

These stand construction regulations are an addition to the Specific Terms and Conditions for Participation in **Horecava 2023**

The Stand Design department of RAI Amsterdam supports the exhibition organisers in assessing all free construction stand designs. The goal is to ensure a smooth build-up and optimal exhibition look & feel for all exhibitors.

Additional frequently asked questions (see supplier contact details at the end of this form):

- For questions about ready-to-exhibit stands and ordering various products, contact Exhibitor Services.
- For questions about logistic services, contact DB Schenker.
- For questions about rigging, contact Mansveld Expotech.

1. Submitting your stand design

Mail your stand design to RAI Stand Design before **November 1st 2022**

Your message must include:

- 1) **Exhibition name, stand number** and **company name**.
- 2) Your stand drawings/visualisation/photos, **including all relevant (height) dimensions**.

Please do not submit a design if you have ordered a ready-to-exhibit stand via the exhibition organisers.

For fast processing, please check whether your stand design complies with all relevant conditions before sending it to https://service.raai.nl/INTERSHOP/web/BOS/RAI-raievents-Site/nl_NL/-/EUR/ViewHomepage-Start for approval.

Please note!

RAI Stand Design will check whether your stand design exceeds the maximum dimensions as included in these stand construction regulations and is in line with the applicable aesthetic requirements for the event. The exhibitor is responsible for ensuring a solid construction and assembly and a proper use of materials, as detailed in the accommodation regulations.

2. Construction in accordance with stand type

The stand space purchased should be used in accordance with the appropriate stand type.

Island stands	Have aisles on all sides; all sides of the stand should be open to the aisle.
Front stands	Three sides are open to the aisle; one side must be a stand-dividing wall.
Corner stands	Two sides are open to the aisle; two stand-dividing walls are required.
Inline stands	One side is open to the aisle; three stand-dividing walls are required.

See items 4 and 5 for the requirements regarding 'open' sides and stand-dividing walls.

3. Standard construction heights

The standard construction height is **250 cm** (including wooden platforms). This is the same height as the ready-to-exhibit stands.

Constructions of up to 300 cm are allowed as long as the back of the stand dividing wall **above the 250 cm** is **neatly finished**.

Constructions over 300 cm are only allowed if they comply with the conditions under 4, 5 and 6. Approval from RAI Stand Design is also required, which will check that all conditions are met.

4. Walls on open stand

Point 4 applies to exhibitors who want to partially close one or more open sides with walls.

Walls: Walls and all other stand construction parts that are closed or partially obstruct the open view are assessed as 'walls'.

Open sides: Only materials as transparent as clear glass may be classified as open. In the event of doubt, RAI Stand Design will decide based on a photo of the material in question.

4a Walls within 200 cm of an aisle:

- Lower than 130 cm they may be as wide as the stand side width.
- Those with a height of between 130 and 300 cm should be no more than 1/2 of the stand side width.
- Higher than 300 cm is not allowed within 200 cm from an aisle.

4b Columns within 200 cm of an aisle:

- May be as high as 600 cm.
- A column is no more than 50 cm wide x 50 cm deep. Columns must be placed at least 200 cm apart.

5. Stand-dividing walls

Point 5 applies to exhibitors who share an island with other exhibitors. Each exhibitor must place a stand-dividing wall on the stand border. This wall should comply with the following regulations:

5a The height of the stand-dividing walls:

- Is a standard 250 cm.
- May also be 250 to 300 cm if the back is evenly and neatly finished in white or black.
- Above 300cm up to 500cm is only possible for the full width of the stand after consulting with RAI Stand Design. RAI Stand design will check if the high walls don't block the view of other exhibitors too much.
- Cannot be higher than 500cm.

5c Finish of the stand-dividing wall:

- Stand-dividing walls cannot have any type of advertising facing a neighbouring stand.
- Above 250 cm the stand-dividing wall must be evenly and neatly finished in white or black; Cables and such must be properly concealed.
- If it is determined during build-up that a stand-dividing wall has not been finished neatly or evenly.
- The organiser may decide to cover the wall with white or black flannel to ensure the right look & feel for the neighbouring stand and the event as a whole. Any related costs will be passed on to the exhibitor.

6. High walls in the centre of the stand

Point 6 applies to exhibitors who wish to use high walls/vertical eyecatchers.

