

# BREAKBULK

**EUROPE 2023**

Exhibitor Manual

Dear Exhibitor,

Welcome to Breakbulk Europe 2023!

We're delighted that you will be exhibiting with us at Breakbulk Europe 2023 from 6<sup>th</sup> to 8<sup>th</sup> June 2023 at Rotterdam Ahoy in Rotterdam, 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, for this reason that we've created this Exhibitor Manual; a one-stop-guide containing all the vital information you need to exhibit at the show. You can find a copy of the [Exhibitor Manual](#) on the Exhibitor and Sponsor Portal page of the [Breakbulk Website](#).

Please take time to read through all the information and instructions provided, including official contractor contacts on page 5 and important deadlines listed on page 6.

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 Breakbulk Support at any time if you have any queries regarding manual or your stand.

Their contact details are:

Email: [breakbulksupport@breakbulk.com](mailto:breakbulksupport@breakbulk.com)

Telephone: +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 June 2023 edition.

Best wishes,

Jessica Dawnay  
Portfolio Director, Breakbulk  
Hyve Group Plc





## ORGANISER CONTACTS

Contact Name	Function	Contact Number	Email
<b>Breakbulk Support</b>			
<b>Anna Cerkasina</b>	Customer Success Coordinator	+44 20 3855 9560	<a href="mailto:breakbulksupport@breakbulk.com">breakbulksupport@breakbulk.com</a>
<b>Operations</b>			
<b>Ian Solomon</b>	Operations Director, RME Division	+44203 545 9574	<a href="mailto:Ian.Solomon@hyve.group">Ian.Solomon@hyve.group</a>
<b>Uliana Zeneli</b>	Head of Operations, Breakbulk	+44 20 3545 9633	<a href="mailto:Uliana.Zeneli@hyve.group">Uliana.Zeneli@hyve.group</a>
<b>Umit Bozdag</b>	Operations Manager	+44 20 3545 9817	<a href="mailto:Umit.Bozdag@hyve.group">Umit.Bozdag@hyve.group</a>
<b>Teani Templin</b>	Operations Coordinator	+44 20 3545 9721	<a href="mailto:Teani.Templin@hyve.group">Teani.Templin@hyve.group</a>
<b>Event Directors</b>			
<b>Jessica Dawnay</b>	Portfolio Director, Breakbulk	+44 20 3545 9771	<a href="mailto:Jessica.Dawnay@breakbulk.com">Jessica.Dawnay@breakbulk.com</a>
<b>Ben Blamire</b>	Event Director - Middle East	+971 4 568 2066	<a href="mailto:Ben.Blamire@breakbulk.com">Ben.Blamire@breakbulk.com</a>
<b>Sales</b>			
<b>Charles Ramirez</b>	Head of Key Accounts, Europe	+44 20 3545 9713	<a href="mailto:Charles.Ramirez@breakbulk.com">Charles.Ramirez@breakbulk.com</a>
<b>Tom Caulfield</b>	Sales Manager	+44 203 545 9671	<a href="mailto:Tom.Caulfield@breakbulk.com">Tom.Caulfield@breakbulk.com</a>
<b>Hannah Joseph</b>	Sales Manager	+44 203 545 9575	<a href="mailto:Hannah.Joseph@breakbulk.com">Hannah.Joseph@breakbulk.com</a>
<b>Christian Thompson</b>	Key Account Director, Breakbulk	+1 713 857 7821	<a href="mailto:Christian.Thompson@breakbulk.com">Christian.Thompson@breakbulk.com</a>
<b>Jason Smith</b>	Sales Manager	+1 423 241 6088	<a href="mailto:Jason.Smith@breakbulk.com">Jason.Smith@breakbulk.com</a>
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<b>Marketing</b>			
<b>Leslie Meredith</b>	Marketing Director	+1 801 201 5971	<a href="mailto:Leslie.Meredith@breakbulk.com">Leslie.Meredith@breakbulk.com</a>
<b>Kevin Malomo</b>	Marketing Coordinator, Breakbulk	+44 20 3545 9406	<a href="mailto:Kevin.Malomo@breakbulk.com">Kevin.Malomo@breakbulk.com</a>
<b>Kinsey Chenault</b>	Marketing Coordinator, Americas	+44 20 3545 9867	<a href="mailto:Kinsey.Chenault@breakbulk.com">Kinsey.Chenault@breakbulk.com</a>
<b>Content</b>			
<b>Elizabeth Rankin</b>	Head of Content	+44 20 3545 9469	<a href="mailto:Elizabeth.Rankin@breakbulk.com">Elizabeth.Rankin@breakbulk.com</a>
<b>Ben Law</b>	Global Shipper Network Manager	+44 20 3545 9712	<a href="mailto:Ben.Law@hyve.group">Ben.Law@hyve.group</a>
<b>Alexandra Da Fonte Martins</b>	Senior Content Producer	+44 20 3545 9642	<a href="mailto:Alexandra.Martins@hyve.group">Alexandra.Martins@hyve.group</a>
<b>Sophia Foo</b>	Content Producer	+44 20 3545 9678	<a href="mailto:Sophia.Foo@hyve.group">Sophia.Foo@hyve.group</a>

## EMERGENCY NUMBERS IN NETHERLANDS

**GateKeeper for venue: +31 10 293 3124**  
**Medical Service in the venue: +31 10 293 3410**  
**Medical Service (Nearest Hospital - Ikazia Hospital Rotterdam): + 31 10 297 5000**  
**Fire Department: 112**  
**Police Emergencies: 112**  
**Police Non-Emergencies: 0900 8844 or +31 34 357-8844**

For assistance with onsite services and general queries visit the Organisers Office located in the Plaza.

