- the purpose described in the licence;
- the number and price of lots;
- the time and place of the draw.

The lottery must be held for a good cause. At least fifty percent (50%) of the proceeds of the lots sold must be allocated to the good cause.

Only necessary expenses may be incurred. Any commission to sellers of lots should be confined to ten percent (10%) of the sales of lots.

Persons who have not yet reached the age of eighteen (18) years may not take part in a lottery. If the winner of a prize is nonetheless a person under the age of 18, the person concerned will not qualify and the lot will be disregarded.

2.2.6 Unamplified music

If it is desirable to play unamplified music on the RAI's outdoor site, for example by means of a barrel organ, a written permit must be obtained from the Licences Desk.

Figuur 2



Procedure:

Application forms for the playing of unamplified music are available. Such forms are provided on request and on condition that the Organiser does not have any objection to this activity. The fully completed application form should be sent to the Licences Desk. If the application is approved, the permit will be given within two to three (2-3) working days. If consent is withheld, this will be notified to the applicant by letter.

Regulations:

Performances may be held only between 09.00 hrs and 23.00 hrs. If, say, a barrel organ is used, the same regulations govern its positioning on the RAI site as those applicable to other objects.

2.2.7 Amplified music

If it is desired to play amplified music in the Convention Centre or on the outdoor site, the regulations of Amsterdam RAI's environmental licence must be observed.

Procedure:

Applicants should contact the Licences Desk through the intermediary of the Organiser of the event. The Licences Desk can advise on the possibilities, which differ from location to location.

2.3 Other activities under the Umbrella Licence Decision

2.3.1 Advertising message

Under the General Municipal Bye-Law, property owners or others with a legal right to property in Amsterdam may not use the building or anything on it for advertising purposes (or allow others to do so) , for example by displaying a sign, announcement or picture in any form whatever which is visible from the road or from another public place accessible to the public.

Nor is advertising permitted which:

- is unsightly or detracts in some other way from the quality of the public space;
- jeopardises traffic safety;
- causes disproportionate nuisance to the surrounding area.

Under the Umbrella Licence Decision, Amsterdam RAI is permitted to display advertising messages, for example advertising banners on the building.

2.3.2 Temporary traffic measures

If a road has to be closed off or parking spaces are occupied by a maintenance vehicle or other object, a temporary traffic measure is needed. Such a measure applies where the normal traffic conditions are disrupted by works.

The Umbrella Licence Decision provides that Amsterdam RAI (i.e. Traffic Management) can take measures in and around the Convention Centre to regulate the traffic flow.

2.3.3 Exemption under the Shop Opening Hours Act (*Winkeltijdenwet*)

On 17 February 2010 the Amsterdam municipal council passed a motion permitting all shops in Amsterdam to open on Sundays from the end of February 2010. This means that, until further notice, there is no further need to request an exemption.



2.4 Locations for activities

The RAI site has been divided into three zones:

- the Convention Centre (including Halls 1 to 11, meeting areas and the auditorium etc. with lobbies);
- the RAI outdoor site (the blue area shows how far Amsterdam RAI's responsibility extends beyond the halls);
- the external car parks (although these sites are regularly used by Amsterdam RAI no permits may be issued under the Umbrella Licence Decision for activities such as flyer distribution, market stall pitches etc.).

