

ESSENTIALS FOR EXHIBITION SUCCESS



2022 EXHIBITOR MANUAL



a Hyve event

Rotterdam Ahoy
Rotterdam, Netherlands

Dear Exhibitors,

Welcome to Breakbulk Europe 2022! We're delighted that you will be exhibiting at Breakbulk Europe 2022 at our brand new venue - Rotterdam Ahoy, Netherlands.

Breakbulk Europe brings industry professionals together from across the supply chain and at the heart of our community are the decision-makers; EPCs, manufacturers, logistics and procurement executives.

We understand it takes a lot to co-ordinate your stand, it's for this reason that we've created this Exhibitor Manual; a one-stop-shop containing all the vital information you need. You can also find a copy of the Exhibitor Manual on the Exhibitor & Sponsor Portal page of the [Breakbulk website](#).

Please take time to read through all the information and instructions provided, including the deadlines given. We have included handy checklists and deadline dates throughout the Exhibitor Manual as reminders for ordering the services you may require at the show.

A little time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense. Please keep an eye out for the ordering deadlines as the prices do increase significantly after the deadlines have passed.

Please feel free to contact the Breakbulk Operations Team at any time if you have any queries regarding this Manual or your stand, their contact details are:

Customer Success

breakbulksupport@breakbulk.com

+44 20 3855 9560

We look forward to working with you over the coming months and to welcoming you to the event in Rotterdam for the May 2022 edition.

Best wishes,

Bradley Smeeton
Event Director
Hyve Group Plc



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COVID UPDATE

Please note that given the current global COVID-19 pandemic we have published guidelines for exhibitors that set out new or enhanced measures that we are advising all exhibitors follow. Please read this guidance carefully. We will be updating the guidelines with local country regulations as they become available, so please check back in with the guidance regularly.

These guidelines must be used in conjunction with this Exhibitor Manual. If you see [⚠] in any section of this Manual, it denotes that there are specific measures on this particular topic that are outlined in our [COVID-19 Exhibitor Guidance](#), which you need to be aware of.

If you are unsure or need clarity on any of the measures set out in the Exhibitor Guidance, please contact Uliana.Zeneli@hyve.group

ORGANISER CONTACTS

Contact Name	Function	Contact Number	Email
Customer Success			
Anna Cerkasina	Customer Success Coordinator	+44 20 3855 9560	breakbulksupport@breakbulk.com
Operations			
Uliana Zeneli	Senior Operations Manager	+44 20 3545 9633	Uliana.Zeneli@hyve.group
Teani Templin	Operations Coordinator	+44 20 3545 9721	Teani.Templin@hyve.group
Event Directors			
Bradly Smeeton	Event Director - Europe	+44 20 3545 9591	Bradley.Smeeton@hyve.group
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Sales			
Christian Thompson	Key Account Director	+1 713 857 7821	Christian.Thompson@breakbulk.com
Charlie Ramirez	Country Manager	+44 20 3545 9713	Charles.Ramirez@breakbulk.com
Eluned Herold	Country Manager	+44 20 3545 9405	Eluned.Herold@breakbulk.com
Jason Smith	Sales Manager	+1 423 241 6088	Jason.Smith@breakbulk.com
Tom Caulfield	Sales Manager	+44 203 545 9671	Tom.Caulfield@breakbulk.com
Marketing			
Leslie Meredith	Marketing Director	+1 801 201 5971	Leslie.Meredith@breakbulk.com
Content			
Victoria Pope	Head of Content	+44 20 3545 9433	Victoria.Pope@hyve.group
Elizabeth Rankin	Senior Content Producer	+44 20 3545 9469	Elizabeth.Rankin@breakbulk.com
Ben Law	VIP Recruiter	+44 20 3545 9712	Ben.Law@hyve.group

OFFICIAL CONTRACTOR CONTACTS

Contractor / Service	Contact Name	Contact Number	Email
Gielissen Audio Visual Equipment Electrical Main Connections Shell Scheme Electrical & Lighting Package Fascia text & logo's Floorcovering Flowers & Plant decoration Furniture Hostesses Internet connections Lighting Manpower Optional extra's/stand additions Printing & graphics Rigging Security Staff Stand Cleaning Wall Sockets Water connections & compressed air Waste	Naomi Albers Exhibition & Event Coordinator	+31 20 581 1411	breakbulk@gielissen.nl
Essential Events Space Only stand plan approval company - Forms to be completed by All Space only Stands	Lynn Hanstock	+44 1926 470 100	lhastock@essentialevents.co.uk
Ahoy Stand Catering Event Catering Hospitality Staff	Fayrouz Kranendonk	+31 10 29 33 372	standcatering@ahoy.nl Tailor-made catering: cateringsales@ahoy.nl
Schenker Logistics Netherlands BV Forklift Services Shipping Services Freight Forwarding Contract Logistics	Luca Frischmann	+31 10 494 0100	fairs.rotterdam@dbschenker.com
Accommodation Hotel Accommodation	Rotterdam Online Hotel Booking Service		https://europe.breakbulk.com/Page/book-your-hotel

EMERGENCY NUMBERS IN NETHERLANDS

GateKeeper for venue:

+31 (0) 10 293 3124

Medical Service in the venue:

+31 (0) 10 293 3410

Medical Service: (Nearest Hospital - Ikazia Hospital Rotterdam)

+ 31 (0) 10 297 5000

Fire Department:

112

Police Emergencies:

112

Police Non-Emergencies:

0900 8844 or +31 (0)34 357-8844

IMPORTANT DEADLINES

Gielissen Deadlines		
Early Bird deadline	31st March 2022	After this deadline, a 25% surcharge is applicable
Regular deadline	14th April 2022	After this deadline, a 40% surcharge is applicable (over the early bird deadline)
Rigging deadline	14th April 2022	After this deadline, we can't guarantee availability
Hostesses, Security, Manpower deadline	14th April 2022	After this deadline, we can't guarantee availability
Order system close deadline	9th May 2022	After this date, it is only possible to order onsite with limited items available
Essential Events		
Space only stands deadline	Friday 1st April 2022	Failure to submit your paperwork and stand designs by the stated deadline, may result in your stand not being built.

