

## BASIC PACKAGE STANDS

A basic package / space only stand is an area, which does not include the construction of a modular stand or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.

Compulsory forms to be submitted by each basic package / space only exhibitor:

The following documents are mandatory and should be returned to Exhibition Operations Team, by the given deadline: **6 October 2017**

- Stand plans for approval
- Risk assessment / Method statement
- Health and Safety Declaration
- Structural calculations for stands over 4m in height and double deckers.

**In case any of these documents is missing, delay in build-up might occur.**

All exhibitors must read and abide by all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.

### 1. STAND PLANS SUBMISSION

Exhibitors are responsible and liable for their appointed contractors' compliance with all of the rules and regulations specified in this manual.

All Space Only exhibitors must submit stand drawings, including:

- Plan views
- Dimensions
- Elevations

All plans must be accompanied by a risk assessment and method statement.

Approval will be forwarded to all non-complex stands as soon as possible.

Structural calculations may be required for some stands. This is explained in the section below.

For complex stands approvals, once stand plans, risk assessment and method statement, along with any necessary structural calculations have been received, the venue and structural engineers will give final approval.

## 2. RISK ASSESSMENT AND METHOD STATEMENT



### [RISK ASSESSMENT & METHOD STATEMENT EXAMPLE](#)

## 3. STANDS EXCEEDING 4 METERS

Please submit drawings (pdf) and calculations as it is necessary to assess structure with all details of build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details.

Structural calculations are required to prove that the stand is stable and capable of supporting relevant loads i.e. lights, speakers, plasma screens etc.

A technical floor plan showing the position of any service duct on your stand can be requested from the WindEurope Operations Team.

Complex stands (over 4m high) require sign-off by **Campbell Reith Structural Engineers**. Exhibitors / contractors will receive final approval once the stand plans and accompanying documents have been checked. Additional costs occur for this service which will be charged directly to the exhibitor/contractor.

Double-decker stands will be submitted with structural calculations and risk assessment and then forwarded to the venue for final approval. The venue reserves the right to proceed with additional inspections and ask for any modifications they consider useful or necessary in accordance with safety regulations.

The construction of a double-decker 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 regulation (bouwverordening).



#### Contact

WindEurope Exhibition Operations Team  
Inside Events  
Dianne Wright, Gina Walls  
Email: [operations@windeurope.events](mailto:operations@windeurope.events)  
Tel: +44 247 651 0015



Deadline: 6 October 2017

#### 4. HEALTH AND SAFETY DECLARATION

It is important for all exhibitors to read and comply with Wind Europe regulations, Fire and Safety Regulations and Safety at Work manual. Therefore it is mandatory for all exhibitors to complete and return the Health & Safety Declaration form, confirming that you have read and received the exhibitor manual.

All exhibitors are required to fill in a Health & Safety Declaration form **by 6 October 2017**. Please ensure that you complete the form in order to avoid any delays in build-up.



##### HEALTH AND SAFETY DECLARATION

(online form will be available once the exhibitor manual is launched).



##### Contact

WindEurope Exhibition Operations Team

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Tel: +44 247 651 0015



Deadline: 6 October 2017

#### 5. WASTE REMOVAL

Full package stands will be vacuumed prior to each opening event day.

Basic package / space only stands are responsible for their own stand cleaning and removal of waste before, during and after the event.

All rubbish and waste that is generated during the build-up, the event and during the breakdown period must be disposed of in the manner described below. For this purpose you must only use the containers and refuse bags which are available from Amsterdam RAI.

Contact RAI's Exhibitor Services Department to order waste containers at the stand. You can also order 240 litre 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 Exhibitor.

Waste removal bins and any specific cleaning requirements can be ordered directly with Exhibitor Services RAI.

If the If the rented exhibition space is not returned in proper condition, WindEurope will have it cleaned and restored at the exhibitor's expense; a minimum of €500 + VAT will be charged to the exhibitor.



