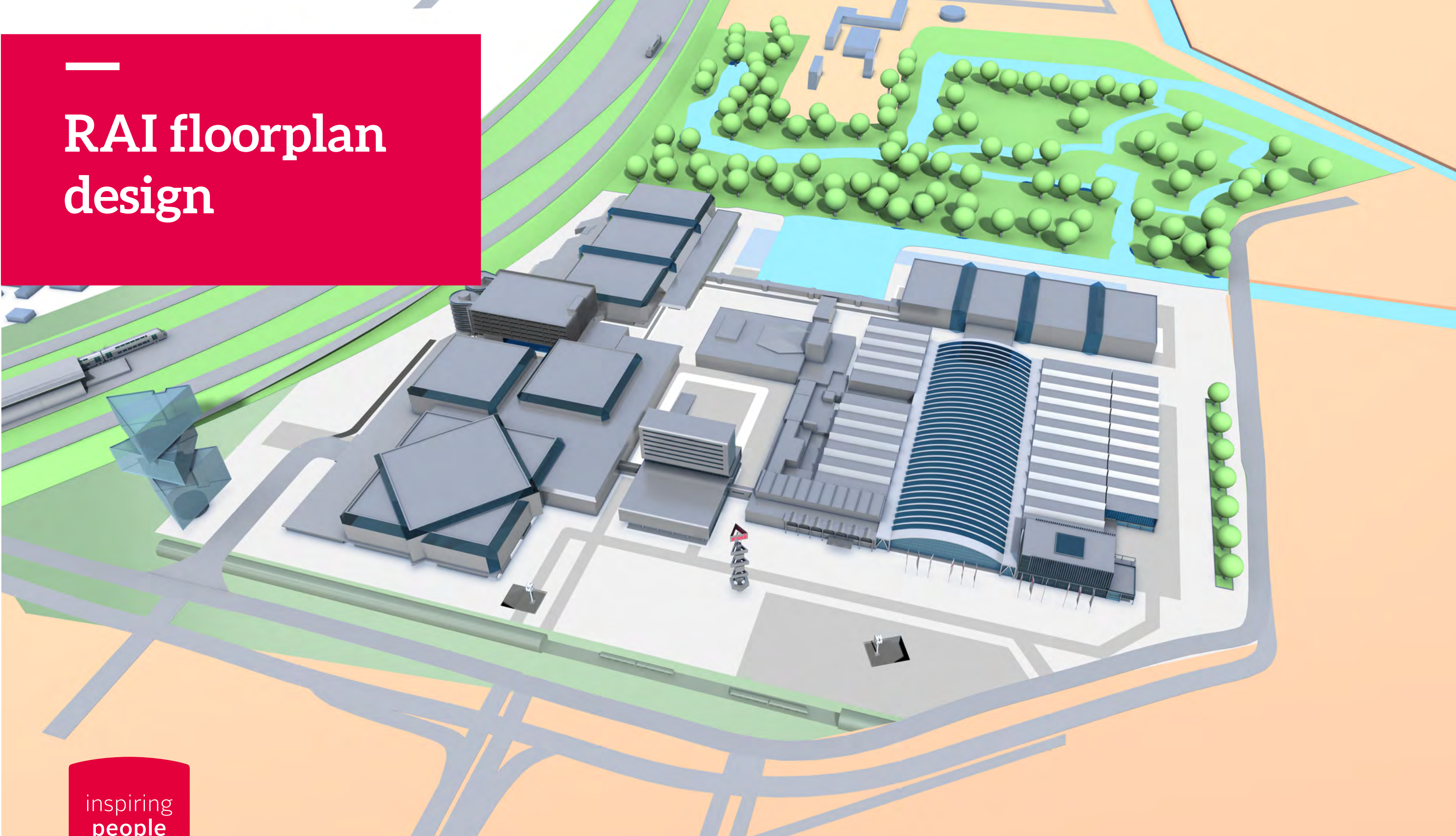


RAI floorplan design



inspiring
people

rai
AMSTERDAM



What can we do for you?

We design, process and manage all floor plans for events at RAI Amsterdam. We guide the customer regarding design and safety. The exchange of floor plans takes place according to agreements made with the 'suppliers'.

All involved are kept informed throughout the process.