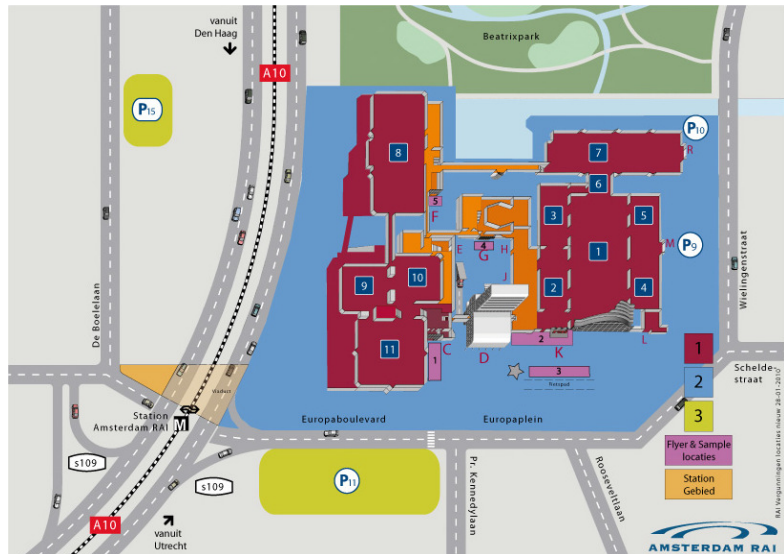
There also some specific locations on the RAI site.

Station area:

No permits can be issued by Amsterdam RAI for this area.

Flyer and sample distribution locations:

The distribution of flyers and/or samples is permitted only at the designated locations (see figure 3).



Figuur 3

Market stall pitches:

A pitch may be occupied by a market stall holder only on the locations coloured yellow on the RAI site (see figure 4).



Figuur 4



2.5 Correspondence

2.5.1 Forms

Specific application forms are available for each type of permit. The forms clearly indicate what documents should be lodged.

The application forms are included separately for each event in the webshop set up for this purpose. In this way the Organiser can determine what is or is not permitted at an event.

2.5.2 Letters

The permits are recorded in a letter which is sent in PDF form to the applicant. If the application is submitted by a business or institution not established in the Netherlands (or if a business established in the Netherlands explicitly requests), the correspondence will be conducted in English.

2.5.3 E-mail

For e-mail contacts the e-mail accounts 'vergunningen@rai.nl' and 'licences@rai.nl' have been established.

2.6 Inspections

2.6.1 Construction of multi-storey stands, grandstands and stages

Structures such as multi-storey stands and grandstands are inspected at least twice (2x) by the Licences Officer. The first inspection takes place during the construction stage when the structure is still open and easily visible, and the second before the event starts. On this occasion the Licences Officer pays particular attention to structural aspects such as railings. The drawings and construction calculations serve as a checklist for the purposes of inspection. An inspection letter is always sent after an inspection.

If the inspection reveals that the structure does not meet the requirements, it can be modified by the builder in order to comply. If it is not possible to modify the structure or it is not modified in time, an order may be made barring its use. If the applicant/exhibitor nonetheless wishes to use the structure, enforcement action can be taken in cooperation with Zuid urban district council.

2.6.2 Flyposting, pavement chalking and the distribution of flyers and samples

The inspection of these activities is carried out by Traffic Management, Event Management and/or the Licences Officer. The Public Space Enforcement Department (HOR) of Zuid urban district council and the police also have the power to inspect these activities. To facilitate the inspection, the person carrying out the activity should always carry the permit letter and be able to produce it together with the usual identity documents.

If the letter cannot be produced, the person or persons concerned must cease their activities. If a request to cease the activities is ignored, enforcement action can be taken and the offender or offenders will be fined.

2.6.3 Other activities

These are inspected by the Licences Officer before or during an event, depending on the type of activity.



3 Event-related environmental activities

3.1 Introduction

3.1.1 Basic principle

The regulations under Amsterdam RAI's environmental licence apply during events/activities. The general regulations apply to everyone who is present in or near the Convention Centre. The aim of the regulations is to prevent nuisance for third parties and environmental harm. Examples are the cleaning of the Convention Centre and measures to prevent litter. There are also various specific environmental aspects.

