

Stand construction regulations Horecava 2023

Stand Construction Regulations are additional to the Specific Conditions for Participation Horecava 2023.

The Stand Design department of RAI Amsterdam supports the exhibition organization in assessing all free construction stand designs. The aim is to structure and optimise exhibition appearance for all exhibitors.

1. Submit

Mail your stand design to 'RAI Stand Design' before November 1, 2022.

This message must include:

1. Exhibition name, both number and company name
2. The stand drawings / visualization / photos to be approved, with all relevant (height) dimensions.

If you use 'UNIFORME STAND CONSTRUCTION' ordered through the organization, it is not necessary to submit a stand design.

Exhibitors who do not submit a design, or who do not build in accordance with the submitted drawing, can be asked to adjust the stand during construction. Exceptions are only possible after written approval from 'RAI Stand Design' before the start of the construction.

The stand details may set additional requirements for the stand construction, which are included with the allocation of the stand location. The points mentioned here must be respected at all times.

If you have any questions, please contact 'RAI Stand Design'. In this case email: standdesign@rai.nl.

Pay attention!

For every wish not described in these stand construction regulations, 'RAI Stand Design' will decide whether the wish is permissible.

The (fire) safety regulations will always prevail over the other stand construction regulations.

RAI checks the stand construction design for exceeding the maximum formats, as included in these Stand Construction Regulations, and the applicable aesthetic requirements in the context of the Event.

It is the Exhibitor's responsibility to ensure proper construction, assembly and correct use of the materials, as described in more detail in the Accommodation Regulations.

2. Build Conform Stand type

The purchased stand space must be furnished in accordance with the specifications, as followed:

Island stands Located on four sides of aisles; all sides of the stand remain 'open' to the path.

Headstands Three sides of aisles remain 'open'; one stand-dividing wall must be installed;

Corner stands Two sides to aisles remain 'open'; two stand-dividing walls must be installed.

Wall stands One side of the aisle remains 'open'; three stand-dividing walls must be installed

You can find out which requirements an 'open' side and a 'stand-dividing wall' must meet under points 4 and 5.

3. Standard Building Height

The standard building height is **250 cm** (including decking). This is also the height of the uniform stands.

Building up to 300 cm is also allowed. However, the stand boundary above 250 cm must be neatly finished.

Building height above 300 cm is only possible after approval from 'RAI Stand Design', see page 2 & 3 for the rules

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

Point 4 applies to exhibitors who want to partially close one or more 'open' sides of an aisle with 'walls'

'Walls': Walls and all other stand components that are closed or (partially) obstruct the view are assessed under the heading 'Walls'.

'Open': Only materials as transparent as clear glass are eligible to be assessed as 'Open'. In case of doubt, 'RAI Stand Design' can decide based on a photo of the material.

4a Walls within 200 cm of an aisle:

- Lower than 130 cm, the entire stand side may be wide
- With a height of 130 to 300 cm, a maximum of 1/2 of the stand side may be wide
- Higher than 300 cm are not allowed within 200 cm of an aisle. Higher than 300 cm are not allowed
- An exception to the above is possible if the transparency towards surrounding exhibitors is assessed as good by 'RAI Stand Design'.

4b Columns within 200 cm from an aisle:

- May be up to 600 cm high
- A column is a maximum of 50 cm wide x 50 cm deep. Columns are spaced at least 200 cm apart

5. Stand-dividing 'Walls'

Point 5 applies to exhibitors who are on one island with other exhibitors. Each exhibitor must place a stand separating wall on the stand boundary. This wall must comply with the following rules:

5a The height of stand-dividing walls:

- Is standard 250 cm
- May also be 250 to 300 cm, assuming a smooth white or black finish on the back
- Above 300 cm to 500 cm is only possible after consultation with 'RAI Stand Design'. This involves looking at the visibility of surrounding stands. 'RAI Stand Design' can ask you to coordinate the finish of the stand boundary with your neighboring stand for an optimal appearance.
- Above 500 cm is not allowed.

5b Finishing the position boundary

- A wall on the stand boundary may not contain any advertisement aimed at a neighbouring stand.
- Above a height of 250 cm, the stand boundary must be finished in a sleek, even white or black. Cables and the like must be hidden from view of the neighbours.
- If it is found during construction that a stand boundary is not finished (tight enough), the organization can decide to have the wall stretched with black or white flannel. This for the benefit of the image of the neighbours and the overall appearance of the fair. The costs will be recovered from the exhibitor.

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

Point 6 applies to exhibitors who wish to use high walls / standing eye-catchers.

6a Walls higher than 300 cm

- Must be placed at least 200 cm from the aisle. Exceptions to this point are only possible if the transparency towards surrounding exhibitors is assessed as good by RAI Stand Design.
- May be up to 600 cm high
- May not contain advertising on sides that are aimed at a neighbouring stand, within 200 cm of this neighbouring stand

6b Stands against the walls of the RAI Amsterdam Building:

- May have a back wall up to 600 cm high over the full stand width.
- Are allowed to build up to 600 cm high from 200 cm from the front aisle.

Under no circumstances should the airways and safety devices be covered.