CLEANING AND WASTE – order form is in the RAI web shop



Contact

Exhibitor Services RAI

Email: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl)

Tel: +31 20 549 1928



Deadline: 30 October 2017

RAI web shop will be closed as from 23 November 2017

## 6. FIRE SAFETY REGULATIONS

It is important for all exhibitors to read and comply with RAI Amsterdam Fire Safety Regulations.



[RAI FIRE SAFETY REGULATIONS](#)

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, chairs or displays may protrude into aisles.

RAI Amsterdam has a comprehensive fire alarm system, portable fire extinguishers and fire hoses. Fire hose cabinets, fire extinguishers, sprinklers, or any other fire-safety device must not be hidden, obstructed or otherwise disturbed.



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.

For stand construction etc., only non-flammable materials or the materials listed in sections 1 to 10 below, may be used and then only if they satisfy the relevant regulations.

### 1. Softboard

All surfaces must be coated, according to the instructions for use, with an approved fire-retardant paint or enamel, or must have been flame-proofed by the manufacturer, whereby each sheet should have been clearly marked as such by the manufacturers.

## 2. Wood, hardboard, plywood, multi-ply, chip board

These materials should be at least 3.5 mm thick and belong to flame spread class I and II, as stipulated in NEN (Netherlands standard) 6065; smoke density as stipulated in NEN 6066.

## 3. Glass

- For outer walls and partitions: only safety glass or reinforced glass with embedded cross-wire reinforcement
- For ceilings: only reinforced glass with embedded cross-wire reinforcement.

## 4. Textile used vertically (hanging free)

- Non-inflammable fabric: care should be taken that a fabric has not been made inflammable as a result of treatment for special purposes.
- Inflammable fabric: the fabric must be made as fireproof as possible by flame-proofing or by gluing it to a base of non-inflammable material or to one of the materials mentioned in paras. 1 to 3. Non-inflammability must be demonstrated when tested.
- Should either fabric come into contact with fire or high temperatures, it may not give off irritating or noxious gases or fumes, nor may it drip or melt.

## 5. Textiles used horizontally (velum)

Non-inflammable natural and man-made fibres must be braced by metal wires at intervals of 35 cm or by crosswire with a mesh size of 70 cm. In contact with fire or at high temperatures, the fabric may not give off irritating or noxious gases or fumes, nor may it drip or melt.

Inflammable natural fiber must be flame-proofed and braced by metal wires as described above.

## 6. Bales of straw, cardboard, rush and straw mats

The material must be made as near fireproof as possible by being immersed for at least 24 hours in a fire-retardant medium and must be able to pass an on-the-spot test.

## 7. Synthetics

- Film and foil (with or without textile backing) must be affixed to a base of non-inflammable material or to one of the materials listed under nos. 1 to 3 above, in order to render it as near fireproof as possible. On contact with fire or at high temperatures the material should not give off irritating or noxious gases or fumes, nor should it drip or melt and it must be able to pass an on-the-spot test to this effect.
- Sheeting must be made as near fireproof as possible; on contact with fire, or at high temperatures, the material should not give off irritating or noxious gases or fumes, nor should it drip or melt.
- For foam plastic and rubber (e.g. for lettering) the same rules apply as for sheeting unless there is no more than 2 dm<sup>2</sup> per m<sup>2</sup> of stand surface area.

## 8. Paper products (wallpaper, crepe paper, photographic paper)

The paper must be entirely glued to a base of non-inflammable material or to one of the materials listed in nos. 1 to 3 above, or have been fire-proofed.

## 9. Inflammable drinking cups

These are permitted provided there are sufficient flame-dousing metal litter bins available; these bins must be regularly emptied outside the building.

## 10. Lighting

1. Ornamental light fittings with incandescent or halogen (12 and 220 volt) lamps are permitted if:

- comply with NEN 1010;
- they are made of non-flammable material or of a near fireproof synthetic which does not start to drip when heated and if the brackets are of a type generally available;
- the installation is stable;
- the source of light is placed at a distance of at least 15 cm from any inflammable material, or the reflected rays cannot fall on inflammable material within a 30 cm radius of the reflector.