3.1.2 List of environmental aspects

- Fire prevention and firefighting (approved portable and mobile fire extinguishers)
- Noise restrictions (to prevent nuisance to other exhibitors or local residents)
- Air pollution and odour nuisance (food preparation)
- Storage and use of waste substances and dangerous substances (waste separation, storage and disposal in accordance with CPR-15-1 / PGS 15)
- Above-ground tanks (use of flammable liquids in tanks CPR-9-6 / PGS 30)
- Storage and use of gas cylinders
- Soil protection (use of soil protection measures, reporting of unusual occurrences and measures to be taken)
- Industrial effluent (requirements for discharge of effluent).

3.1.3 Information

Activities which involve the environmental aspects referred to above should be notified to Amsterdam RAI well in advance. The possibilities can then be discussed with the notifier and information provided about the specific regulations.

Inspections concerning events-related environmental aspects are carried out by different departments. The information about their findings is passed to the Event Manager, who records the information.

If an activity which can have environmental consequences is not reported beforehand or if the measures specified in the advance consultations are not taken, Amsterdam RAI has the right to close down this activity immediately.

4 Other legislation and regulations

4.1 For organisations

If you have any questions about activities and the applicable legislation and regulations, you should contact the Account Manager of Amsterdam RAI who can provide you with further information.

4.2 For exhibitors

If you have any questions about activities and the applicable legislation and regulations, you should contact the event organiser.



ANNEX 6

FLOOR PLANS OF CONVENTION CENTRE

General floorplan with entrances:



Please see www.rai.nl for pictures of halls and rooms, detailed floor plans of halls and rooms are available through your Account Manager.

Legend

- A** Entrance
- Hall 1** Hall
- P7** Parking garage
- P4** Parking
- P2** Pedestrian parking entrance
- T** Tram stop
- M** Metro station
- S** Train station

The map shows the RAI Amsterdam complex with buildings numbered 1 through 11. Key features include:

- Entrances:** A10 (From Den Haag), A9 (From Utrecht).
- Parking:** P1-P10, including a pedestrian parking area (P2) near the train station.
- Transportation:** Station Amsterdamsche RAI (M), Station RAI (S), and various tram stops (T).
- Streets:** De Boelelaan, Europaboulevard, Pr. Kennedylaan, Europaplein, Rooseveltlaan, Wielingenstraat, Scheldestraat.
- Landmarks:** Beatrixpark, Front Square, Congress Square, Europe Tower, Auditorium, Elcicum, Amrhum.

ANNEX 7

FLOOR AND ROOF LOADING OF CONVENTION CENTRE

Overview on floorloads :

Halls:	Maximum floorload:	Type of floorcovering
Hall 1	3.000 kg/m ² (30.000 N/m ²)	asphaljt
Hall 1 - under and on the balcony;	500 kg/m ²	concrete
Hall 2	3.000kg/m ² (30.000 N/m ²)	asphaljt
Hall 3	3.000 kg/m ² (30.000 N/m ²)	asphaljt
Hall 4 - Hall 5	3.000 kg/m ² (30.000 N/m ²)	asphaljt
Hall 6	1.000 kg/m ²	asphaljt
Hall 7	1.000 kg/m ²	asphaljt
Hall 8	3.000 kg/m ² (30.000 N/m ²)	asphaljt
Hall 9	3.000 kg/m ² (30.000 N/m ²)	asphaljt
Hall 10	3.000 kg/m ² (30.000 N/m ²)	asphaljt
Hall 11	3.000 kg/m ² (30.000 N/m ²)	asphaljt
Passage (-1) Halls 1-7 naar Halls 9-11	400 kg/m ²	tiles (stone)
Flyover Hall 7 - Hall 8	400 kg/m ²	linoleum
Flyover Hall 8 - Hall 9/10	400 kg/m ²	linoleum
Congress area ground floor:	Maximum floorload:	Type of floorcovering
Lounge Auditorium	300 kg/m ²	marble
Onyx Lounge	300 kg/m ²	marble
Europa Foyer	400 kg/m ²	epoxy floor
Grand café	400 kg/m ²	wood
Diamond Lounge	300 kg/m ²	marble
Lounge Forum	250 kg/m ²	marble
Jade Lounge	300 kg/m ²	tiles (stone)
Congress area 1st floor:	Maximum floorload:	Type of floorcovering
Upper Lounge	200 kg/m ²	carpet on wood
Emerald Lounge	200 kg/m ²	carpet on wood
Topaz Lounge	200 kg/m ²	carpet on concrete
Ruby Lounge	300 kg/m ²	carpet on concrete
Park Foyer	1.000 kg/m ²	carpet on concrete
Elicium 1 en 2:	Maximum floorload:	Type of floorcovering
Elicium 1 (ballroom)	500kg/m ²	carpet on concrete
Elicium 2 (ballroom)	500kg/m ²	carpet on concrete
Elicium loading terrace (outside)	500kg/m ²	concrete
Elicium entrance	500kg/m ²	tiles (stone)
Outside area:	Maximum floorload:	Type of floorcovering
RAI Congress square	300 kg/m ²	asphaljt
RAI Front square	500 kg/m ²	bricks
P-11 bufferzone	2.000 kg/m ²	bricks
P-4 loadingdock Hall 9-11	3.000 kg/m ² (30.000 N/m ²)	asphaljt
P-5 loadingdock Hall 8	3.000 kg/m ² (30.000 N/m ²)	asphaljt
P-9 loadingdock Halls 4-5	3.000 kg/m ² (30.000 N/m ²)	asphaljt
P-10 loadingdock Hall 7	3.000 kg/m ² (30.000 N/m ²)	asphaljt

