

These stand construction regulations are an addition to the Specific Conditions for Participation Horecava 2025.

The Stand Design department of RAI Amsterdam supports the exhibition organizers in assessing all custom stand designs. The goal is to ensure smooth construction and optimal exhibition appearance for all exhibitors.

Other frequently asked questions (see supplier contact information at the bottom of this form):

If you have questions about ready-to-exhibit stands and ordering various products, please contact Exhibitor Services.

For inquiries regarding logistics services, please contact DB Schenker.

If you have rigging-related questions, please contact Mansveld Expotech.

## Submitting your stand design

Submit your stand design to RAI Stand Design no later than November 1th, 2024.

Your message must include:

1) Exhibition name, stand number, and company name.

2) Your stand drawings/visualizations/photos, including all relevant (height) measurements.

If you have ordered a ready-to-exhibit stand through the exhibition organization, you do not need to submit a stand design.

Please first ensure that your stand design meets all the requirements for a swift processing.

Next, submit your stand design for approval at [https://service.raai.nl/INTERSHOP/web/BOS/RAI-raievents-Site/nl\\_NL/-/EUR/ViewHomepage-Start](https://service.raai.nl/INTERSHOP/web/BOS/RAI-raievents-Site/nl_NL/-/EUR/ViewHomepage-Start)

Please note! RAI Stand Design will review your stand design for exceeding maximum dimensions, as included in these stand construction regulations, and the applicable aesthetic requirements for the events. It is the exhibitor's responsibility to ensure a proper construction, assembly, and correct use of materials, as further described 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.

Requirements for an open side and stand-separating wall are detailed in sections 4 and 5.

## 3. Standard construction heights

The standard construction height is 250 cm (including platforms). This is also the height for uniform construction.

Building up to 350 cm is also allowed. However, the booth-separating wall above 250 cm must be neatly and smoothly finished at the back. Constructing above 350 cm in height is only possible if it complies with conditions 4, 5, and 6.

Please note! For booths with a floor area > 120 m<sup>2</sup>, a deviation from the booth construction height is possible only in rare cases. However, this can only be done in consultation with the exhibition team and with written permission.

## 4. Walls on open stand sides

Point 4 applies to exhibitors who wish to partially enclose one or more open sides with walls.

Walls: Walls and any other booth construction elements that are opaque or partially obstruct transparency are categorized as walls.

Open sides: Only materials as transparent as clear glass are considered eligible for being classified as open. In case of uncertainty, RAI Stand Design can make a decision based on a photo of the material.

### 4a Walls within 200 cm from an aisle:

Lower than 130 cm, the entire stand side width is allowed.

With a height of 130 to 350 cm, a maximum of 1/3 of the stand side width is allowed.

Higher than 350 cm is not allowed within 200 cm from an aisle.

### 4b Columns within 200 cm from an aisle:

Can be up to 600 cm in height.

A column is a maximum of 50 cm wide x 50 cm deep. Columns must be spaced at least 200 cm apart.

Please note! For booths with a floor area > 120 m<sup>2</sup>, a deviation from the booth construction height is possible only in rare cases. However, this can only be done in consultation with the trade show team and with written permission.

## 5. Stand-dividing walls

Point 5 applies to exhibitors who share an island stand with other exhibitors. Each exhibitor must place a stand-separating wall at the boundary of the booth. This wall must adhere to the following rules:

### 5a The height of stand-separating walls:

Standard height is 250 cm.

Can also be 250 to 350 cm, if the back is evenly and neatly finished in white or black.

Going above 350 cm is not possible across the full width of the booth.

### 5b A wall or section taller than 350 cm on the stand-separating wall:

Can be a maximum of 1/3 the width of the stand side. The rest of the stand border may be up to 350 cm in height.

Must be placed at least 200 cm from the aisles.

Is only possible after coordination with RAI Stand Design. RAI Stand Design may ask you to coordinate the finish of the stand-separating wall with your neighbouring stand for optimal appearance.

### 5c Finish of the stand-separating wall:

A stand-separating wall may not contain advertising directed towards a neighbouring stand.

Above 250 cm height, the stand-separating wall must have a smooth and even white or black finish. Cables and similar elements must be neatly concealed.

If it is observed during setup that a stand-separating wall is not adequately finished, the exhibition organizer may decide to cover the wall with black or white fabric. This is done to enhance the appearance of neighbours and the overall exhibition atmosphere.

The costs will be billed to the exhibitor.