GENERAL INFORMATION

VENUE

Location: Rotterdam Ahoy - Ahoyweg 10, 3084 BA Rotterdam, Netherlands

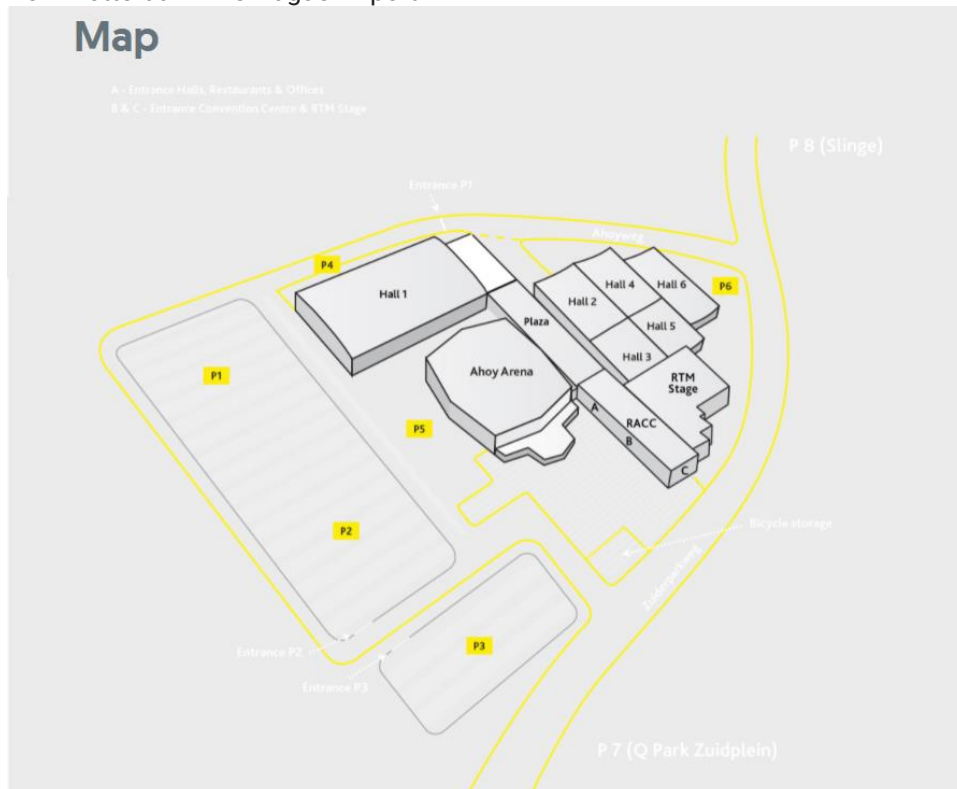
Event Halls: Halls 1 & 2

VENUE FLOORPLAN



GETTING TO THE VENUE

Rotterdam Ahoy is ideally located on the motorway, at metro and bus stop Zuidplein and at a short distance from Rotterdam The Hague Airport.



TIMETABLE

BUILD UP & SET-UP

PPE is required at all times when entering the hall during build up and breakdown.

Dates	Hall Open	Schedule
Friday 13 th May	10:00 - 18:00	Space Only stands commence construction
Saturday 14 th May	08:00 - 18:00	Space Only stands continue construction
Sunday 15 th May	08:00 - 18:00	Space Only stands continue construction
Monday 16 th May	08:00 - 22:00	All Space Only stand construction to be completed by 22:00
	08:00 - 22:00	Access for Shell Scheme exhibitors
Tuesday 17 th May	08:00 - 12:00	Stand dressing only - no construction permitted
	Hall closed	Halls to be clear of all personnel to allow for exhibitor stands and hall cleaning, in advance of the opening at 17:00
	12:00 - 16:30	

Please note there will be a traffic management system in place for vehicles unloading/loading for build-up and break down. Further details will be sent to you closer to the event.

All construction must be complete by **22:00hrs on Monday 16th May 2022**. Please build within these times. Any extra hours will only be approved in emergency situations, depending on Health and Safety approval. This may be subject to charges for extra lighting, traffic marshals, security and Health & Safety Officers.

All exhibitors/contractors must finish completion and decorating of their stand by 12:00 Tuesday, 17th May 2022. During 08:00hrs - 12:00hrs exhibitor access will be permitted however ONLY hand-held items can be carried into and through the halls. No Trolleys, pump trucks and no rubbish to be left during this time.

REGISTRATION

Dates	Location	Registration Open Times
Monday 16 th May	Plaza - outside Halls 1&2	08:00 - 18:00 (exhibitor badges)
Tuesday 17 th May	Plaza - outside Halls 1&2	08:00 - 20:00
Wednesday 18 th May	Plaza - outside Halls 1&2	08:00 - 18:00
Thursday 19 th May	Plaza - outside Halls 1&2	08:00 - 16:00

EXHIBITION OPEN DAYS

Dates	Hall Opening Time	Show Open Times
Tuesday 17 th May	17:00 - 20:00	17:00 - 20:00 (17:00 Opening Ceremony)
Wednesday 18 th May	08:00 - 19:00	10:00 - 18:00
Thursday 19 th May	09:00 - 17:00	10:00 - 17:00

DERIG / BREAKDOWN PERIOD

Dates	Location	Hall Open	Schedule
Thursday 19 th May	Rotterdam Ahoy	17:30 - 22:00	Breakdown commences once permitted. All Shell Scheme exhibits must be clear by 22:00.
Friday 20 th May	Rotterdam Ahoy	08:00 - 16:00	Space Only breakdown continues. All contractors and exhibits to be clear of halls by 16:00.

Exhibitors must ensure their stand build can be completed and dismantled to the above timetable.

All exhibitors must clear their exhibit space by **16:00 on Friday 20th May 2022**. The organiser cannot be held responsible for any items left unattended after this time. Any equipment/ products left will be removed at the exhibitor's expense.

Please Note: Please ensure you do not leave products or personal items unattended during Breakdown.

ACCOMMODATION BOOKING FACILITIES

Please find the online booking link [here](#).

BADGES & PASSES

Every exhibiting company receives an allotment of passes based on their booth/sponsorship and every member of your staff requires an exhibitor badge to gain access to the halls. These badges are required to be worn on site at all times. Please print your badge at the venue when you arrive; we are removing plastic holders and home printed badges will have to be reprinted onsite.

During Move out, Move in, open days of the exhibition and for security and Health and Safety reasons, it's imperative exhibitor badges are only allocated and used by the staff that are working on your booth and should not be given to anyone else. Exhibitor badges are not to be given to visitors.

REGISTRATION

Registration for Breakbulk Europe can be accessed [here](#). Login details will be sent from CDS.

CAR PARKING

For exhibitor parking during event days, the costs are €18,00 incl. VAT per vehicle per day. Coaches are €48,00 incl. VAT per day. To guarantee a parking space, exhibitors can buy a parking ticket in advance, there are two options:

- Parking ticket for 3 days for **P4 or P6** (parkings next to the exhibition halls). **When these parkings are full exhibitors will be forwarded to another parking of Ahoy.** (Price: € 46,50 for 3 days including VAT)
- Parking ticket for 1 day for P1/2/3. (Price: €18,00 per day including VAT)

Parking is limited and will be allocated on a first come first served. Please book your parking via this link:

[Tickets | Parkingtickets Breakbulk Europe Exhibitors | \(ticketmaster.nl\)](#)

CATERING

Bringing external food and beverage into the venue is prohibited by Ahoy.

The venue offers a wide variety of stand catering, party food, alcoholic and soft beverages. You will shortly receive an email with a link providing login credentials to access a webshop. This will offer you an opportunity to create your own account and place your catering orders. The webshop will allow you to easily order your catering any time before or during the event.

TAILOR-MADE CATERING

If you have more specific requirements, please contact the venue sales department before the start of the event, by e-mail at: cateringsales@ahoy.nl

FOOD SAFETY

Details of proposed preparation, cooking and dispensing of food from stands, must be discussed with the venue, Rotterdam Ahoy, during the early planning stages of the event. The venues approval is then required in writing for such activities.

All stands where there is food preparation must be close to hand washing facilities with clean water and drainage. Where stands are preparing food, an additional sink must be provided for washing food and ideally a separate sink for washing dishes. For small concessions serving hot drinks and snacks no sink is required but the provision and use of sanitising hand-wipes must be employed.

