

Stand construction regulations Horecava 2018:

The stand construction regulations are an addition to the 'Specific Terms and Conditions Horecava 2018.

The Stand Design department of RAI Amsterdam does assist the Horecava 2018 organization by checking all stand designs. The aim is to avoid problems during build up and to create the best possible image of the event as a whole.

1. Submitting the stand design

Mail your stand design to 'RAI Stand Design' of RAI Amsterdam before **November 1st 2017**.

Your mail should contain:

- 1) **Name of the show, Stand number and Company name**
- 2) The stand drawings / visualization / photos , including all relevant (height) dimensions

Companies that use 'ready-to-exhibit' stands from the organizers don't need to submit a stand design.

Companies that don't submit a stand design can be asked to do last minute changes during buildup. Exceptions are only possible when approved by Stand Design department before the buildup starts.

If you have any questions regarding the stand construction regulations, please contact 'RAI Stand Design'.

E: standdesign@rai.nl

T: +31 (0)20 549 23 84

Note Below:

Any requests that are not covered by these stand construction regulations will be decided upon by the organizers.

Fire and safety regulations take precedence over these stand construction regulations in all circumstances.

2. Building compliant to type of stand

The layout of the allocated stand space has to be compliant to the type of stand which is reserved

Island stands have 4 'open' sides along the aisles;

Front stands have 3 'open' sides along the aisles; one 'stand separation wall' must be placed;

Corner stands have 2 'open' sides along the aisles; two 'stand separation walls' must be placed;

Inline stands have 1 'open' side along the aisle; three 'stand separation walls' must be placed.

The regulations for an 'open' side and for a 'stand separation wall' can be found at point 4 and 5.

3. Standard building height

Standard construction height is **250 cm** (including platforms). This is also the height of the shell scheme stands.

Building up to 300 cm is also allowed. The back side of the stand separation needs to be finished properly when exceeding 250 cm.

Building height above 300 cm is only allowed after approval of the 'RAI Stand Design', see page 2 for regulations.

4. 'Walls' along the 'Open' stand sides

Point 4 does concern all exhibitors who want to partially close one or more 'open' sides with 'walls'

'Walls' : Walls and all other parts that (partially) block the view will be checked as 'walls'.

'Open' : All materials as transparent as clear glass can be checked as 'Open'. 'RAI Stand Design' can judge the material you want to use based on a photo.

4a Walls within 200 cm from an aisle:

- lower than 130 cm are allowed to cover the complete width of the stand.
- with a height of 130 up to 300 cm are allowed if their width is maximum 1/2 of the booth side
- higher than 300 cm are not allowed.

4b Columns within 200 cm of an aisle:

can be up to 600 cm high

A column can be maximum 50 cm wide x 50 cm deep. Columns should be placed at least 200 cm from each other.

5. Stand separation 'Walls'

Point 5 does concern all exhibitors who share one island with other exhibitors. Each exhibitor needs to place a wall at the stand separation. This wall needs to meet the following regulations:

5a The height of the stand separation walls:

- is standard 250 cm
- can be 250 up to 300 cm. The back side must be finished properly equal white or black above 250 cm.
- above 300 cm up to 500 cm is only possible for the full width of the stand after consultation with 'RAI Stand Design'. 'RAI Stand Design' will check if the high walls don't block the view to other exhibitors too much.

5b A wall(partition) higher than 300 cm at the stand separation:

- can be maximum 1/3 of the stand sides width.
- must be placed at least 200 cm from the aisles
- is only possible after consultation with 'RAI Stand Design'. 'RAI Stand Design' can ask to tune the finish of the stand separation with your neighbors for an optimal result.

5c Finish of the stand separation walls:

- The stand separation must be finished properly equal white or black above 250 cm.
- A wall at the stand separation cannot contain advertisement facing a neighboring booth.
- Cables and other parts must be covered proper.
- The organization can decide during build up that a wall should be finished more proper. For example with flannel. This to guaranty the image of the event as a whole.

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

Point 6 does concern all exhibitors who want to use high walls / standing eye catchers.

6a Walls higher than 300 cm

- must be placed at least 200 cm from the aisles.
- can be maximum 600 cm high.
- can only contain advertisement facing an neighboring booth when placed at least 200 cm away from this booth.

6b Stands along the walls of the RAI building:

- can have a full width back wall of maximum 600 cm high.
- can build parts up to 600 cm high when placed at least 200 cm away from the front aisle.

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

7. Suspending above the stand, rigging

Point 7 does concern all exhibitors who want to use trusses or banners above their stand. Horizontal ceilings and other things will be judged as banners.