**OFFICIAL CONTRACTOR CONTACTS**

Service	Contact Information
<b>Gielissen</b>  Audio Visual Equipment Electrical Main Connections Shell Scheme Electrical and Lighting Package Fascia Text and Logos Floorcovering Flowers and Plant Decoration Furniture Hostesses Internet Connections Lighting Manpower Optional Stand Additions Printing and Graphics Rigging Security Staff Stand Cleaning Wall Sockets Water Connections and Compressed Air Waste	Exhibition and Event Coordinator Email: <a href="mailto:breakbulk@gielissen.nl">breakbulk@gielissen.nl</a> Telephone: +31 40 235 3820  Space Only Stands - Owen Barendregt Email: <a href="mailto:owen.barendregt@gielissen.nl">owen.barendregt@gielissen.nl</a> Telephone: +31 20 581 1411 Mobile: +31 6 5156 5136
<b>Essential Events</b>  Space Only Stand Plan Assessment	Lynn Hanstock Email: <a href="mailto:lhastock@essentialevents.co.uk">lhastock@essentialevents.co.uk</a> Telephone: +44 1926 470 100
<b>Team Ahoy Catering</b>  Event Catering Hospitality Staff	Team Ahoy Catering Email: <a href="mailto:standcatering@ahoy.nl">standcatering@ahoy.nl</a> Telephone: +31 10 29 33 372 <i>** Number only operational during event days</i>  Tailor-made catering: Email: <a href="mailto:cateringsales@ahoy.nl">cateringsales@ahoy.nl</a>
<b>DB Schenker</b>  Delivery and Freight Forklifts Material Handling Shipping and Storage	Tony Miles Email: <a href="mailto:fairs.rotterdam@dbschenker.com">fairs.rotterdam@dbschenker.com</a> Telephone: +31 10 494 0100
<b>Event Express</b>  Exhibitor Accommodation	Event Express Email: <a href="mailto:reservations@eventexpressuk.com">reservations@eventexpressuk.com</a> Telephone: +44 1905 732 737
<b>InEvexco</b>  Insurance	InEvexco Email: <a href="mailto:exhibitor@inevexco.co.uk">exhibitor@inevexco.co.uk</a> Telephone: +44 173 275 7630 Website: <a href="https://www.inevexco.co.uk/">https://www.inevexco.co.uk/</a>

## IMPORTANT DEADLINES

Service	Deadline	Ordering and Forms
<b>Gielissen</b>		
Audio Visual Equipment Electrical Main Connections Shell Scheme Electrical and Lighting Package Fascia Text and Logos Floorcovering Flowers and Plant Decoration Furniture Hostesses Internet Connections Lighting Manpower Optional Stand Additions Rigging Security Staff Stand Cleaning Wall Sockets Water Connections and Compressed Air Waste	<p>Early Bird Deadline: <b>Wednesday 5<sup>th</sup> April 2023</b>  <i>After this deadline, a 25% surcharge is applicable</i></p> <p>Regular Deadline: <b>Wednesday 17<sup>th</sup> May 2023</b>  <i>After this deadline, a 40% surcharge is applicable (over the early bird deadline)</i>  <i>In addition for rigging, hostesses, security and manpower availability can't be guaranteed</i></p> <p>Exhibitor Webshop Closed: <b>Wednesday 31<sup>st</sup> May 2023</b>  <i>After this date, it is only possible to order onsite with limited items available</i></p>	<a href="#">Gielissen Exhibitor Webshop</a>
Graphics	<p>Graphics Deadline: <b>Monday 8<sup>th</sup> May 2023</b>  <i>After Tuesday 23<sup>rd</sup> May 2023 the cost will increase by 50% for full colour fabric and 20% for other graphics</i></p> <p>Final Graphics Deadline: <b>Wednesday 31<sup>st</sup> May 2023</b>  <i>After this deadline, costs will increase by 100%</i></p>	<a href="#">Gielissen Exhibitor Webshop</a>
<b>Team Ahoy Catering</b>		
Stand Catering Tailor-made Catering	<p>Early Bird Deadline: <b>31<sup>st</sup> January to 1<sup>st</sup> March 2023</b>            Standard Deadline: <b>1<sup>st</sup> March to 10<sup>th</sup> May 2023</b>            Final Rate Deadline: <b>10<sup>th</sup> May to 6<sup>th</sup> June 2023</b></p>	<p><a href="#">Registration Form: Team Ahoy Catering Webshop</a>  <b>(New Registrations Only)</b>  <a href="#">Account Login: Team Ahoy Catering Webshop</a>  <b>(Accessible After Registration)</b></p>
<b>DB Schenker</b>		
Delivery and Freight Forklifts Material Handling Shipping and Storage	<p>Traffic Management Booking Live:  <b>Monday 1<sup>st</sup> May 2023</b>            Advanced Warehouse Deadline:  <b>Wednesday 31<sup>st</sup> May 2023</b></p>	<p><a href="#">Registration Form: Vehicle Registration System</a>  <b>(New Clients Only)</b>  <a href="#">Account Login: Vehicle Registration System</a>  <b>(Existing Clients Only)</b></p>
<b>Essential Events</b>		
Space Only Stand Plan Assessment	<p><b>Friday 21<sup>st</sup> April 2023</b></p>	<p><a href="#">Exhibitor Space Only Form</a>  <a href="#">Risk Assessment Form</a>  <a href="#">Method Statement Form</a>  <b>Each form to be submitted with stand drawings - <a href="#">Email Directly</a></b></p>
<b>Event Express</b>		
Exhibitor Accommodation	<p><b>Friday 5<sup>th</sup> May 2023</b></p>	<p><a href="#">Event Express Booking Link</a></p>
<b>Exhibitor Registration</b>		
Badge Registration Lead Retrieval	<p><b>ASAP</b></p>	<p><a href="#">Exhibitor Registration Link</a></p>
<b>InEvexco</b>		
Insurance	<p><b>ASAP</b></p>	<p>You have been sent a unique link to upload the certificate to portal.</p>