1. We design the floorplans using AutoCAD software
2. We join an intake interview where agreements are made about our cooperation. It is our responsibility to process the different supplied floor plans to create one overall floor plan for the organisation, operation and suppliers.

O2

WHEN WE DESIGN FOR YOU

If you do not have the resources to supply a .dwg, we will draw the floor plan for you. In this case, we expect you to provide clear sketches in which the dimensions must be clearly visible. We will then make agreements about revision times. At the agreed moment we provide the total overview. When there are uncertainties a video-call can quickly clarify these.

It is also possible to make adjustments during such a call, and if desired, other colleagues may join. For example Health&Safety and or AM/PM. You will also receive a “floor plan link” from us in which all current .pdf files can be found.

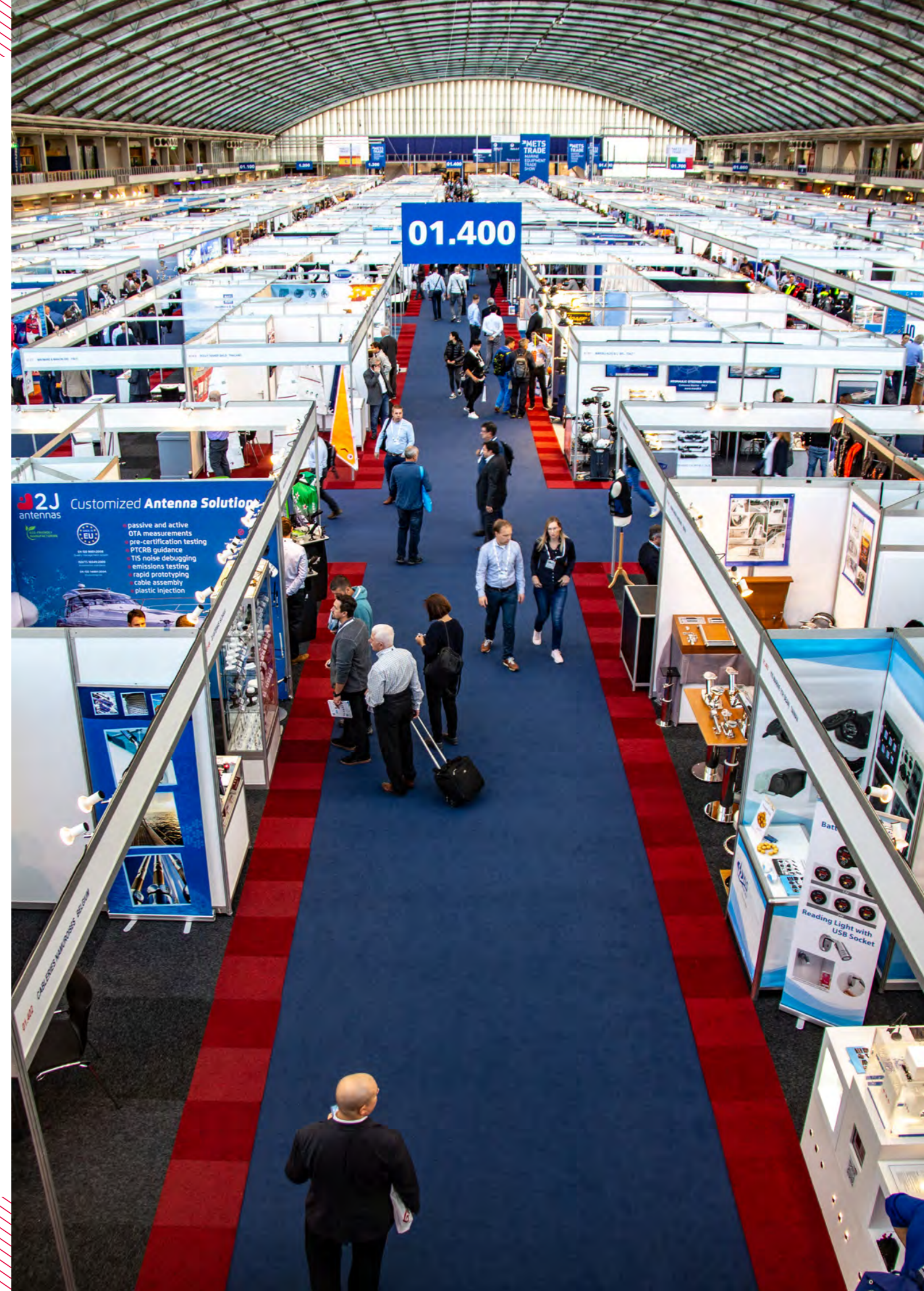
When you supply the .dwg's yourself:

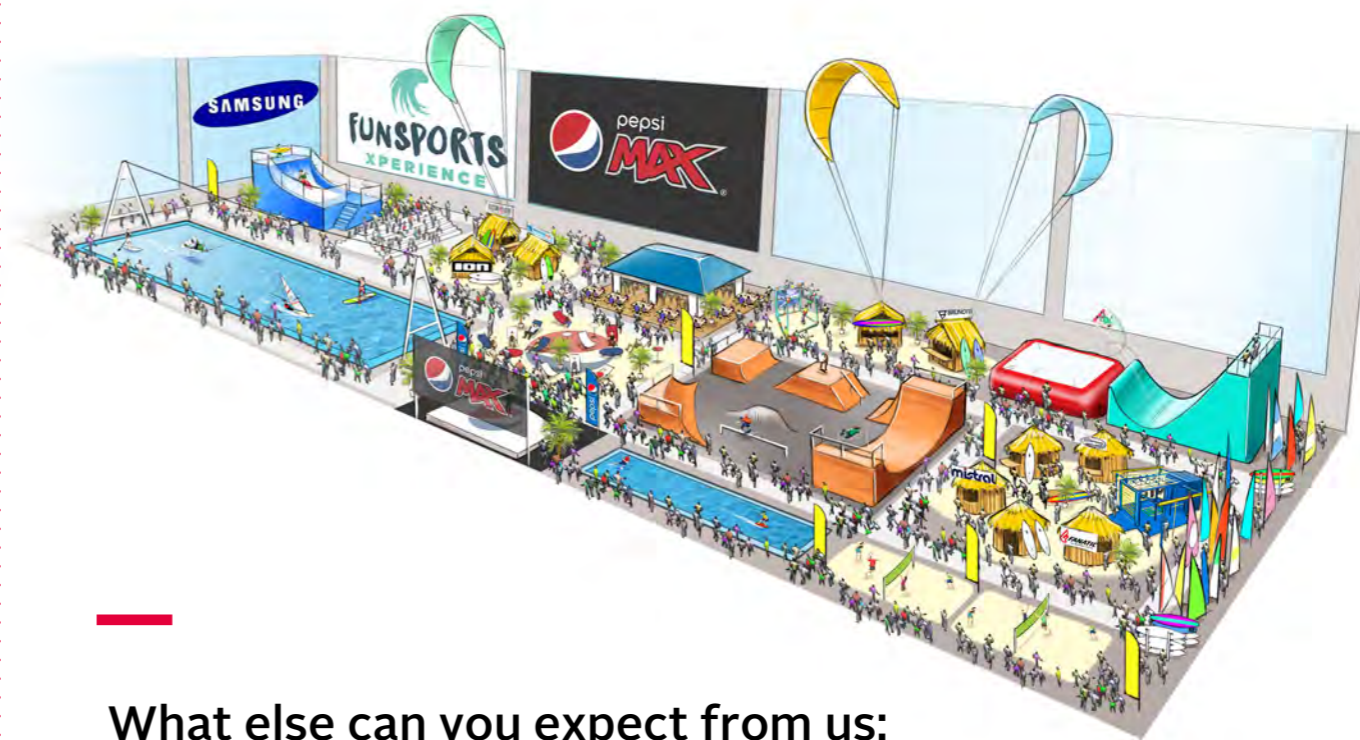
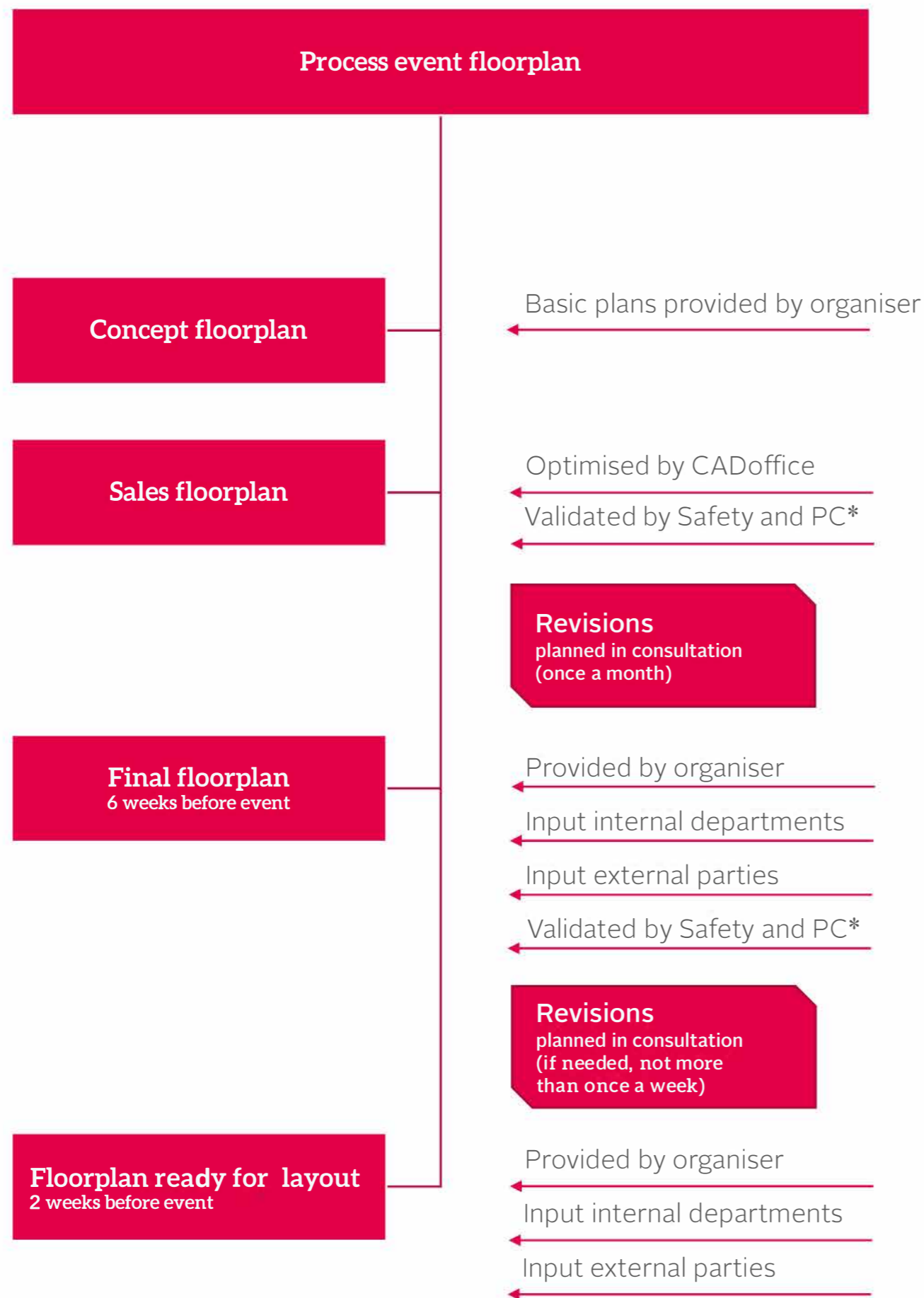
You will receive the basic building plans (in .dwg) from us or, if desired, with the standard settings in which you are going to draw. We request that you create layers in AutoCAD that are recognisable to us.

A drawing must at least contain these event layers:

- Stand outline
- Stand number
- Measurements stand
- Company names (optional)

It is also possible to provide an excell template to fill in company names which we can import in the floor plan. A limited number of revision moments take place, after which an “approval” stamp appears after internal consultation with the Health & Safety department. You will receive the files in a “floor plan link”.





What else can you expect from us:

As soon as a layout is finalized or when a guarantee number has been determined, additional data can be added from the operational departments. You should think of a layout registration, buffets, bars, standing tables or other furniture.

Of course you will be kept informed with every update and the “link” will remain up-to-date.

To whom do we distribute the floorplans:

The "floorplan server link" that you use is continuously available for all internal departments of RAI Amsterdam and our preferred suppliers as well.

Do you have any questions:

For further questions, please contact CADoffice@rai.nl

* Project Coordinator