CLEANING & WASTE DISPOSAL

The exhibitor is responsible for disposal of all accumulated waste both during the event and during construction and dismantling. Waste disposal must be performed by the exhibitor or their appointed representative in accordance with the waste facilities ordered. The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system. **For cleaning, the contractor/exhibitor is responsible for ordering the services through Gielissen.**

The early bird deadline for the above services is Thursday 31st March 2022, the link to order is <https://gees.gielissen.com/en/login>. Orders after this date will incur a 25% surcharge to the early bird price.

The regular price deadline for orders is Thursday 14th April 2022. Orders placed after 14th April are subject to reservation and must be checked for feasibility. Any orders will incur a 40% surcharge to the early bird price.

Last day to place orders through the webshop is **Monday 9th May 2022.**

Orders after the Tuesday 10th May will be possible through email or onsite and subject to availability and surcharge of 40%.

DATA PENS

Information on lead retrieval will be available soon.

DELIVERIES

Please arrange to have your packages addressed as follows and we will direct deliveries to your stand:

Commodity Description:

Fairs and exhibition goods for **Breakbulk Europe 2022**, Rotterdam

Parcel & Courier:

Consignee:

Schenker Logistics Nederland B.V.

Fairs, Events & Special Logistics

Fentener van Vlissingenkade, Route 200

3572 AB Utrecht

Notify:

< Name of exhibitor >

c/o Breakbulk Europe 2022

< hall / booth >

Please note: Hyve Group/Rotterdam Ahoy/Gielissen cannot receive any deliveries on behalf of the exhibitor. If you wish to have your package arrive in The Netherlands before the show, please contact Luca Frischmann on the below details.

Please remember that any re-stocking done during the show open hours will be strictly limited to hand carry good only 1 hour before the event opens and 1 hour after the show closes. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials if they are highly valuable.

Important: Please refrain from using courier companies when sending your goods to the venue. The Organisers cannot be held responsible for any goods held up at customs due to the use of alternative shipment company. For more information on shipping including the deadlines, please download the shipping instructions by clicking on this [link](#).

DILAPIDATIONS

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the Rotterdam Ahoy property will be charged with the replacement value of such items.

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

The Rotterdam Ahoy appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the ballroom and a specific area will be demarcated in the marshalling yard for this purpose.

DISABLED VISITORS

All exhibition halls are on ground level. Toilets for disabled are in the foyers of each hall.

FORKLIFTING

If you need any product removed from your truck and moved to your booth or large items repositioned, a forklift is required. Please contact:

Luca Frischmann

Schenker Logistics Nederland B.V.
Fairs, Events and Special Logistics
Branch Office RAI Amsterdam
Europaplein 2-22 P5
1078 GZ Amsterdam, The Netherlands
Email: fairs.rotterdam@dbschenker.com
Phone: +31 (0)10 494 0100
Website: dbschenker.com

FREIGHT SERVICES

Exhibitors planning to transport their goods through an international courier are advised to use the services of our official contractor Schenkers.

If you are intending to have goods delivered to your stand it is important that you arrange for a representative of your company to be at your stand to receive them. Neither the Organisers, Rotterdam Ahoy nor Schenkers can accept delivery of any goods and also cannot accept responsibility for any goods delivered to unmanned stands.

If you need to have something delivered to your stand, or you are using a separate courier to make a delivery, we strongly advise to send them by recorded delivery or registered post. Any such items should then be signed for personally by exhibitors. If you are using our preferred supplier for freight, please arrange to have your packages addressed as follows and we will direct deliveries to your stand.

Please ensure all boxes and packages are labelled for delivery as per the following:

Commodity Description:

Fairs and exhibition goods for **Breakbulk Europe 2022**, Rotterdam

Parcel & Courier:

Consignee:
Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics
Fentener van Vlissingenkade, Route 200
3572 AB Utrecht

Notify:

< Name of exhibitor >
c/o Breakbulk Europe 2022
< hall / booth >

Please note: Hyve Group/Rotterdam Ahoy/Gielissen cannot receive any deliveries on behalf of the exhibitor. If you wish to have your package arrive in The Netherlands before the show, please contact Luca Frischmann on the below details.

Email: fairs.rotterdam@dbschenker.com
Phone: +31 10 494 0100
Website: dbschenker.com

Important: Please refrain from using courier companies when sending your goods to the venue. The Organisers cannot be held responsible for any goods held up at customs due to the use of alternative

shipment company. For more information on shipping including the deadlines, please download the shipping instructions by clicking on this [link](#).

ORGANISER'S OFFICE

For your help and assistance there will be a fully staffed organisers office at the venue during the build-up, open and breakdown period of the event, please do not hesitate to come to the organisers if you need any help or further information onsite.

PROMOTIONAL MATERIAL

⚠ Please see our [COVID-19 Exhibitor Guidance document](#) for added measures on this topic

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. If in doubt about any material that you are considering of using, please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

PUBLIC RELATIONS & SOCIAL MEDIA

Breakbulk would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to Marketing Director's approval). Please send them to Leslie Meredith, Global Marketing Director at Leslie.Meredith@breakbulk.com.

To promote your participation at Breakbulk Europe please use the following handles and hashtags:

- Twitter: @Break_bulk
- LinkedIn: Breakbulk Events & Media
- Facebook: Facebook.com/breakbulkeventsmedia
- Instagram: @Break_bulk

YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ>

Hashtag: #bbeu2022

SECURITY

Breakbulk Europe 2022 provides adequate security for the facility only, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Breakbulk Europe 2022. To help ensure good security at the show, please follow these points:

- Your staff are responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space, especially overnight.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that build up and breakdown days are high-risk periods.
- Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.
- A stand security service must be ordered through Gielissen – <https://gees.gielissen.com/en/login>.

HEALTH AND SAFETY

⚠ Please see our [COVID-19 Exhibitor Guidance document](#) for added measures on this topic

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance. Guidance, However, this can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you need further assistance or information please do not hesitate to contact breakbulksupport@breakbulk.com.

Policy Statement - Breakbulk Events & Media recognises that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running a public event places a special responsibility on Breakbulk Events & Media and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors. The organiser is ultimately responsible for health and safety at the Show.

To ensure that all Breakbulk Events & Media health and safety obligations are met, the organiser supported by the operations team will:

- Allocate sufficient resources to meet health and safety objectives
- Provide adequate control of health and safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting health and safety
- Provide relevant health and safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training
- Ensure so far as is reasonable that the contractors we engage for the show are competent
- To far as is reasonably practicable prevent accidents and cases of work-related ill-health and maintain safe and healthy working conditions.

ACCIDENTS

All Accidents and Near Misses should be formally logged and recorded with witness statements and accompanying photographs taken. All reports may be used for future investigation, therefore as much detail as practical should be collected. All documents are to be treated with the utmost confidentiality and as such should be stored so, as to maintain data protection.

CHILDREN

Under no circumstances will children under the age of 16 years be allowed into the exhibition halls during the build-up and breakdown. We do not recommend that you bring children to Breakbulk Europe. However, during open periods, they will be allowed to access the hall if accompanied by an adult.

DRINK AND DRUGS

Drinking of alcohol on site during the build-up and breakdown phase is forbidden. Anyone under the influence of alcohol or forbidden substances will be removed from site. Drugs are not permitted anywhere in the facility.

ELECTRICAL WIRING AND INSTALLATION

Electrical fittings must be installed by the designated Rotterdam venue electrical service provider. Any electrical equipment brought onto the Rotterdam venue premises must comply with the Electrical Installation Regulations and the Electrical Machinery Regulations. A Certificate of Compliance (COC) is to be produced for any electrical connections made to the Rotterdam venue electrical distribution. Such a certificate can only be issued by a registered electrician.

Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damage caused by faulty equipment will apply to the exhibitor.

In Europe, exhibitors and contractors must comply with the venue's electrical regulations. Outside the UK exhibitors and contractors must comply with local laws and venue regulations.

- All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.
- During the build-up and breakdown power must only be taken from the temporary supplies provided by the official electrical contractor and not from cleaners' sockets or other hall sockets.
- There should be sufficient, correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

EVACUATIONS PLANS AND PROCEDURES

In an event of an emergency, the following services will be provided:

- Emergency lighting to require lux level
- Essential ventilation (smoke venting)
- Automatic fire detection system
- Aspiration system
- Evacuation PA system
- Sprinkler systems
- Fully trained Emergency Coordinator and Team
- Trained Fire Marshalls
- Pressurisation of fire escape stairwells
- Kitchen Ansul Systems
- Fixed Fire Fighting equipment

In case of an emergency, all emergency doors will automatically open. Guests will be advised to meet at the assembly points circled in red below.

The Rotterdam Ahoy reserves the right to adjust emergency services according to the event. Plans are available on request.



FIRE PRECAUTIONS AND PROCEDURES

Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire-Retardant Certificate, before the start of the event. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.

The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays low wattage or LED.

Fire escapes are located throughout the venue with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

FIRE SAFETY

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general, you are not permitted to build your stand with anything which is flammable or non-flame resistant unless it has been treated. Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand.

FIRST AID

First aid cover is provided by the organisers and details will be available onsite, throughout the event timings detailed above. In an emergency, please contact the nearest security steward or organisers' office.

INSURANCE PUBLIC LIABILITY

Whilst we take every precaution to protect your property during the event we are not responsible for any loss, consequential loss, or damage to your products whilst at the exhibition. It is a legal requirement that all exhibitors must have full insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and persons, and against theft. Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect expenditures against abandonment and cancellation or curtailment of the show due to reasons beyond our control.

In order to comply with legal obligations an adequate insurance policy has been arranged on your behalf by Hyve Group plc. If you should already have insurance or intend to make your own insurance arrangements, you can opt-out of the policy that we, Hyve Group plc have organised by uploading a copy of the certificate to InExvco's portal. You would have been sent your unique link to upload the certificate. Please contact [Customer Success](#) if you need any more assistance.

Please also refer to the Exhibition's Terms and Conditions on the reserve of your stand space booking form/contract.

The Exhibitor is fully responsible for obtaining Public Liability Insurance to value of €2,000,000.

Insurance cover should include:

- PLI (Public Liability Insurance to the value of €2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

LADDERS

Ladders can be used when it is not practicable to use a working platform, or the activity is low risk. Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Ladders must have 'industrial' rating

- Ladders for work over 4m are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used
- Should be correctly footed when in use at all times
- Should be set on level ground
- If a change in ladder location is required operatives are to dismount to move and not 'walk' the ladder whilst mounted.

METHOD STATEMENTS

A work method statement is a part of a workplace safety plan. It is primarily used in construction to describe a document that gives specific instructions on how to safely perform a work related task, or operate a piece of equipment. In your method statement you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

IMPORTANT! If you are building a space only stand Please complete the [Method Statement form](#) in the exhibitor online manual **by Friday 1st April 2022 and submit for approval to Essential Events:**

Lynn Hanstock
Essential Events
Email: lhastock@essentialevents.co.uk
Telephone: +44 (0) 1926 470 100

NAKED OR OPEN FLAMES

The use of open fire or naked lights in the halls is prohibited. **Naked (open) flames, candles and barbeques are not permitted.** The use of open fire or naked lights on the open-air site is only allowed after the application and permission by ROTTERDAM AHOY's Technical Management. The legally regulation of fire protection and the restrictions of the Fire Department Rotterdam must be observed. The burning of packing material, waste etc. in the halls or on the open-air site is prohibited.

NOISE LEVELS

When exhibition goods that create noise are demonstrated, the noise level at the stand boundary must not exceed 60 dBA.

PACKING CASES

There is no right of storage of empty packing cases in the halls or on the open-air site. Please contact a member of staff in the organiser's office should you require any assistance. We recommend you contact Schenkers for any requirement of onsite storage please email:

Email: fairs.rotterdam@dbschenker.com
Phone: +31 (0)10 494 0100
Website: dbschenker.com

PPE

All exhibitors and contractors must wear appropriate personal protective equipment (PPE) at all times during assembly and dismantling periods. The venue and the organisers will not allow the work to begin without adequate PPE.

The minimum requirements include, but are not limited to, those listed below; however, the requirements vary according to the task:

- Proper footwear. During the build and breakdown periods, the use of heels, sandals or open shoes is not permitted;
- High visibility vests - highly recommended during the build and breakdown periods in the outside loading bay areas;
- Persons working in areas close to works at heights must wear suitable hard hats;
- Appropriate height ladders must be used. Please ensure your contractor brings the correct working at height equipment;
- For more detail on required equipment please see the Working at Height section.

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Hyve's guidelines, which apply in full at the venues.

REPORTING OCCUPATIONAL INJURIES AND DISEASES

Workers must notify organisers office and their employers of an accident immediately. A report must be carried out onsite by the organisers Health and Safety officer.

RISK ASSESSMENTS

 **Please see our [COVID-19 Exhibitor Guidance document](#) for added measures on this topic**

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours.
- COVID 19 transmission

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the EU Framework Directive (89/391/EEC) and other legislation suitable that sufficient risk assessments are conducted on all significant risks. Legislation also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause harm.

You are required to protect people as far as is reasonably practicable. It is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh-up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

IMPORTANT! If you are building an open space stand - Please complete the [Risk Assessment form](#) in the exhibitor online manual **by Friday 1st April 2022 and submit for approval to Essential Events:**

Lynn Hanstock
Essential Events
Email: lhastock@essentialevents.co.uk
Telephone: +44 (0) 1926 470 100

STROBE LIGHTING/PYROTECHNICS

No strobe light effects are permitted.

Smoke, smoking and pyrotechnics are not allowed in Rotterdam Ahoy. Lasers can be used always within the stand perimeter, never outside them or on hall walls or ceilings. All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal and venue requirements. Further information can be obtained on these from the organiser.

VEHICLES ON STANDS

We must be advised of all display vehicles at least 28 days prior to the event. Vehicles must be located on the stand area, being set back at least 2 meters from the stand perimeter.

Vehicles displayed on stands must:

- Be static and have their engine switched off during the open hours of the event.
- Contain only a minimum amount of fuel
- Have a lockable fuel cap
- Have a drip tray placed under the engine
- Be included in the stand's risk assessment

Subject to a risk assessment, battery disconnection may be required for vehicles over ten years old.

Agreement on delivery and removal times/dates must be discussed with and approved by the Organisers. Exhibitors may be asked to leave a spare set of keys with the Organisers in case of an emergency.

Vehicles with internal-combustion engines may only be exhibited in the halls and other enclosed event areas after obtaining permission from the Organisers. The contents of the vehicle's tanks shall be reduced to the minimum level required to drive the vehicle into and out of the area and, wherever possible, the tank caps shall be locked.

Depending on the event in question and the location of the exhibit, other safety measures may be required, such as rendering fuel tanks ineffective, disconnecting batteries and/or the posting of security guards.