# TIMETABLE

## BUILD UP

**PPE is always required when entering the hall during build up and breakdown.**

Dates	Hall Open Times	Schedule
Friday 2 <sup>nd</sup> June 2023	10:00 - 18:00	Space Only stands commence construction
Saturday 3 <sup>rd</sup> June 2023	08:00 - 18:00	Space Only stands continue construction
Sunday 4 <sup>th</sup> June 2023	08:00 - 18:00	Space Only stands continue construction
Monday 5 <sup>th</sup> June 2023	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 6 <sup>th</sup> June 2023	08:00 - 12:00	Stand dressing only - no construction permitted
	<b>Hall Closed 12:00 - 16:30</b>	Halls to be clear of all personnel to allow for exhibitor stands and hall cleaning, in advance of the opening at 17:00

**Please note:** A Traffic management system will be in place for vehicles loading/unloading for build-up and break down. Further details will be available closer to the event.

All construction must be complete by **22:00 on Monday 5<sup>th</sup> June 2023**. Contractors/Exhibitors are required to build within these times. Any extra hours will only be approved in emergency situations in accordance with Health and Safety approval. Subject to charges for extra lighting, traffic marshals, security and Health and Safety Officers.

**All exhibitors/contractors must complete decorating their stands by 12:00 on Tuesday, 6<sup>th</sup> June 2023. During 08:00hrs - 12:00hrs exhibitor access will be permitted, ONLY hand-held items can be carried into and through the halls. No trolleys, pump trucks and rubbish should be left during this time.**

## REGISTRATION

Dates	Location	Registration Open Times
Monday 5 <sup>th</sup> June 2023	Plaza - near entrance	12:00 - 18:00
Tuesday 6 <sup>th</sup> June 2023	Plaza - near entrance	08:00 - 20:00
Wednesday 7 <sup>th</sup> June 2023	Plaza - near entrance	08:00 - 18:00
Thursday 8 <sup>th</sup> June 2023	Plaza - near entrance	08:00 - 16:00

## EXHIBITION OPEN DAYS

Dates	Hall Open Times	Show Open Times
Tuesday 6 <sup>th</sup> June 2023	17:00 - 20:00	17:00 - 20:00 (17:00 Welcome Reception)
Wednesday 7 <sup>th</sup> June 2023	08:00 - 19:00	10:00 - 18:00
Thursday 8 <sup>th</sup> June 2023	09:00 - 16:00	10:00 - 16:00

**Exhibitors can access the halls one hour before the show commences.**

## BREAKDOWN

Dates	Hall Open Times	Schedule
Thursday 8 <sup>th</sup> June 2023	16:00 - 22:00	Breakdown commences once permitted. All Shell Scheme exhibits must be clear by 22:00
Friday 9 <sup>th</sup> June 2023	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 9<sup>th</sup> June 2023**. Please ensure you do not leave materials or personal items unattended during Breakdown. The organiser is not responsible for any items left unattended after this time. Any equipment/materials left will be removed at the exhibitor's expense.