2. Fluorescent tube fittings (plastic) are permitted if:

- the light aperture is made of a self-extinguishing material which, in case of combustion, does not give off irritating or noxious fumes and is of a type generally available;
- the distance between these fittings and the outer walls of the stand is at least 50 cm;
- the total surface of a number of inter-connected fittings is no greater than 3.5 m<sup>2</sup>; the distance between two such groups of fittings is at least 1 metre.
- the material used to hang the fittings is metal or at least 10 mm-thick wood.

## 11. Flame-proofing of stand materials

The exhibitor may wish - perhaps in connection with these Fire Regulations - to have stand materials flame proofed on the spot. In that case he or his contractor should contact:



Contact

Bolderdijk Brandpreventie  
c/o Amsterdam RAI  
P.O. Box 77777  
1070 MS Amsterdam  
Netherlands  
T +31 (0)20 549 13 1



The venue reserves the right to reject the use of material that does not comply with the aforementioned requirements. Fire-retardant materials must be approved. Fabric ceilings and other decor must be impregnated against fire.



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.

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

## 7. STAND DESIGN

### 1. General rules of stand design

- The maximum build height is 6m, including banners. This may be lower in certain areas of the halls, please check your stand location and any indicated height restrictions on the technical floorplan, or contact the operations team.
- Lighting rigs are permitted up to 8m (depending on the hall height) and written permission from the organisers. No build elements, ceiling or branding should be added.
- Non-island stands must provide walling for the full length of their side/back walls to at least a height of 2.5m.
- At least 50% of each stand side facing onto an aisle should remain open or fitted with transparent material.
- Extensive walling facing an aisle must be dressed with graphics, screens etc.,
- Long walling of 4m or more, facing onto an aisle, could be asked to be stepped back by a minimum of 1m into the stand.
- Stands over 4m in height will need to provide structural calculations and plans, these will be checked prior to build at an additional cost to the exhibitor.
- When placing items which require water, drainage, compressed air or power outlets, it is important to take the location of the service ducts into consideration.

### 2. Ceilings

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 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.

### 3. Raised floor

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. To improve accessibility to visitors with disabilities, such as wheelchairs, walkers and blind or partially sighted people, 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.

Under the Equality Act it is required that exhibitors make all reasonable efforts to ensure that disabled visitors are able to enjoy the same experience on exhibitors' stands as able-bodied visitors. Please ensure that your stand and exhibits are easily accessible to all visitors.

#### 4. Shared Walling

Walls marked on the plan between two stands must be constructed to the full width and to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both side of their stand wall above a height 2.5m.

The section of walling facing your neighbour's stand must be neatly finished and plain white. No branding or logos can be added. The tops of stands must be finished tidily, especially if visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable. Please contact the operations team if you need the contact details of a neighbour's stand.

#### 5. Double-Decker (Two-Storey) Stands

A permit to build a double-decker stand must be purchased through the RAI's Licence Desk / RAI web shop. The application for the permit must be submitted in writing to the RAI's Licence Desk at least two weeks before the start of the stand construction.

When the area of the first floor of a stand exceeds 50m<sup>2</sup>, the plans will need to be submitted to the local fire brigade for approval at least three weeks before the start of the exhibition build-up. Please keep this in mind when submitting your stand plans.

Please note that if you build a double-decker stand without a permit, the RAI have the right to close off the entire stand or even prevent it from being built.





DOUBLE DECKER CONSTRUCTION PERMIT – application form is in the RAI web shop



Contact

Exhibitor Services RAI

Email: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl)

Tel: +31 20 549 1928



Deadline: 30 October 2017

RAI web shop will be closed as from 23 November 2017

The check carried out by the RAI's Licence 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
- the buttressing of the stand
- the design of various structures and the application of construction materials such as wood, iron, aluminum and plastic.