In the case of electrically propelled vehicles, the propulsion batteries shall be disconnected from the drive using the safety cut-off switch (main switch).

WELDING AND OTHER SIMILAR HOT WORK PERMITS

Welding work on the exhibitor's own materials is permissible only by consultation and agreement with ROTTERDAM AHOY's Technical Management.

WORKING AT HEIGHT

Working at height is to be in accordance with the EU Working at Heights Directive (2001/45). As such, all working at heights is subject to a risk assessment.

- All rigging from the roof is to be carried out by the official rigging contractors **Gielissen**. Please contact on +31 20 581 1411 and breakbulk@gielissen.nl
- All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.
- Static and mobile access working platforms must be fit for purpose (see working platforms).
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on.

- Operatives working at height must have suitable head protection ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats.

WORKING PLATFORMS

- All Mobile Elevated Work Platforms (MEWPS) must be properly maintained.
- All working platforms are to have a guard rail, mid rail and toe board. Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off. The use of domestic ladders and steps is strictly forbidden.

VENUE FACILITIES AND SERVICES A-Z

AIR CONDITIONING

All halls have air-conditioning. The systems are controlled automatically by sensors which measure temperature, humidity, atmospheric pressure and dust content. In addition, there are convectors in the halls and foyers to assist the heating the heating process.

ALCOHOL & BEVERAGES

All food and drink required on your stand can be obtained from the in-house caterers - please contact them for a quote by emailing: standcatering@ahoy.nl

If you have more specific requirements, please contact the venue sales department before the start of the event, by e-mail at: cateringsales@ahoy.nl

AUDIO VISUAL

You can order audio visual services through Gielissen.

Please visit their webshop: <https://gees.gielissen.com/en/login>.

BALLOONS / INFLATABLES

Exhibitors using helium balloons must ensure they are adequately secured to their stand. Charges will be levied for the removal of balloons from the roof and for any damages caused to the ventilation system.

Balloons must be positioned at a height of no more than 5.00 metres from the hall floor to the top of the balloon. Helium gas cylinders must be removed from the hall once the balloons have been filled. The wrapping of the balloon must be made of fireproof material.

BANKING / EXCHANGE BUREAU

Banks and ATM machines are conveniently located just outside the venue.

CLOAKROOM FACILITIES

The cloakroom is located in the main entrance foyer, it will be open the same time as the hall open times. It costs €2 per item (subject to change)

COMPRESSED AIR

Use of compressed gases will only be permitted where essential, only by exception and these must be registered as a special risk. A certificate of installation by a Gas Safe Register registered fitter (or equivalent) is required for LPG installations.

When compressed gas cylinders are being used or handled, the accident prevention regulations must be complied with. Toxic gases must not be used. Before any system involving compressed gas, cylinders are put into operation, it must be checked beforehand by an expert in accordance with the technical regulations,

in order to ensure that the system is in a satisfactory condition. When such systems are used, Rotterdam Ahoy's Technical Management must be informed in advance.

You can order compressed air services through Gielissen.

Please visit their webshop: <https://gees.gielissen.com/en/login>.

FLOORPLAN

If you would like a copy of the Floorplan, please go to our website [here](#). If a contractor is requesting a copy with scaled ducting, emergency gangways, showing no-build areas etc. then contact us on breakbulksupport@breakbulk.com.

FLOORCOVERINGS

For space only stands you can order your carpet through the official stand builder Gielissen at your own cost. Carpet may only be stuck down using double-sided adhesive textile strips, which the exhibitor must remove without a trace once the event is over. Carpet must also be removed or will be charged to the exhibitors. The use of wooden platforms is recommended for stands with water and /or a lot of electrical wiring; Breakbulk's Exhibitor Safety and Services Manager (exhibitorservices@breakbulk.com) will be able to advise on this matter.

Exhibitors who use such platforms should bear in mind that:

- The maximum height allowed, measured from floor level to the top of the platform, is 10 cm.
- The platform sides must be closed and neatly finished.
- Platforms should be placed within the stand perimeter.
- Platform corners must have rounded corners or plastic guards.
- All platform corners must have safety tape. Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides).

HEIGHT RESTRICTIONS & FLOOR LOADING AREAS

The following table shows maximum construction heights in all halls. Any stands build over 4m in height will require structural calculations

Location	Lenght	Width	Surface	height (to bottom of the rafter)	Transportation door	Max. floor load	Max. truss load*
Hall 1	142 m	70 m	10.000 m ²	11,9 m	H = 5,6 m/B = 5,6 m	1250/2500 kg/m ²	6000 kg
Organization office Hall 1 (with kitchenette and sink)	6 m	3 m	18 m ²	-	-	-	-
Hall 2	72 m	48 m	3.770 m ²	8,4 m	H = 5,6 m/B = 5,4 m	1000 kg/m ²	2500 kg
Organization office Hall 2 (with kitchenette and sink)	12 m	4,5 m	54 m ²	-	-	-	-
Hall 3	60 m	48 m	3.150 m ²	8,4 m	H = 5,6 m/B = 5,8 m	1000 kg/m ²	2500 kg
Organization office Hall 3 (with kitchenette and sink)	12 m	5 m	54 m ²	-	-	-	-
Hall 4	72 m	48 m	3.600 m ²	8,4 m	H = 5,6 m/B = 5,4 m	1000 kg/m ²	2500 kg
Organization office Hall 4 (with kitchenette and sink)	12 m	5 m	60 m ²	-	-	-	-
Hall 5	60 m	48 m	3.060 m ²	8,4 m	North H = 5,6 m/B = 5,8 m West H = 5,4 m/B = 5,4 m	1000 kg/m ²	2500 kg
Organization office Hall 5 (with kitchenette and sink)	10 m	4,5 m	45 m ²	-	-	-	-
Hall 6	90 m	48 m	4.420 m ²	8,4 m	H = 6,0 m/B = 5,4 m	1000 kg/m ²	2500 kg
Organization office Hall 6 (with kitchenette and sink)	10 m	4,5 m	45 m ²	-	-	-	-
Corridor hall 2 - hall 3	-	-	-	5,6 m (H passage)	-	700 kg/m ²	-
Corridor hall 4 - hall 5	-	-	-	5,6 m (H passage)	-	700 kg/m ²	-
Corridor hall 2 - hall 4	-	-	-	5,6 m (H passage)	-	1000 kg/m ²	-
Corridor hall 3 - hall 5	-	-	-	5,6 m (H passage)	-	1000 kg/m ²	-
Corridor hall 4 - hall 6	-	-	-	5,6 m (H passage)	-	1000 kg/m ²	-
Corridor hall 5 - hall 6	-	-	-	2,6 m (H passage)	-	1000 kg/m ²	-

The Organiser does not provide partition walls and each stand must build freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m. Adjoining walls on the side connected to a neighbouring stand must be finished in a hard-plain white surface.

Where partition walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in solid hard white walling. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

FLOWERS AND DECOR

The early bird deadline for the above services is Thursday 31st March 2022, the link to order is <https://gees.gielissen.com/en/login>. Orders after this date will incur a 25% surcharge to the early bird price.

The regular price deadline for orders is Thursday 14th April 2022. Orders placed after 14th April are subject to reservation and must be checked for feasibility. Any orders will incur a 40% surcharge to the early bird price.