## GENERAL INFORMATION

### VENUE

**Venue Name:** Rotterdam Ahoy

**Address:** Ahoyweg 10, 3084 BA Rotterdam, Netherlands

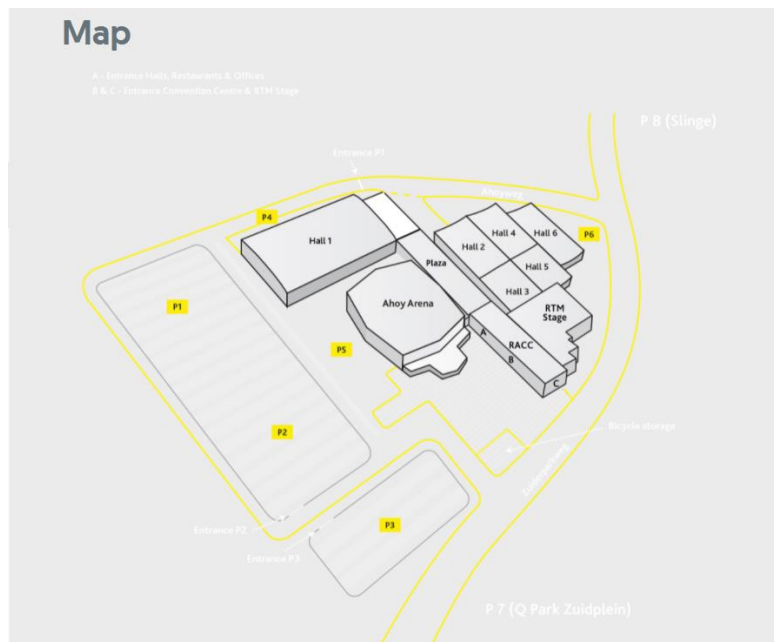
**Event Halls:** Halls 1 and 2

### VENUE FLOORPLAN



### GETTING TO THE VENUE

Rotterdam Ahoy is conveniently located with public transport links via metro and bus stop Zuidplein, both are within a 5-minute walk from the venue. Rotterdam, The Hague Airport is a 30-minute drive with direct flight from most major cities.





## ACCOMMODATION BOOKING FACILITIES

Our official hotel provider Event Express will provide discounted hotel rates in and around Rotterdam. To book visit the [Event Express Booking Link](#) page for available hotels.

Booking deadline is **Friday 5<sup>th</sup> May 2023**. After this date, room allocation rates may be subject to additional charges.

For any assistance with booking contact Event Express on:

**Email:** [reservations@eventexpressuk.com](mailto:reservations@eventexpressuk.com)

**Telephone:** +44 1905 732 737

## BADGES AND PASSES

Each exhibiting company receives an allocation of passes based on their stand/sponsorship and every member of staff is required to have an exhibitor badge to gain access to the halls. Exhibitor badges must be worn at all times. We have removed plastic holders to help reduce unnecessary waste, all badges must be printed upon arriving at the venue and badges printed at home will not be valid but onsite badge printing will be available.

**During show days of the exhibition for security and Health and Safety reasons it is imperative exhibitor badges are only used by staff that are working on the stand and should not be given to anyone else.** Exhibitor badges are not to be used by visitors and all visitors must register for the event to receive a badge.

## REGISTRATION

Registration for Breakbulk Europe is now live. As an exhibitor you receive an allocated amount of exhibitor badges based on your stand or sponsorship. Exhibitors will receive a unique coupon code from [Breakbulk Support](#). Please click [Exhibitor Registration Link](#) to enter your unique coupon code.

Please note, only attendees who require access to floor on show days are required to register. For build-up and breakdown, wristbands will be provided to contractors and stand builders by Security personnel once stand details are confirmed.

## PARKING

### PARKING EXHIBITORS

#### **Parking exhibitors during exhibition days**

To guarantee a parking space, exhibitors can buy a parking permit or parking ticket in advance with discount for € 16,50 incl. VAT per vehicle per day.

1. Parking permit for 3 days: € 49,50 for 3 days including VAT.

Hidden parking link: <https://www.ticketmaster.nl/event/289845?brand=rotterdamahoy>

2. Parking ticket for 1 day: € 16,50 per day including VAT.

**Tuesday 6<sup>th</sup> June** - <https://www.ticketmaster.nl/event/289837?brand=rotterdamahoy>

**Wednesday 7<sup>th</sup> June** - <https://www.ticketmaster.nl/event/289839?brand=rotterdamahoy>

**Thursday 8<sup>th</sup> June** - <https://www.ticketmaster.nl/event/289843?brand=rotterdamahoy>

### PARKING VISITORS

Please click link to access visitor parking on Ahoy website - [https://www.ahoy.nl/en/events/trade-fair/breakbulk-europe?d=2023-06-06\\_17](https://www.ahoy.nl/en/events/trade-fair/breakbulk-europe?d=2023-06-06_17)

### PARKING VISITORS DURING EXHIBITION DAYS

Near Ahoy Rotterdam is our general parking place situated P1 and P2. Costs are €19,00 per vehicle per day. Buses pay €49,00 per day. It is possible to buy a parking space with guaranty for €19,00 per vehicle per day.

**Please note:** No vehicles can remain onsite overnight at the venue and all vehicles must be removed at the end of the day.

Larger vehicles (e.g. lorries) which may require parking throughout the show can check parking availability in Rotterdam via the two links below:

- <https://www.portofrotterdam.com/en/logistics/connections/intermodal-transportation/road-transport/truck-parks>
- <https://truckparkingrotterdam.com/EN/Page/Home>

## CATERING

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

The venue offers a wide variety of stand catering, party food, alcoholic and soft beverages. You can place catering orders from the webshop link below, please remember the webshop is based on event not per exhibitor, you will need to create a new account even if you exhibited previously. The webshop will be open prior and during the exhibition. In addition to ordering online, you can also order by phone and at the persons at the desk via the Organisers office located in the Plaza.

[Registration Form: Team Ahoy Catering Webshop](#)

**(New Registrations Only)**

[Account Login: Team Ahoy Catering Webshop](#)

**(Accessible After Registration)**

## TAILOR-MADE CATERING

If you have more specific requirements, contact the Team Ahoy Catering before the start of the event to discuss any queries at [cateringsales@ahoy.nl](mailto:cateringsales@ahoy.nl). **Please note, there is a 20% buyout fee applicable.**

## 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 with food preparation areas, hand washing facility with clean water and drainage is required ideally not more than 3m away. 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 AND WASTE DISPOSAL

Exhibitors are responsible for disposal of all accumulated waste both during build-up, event days and breakdown.