6a Walls higher than 300 cm

- Must be placed at least 200 cm from the aisle.
- Must not be higher than 600 cm.
- Cannot show any type of advertising on the sides facing the neighbouring stand within 200 cm of said stand.

6b Stands placed against the walls of RAI Amsterdam

- May have a back wall up to 600 cm in height over the full stand width.
- May be built up to 600 cm in height when 200 cm (or more) from the aisle in front.

Under no circumstances should air inlets and safety facilities be blocked.

7. Suspending trusses and banners above the stand, rigging

Point 7 describes the regulations for trusses and banners above the stand. Horizontal ceilings and other suspended items are considered banners.

7a Banners with a height of up to 100 cm:

- Are not limited in width if the bottom is suspended at least 400 cm from the RAI floor.
- Cannot show any type of advertising on the sides facing the neighbouring stand within 200 cm of the stand.

7b Banners with a height over 100 cm:

- Should be no more than 1/3 of the stand side width.
- Must be suspended at least 200 cm from the aisle.
- Cannot show any type of advertising on the sides facing the neighbouring stand within 200 cm of the stand.

7c Trusses above the stand:

- Should be suspended at no more than 700 cm.
- Must be suspended inside the stand borders.
- Should have nothing protruding above except the required rigging and electrics.

7d Suspension wires:

- Should only be installed by Mansveld Expotech.
- To use suspension wires contact Exhibitor Services or call +31 20 549 19 28.

7e Attaching your own material to rigging wires:

- Is only allowed with the designated security tools.

8. Aisles

8a Building within the stand border:

- All stand construction items must remain within the stand borders and nothing should be placed in the aisles. This also applies to moving parts.
- No stand construction or banners should be suspended over the aisles.

8b Aisle between multiple stands from one exhibitor:

After consultation with the organisers, it may be possible to align the colour and/or type of carpeting of an aisle between two or more stands from the same exhibitor to the stand design. Please request this specifically when submitting your stand design if of interest.

8c Large items

Large items such as a bus or truck should be brought inside as early as possible during the build-up while the aisles are still empty. Please make a specific indication when submitting your stand design if it includes large items that cannot easily be brought inside.

9. Floors

9a Floorload:

The load allowed on the floors of the building ranges from 500 to 3000 kg/m² depending on the location. Loads of more than 500 kg/m² must be explicitly brought to the attention of RAI Stand Design. Point loads are not allowed – the load must always be distributed over a larger surface.

9b Floors

Please take into account that the floors in halls 1 to 5 may not be entirely level. Any problems during build-up can be reported directly to the Exhibitor Desk.

9c Wooden platforms/raised floor:

The use of wooden platforms is recommended for stands with water connections or lots of electrical wiring. Take the following into account when using wooden platforms in the stand:

- The maximum height is 10 cm (NB: the maximum height of the walls in the stand includes the floor).
- The sides must be closed and neatly finished.
- The raised floor parts must be placed inside the stand borders.
- The stand must be accessible to people with disabilities, for instance via a ramp of at least 1x1 m.

10. Multi-storey and podium or stage construction licenses

Participants wishing to build a multi-storey stand or a podium or stage for people that is higher than 60 cm must have approval for the stand design and apply for a temporary construction license. The application should be submitted at least six weeks before the build-up starts.

Exhibitors must pay stand rental for multi-storey stands, which is the number of m² of the extra floor x ½ m² price.

The information required for an application is available in the webshop, where you'll also find the request form for a temporary construction license for a multi-storey stand or podium.

Questions about the license should be addressed to the License Desk via vergunningen@rai.nl or +31 20 549 18 70.

11. Stand furnishing

11a Stand furnishing

- All items must be placed within the stand borders. RAI Stand Design can request items be moved if this improves the overview.
- Visible unsightly items are not allowed at the stands.
- Sharp, protruding parts must be adequately covered.

11b Carpeting

- The floor of the stand must be covered in carpet (tiles).
- Special carpeting (concrete tiles, sand, gravel, etc.) is only allowed with permission from RAI Stand Design and must be placed on plastic sheeting on the floor.
- You are not allowed to paint the floors.
- The floor must be left in a clean condition after the exhibition. The costs of removing any tape left behind on the floor after the event will be charged to the exhibitor.