Last day to place orders through the webshop is **Monday 9th May 2022.**

Orders after the Tuesday 10th May will be possible through email or onsite and subject to availability and surcharge of 40%.

INTERNET / WIFI

We always advise that event critical services, e.g. those for demonstrations or presentations use, are provided as a dedicated Wi-Fi, hard wired service. This will ensure that there is no interruption to internet connectivity, as would be the risk with a wireless internet service.

Wireless and wired internet services as well as telephone lines and telecom services for exhibitors must be ordered using the Gielissen.

The early bird deadline for the above services is Thursday 31st March 2022, the link to order is <https://gees.gielissen.com/en/login>. Orders after this date will incur a 25% surcharge to the early bird price.

The regular price deadline for orders is Thursday 14th April 2022. Orders placed after 14th April are subject to reservation and must be checked for feasibility. Any orders will incur a 40% surcharge to the early bird price.

Last day to place orders through the webshop is **Monday 9th May 2022.**

Orders after the Tuesday 10th May will be possible through email or onsite and subject to availability and surcharge of 40%.

LATE WORKING SYSTEM

Exhibitors and contractors should plan to ensure that late working is not required. It may be allowed in exceptional circumstances by prior arrangement with the organiser. Your attention is drawn to the EU Working Time Directive (93/104/EC) which limits hours of work for staff. Please come to the organiser's office should you require a **Late Working Form**.

PA SYSTEM

The organiser will have a PA System available in the event space – this is only to be used for emergency and show announcements.

PHOTOGRAPHY

An official photographer will be working during Breakbulk covering the programme stages, exhibition and social functions of the event. All and any photography and videography taken during the event may be used by Breakbulk.

RIGGING

All rigging must be subject to risk assessment and properly supervised to be carried out by competent riggers. Please note Gielissen are the official rigging contractors who are permitted to rig from the roof. Please see working at heights section for further details on height guidelines.

Prior to placing your order for rigging, please forward your stand plans showing your rigging and dimensions to lhastock@essentialevents.co.uk for approval.

This is required for any signs, overhead lighting or fittings that are to be hung from the ceiling within the exhibit space. Please note these must be included in your stand plan approval application for SPACE ONLY exhibitors.

Rigging is only permitted above your stand and must comply with the maximum height regulations. Any rigging will have to be set into the stand by 1m from dividing walls.

Please note that there may not be a suspension point above your stand and trussing may have to be fitted on the ceiling above your stand. Due to the complexity of this process suspensions may be very expensive.

All rigging must be done by the services of Gielissen, please see their contact details below.

Gielissen Exhibition & Event Services

Exhibition & Event Coordinator

Telephone: +31 20 581 1411

Email: breakbulk@gielissen.nl

The early bird deadline for the above services is Thursday 31st March 2022, the link to order is <https://gees.gielissen.com/en/login>. Orders after this date will incur a 25% surcharge to the early bird price.

The regular price deadline for orders is Thursday 14th April 2022. Orders placed after 14th April are subject to reservation and must be checked for feasibility. Any orders will incur a 40% surcharge to the early bird price.

Last day to place orders through the webshop is **Monday 9th May 2022.**

Orders after the Tuesday 10th May will be possible through email or onsite and subject to availability and surcharge of 40%.

SALES LOUNGE

The Sales Lounge can be found in the exhibition hall. For opening hours please refer to the exhibition opening hours.

STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

Exhibitors planning to store empty packing cases/items to replenish their stand etc. are advised to use the services of our official contractor Schenker. Please contact:

Email: fairs.rotterdam@dbschenker.com

Phone: +31 (0)10 494 0100

Website: dbschenker.com

TEMPORARY STAFF

For any hosts or hostesses as temporary staff, please book through [Gielissen](https://gielissen.nl).

TRANSPORT

For Breakbulk 2022 the city of Rotterdam offers free public transport in trams and busses in the city of Rotterdam for all participants.

The main station is opposite the Ahoy venue, walking distance is 5 minutes. Bus and tram stations are also available nearby.

More information how to obtain your travel card will be available closer to the event.

WASTE DISPOSAL

The exhibitor is responsible for disposal of all accumulated waste, both during the event and during construction and dismantling. This means your bins will not be cleared during the event unless you order cleaning for your stand.

The early bird deadline for the above services is Thursday 31st March 2022, the link to order is <https://gees.gielissen.com/en/login>. Orders after this date will incur a 25% surcharge to the early bird price.

The regular price deadline for orders is Thursday 14th April 2022. Orders placed after 14th April are subject to reservation and must be checked for feasibility. Any orders will incur a 40% surcharge to the early bird price.

Last day to place orders through the webshop is **Monday 9th May 2022.**

Orders after the Tuesday 10th May will be possible through email or onsite and subject to availability and surcharge of 40%.

Waste disposal must be performed by the exhibitor or their appointed representative. The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system.

SPACE ONLY STANDS

⚠ Please see our [COVID-19 Exhibitor Guidance document](#) for added measures on this topic

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with [Exhibitor Space Only Form](#), [Risk Assessment](#) and a [Method Statement](#) by **Friday 1st April 2022**

Please submit your stand rendering/plans to Lynn Hanstock at Essential Events:

Email: lhastock@essentialevents.co.uk

Phone: +44 192 6470 100

Gielissen is our recommended stand contractor. To obtain a custom stand design solution, please contact Owen Barendregt.

Email: owen.barendregt@gielissen.nl

Mobile: +31 6 5156 5136

Phone: +31 20 581 1411

Where **SPACE ONLY** has been reserved, the organisers provide only floor space where your external design team can then build your booth.

SPACE ONLY EXCLUDES:

- Shell scheme booth
- Signage
- Power cable
- DB board for electrics
- Lighting
- Furniture

Any requirements for custom/Space Only stands will need to be provided by your design team and/or yourself as the exhibitor. **NB.** Exhibitors must ensure their selected stand builder quotes for a DB Board and electrical power plug, lighting plus the supply of any furniture and/or additional requirements as needed. Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and the Venue.

The exhibiting space provided will be a marked area on the show floor when you arrive. It is the exhibitor/contractor's responsibility to check the correct space before starting to build.

It is the responsibility of Exhibitors who have taken "**SPACE ONLY**" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand. Any walls built over 2.5m must be decorated to an acceptable white standard on the reverse.

Important: Walling off any open stand side is restricted to 1/3 of each open side unless constructed in a see-through material or set back in 0.5m from the perimeter of your stand. All Stand designs need to conform to this and must be approved with Essential Events in advance.

The definitive set up of your stand must be in strict conformity with the rules and regulations of the exhibition and will be acknowledged upon receipt of your rendering/plans submission. The Exhibitor Services Coordinator will provide all the paperwork based on the stand renderings to the venue and local/government authorities if requested. Stands must match submitted renderings when erected on event site.

Plan Presentation & Submission for Approval

It is compulsory that you submit your stand renderings/plans for review before Friday 1st April 2022.

- Plan view, showing clearly all dimensions, walling and major exhibits
- Elevation views, showing clearly all dimensions, graphics etc.
- Structural calculations/drawings proving structural stability, weight loadings etc.
- Details of materials & fire protection

Any modifications to the stand design must be submitted for approval. Stand installations not complying with the most recent plan received by the organiser will not be authorised. The design of the stand must be such that it can be safely erected and dismantled within the time available.