Waste disposal is the responsibility of the exhibitor or their appointed contactor 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 risks or contamination of water such as oils, paints or emulsions must not be discharged into the sewage system.

It is the responsibility of exhibitors and contractor to order cleaning services via [Gielissen Exhibitor Webshop](#). The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge is applicable**.

## DATA PENS AND LEAD RETRIEVAL

Information on lead retrieval will be available soon.

## DELIVERIES

DB Schenker is our official logistics partner for the show. Please send items as per the below address and contact on the below details to organise any deliveries and DB Schenker will direct deliveries to your stand.

**Commodity Description:**

Exhibition goods for Breakbulk Europe 2023, Rotterdam.

**Parcel and Courier:**

Consignee:

Schenker Logistics Nederland B.V.

Casablancaweg 22

1047 HN Amsterdam

**Notify:**

< Name of exhibitor >

c/o Breakbulk Europe 2023

< hall / Stand No >

**Please note: Hyve Group/Rotterdam Ahoy/Gielissen cannot receive any deliveries on behalf of exhibitors.** If you wish to have your cargo arrive in The Netherlands before the show, please contact DB Schenker on the below details:

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

**Telephone:** +31 10 494 0100

**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 you hire security services to safeguard high value items.

**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. Please contact [DB Schenker](#) for more information on shipping instructions which will be available shortly.

## 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 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 available in the foyers of each hall.

## FORKLIFTS

Any large items which may need to be moved or repositioned will require forklift assistance. Please contact DB Schenker via the below details to organise:

Tony Miles  
Schenker Logistics Nederland B.V.  
Fairs, Events and Special Logistics  
Casablancaweg 22  
1047 HN Amsterdam  
Email: [fairs.rotterdam@dbschenker.com](mailto:fairs.rotterdam@dbschenker.com)  
Telephone: +31 10 494 0100

## FREIGHT SERVICES

Exhibitors planning to transport their cargo through an international courier are advised to use the services of our official contractor DB Schenker.

If you are intending to have cargo delivered to your stand it is important that you arrange for a representative of your company to be at your stand to receive them. If you are not able to arrange, all deliveries need to be correctly addressed to the above address.

**Please note the Organiser, it's contractors or Rotterdam Ahoy can accept delivery of any goods nor cannot accept responsibility for any goods delivered to unmanned stands.**

If you have cargo 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 freight and cargo are addressed as per the following:

### **Commodity Description:**

Fairs and exhibition goods for **Breakbulk Europe 2023**, Rotterdam

### **Parcel and Courier:**

Consignee:  
Schenker Logistics Nederland B.V.  
Casablancaweg 22  
1047 HN Amsterdam

### **Notify:**

< Name of exhibitor >  
c/o Breakbulk Europe 2023  
< hall / Stand No >

**Please note:** Hyve Group/Rotterdam Ahoy/Gielissen cannot receive any deliveries on behalf of the exhibitor. If you wish to have your cargo arrive in The Netherlands before the show, please contact DB Schenker on the below details:  
Email: [fairs.rotterdam@dbschenker.com](mailto:fairs.rotterdam@dbschenker.com)  
Telephone: +31 10 494 0100

**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:** We advise against using courier companies when sending your goods to the venue. The Organisers is not responsible for any goods held up at customs due to the use of alternative shipment company. Please contact [DB Schenker](#) for more information on shipping instructions which will be available shortly.

## ORGANISERS OFFICE

To assist exhibitors during the event there will be a fully staffed organisers office at the venue during the build-up, event days and breakdown period of the exhibition, do not hesitate to visit to the organisers office if you need any help or further information onsite. The organisers office is located in the plaza next to service desk.

## PROMOTIONAL MATERIAL

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, send an enquiry to the marketing team and they will be able to provide guidance if necessary.

## PUBLIC RELATIONS AND 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). Contact Leslie Meredith on [Leslie.Meredith@breakbulk.com](mailto: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
- Hashtag: #bbeu2023
- YouTube: <https://www.youtube.com/@Breakbulk>

## SECURITY

Breakbulk Europe 2023 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 onsite at Breakbulk Europe 2023.

Below are some points to follow to ensure the safety of exhibitors items:

- Exhibitor staff is responsible for the 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 Exhibitor Webshop](#)

## TRAFFIC MANAGEMENT SYSTEM

All vehicles loading/unloading for build-up and break down are required to follow a traffic management system. The vehicle registration system will require vehicles to book a timeslot via DB Schenker. Details on how to book will be available closer to the event.

Please note all vehicles including vans and cars you are required book a timeslot if unloading via traffic management system. If you are using the car park and unloading, booking a time slot is not required.

[Registration Form: Vehicle Registration System](#)

**(New Clients Only)**

[Account Login: Vehicle Registration System](#)

**(Existing Clients Only)**

## HEALTH AND SAFETY

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, 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, do not hesitate to contact [Breakbulk Support](#).

**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 health and safety obligations are met, the organisers will:

- Allocate sufficient resources to meet Health and Safety objectives
- Provide adequate control of Health and Safety risks arising from 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 regarding 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 with witness statements and accompanied by photographs taken. All reports may be used for future investigation, therefore as much detail should be recorded. All documents are to be treated with the upmost confidentiality and as such should be stored in accordance with data protection laws and regulations. If an incident occurs onsite, please either see a Health and Safety team member or notify staff member in the operations team who will inform Health and Safety team.