Overview on roof- or ceiling load:

The overview on roof- or ceiling load of RAI Amsterdam Convention Centre is too complex to fit in a simple matrix. It depends on how the ceiling and roof is used, the season (water- or snowload) and the spread of the materials hung from the ceiling. RAI Amsterdam appointed a preferred partner for rigging assignments of Hirer, Exhibitor or Supplier (at the time of making this Annex Mansveld Expotech is the appointed company).

RAI Amsterdam created in Annex 3. a 'Rigging Manual' to share more information on rigging. The manual contains general information and an indication per hall on maximum loads. It also states what calculations and plans need to be submitted (Rigging plan) for approval.

Only when the Rigging plan is approved, works to the roof or ceiling may be started!

ANNEX 8

STAND TYPES

To help inform exhibitors on the various stand types that are common, this annex sums up the general types of stands with their specific features in RAI Amsterdam Convention Centre.

Island stands

Island stands are open to gangways on all sides. They must be designed in such a way as to minimise any obstruction of the view of other stands and of the exhibition as a whole. The maximum construction height is 275 cm, and no walls may be erected on the building line. Any requests for exemption should be submitted together with the stand design. Island stands may have ceilings. Free-hanging ceilings (i.e. ceilings suspended entirely from the roof of the building) are permitted after the approval has been obtained of the relevant RAI department and the RAI's designated supplier which must attach the suspension wires (see also the Rigging Manual, Annex 3).

All exhibition halls are fitted with air-conditioning to improve climate control in the summer. The cooled air is blown into the hall at a high level by jet flows (the rings at the top of the inlet pipes) and then drifts downwards evenly distributed across the area of the hall. This may mean that the cooling does not function optimally in stands fitted with a ceiling.

Open stands

Open stands (without walls) are only to be found at certain exhibitions (see the conditions of participation in the event concerned).

End stands

End stands are open to gangways on three sides. Such stands should have a back wall. Maximum construction height, including wooden platform: 275 cm.

Corner stands

Corner stands are open to gangways on two sides. They should have a back wall and one side wall. Maximum construction height, including wooden platform: 275 cm.

Wall stands

Wall stands have one side open to a gangway. They must have a back wall and side walls. Maximum construction height, including wooden platform: 275 cm.

Stands under the balconies of Hall 1 (Europahal)

The height of the walls of stands under the balconies beside the staircases may not exceed 275 cm, as ventilation grilles are located above this height. When the balconies in Hall 1 (Europahal) are in use, the upper side of the stand ceilings in this hall must also be finished to a proper standard.