Drawings should be in a recognised scale not less than 1:50. All plan calculations and documentation must be in English and should clearly state the Exhibiting Company's name, the stand number and the name and contact mobile number of the responsible contractor.

CONTRACTOR ACCESS

On arrival onsite, all contracted labour/stand builders will be checked and given a wristband. This will be checked at the security check point to allow them to gain entrance. Rotterdam Ahoy staff and security will stop anyone without a wristband and direct them through the procedures above.

SUBMISSION OF DRAWING

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with EAC form, Risk Assessment and a Method Statement **by Friday 1st April 2022 to Essential Events:**

ghanstock@essentialevents.co.uk.

BACK WALLS TO STANDS / NEIGHBOURING STANDS

In the event of the exhibitor's stand being higher than 2.5m in height, the exhibitor must then cover the exceeding portion of its stand walls/panels that are visible, ensuring that it looks neat and painted in white/neutral colour. Exhibitors are not allowed to apply any type of visual elements such as logos, writings or flags on the exceeding area.

The minimum aisle space applicable to all exhibitions is **3 metres**. Should any item or structure be placed or protrude into the designated aisle space, the organisers reserve the right to request its removal or to remove the item itself without any liability for loss or damage.

CONSTRUCTION MATERIALS

Complex Structures, and Multi-Storey Stands

These are subject to strict venue building controls. Completed stands will require a structural engineer's certificate to check loadings, foundations and the integrity of suspended items. For details please refer to the section Information for space only exhibitors / stand builders.

The stand must also comply with fire and other safety requirements with regards to construction materials, steps, handrails and routes of escape in accordance with the venue's regulations. In general, you are not permitted to build your stand with anything which is flammable or non-flame resistant unless it has been treated. The maximum travel distance normally allowable to the aisles is 10m.

All Space Only Stands needs to abide by the following rules:

- No double multi-storey framework is constructed from wood, only steel used as standard
- Double decker stands where more than 50 people can occupy upper level have a second staircase to it
- Ramps have a gradient that is not too steep for use by pedestrians and wheelchairs
- Handrails anywhere are non-climbable (vertical not horizontal)
- Barriers are provided to protect exposed edges of staircases, landings, balconies and other level changes
- Decorative materials used for stand dressing are flame proofed or purchased already treated
- Artificial plants are be used for stand dressing apart from silk material provided they are treated
- Drapes or curtains are inherently flame proofed. Test curtains need to be available for inspection
- All floor coverings are secured and maintained so they do not cause a hazard.
- Any uninterrupted large areas of clear glazing (i.e. glass) are indicated with warning stripes/dots, etc
- Only water-based paint is used onsite

CARPET FLOORING

For space only stands you can order your carpet through the official stand builder **Gielissen** at your own cost. Carpet may only be stuck down using double-sided adhesive textile strips, which the exhibitor must remove without a trace once the event is over. Carpet must also be removed or will be charged to the exhibitors. The use of wooden platforms is recommended for stands with water and /or a lot of electrical wiring; Breakbulk's Exhibitor Safety and Services Manager (exhibitorservices@breakbulk.com) will be able to advise on this matter.

Exhibitors who use such platforms should bear in mind that:

- The maximum height allowed, measured from floor level to the top of the platform, is 10 cm.
- The platform sides must be closed and neatly finished;
- Platforms should be placed within the stand perimeter.
- Platform corners must have rounded corners or plastic guards.
- All platform corners must have safety tape.

Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides).

PAINT SPRAYING REGULATIONS

No spray painting is allowed inside the building.

PILLARS OBSTRUCTIONS ON YOUR STAND

Please check with the organiser if you have a pillar/obstruction or access to a door required on your stand to obtain the measurements. We advise you to add a 20cm margin to the measures of the pillar to avoid disappointment on-site.

Pillars may be encased on all 4 sides to a height of 3m maximum. Structure around pillar can be supported by it, but must be separated or, at the very least, insulated with soft material (felt, hardboard, sponge, etc) placed over the points of contact.

PLATFORMS

If your company intends to order a high level of services, we recommend that you lay a platform on the hall floor to hide unsightly pipe work and cables. This also gives you greater flexibility in where the services are pulled through and into your stand. **All platform corners must have rounded corners or plastic guards to help assure exhibitors safety.**

UPHOLSTERY

All fabric items must be treated with a flame retardant.

GANGWAYS

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs. The organisers reserve the right to remove any such item. Exhibitors and Contractors are not to dump items in the aisles. All waste other than small items must be removed by the contractors. Designated emergency aisles **must be kept clear at all times**. Lifting contractors are not to set down loads in designated emergency aisles.

The Organiser does not provide partition walls and each stand must have freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m, a maximum height of 6.5m in Hall 2 and 8 m in the Hall 1. Adjoining walls on the side connected to a neighbouring stand must be finished in a hard-plain white surface. **NO FABRIC.**

Where partition walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in solid hard white walling. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands. Such walls must be finished in a hard-plain white surface. **NO FABRIC.**

*Please note there are rigging restrictions in some parts of hall 2 - Please contact breakbulk@gielissen.nl for more information asap if you are intending to rig anything above your stand.

STAND DEMOLITION

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organisers request that the integrity of your stand is maintained until all visitors have left the building. Please do not put visitors in danger by moving items out into the gangway at any time. Security guards have been notified to stop any exhibitors leaving the building with stock before the official start of derig period.

STAND LOCATION, NUMBER AND SIZE

We advise to display your stand number clearly on your stand.

For stand location, number and size please email Breakbulksupport@breakbulk.com for information.

WALLING IN ON OPEN SIDES

No more than one third of each open side is allowed to be walled in. Otherwise the wall must be see-through or set back into the stand by 0.5m.

If your stand is near the catering area or a lounge, no walling is allowed on the side facing this area.

SHELL SCHEME STAND

All shell scheme stands will be built by our official stand builder Gielissen and are made up of a unique modular aluminium system. Shell scheme stands are built to an overall height of 2.5 metre high. Please check with Gielissen for internal measurements if you intend to build any type of construction or provide your own graphics inside a shell scheme.

No alterations may be made to the shell structure or any variation to the wall treatment. Any damage to shell schemes or accessories will be charged to exhibitors. Gielissen provides special double-sided tape to

affix graphics. We do not allow any other tape on the shell scheme structure.

The early bird deadline for the above services is Thursday 31st March 2022, the link to order is <https://gees.gielissen.com/en/login>. Orders after this date will incur a 25% surcharge to the early bird price.

The regular price deadline for orders is Thursday 14th April 2022. Orders placed after 14th April are subject to reservation and must be checked for feasibility. Any orders will incur a 40% surcharge to the early bird price.

Last day to place orders through the webshop is **Monday 9th May 2022.**

Orders after the Tuesday 10th May will be possible through email or onsite and subject to availability and surcharge of 40%.

Shell scheme stands include:

- CARPET
- COMPANY NAME (on flat fascia board)
- FURNISHINGS (see 'Stand Packages and Visuals' for details)

For assistance please contact:

Gielissen Exhibition & Event Services

Exhibition & Event Coordinator

Phone: +31 20 581 1411

Email: breakbulk@gielissen.nl

Your standard shell scheme booth does NOT contain the following but can be ordered from Gielissen via the following Link <https://gees.gielissen.com/en/login>:

- ELECTRICAL SUPPLY, for the lighting of a standard booth you need at least 3KW (Electricity is not included and is compulsory)
- LIGHTING (spot, plug socket, etc.)
- CLEANING of your stand
- Extra furniture
- Extra supplementary material (curtain, shelves, etc.)
- Additional Items & Constructions
- Internet
- Floral

FASCIA PANEL

Your company name will be fitted to the fascia board, one per open side. You can specify your name requirement on the online manual. Failure to submit this information may result in an inaccurate name displayed on your stand and there may be charges or a delay on site to rectify this.