### CHILDREN

Under no circumstances are children under the age of 16 years allowed into the exhibition halls during the build-up, show open days or breakdown.

### DRINK AND DRUGS

Drinking of alcohol onsite 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 venue.

## 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 have 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 cargo must not be stored on the stand.

## FIRST AID

First aid cover is provided by the organisers and the nearest first aid office to the show halls is located in the plaza next to the cloakroom. In an emergency, please contact the nearest security steward, Healthy and Safety officer or speak to one of the organisers.

## INSURANCE PUBLIC LIABILITY

Exhibitors are responsible for obtaining PLI insurance protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition. You would have been sent your unique link to upload the certificate to your portal. If you are able to provide your own PLI, then you will have to upload a copy of the certificate. Please contact [Breakbulk Support](#) if you need any more assistance.

All copies of insurance policies must be submitted before deadline the first day of build-up.

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

- The cost of the policy is €195.00.
- This insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

### 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

A full specimen wording, showing the terms, conditions and exceptions of the cover, is available from InEvexco Ltd. It is the Customer's responsibility to read the policy wording as some exclusions apply. This service is provided on a non-advised basis and it is the Customer's responsibility to make sure that the minimum limits are sufficient for its needs.

The standard limits provided by the Insurance Participation Fee are: Cover Headings Standard Limits Brief Summary of the Cover Exhibitor Expenses GBP 20,000 Loss of irrecoverable expenses sustained as a result of cancellation, abandonment, curtailment, postponement or removal to alternative premises; inability to open or keep open the Customer's stand/space due to damage to Exhibitor Property at the Venue, in transit to the Venue or damage to the Venue itself; late or non-arrival of Exhibits or of the Customer's staff/representatives; failure to vacate the Venue within the contracted time; reasonable additional costs and expenses incurred in avoiding or diminishing a loss; for reasons beyond the Customer's control.

## 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.

**Only Space Only exhibitors are required to submit their method statements.**

**Please submit all forms with stand designs to [Essential Events](#) for assessment. Deadline Date: Friday 21st April 2023.**

[Exhibitor Space Only Form](#)

[Risk Assessment Form](#)

[Method Statement Form](#)

## 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 DB Schenker for any requirement of onsite storage please email:

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

**Phone:** +31 10 494 0100

## 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

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.

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.

### **Only Space Only exhibitors are required to submit their risk assessments**

**Please submit all forms with stand designs to [Essential Events](#) for assessment. Deadline Date: **Friday 21st April 2023.****

[Exhibitor Space Only Form](#)

[Risk Assessment Form](#)

[Method Statement Form](#)

## 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 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**.
- 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 are air-conditioned. 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 AND 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](mailto:standcatering@ahoy.nl)

If you have more specific requirements, please contact the venue sales department before the start of the event, by email at: [cateringsales@ahoy.nl](mailto:cateringsales@ahoy.nl)

### AUDIO VISUAL

Orders for audio visual services can be made through [Gielissen Exhibitor Webshop](#). The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

## BALLOONS / INFLATABLES

Exhibitors using helium balloons must ensure they are properly 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

ATM machines are located in the Winkelcentrum, conveniently located outside across from 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 services through [Gielissen Exhibitor Webshop](#). The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

## 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, please contact [Breakbulk Support](#).

## FLOORCOVERINGS AND RAISED PLATFORMS

For space only stands, floorcoverings or carpet is not included. Please note, 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 be removed or this will be charged to the exhibitor. If your power connection is within an open space or pulled from a neighbouring stand, a raised platform with the use of wooden platforms is **highly recommended** for any stands with water and /or a lot of electrical wiring. This will ensure no water or electrical connections will be visible in floorcoverings/caet.

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).

Please go to [Gielissen Exhibitor Webshop](#) to order services. The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

## HEIGHT RESTRICTIONS AND 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 <sup>2</sup>	11,9 m	H = 5,6 m/B = 5,6 m	1250/2500 kg/m <sup>2</sup>	6000 kg
Organization office Hall 1 (with kitchenette and sink)	6 m	3 m	18 m <sup>2</sup>	-	-	-	-
Hall 2	72 m	48 m	3.770 m <sup>2</sup>	8,4 m	H = 5,6 m/B = 5,4 m	1000 kg/m <sup>2</sup>	2500 kg
Organization office Hall 2 (with kitchenette and sink)	12 m	4,5 m	54 m <sup>2</sup>	-	-	-	-
Hall 3	60 m	48 m	3.150 m <sup>2</sup>	8,4 m	H = 5,6 m/B = 5,8 m	1000 kg/m <sup>2</sup>	2500 kg
Organization office Hall 3 (with kitchenette and sink)	12 m	5 m	54 m <sup>2</sup>	-	-	-	-
Hall 4	72 m	48 m	3.600 m <sup>2</sup>	8,4 m	H = 5,6 m/B = 5,4 m	1000 kg/m <sup>2</sup>	2500 kg
Organization office Hall 4 (with kitchenette and sink)	12 m	5 m	60 m <sup>2</sup>	-	-	-	-
Hall 5	60 m	48 m	3.060 m <sup>2</sup>	8,4 m	North H = 5,6 m/B = 5,8 m West H = 5,4 m/B = 5,4 m	1000 kg/m <sup>2</sup>	2500 kg
Organization office Hall 5 (with kitchenette and sink)	10 m	4,5 m	45 m <sup>2</sup>	-	-	-	-
Hall 6	90 m	48 m	4.420 m <sup>2</sup>	8,4 m	H = 6,0 m/B = 5,4 m	1000 kg/m <sup>2</sup>	2500 kg
Organization office Hall 6 (with kitchenette and sink)	10 m	4,5 m	45 m <sup>2</sup>	-	-	-	-
Corridor hall 2 - hall 3	-	-	-	5,6 m (H passage)	-	700 kg/m <sup>2</sup>	-
Corridor hall 4 - hall 5	-	-	-	5,6 m (H passage)	-	700 kg/m <sup>2</sup>	-
Corridor hall 2 - hall 4	-	-	-	5,6 m (H passage)	-	1000 kg/m <sup>2</sup>	-
Corridor hall 3 - hall 5	-	-	-	5,6 m (H passage)	-	1000 kg/m <sup>2</sup>	-
Corridor hall 4 - hall 6	-	-	-	5,6 m (H passage)	-	1000 kg/m <sup>2</sup>	-
Corridor hall 5 - hall 6	-	-	-	2,6 m (H passage)	-	1000 kg/m <sup>2</sup>	-