7a Banners with a maximum height of 100 cm:

- are not limited in width if the bottom is placed at least 400 cm above the RAI floor.
- cannot contain advertisement at the sides facing a neighboring stand, within 200 cm of this stand.

7b Banners higher than 100 cm:

- should have a maximum width of 1/3 of the booth side
- should be placed at least 200 cm away from the aisles.
- cannot contain advertisement at the sides facing a neighboring stand, within 200 cm of this stand.

7c Trusses above the stand:

- should hang at maximum 700 cm high
- should be placed within the perimeter
Nothing should protrude above the trusses except the required rigging and electrics.

7d Suspension wires:

- The company Mansveld Expotech Rigging is exclusively authorized to carry out these activities.
If you want to use suspension wires please contact the department Exhibitor Services by mail (exhibitorservices@rai.nl) or phone (+31(0)20 549 19 28)

7e Rigging:

Any technical questions about rigging can be answered by Mansveld Expotech. 'RAI Stand Design' can forward your questions.

8. Aisles

8a Building within the perimeter:

- all stand construction items must be placed within the perimeter, nothing can be placed within the aisles. Also moving parts must be placed completely within the perimeter.
- Aisles cannot be covered with stand construction or banners.

8b Aisles in between two stands of one exhibitor:

After consultation with the organizers it can be decided to approve a different finish of the floor cover in between two stands. If you prefer this please include this wish specifically in your mail when submitting the stand design.

8c Big parts

Bringing in big parts, like a car, can only be done when the aisles are still free. If you need to bring big parts to the stand you should specifically mention this in your mail when submitting the stand design.

9. Floors

9a Floor loads :

The maximum load on the floors differs at different locations. It can be between 500 up to 3000 kg/m². 'RAI Stand Design' must be specifically informed if you have any loads bigger than 500 kg/m². Point loads are not allowed; forces should always be spread.

9b Floors:

The floors of the halls might not be completely flat. If you have any doubt, please consult 'RAI Stand Design'. If any problems occur during build up, please consult the Event Manager on duty.

9c Wooden platforms:

The use of wooden platforms is recommended for stands with water pipes, and/or large amounts of electric wiring; the stand builder can be approached for advice. When using platforms, the following must be taken into account:

- maximum height is 10 cm, measured from floor level to the top of the platform;
- the platform sides should be closed off and neatly finished;
- platforms should be placed within the stand's perimeter;
- exhibitors who fit their stand with raised floors are asked to make sure that their presentation is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides). This should preferably be recognizable to the visitors.

10. Multi-storey stands / podia permits

Exhibitors using stands with multiple stories, or a podia for people higher than 60 cm should request a temporary building permit for multi storey stands or podia.

The request should be done at the latest 8 weeks before the beginning of construction.

Where building an extra story, the exhibitor will be charged 50% of the hire of stand space per square meter.

More information can be found in the web shop, as well as the application form for a temporary building permit for multi storey stands or podia.

For questions regarding the multi-storey stand permit please contact the department 'Vergunningendesk' by mail (vergunningen@rai.nl) or by Phone (+31 (0)20 - 549 18 70)

11. Stand Decoration

11a Stand decoration:

- All items should be placed within the perimeter. 'RAI Stand Design' can ask to move items if this improves the view through the hall.
- Visually blot beauty parts on stands are not allowed.
- Parts which can cause danger, like sharp and/or overhanging parts, have to be fenced off efficiently.
- We advise to place your booth number on your stand. This helps the visitors to orientate at the exhibition.

11b Floor cover:

- The Floor of the stand has to be finished in good order by applying carpet or carpet tiles
- For the use of special floor covering (e.g. concrete tiles, sand, pebbles) written permission from 'RAI Stand Design' is obligatory. The permission can be requested when submitting the stand design. Before placing such materials, a plastic cover has to be applied to the floor.
- Painting the floor is not allowed.
- The exhibitor will be invoiced for removing any remains of e.g. adhesive tape on the floor.

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.

12. Safety Rules & Logistic Services RAI Amsterdam

12a Safety rules

- RAI Amsterdam has set a goal to create a safe and hospitable working environment for everybody working in the RAI. We comply with Dutch laws and regulations and also clients demand increased safety at work. Go to www.rai.nl/safetyatwork for more information.

12b Exclusive use DB Schenker

- As safety of our guests is one of our main goals, only personnel of DB Schenker is allowed to enter the halls and working areas with motorized and/or electrical means of transport.
- Time slots to load and/or unload can be reserved in advance in the web shop.
- NB: Other parties are allowed to use manually driven material.