7. Hanging above the stand, rigging

Item 7 describes the rules for trusses and banners above the stand. Horizontal ceilings and other hanging objects are judged 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.
- May not contain advertising on sides that are aimed at a neighbouring stand, within 200 cm of this neighbouring stand

7b Banners with a height of more than 100 cm:

- May be a maximum of 1/3 of the standing side wide
- Must be hung at least 200 cm from the aisle
- May not contain advertising on sides that are aimed at a neighbouring stand, within 200 cm of this neighbouring stand

7c Trusses above the stand:

- Can hang at a maximum height of 700 cm
- Are hung within the building line.

Nothing should protrude above the trusses except for the necessary suspension structures and electrical facilities.

7d Suspension Wires:

- May only be applied by the company Mansveld Expotech.

If you want to use suspension wires, you can contact the Exhibitor Services department by mail (exhibitorservices@rai.nl) or telephone (020 549 19 28).

7e Attaching own material to guy wires:

- Fastening to guy wires is only allowed with the appropriate fasteners. In case of doubt, 'RAI stand design' can coordinate this for you with Mansveld Expotech.

8. Aisles

8a Building within the stand boundary:

- All stand construction items remain within the stand boundary, nothing may be placed in the aisle. This also applies to moving parts.
- Aisles may not be spanned with stand construction or banners.

8b Aisle between several stands of one exhibitor:

After consultation with the organization, permission can be granted to adapt the color and/or type of floor covering of an aisle between two or more stands of one exhibitor to the stand design. If you wish, we ask you to indicate this specifically when submitting the stand design. There may be costs associated with this.

8c Large items

Bringing in large items, such as a car, must be done when the aisles are still free. If your design contains large items that cannot simply be brought in, please indicate this specifically when submitting the design.

8d Widened aisles

Due to COVID-19, we as an organization have decided to use 4 meter wide aisles where it is possible so that there is more space to keep your distance.

9. Floors

9a Floor load:

- The permissible load on the floors of the building is 500 to 3000 kg/m² . depending on the location
- Loads greater than 500 kg/m² must be explicitly passed on to 'RAI stand design'.
- Point tax is not allowed. The forces must always be spread out.

9b Floors:

Due to differences in setting, it is possible that the floors of halls 1 to 5 are not completely flat. Take these irregularities into account. Problems during the build-up can be reported directly to the Event manager on duty.

9c Decks / raised floor:

The use of decking is recommended at stands with water pipes and/or a lot of electrical wiring. When using decking in the stand, the following must be taken into account:

- The maximum height is 10 cm
- The sides must be closed and neatly finished.
- The raised floor parts must be installed within the building lines of the stand.
- The stand must be accessible to the disabled. For example, through a driveway of at least 1x1 meter.

10. Floor and stage construction permits

Participants who want to build a storey stand or a podium for people higher than 60 cm must also request a temporary building permission in addition to approval of the stand design by RAI Stand Design. The application must be submitted at least 6 weeks before the start of construction

In the case of multi-storey construction, the participant also owes the stand rent, ie the number of m2 floor x ½ m2 price.

You will find the necessary information for an application in the webshop. Here you will also find the application form for a temporary building permit for a multi-storey stand or podium.

For questions regarding the permit, you can always contact the Licensing Desk department via email (vergunningen@rai.nl) or telephone (020 - 549 18 70)

11. Stand layout

11a Stand lay-out:

- All items are placed within the stance boundary. 'RAI Stand Design' can ask to shift things if this promotes transparency.
- Visibly disfiguring items on the stands are not allowed.
- Sharp, protruding parts must be effectively shielded.
- Placing a booth number on the booth is encouraged. This is for better findability of stands.

11b Floor covering:

- The floor of the stand must be finished with carpet or carpet tiles.
- Special floor covering (concrete tiles, sand, gravel, etc.) is only permitted after coordination with 'RAI stand design'. Such materials should be applied to a plastic cover on the floor.
- Painting floors is not allowed.
- The floor is left clean after the fair. In the unlikely event of adhesive tape left on the hall floor after the exhibition, the participant will receive a bill for removal.

11c Smoke and gas exhaust

Do you use heating devices on the stand for demonstration, baking, roasting, frying or cooking purposes? Then you must apply for a permit for baking and roasting at least 6 weeks before the start of the construction period and ensure a correct extraction system. When it comes to flue gas, a discharge to the outside must be made in consultation with the Technical Service of RAI Amsterdam. You can find the application for the permit in the Webshop.

11d Grease trap

Participants who cook on their stand are obliged to install a grease trap to prevent contamination of the RAI's pipes. This grease trap can be ordered in the web shop. Damage/blockages that are found after the Horecava, which are caused by the absence of the grease trap, will be repaired at the expense of the Exhibitor. You can order the grease trap in the Webshop.

12. Safe working & logistics services RAI Amsterdam**12a** Working safely

Since 2012, RAI Amsterdam has started a new approach to working safely during the construction and dismantling of events in order to comply with the new legislation. Visit <https://www.rai.nl/veilig-werken/> for more information.

12b 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;
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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.

12c Exclusivity DB Schenker

- Only DB Schenker employees are permitted to operate motorized or electric transport in the halls and outside areas.
- Block times for loading and unloading can be ordered in the webshop.
- Other parties may use manually driven equipment.