The Organiser does not provide partition walls and each stand must build freestanding partition walls between their own and 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.

## FURNITURE, PLANTS AND DÉCOR

Gielissen offers a wide selection of furniture, plants and décor, please go to [Gielissen Exhibitor Webshop](#) for available options and to order any items. The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a 25% surcharge is applicable. Please refer to Important Deadlines section on page 6 for further dates.

## INTERNET / WIFI

For event critical services such as demonstrations or presentations use, we always advise a hard-wired internet service is required. 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 via [Gielissen Exhibitor Webshop](#). The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

Please note, Wi-Fi can be accessed at the venue however it is only for basic requirements and for any internet at stands, it is best to order internet from Gielissen.

## 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. Its recommend you speak with organisers office for details.

## PA SYSTEM

The organiser will have access to a PA System inside the venue. 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, rigging contractors from Gielissen are the only official contractors permitted to rig from the roof. Please see working at heights section for further details on height guidelines.

**Prior to placing rigging order, please send stand plans with rigging and dimensions to [Essential Events](#) 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.** To place an order please go to [Gielissen Exhibitor Webshop](#). The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

## 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

To store empty packing cases or items, exhibitors can order services from DB Schenker, our official freight and logistics contractor for the show.

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

**Phone:** +31 10 494 0100

## TEMPORARY STAFF

For any hosts or hostesses as temporary staff, please book through [Gielissen Exhibitor Webshop](#).

## TRANSPORT

For Breakbulk 2023 the city of Rotterdam offers free public transport passes accessible on all RET services for the show open days, 6<sup>th</sup> to 8<sup>th</sup> June 2023. Passes are valid for multi-day use and can be used for all participants on metro, trams and buses in the city of Rotterdam. Travel cards will be available onsite from the Organisers Office.

The nearest transport stopping place to venue is Zuidplein. Metro station and bus stops are opposite the Ahoy venue within a 5-minute walking distance.

## SPACE ONLY STANDS

**Only Space Only exhibitors are required to submit the below documentation**

**Please submit all forms with stand designs to [Essential Events](#) for assessment.** Deadline Date: **Friday 21st April 2023.**

[Exhibitor Space Only Form](#)

[Risk Assessment Form](#)

[Method Statement Form](#)

Gielissen is our recommended stand contractor. To obtain a custom stand design solution, please contact [Owen Barendregt](#).

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. Stands must match submitted renderings when erected on event site.

**Plan Presentation and Submission for Approval**

**It is compulsory that you submit your stand renderings/plans for review before Friday 21<sup>st</sup> April 2023.**

- 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 and 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 after providing stand details. Rotterdam Ahoy staff and security will stop anyone without a wristband trying to gain access.

**SUBMISSION OF DRAWING**

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces.

**Please submit all forms with stand designs to [Essential Events](#) for assessment. Deadline Date: Friday 21st April 2023.**

[Exhibitor Space Only Form](#)

[Risk Assessment Form](#)

[Method Statement Form](#)

## 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.

## COMPLEX STRUCTURES AND MULTI-STORY STANDS

Any stands above 4m is considered a complex stand and structural calculations are required to be submitted. Stands are subject to strict venue building controls and completed stands will require a structural engineer's certificate to check loadings, foundations and the integrity of suspended items. For details please refer to Information in Working in Height and Space Only Stands section.

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 not to 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

## FLOORCOVERINGS AND CARPET

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

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 plasticguards.
- 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 electricity, water or power services, we recommend that you lay a raised 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 ensure exhibitors safety.**

Visit the [Gielissen Exhibitor Webshop](#) to order services The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

## 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 downloads in designated emergency aisles.

The Organiser does not provide partition walls and each stand must have freestanding partition walls between their own and adjoining stands. These must be to a minimum height of 2.5m, a maximum height of 6m. 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.**

Contact [Gielissen](#) for more information if your designs require rigging 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 [Breakbulk Support](#) for assistance.