## 6. Ingress and egress

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

- where the area is less than 50m<sup>2</sup> one exit and one straight staircase (each with a minimum width of 0.80m) are sufficient
- where the area is 50m<sup>2</sup> or more, two staircases are required and the approval of the local fire brigade will be needed for the layout of the entire stand.

## 7. Straight staircases

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, measure 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 => (2 risers + 1 tread = 0.60m).

## 8. Spiral staircases

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.

## 9. Handrails

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.

Plans for Double-decker stands should be submitted to the Wind Europe Exhibition Operations Team by 6 October 2017. General layout of stands with one upper floor only will be approved, along with risk assessment and method statement by the operations team. Once the layout (non- structural element) has been approved, all documents will be forwarded to the Rai Amsterdam for final structural approval.

## 8. ELECTRICITY

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 stand 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 2.5mm<sup>2</sup> (live wire 2.5mm<sup>2</sup> 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.

A recognised and independent inspection body designated by RAI Amsterdam will carry out an inspection. The stand contractor or representative should, in their own interest, be present during the inspection for the purpose of designating all elements of the equipment and to take note of any observations.

As an exhibitor, be aware to order day and / or continuous power for your equipment. Day power will be switched off half an hour after closing time for visitors. If you require 24/7 power for special equipment please order through GES Ltd.

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 (16amp). 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 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 cable 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 lights require special permission from the Operations Team.
- The use of a laser light must be notified to the operations team. If permitted, the issue of a permit may also be made conditional, depending on the nature of the laser. Often the consent of the local fire brigade is also required.



### [RAI ELECTRICAL WORK REGULATIONS](#)



ELECTRICITY – ORDER FORM FOR BASIC STANDS – available once the exhibitor manual is launched



Contact

GES Ltd

Email: [WindEurope@ges.com](mailto:WindEurope@ges.com)

Tel: +44 247638 01 80



Deadlines:

Early bird: 26 October 2017

Final: 10 November 2017

## 9. GENERAL RULES FOR BASIC STANDS

- Doorways along escape routes must be easy to open to their full width from inside but should not block the aisles when open.
- Doors to emergency exits, emergency escape hatched and their identifying signs or markings shall not be obstructed, obscured, have anything build over them, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please remember to keep all your exhibits inside your stand area at all times.
- Do not store cardboard boxes behind your stand or in a void area.
- Building work or decorations, signs or lighting over aisles are not permitted
- Bear in mind that these aisles represent escape routes in the event of an emergency.
- During build-up and breakdown access to the hall will be authorised only to people wearing registration passes
- Wearing safety shoes is obligatory for anyone who enters the hall during build-up or breakdown
- Wearing a hard hat is mandatory during the early days of build-up and breakdown
- Wearing a hi- vis vest during build-up and breakdown in the hall and lorry-way is compulsory
- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or a dust collection system

## 10. VENUE CARE

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead gantry. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.

## 11. DAMAGES

Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the halls or site, for example, paint and adhesive tape marks, damage to the walls or the venue flooring.

## 12. DEMONSTRATIONS

Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team by 6 October 2017.

Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.

Plans must also show any proposed queuing and viewing areas within the stands. WindEurope reserves the right to ban working demonstrations onsite if they disturb neighboring stands or pose a threat to the public in any way.



### Contact

WindEurope Exhibition Operations Team  
Inside Events  
Dianne Wright, Gina Walls  
Email: [operations@windeurope.events](mailto:operations@windeurope.events)  
Tel: +44 247 651 0015



Deadline: 6 October 2017

## 13. DISTRIBUTION OF PROMOTIONAL MATERIAL

Please bear in mind that all business, including the dispensing of literature and promotional material, must be conducted from your stand.

It is not allowed to distribute leaflets etc., at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from Wind Europe. At the discretion of the organiser, a penalty fee will be charged to exhibitors who fail to respect this rule.

Please note that materials must not be attached to the fabric of the building. Any costs which result from the removal of these kinds of materials will be charged to the exhibitor responsible.