Stands on the balconies

The guidelines for end, corner and walls stands also apply to stands on the balconies in Hall 1 (Europahal). In order to maintain the view across the exhibition, walls (including back walls) may not be placed against the railings (height of 90 cm), unless otherwise stated by the Hirer/Organiser of the event.

Stands in the Passage and the walkway to Hall 8

The maximum height of walls of stands in the Passage is 200 cm and of stands in the walkway leading to Hall 8 is either 275 cm or 245 cm (further information can be obtained from the Event Management Department through productiondesk@rai.nl). No water or compressed air connections can be provided at these stands.

Two-wall stands

Two-wall stands may have only side walls. Maximum construction height, including wooden platform: 275 cm.

ANNEX 9

ELECTRICAL WORK REGULATIONS

1. Additional conditions relating to electrical work

- 1.1 The floor of the halls contain ducts and boxes for all technical system connections. The location of these connections is shown on the event floor plan by means of small circles.
- 1.2 The work of connecting stands to the mains power supply of the Convention Centre (voltage: 230/400V with neutral cable at fifty (50) Hz) is entrusted by RAI exclusively to Mansveld Expotech (the Supplier at determination of this document), a recognised electrical contractor.
- 1.3 Standholders are not permitted to lay on their own power supply, for example by means of generators.
- 1.4 All stand installations should comply with the regulations in accordance with the latest edition of the following standards: NEN 8020-20, NEN-1010, NEN-3111, NEN-EN 50110 and NEN-3140. Regardless of which electrical contractor has been called in, all installations must always be approved by the Supplier (i.e. the RAI's recognised electrical contractor). If desired, the latter can also fit the entire stand electrical system.
- 1.5 For technical reasons it may be necessary to connect two or more stands to a single switch box or to place a switch box in an adjacent stand. If this unfortunately proves necessary, the participant will not be allowed to switch the power supply to the adjacent stand on or off. However, the basic criterion is that there should always be one mains connection per stand, in order to limit the nuisance in the event of power failures etc. at one of the mains connections.
- 1.6 The participant should notify the recognised electrical contractor, through Exhibitor Services, of the capacity required and any facilities no later than twenty-eight (28) days before the first build-up day of the event; it should also supply a plan of the stand showing the location of the stand and the positions of the mains connections. A charge will be made for mains connections that are not notified in time.
- 1.7 Day-rate electricity is switched on from half an hour ($\frac{1}{2}$ hour) before until half an hour ($\frac{1}{2}$ hour) after the opening hours of the event in the case of consumer exhibitions and from one (1) hour before until one (1) hour after the opening hours in the case of trade shows. Where a refrigerator and/or computer and security equipment is used in the stands, it is recommended that night-rate electricity be requested. Stand lighting may not be connected to the night-rate electricity mains. For safety reasons the mains supply is shut off on the last day **immediately after the close** of the event.
- 1.8 If, in the opinion of the Supplier, the participant's electrical system is defective or otherwise unsound, the Supplier is entitled to refuse to connect the participant to the mains supply.