11c Smoke and gas outlets / Fire brigade license

- Do you use heating equipment at your stand for baking, frying, roasting, grilling or any other method of food cooking? Then please order the obliged permit at least six (6) weeks in advance of the first construction day of the show and your extractor system. More information is available in the webshop.

11d Grease trap

- Participants who cook on their stand, should be required to install a grease trap to prevent pollution of the RAI pipes. This grease trap can be ordered in the web shop from exhibitor services. Damage/blockages which are detected after the Horecava, which are caused by the absence of the grease trap will be recovered at the expense of the participant.

11e Plants, flowers and shrubs as decoration

- Living green" is allowed on the fair, provided it is moistened daily.
- Cut material (eg Christmas trees) must all be impregnated.

Plastic decorations (plants, flowers, etc.) are allowed provided:

- These comply with fire class A1 (NEN-EN 13501-1);
- The certificate stating that the product used complies with this fire class is present on the stand and can be displayed at the request of RAI Amsterdam.

At the request of RAI Amsterdam, a fire safety certificate must be submitted for impregnated materials. Despite the fact that a certificate has been submitted, RAI Health & Safety reserves the right to perform a fire test on the treated material.

The following applies if the above fire class is not met:

Standing plastic decoration:

- The total height of the decoration does not exceed 180 cm*;
- The diameter of the decoration does not exceed 80 cm;
- The distance to the other plastic decoration is at least 100 cm;

Hanging Plastic Decoration:

- May not be located above aisles and/or escape routes;
- The total length of the decoration does not exceed 70 cm;
- The diameter of the decoration does not exceed 30 cm;
- The distance to other plastic decorations is at least 50 cm;
- The distance to the ceiling is at least 50 cm.

* Total height = Plastic decoration including pedestal, pot, table etc.

Rai Health & Safety reserves the right to judge otherwise after assessing the specific situation on site.

12. Logistics and safety at work in RAI Amsterdam

12a Loading and unloading vehicles

- RAI Amsterdam works with the RAI Logistics Management System, which allows you to easily book a timeslot for planning all cargo deliveries. Go to <https://www.rai.nl/exposeren/logistiek/> for more information on this and on loading and unloading vehicles via the garages (without a timeslot).

12b DB Schenker (RAI Amsterdam's exclusive logistics partner)

- Only DB Schenker employees are allowed to operate motorised or electric equipment in the halls and on the outdoor premises.
- Other parties are allowed to use manually operated equipment.

12c Safety at work

- RAI Amsterdam has a Safety at Work policy for the build-up and breakdown of events in order to comply with legislation and ensure a safe and hospitable RAI for everyone.
See <https://www.rai.nl/en/safe-working/> for more information.

13. CSR

RAI Amsterdam aims to make the event industry more sustainable and encourages exhibitors to build eco-friendly stands. Well-built sustainable stands contribute to an exhibitor's green reputation. Please discuss your sustainable options with your standbuilder – every little bit helps!

Consider the following tips:

- Electric transport.
- LED lighting.
- Sustainable wood from the Netherlands.
- Recycled and circular materials.
- Purchase a ready-to-exhibit stand from RAI Amsterdam which are reused multiple times.
- Use greenery at the stand.

Limit paper losses:

- Choose digital communication instead of paper flyers where possible.
- Don't hand out unnecessary paper flyers that won't survive the event – use the exhibition app, instead, for instance.
- If you do use flyers, make them timeless by not adding a date so that they can be used elsewhere if left over.

Limit waste:

- Build a stand that can be disassembled and reassembled.
- Use furniture and construction parts that can be repurposed after the event.
- Avoid hand-out items that won't survive the event.
- Lean and mean construction: only build what effectively contributes to the desired presentation.

Contribute to effective waste separation:

- Separate your own waste.
- Keep the aisles clear so the RAI can properly separate and recycle.
- Use materials that can be recycled or reused.

14. Supplier contact information**RAI Exhibitor Services:**

Email: exhibitorservices@rai.nl

Phone number: +31 20 549 19 28

DB Schenker:

Email: fairs.amsterdam@dbschenker.com

Phone number: +31 20 549 27 90

Mansveld Expotech:

Email:

rigging@mansveldexpotech.nl

Phone number: not available