If our official stand contactor Gielissen does not receive your requirements for your Name board (fascia text) and carpet before the deadline, the company name as mentioned on the organiser's exhibitor list will be used. Any costs involved will be charged directly to the exhibitor.

Please note the deadline for submission is **Wednesday 20th April 2022.** There is a maximum of 25 characters on each board including spaces.

If you intend to construct a stand interior within your Shell Scheme stand or are preparing your own graphics, please liaise with Gielissen regarding the exact internal measurements to avoid discrepancies on-site.

CARPET

All Shell Scheme stands are carpeted with standard dark grey carpet. Only orders received before this date will be charged against early bird prices.

The early bird deadline for the above services is **Thursday 31st March 2022**, the link to order is <https://gees.gielissen.com/en/login>. Orders after this date will incur a 25% surcharge to the early bird price.

The regular price deadline for orders is **Thursday 14th April 2022**. Orders placed after 14th April are subject to reservation and must be checked for feasibility. Any orders will incur a 40% surcharge to the early bird price.

Last day to place orders through the webshop is **Monday 9th May 2022**.

Orders after the Tuesday 10th May will be possible through email or onsite and subject to availability and surcharge of 40%.

Please note: If you choose to fix your own carpet, only tape, which does not mark the floor is permitted. All carpet tape must be removed during breakdown and a dilapidation charge will be levied for any stand not complying or marking the venue floor.

CORNER STANDS

All corner stands have 2 open sides. If you prefer to have one side closed you may only have up to 1/3 of any open side enclosed with solid walling, please advise the organisers in writing with acknowledgement of receipt and we will get back to with a final decision.

UPGRADE OPTIONS

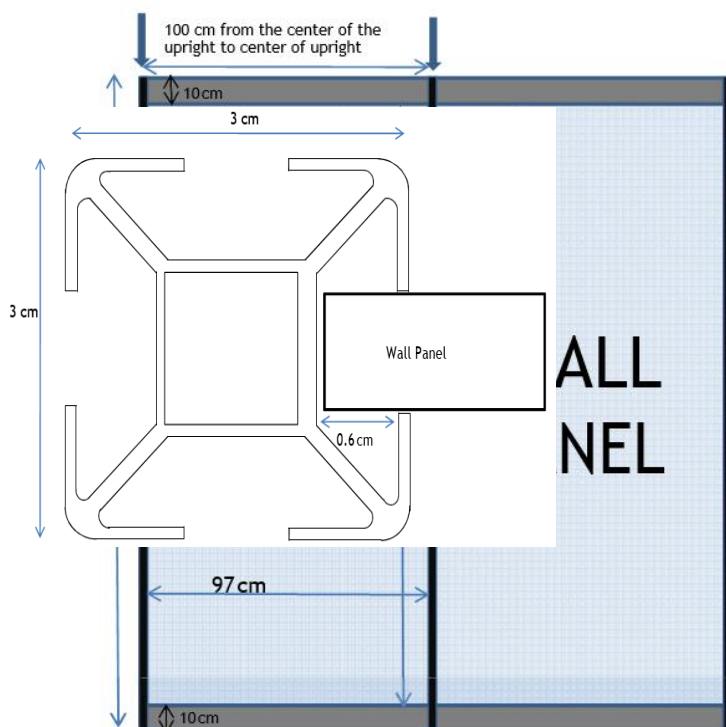
Gielissen offers an opportunity to upgrade your shell scheme panels to the printed panel using your artwork, this eliminating the need to produce banners to dress the stand. **Please note that the deadline to send your artwork files is Thursday 31st March 2022.** We recommend uploading your artwork directly via Your File System (you can find this once logged into Gielissen webshop in the right-hand corner of the webpage).

Alternatively, you can send your files via wetransfer: <https://gielissen.wetransfer.com/> and send all art work to breakbulk@gielissen.nl. Please ensure to indicate your company name, stand number in the message.

All graphic orders and graphic files should be received before the above-mentioned deadline. Any request for orders after this date cannot be guaranteed and a surcharge may be applicable. **Please note that if Gielissen receive artwork files in wrong measurements or poor quality, Gielissen cannot guarantee printing.**

PANEL DIMENSIONS

Please note: If ordering graphics through an outside contractor, please get in touch with Gielissen to confirm panel sizes and accurate dimensions. Incorrect graphic dimensions can cause issues on site and effect the appearance of a stand.



FLOORING, FURNITURE AND DÉCOR

Electricity is not included in your exhibit space. Orders for electricity can be placed via the Gielissen Online Exhibitor Manual. You will need electrical outlet(s) if your display has any of the following: lights, computer printers, plasma, screens, etc.

Contact Gielissen directly for information on electrical connections or if you need help with any specialist power requirements. Please login onto the Gielissen Online Ordering System for electrics prices and ordering.

Gielissen offers a wide selection of furniture, lighting, AV, electricals and plants available through <https://gees.gielissen.com/en/login>

STAND PACKAGES AND VISUALS

Shell Scheme Stand up to and included 9 - 17 sqm contains:

- Aluminium fascia board, 30cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 1 table & 2 chairs
- 1 waste basket

This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



Shell Scheme Stands 18 - 26 sqm contains:

- Aluminium fascia board, 30 cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 2 tables & 4 chairs
- 2 waste baskets

This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



Shell Scheme Stands 27 - 35 sqm contains:

- Aluminium fascia board, 30cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 3 tables & 6 chairs
- 3 waste baskets

This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



Shell Scheme Stands 36+ sqm contains:

- Aluminium fascia board, 30 cm high with white panels, 25 cm high and logo on each side of fascia 20 x 30 cm
- Grey carpet tiles
- A stand number and company name in Universe 67 bold font on each open side
- 4 tables & 8 chairs
- 4 waste baskets

This visual is only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size.



For any of the above services, please refer to the **Gielissen online ordering system**. For advice on suitable fixing methods, please contact Gielissen direct at breakbulk@gielissen.nl. Anything that damages the panels is not permitted such as staples, drawing pins, nails etc. and damages will be charged to the exhibitor.

ON-SITE ORDERS:

On-site orders can be placed at the Gielissen service desk at a surcharge of **40%** on the regular prices. Please save time and money by ordering your contractor services in advance of the event.

Reminder:

- No alteration may be made to the shell structure or any variation to the wall treatment. Any damage to shell schemes or accessories will be charged to exhibitors.
- Electricity is not included in your stand package

- Shell Schemes cannot be dismantled until **Thursday 20th May 2022 at 16:15hrs.**
- Please do not leave any goods or materials on the walls or in the stand etc.
- **Breakbulk Events & Media** cannot be held responsible for the loss of exhibit materials.

The official stand builder Gielissen will construct the shell scheme stands.
Any questions can be directed to:

Gielissen Exhibition & Event Services

Exhibitor Coordinator

E: breakbulk@gielissen.nl

T: +31 20 581 1411

HELP AND ADVICE

If you have any questions, please feel free to contact breakbulksupport@breakbulk.com.