Please note! For booths with a floor area > 120 m<sup>2</sup>, a deviation from the booth construction height is possible only in rare cases. However, this can only be done in consultation with the exhibition and with written permission.

## 6. High walls in the center of the stand

Point 6 applies to exhibitors who want to place stand construction walls against the RAI building. Point 6 also applies to exhibitors who intend to use high walls or standing eye-catchers.

### **6a Walls higher than 350 cm:**

Must be placed at least 200 cm from the aisle.

Can be a maximum of 1/3 the width of the stand side.

Can be up to 600 cm in height.

Cannot show any type of advertising on the sides facing the neighbouring stand within 200 cm of said stand.

### **6b Stands against the walls of the RAI Amsterdam building:**

Can have a back wall up to 600 cm in height across the full stand width.

Can build up to 600 cm in height from 200 cm from the aisle.

Please note! For stands with a floor area > 120 m<sup>2</sup>, a deviation from these rules is possible only in rare cases. However, this can only be done in consultation with the exhibition team and with written permission.

*Under no circumstances should escape routes and safety provisions be covered or obstructed.*

## 7. Suspending trusses and banners above the stand, rigging

Point 7 describes the rules for trusses and banners above the stand. Horizontal ceilings and other suspended elements are assessed as banners.

### **7a Banners with a maximum height of 100 cm:**

Are not limited in width if the bottom is at least 400 cm above the RAI floor. They should not contain advertising on sides facing neighbouring stands within 200 cm of these neighbouring stands.

### **7b Banners with a height exceeding 100 cm:**

Can be a maximum of 1/3 the width of the stand side.

Must be hung at least 200 cm from the aisle.

Should not contain advertising on sides facing neighbouring stands within 200 cm of these neighbouring stands.

Please note! For stands with a floor area > 120 m<sup>2</sup>, a deviation from these rules is possible only in rare cases. However, this can only be done in consultation with the exhibition team and with written permission.

### **7c Trusses above the booth:**

Can be hung at a maximum height of 700 cm.

Should be within the stand boundaries

Nothing should protrude above the trusses except the necessary rigging and electrical provisions.

### **7d Suspension wires:**

Can only be installed by the company Mansveld Expotech.

If you intend to use suspension wires, please contact the Exhibitor Services department.

### **7e Attaching your own materials to suspension wires:**

Is only allowed using the designated fastening devices.

## 8. Aisles

### **8a Building within the stand border:**

All stand construction items remain within the stand border; nothing should be placed in the aisle. This also applies to moving parts.

Aisles should not be covered with stand construction or banners.

### **8b Large items**

Bringing in large items, such as a bus or a truck, should be done as early as possible at the start of setup. This is to ensure that the aisles remain clear of goods. If your design includes large items that cannot be easily brought in, please specify this when submitting the design.

## 9. Floors

### **9a Floor Load:**

The permissible load on the building floors varies depending on the location, ranging from 500 to 3000 kg/m<sup>2</sup>. Loads exceeding 500 kg/m<sup>2</sup> must be explicitly communicated to RAI Stand Design. Point loads are not allowed. Forces must always be evenly distributed.

### **9b Floors:**

Due to differences in settling, the floors in halls 1 through 5 may not be completely level. Please take these irregularities into account. If you encounter issues during setup, please report them directly to the Exhibitor Desk.

### **9c Floorboards/Raised Floor:**

The use of wooden platforms or raised floors is recommended for stands with water pipes and/or extensive electrical wiring.

When using floorboards in the stand, consider the following:

The maximum height is 10 cm (note that the maximum height of the stand walls includes the floor).

The sides must be enclosed and neatly finished.

The raised floor sections should be placed within the stand borders.

The stand must be accessible to people with disabilities, such as by having a ramp of at least 1x1 meter.

## 10. Multi-storey and podium or stage construction lic

Participants who intend to construct a multi-level stand or a platform higher than 60 cm for individuals must not only receive approval for their stand design but also apply for a temporary construction permit. The application must be submitted at least 6 weeks before the start of setup.

For multi-level construction, the participant is also required to pay stand rental for the additional area. This is calculated as the square meters of the additional level multiplied by half the price of the square meters.

The necessary information for an application can be found in the web shop, including the application form for a temporary construction permit for a multi-level stand or platform.

For questions regarding the permit, you can contact the Permit Desk via email ([vergunningen@rai.nl](mailto:vergunningen@rai.nl)) or phone (020 - 549 18 70).