2. General remarks about electrical installations in the stands:

- 2.1. Stand installations should be fitted with sheathed cable having a cross sectional area of not less than 2.5mm² or equivalent. The use of thinner wiring for the power supply to wall sockets is strictly forbidden.
- 2.2. An exception is made for lighting circuits, which may have a 1.5mm² cross sectional area provided that they do not carry more than 2kW and the final circuits are fitted with an appropriate protective device. Under-floor cables should have a minimum cross sectional area of 2.5mm² and may not be jointed.
- 2.3. The electrical system should have sufficient circuits and be divided equally among the phases. Each group should have the correct fuses and final circuits should be individually protected with a 30mA earth leakage circuit breaker.
- 2.4. In the case of mains connections with a capacity in excess of 10kW you yourself should arrange for the correct capacity division and earth leakage circuit breaker(s). Joints may be welded by means of conductor splices and industrial terminal connections and must have extra protection in the form of an insulated junction box. Concealing welded joints behind walls, under floors or in ceilings is NOT PERMITTED.
- 2.5. Electrical wiring must be laid at a sufficient distance from steam, water and gas pipes. Wiring that is exposed to potential damage must be properly protected. Metal parts which could potentially conduct electricity in the event of an electrical fault should be properly earthed. Electrical cabling and materials must be firmly attached using the appropriate industrial fittings.
- 2.6. Electric motors must be fitted with a thermal control and safety switch. Motors with a capacity in excess of 3kW should also be fitted with a starter that limits the starting current to three times the nominal current, up to a maximum of 180 Amps.
- 2.7. The electrical stand installation must therefore be designed in such a way that interference as a consequence of higher harmonics has no influence on the electricity grid within the RAI building. The following limiting values apply:
 - harmonic deformations (THD) <5%
 - ratio of the third harmonic to the first <3%
 - cosine pi >0.9

Points for attention in connection with electrical systems

- Truss stands and hanging truss must be effectively earthed.
- Suspended trusses must be earthed if they are within arm's reach (<2.5m from the floor, <1.5m from platform or stairs)
- Depending on the situation, suspended trusses that are out of arm's reach may still need to be earthed.
- Aluminium system-built stands must be earthed.
- Maximum of four aluminium system-built stands per earthing (possibly five, depending on the situation).
- Steel structures must be earthed if any current-carrying material or equipment (light fitting, wall socket, cable etc.) is present in their immediate vicinity (i.e. attached to or on, below or through the structure).

Continuation of points for attention in connection with electrical systems

- Earthing must be arranged by means of a separate wire connected as closely as possible to or at the earthing point of the switch and distribution box (or, depending on the situation, by a 'plug in wall socket' if no better solution is available).
- Earth leakage circuit breakers should be class A.
- Splitters are not permitted.
- Every final circuit should be fitted with a 30mA earth leakage circuit breaker.
- An outgoing >32A circuit connected to a switch and distribution box need not be fitted with an earth leakage circuit breaker, but the previous point for attention remains fully applicable to the system connected to it.
- Earth leakage circuit breakers of class AC are not permitted.
- Every switch and distribution box must have a mains on/off switch.
- Plugging and unplugging a switch and distribution box using a > 3kW plug is not an adequate way of switching the box on and off.
- Stand electrical systems should have sheathed cables.
- Wiring for <2kW lighting must have a cross-sectional area of not less than 1.5mm² (except for factory-fitted/original wiring in light fittings with a cross-sectional area of 1mm²).
- Cables under raised floors must be jointless.
- Cables under raised floors must have a cross-sectional area of not less than 3 x 2.5mm² (or, depending on the situation, a cross-sectional area of not less than 3 x 1.5mm² in combination with 10A circuit breaker, if no better solution is available).
- Lighting can be fitted using illumination cables provided they are installed correctly and the light bulbs are undamaged.
- No more than one year may elapse between two successive NEN 3140 inspections of a switch and distribution box. This frequency follows from Appendix T (electrical appliances) of NEN 3140: A1(10) + B2(10) + C2(10) + D2(10) = 40 points.
- If the frequency of use is low (<5 x per year), the maximum time between two successive inspections of a switch and distribution box is two years (for practical reasons often 1 year).
- A switch and distribution box must bear a sticker showing who has performed the NEN 3140 inspection and the date on which the approval expires/ceases to be valid.
- The stand electrical system must be inspected in accordance with NEN 1010-6 before being put into operation. The result must be explicitly shown on the relevant completion report.
- In the case of smaller (shell) stands the stand electrical system may be divided over several stands (depending on the switch and distribution box).
- Cabling, distribution blocks etc. will be inspected by means of random checks.
- Proof must be provided that power cables (often >6mm²) have been inspected.