## 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.

## WALLING CONNECTIONS

**New!** - Please note that water connections are not available on every stand - please check if you have a duct on your stand prior to submitting for design. These can be found on technical view floorplan. Using neighbouring stand duct may be possible but only in consultation with your neighbour and the organisers. Raised flooring is highly recommended if you are planning to have running water on your stand.

## 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.

### Shell scheme stands include:

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

### Standard shell scheme stand does **NOT** contain the following but can be ordered via [Gielissen Exhibitor Webshop](#).

- ELECTRICITY, 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 and constructions
- Internet
- Floral

For assistance please contact Gielissen:

Email: [breakbulk@gielissen.nl](mailto:breakbulk@gielissen.nl)

Telephone: +31 40 235 3820

## FASCIA PANEL

Your company name will be fitted to the fascia board, one per open side. You can specify your name requirement via [Gielissen Exhibitor Webshop](#). Failure to submit this information may result in an inaccurate name displayed on your stand and there maybe 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) 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.

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 onsite.

Please note there is a maximum of 25 characters on each board including spaces. To order services please go to the [Gielissen Exhibitor Webshop](#). The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

## CARPET

All Shell Scheme stands are carpeted with standard dark grey carpet. Please visit the [Gielissen Exhibitor Webshop](#) to order services. The Early Bird Deadline is **Wednesday 5<sup>th</sup> April 2023**, after this deadline a **25% surcharge** is applicable. Please refer to Important Deadlines section on page 6 for further dates.

**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.

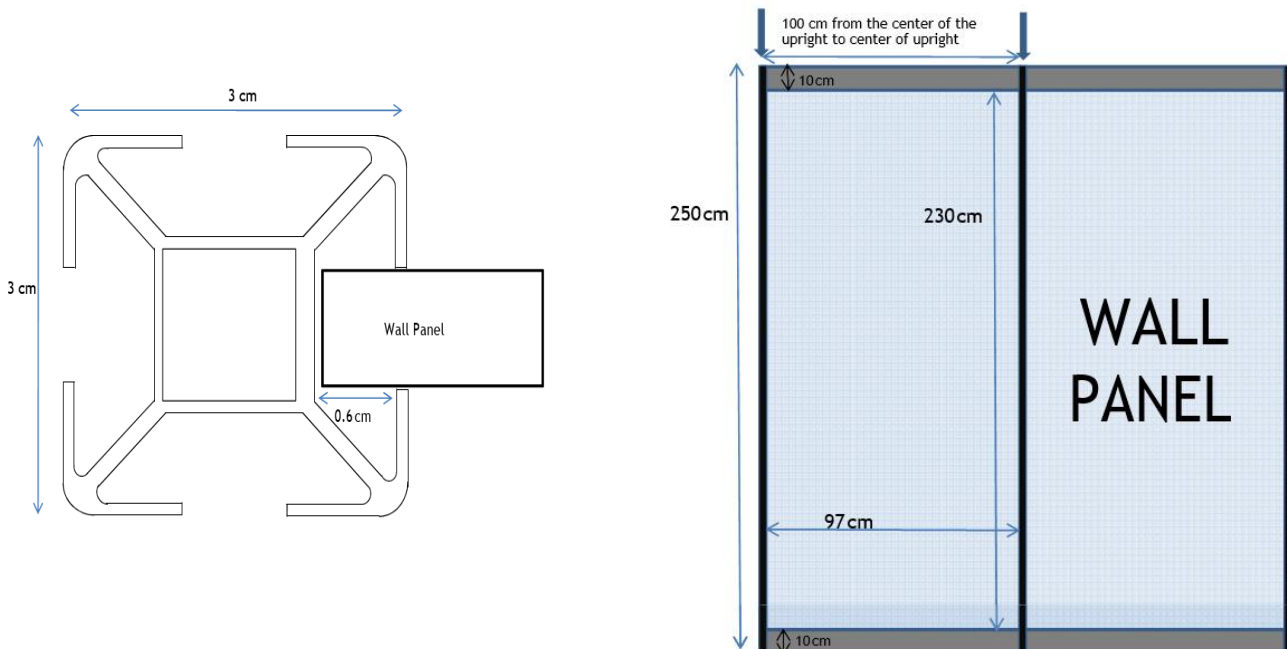
## UPGRADE OPTIONS

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 final deadline to send your artwork files is Monday 22<sup>nd</sup> May 2023, after this date options cannot be guaranteed.** We recommend uploading your artwork directly via [Gielissen's wetransfer](#). Please ensure to indicate your company name, stand number is included in the message. For any assistance please contact [breakbulk@gielissen.nl](mailto:breakbulk@gielissen.nl).

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.



## STAND PACKAGES AND VISUALS

*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 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 and 2 chairs
  - 1 waste basket

## 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 and 4 chairs
- 2 waste baskets



## 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 and 6 chairs
  - 3 waste baskets

## 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 and 8 chairs
- 4 waste baskets



For any of the above services, please refer to the Gielissen online ordering system, [Gielissen Exhibitor Webshop](#). For advice on suitable fixing methods, please contact Gielissen directly at [breakbulk@gielissen.nl](mailto: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.

## ONSITE 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 8<sup>th</sup> June 2023 after 4pm when it is deemed safe to do so.**
- 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.

**If you experience any issues onsite, please go to Gielissen Service Desk or come to the Organisers Office.**