## 11. Stand furnishings

### 11a Booth Setup:

All items must be placed within the booth boundary. RAI Stand Design may request items to be moved if it improves visibility. Visually unattractive elements on the booths are not permitted. Sharp or protruding parts must be effectively protected. Live animals are not allowed.

### 11b Flooring:

The booth floor must be finished with carpet or carpet tiles. Special flooring materials (concrete tiles, sand, gravel, etc.) are only allowed after coordination with RAI Stand Design. Such materials should be placed on a plastic cover on the floor. Painting the floor is not allowed. The floor must be left clean after the end of the trade show. If adhesive tape is left on the floor after the exhibition, the participant will receive a bill for its removal.

### 11c Smoke and Gas Exhaust:

If you use heating devices on your booth for demonstration, baking, grilling, frying, or cooking purposes, you must apply for a permit for baking and grilling at least 6 weeks before the start of the setup period and ensure proper ventilation. If it involves smoke and gas, you need to arrange an exhaust system to the outside in consultation with the Technical Department of RAI Amsterdam. For the permit application, please visit the web shop.

### 11d Plants, Flowers, and Shrubs as Decoration:

"Living green" is allowed at the exhibition as long as it is moistened daily. Cut materials (e.g., Christmas trees) must all be treated with fire retardant.

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

They comply with fire class **A1 (NEN-EN 13501-1)**;

The certificate stating that the product used meets this fire class is present at the booth and can be shown upon request by RAI Amsterdam.

For impregnated materials, a fire safety certificate must be provided upon request by RAI Amsterdam. Despite the certificate, RAI Health & Safety reserves the right to conduct a fire test on the treated material.

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

Free-standing plastic decoration:

The total height of the decoration is not higher than 180 cm\*;

The diameter of the decoration is not larger than 80 cm;

The distance to other plastic decoration is at least 100 cm.

Hanging plastic decoration:

Must not be positioned above aisles and/or escape routes;

The total length of the decoration is no longer than 70 cm;

The diameter of the decoration is not larger than 30 cm;

The distance to other plastic decoration is at least 50 cm;

The distance to the ceiling is at least 50 cm.

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

### 12a Loading and Unloading Vehicles:

RAI Amsterdam uses the RAI Logistics Management System. Through this system, you can easily reserve a time slot to plan all freight deliveries. Visit <https://www.rai.nl/exhibiting/logistics/> for more information. Here, you can also find information about vehicles loading and unloading through the garages (without a time slot).

**12b DB Schenker (RAI Amsterdam's Exclusive Logistics Partner):**

Only DB Schenker employees are allowed to operate motorized or electric transportation equipment in the halls and on the outdoor areas.

Other parties are permitted to use manually operated equipment.

**12c Safe Working:**

RAI Amsterdam has a policy regarding Safe Working during event build-up and dismantling. This is not only to comply with regulations but also to create a safe and hospitable environment for everyone at RAI. Visit [www.rai.nl/safeworking](http://www.rai.nl/safeworking) for more information.

RAI Amsterdam is committed to making the event industry more sustainable. Therefore, we encourage the construction of eco-friendly stands.

## 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 stand builder – every little bit helps!

**Consider the following choices for sustainability:**

Electric transportation.

LED lighting.

Sustainable wood species that grow in the Netherlands.

Recycled and circular materials.

Opt for a ready-to-exhibit through RAI Amsterdam. These are reused many times.

Incorporate greenery in your stand.

**Reduce paper waste, for example, by:**

Opt for digital communication whenever possible instead of using paper flyers.

Avoid providing paper brochures that won't survive beyond the event unnecessarily. Consider using an exhibition app, for example.

If you still use brochures, keep them timeless by omitting dates, so surplus can be used elsewhere later.

**Reduce waste by:**

Building in a demountable manner.

Using furniture and construction elements that can serve a different purpose after the event.

Avoiding giveaway items that won't survive beyond the event.

Adopting a Lean and Mean approach to construction. Build only what effectively contributes to the desired presentation.

**Contribute to effective waste separation by:**

Sorting your own waste.

Keeping the aisles clear so that RAI can sort and recycle effectively.

Using materials that are recyclable or reusable.

## 14. Contact Information for Suppliers

### **RAI Exhibitor Services:**

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

Phone number: +31 (0)20 549 1928

### **DB Schenker:**

Email: [fairs.amsterdam@dbschenker.com](mailto:fairs.amsterdam@dbschenker.com)

Phone number: +31 (0)20 549 2790

### **Mansveld Expotech:**

Email: [rigging@mansveldexpotech.nl](mailto:rigging@mansveldexpotech.nl)