

# BREAKBULK

EUROPE 21-23 MAY 2024

## EXHIBITOR MANUAL

Dear Exhibitor,

We're delighted that you will be exhibiting with us at Breakbulk Europe from 21<sup>st</sup> to 23<sup>rd</sup> May 2024 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.

Please take time to read through all the information and instructions provided including important deadlines listed on page 5 and official show partner and supplier contacts 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 exhibiting.

Their contact details:

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

Telephone: +44 20 3545 9408

We look forward to working with you over the coming months and to welcoming you to the event in Rotterdam for the May 2024 edition.

Best wishes,

Elizabeth Rankin  
Event Director  
Hyve Group Plc



## CONTENTS

<b>CONTENTS</b>	<b>3</b>	LATE WORKING SYSTEM	14
<b>TIMETABLE</b>	<b>4</b>	PA SYSTEM	14
<b>KEY INFORMATION</b>	<b>4</b>	PHOTOGRAPHY	14
<b>IMPORTANT DEADLINES</b>	<b>5</b>	RIGGING	14
<b>OFFICIAL SHOW PARTNER AND SUPPLIER</b>		TEMPORARY STAFF	14
<b>CONTACTS</b>	<b>6</b>	<b>HEALTH AND SAFETY</b>	<b>15</b>
EMERGENCY NUMBERS IN THE NETHERLANDS	6	ACCIDENTS	15
<b>GENERAL INFORMATION</b>	<b>7</b>	CHILDREN	15
VENUE	7	DRINK AND DRUGS	15
VENUE FLOORPLAN	7	ELECTRICAL WIRING AND INSTALLATION	15
GETTING TO THE VENUE	7	<b>EVACUATIONS PLANS AND PROCEDURES</b>	<b>16</b>
ACCOMMODATION	8	FIRE PRECAUTIONS AND PROCEDURES	17
BADGES AND PASSES	8	FIRE SAFETY	17
LEAD RETRIEVAL	8	FIRST AID	17
ORGANISERS OFFICE	8	INSURANCE PUBLIC LIABILITY	17
PROMOTIONAL MATERIAL	8	LADDERS	18
PUBLIC RELATIONS AND SOCIAL MEDIA	8	METHOD STATEMENTS	18
REGISTRATION	8	NAKED OR OPEN FLAMES	18
SECURITY	8	NOISE LEVELS	18
<b>LOGISTICS SERVICES</b>	<b>9</b>	PPE	18
DELIVERIES AND SHIPPING	9	REPORTING OCCUPATIONAL INJURIES AND DISEASES	19
FORKLIFTS	9	RISK ASSESSMENTS	19
FREIGHT SERVICES	9	STROBE LIGHTING/PYROTECHNICS	19
PACKING CASES AND STORAGE	10	VEHICLES ON STANDS	19
PARKING	10	WELDING AND SIMILAR HOT WORK PERMITS	20
PARKING DURING EXHIBITION DAYS	10	WORKING AT HEIGHT	20
FINANCIAL CONSEQUENCES FOR INCORRECT PARKING	10	WORKING PLATFORMS	20
ALTERNATIVE TRUCK PARKING LOCATIONS	11	<b>SPACE ONLY STANDS</b>	<b>21</b>
PACKING CASES AND STORAGE	11	BACK WALLS TO STANDS / NEIGHBOURING STANDS	22
STORAGE OF EXHIBITOR	11	COMPLEX STRUCTURES AND MULTI-STORY STANDS	22
CASES/TRAILERS/CONTAINERS	11	CONTAINERS/HEAVY EXHIBITS	22
TRAFFIC MANAGEMENT SYSTEM	11	CONTRACTOR ACCESS	22
<b>VENUE FACILITIES AND SERVICES A-Z</b>	<b>11</b>	FLOORCOVERINGS AND CARPET	22
AIR CONDITIONING	11	GANGWAYS	23
AUDIO VISUAL	11	PAINT SPRAYING REGULATIONS	23
BALLOONS / INFLATABLES	11	PILLARS OBSTRUCTIONS ON YOUR STAND	23
BANKING / EXCHANGE BUREAU	11	RAISED FLOOR PLATFORMS	23
CATERING	11	STAND DEMOLITION	23
TAILOR-MADE CATERING	12	STAND LOCATION, NUMBER AND SIZE	23
CLEANING AND WASTE DISPOSAL	12	SUBMISSION OF DRAWING	24
CLOAKROOM FACILITIES	12	WALLING IN ON OPEN SIDES	24
COMPRESSED AIR	12	WATER CONNECTIONS	24
DILAPIDATIONS	13	UPHOLSTERY	24
DISABLED VISITORS	13	<b>SHELL SCHEME STAND</b>	<b>24</b>
FOOD SAFETY	13	CARPET	25
FURNITURE, PLANTS AND DÉCOR	13	CORNER STANDS	25
HEIGHT RESTRICTIONS AND FLOOR LOADING AREAS	13	FASCIA PANEL	25
INTERNET / WIFI	14	GRAPHICS	25
		PANEL DIMENSIONS	25
		<b>STAND PACKAGES AND VISUALS</b>	<b>26</b>

## TIMETABLE

Dates - Build-up	Hall Access Times	Contractor & Exhibitor Access Information
Friday 17 <sup>th</sup> May 2024	08:00 - 18:00	Contractor access for Space Only stands.
Saturday 18 <sup>th</sup> May 2024	08:00 - 18:00	Contractor access for Space Only stands.
Sunday 19 <sup>th</sup> May 2024	08:00 - 18:00	Contractor Access for Space Only stands.
Monday 20 <sup>th</sup> May 2024	08:00 - 22:00	Space Only stand construction to be completed by 22:00.
	08:00 - 22:00	Access for Shell Scheme exhibitors.
Tuesday 21 <sup>st</sup> May 2024	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 in advance of the opening to allow for exhibitor stand and hall cleaning.
Dates - Registration	Registration Open Times	
Monday 20 <sup>th</sup> May 2024	12:00 - 18:00	
Tuesday 21 <sup>st</sup> May 2024	08:00 - 20:00	
Wednesday 22 <sup>nd</sup> May 2024	08:00 - 18:00	
Thursday 23 <sup>rd</sup> May 2024	08:00 - 16:00	
Dates - Exhibition Open	Exhibitor Access Times	Show Open & Visitor Access Times
Tuesday 21 <sup>st</sup> May 2024	16:30 - 20:00	17:00 - 20:00 (Welcome Reception in exhibition halls)
Wednesday 22 <sup>nd</sup> May 2024	09:00 - 19:00	10:00 - 18:00
Thursday 23 <sup>rd</sup> May 2024	09:00 - 16:00	10:00 - 16:00
Dates - Breakdown	Hall Access Times	Contractor & Exhibitor Access Information
Thursday 23 <sup>rd</sup> May 2024	16:00 - 22:00	Breakdown commences once permitted. All Shell Scheme exhibits must be clear by 22:00
Friday 24 <sup>th</sup> May 2024	08:00 - 16:00	Space Only breakdown continues. All contractors and exhibits to be clear of halls by 16:00

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

All stand construction must be complete by **22:00 on Monday 20<sup>th</sup> May 2024**. Any late-night working will only be approved in emergency situations, and Health and Safety approval. This may be subject to charges for extra lighting, traffic marshals, security, and Health & Safety Officers.

**All exhibitors/contractors must complete decorating their stands by 12:00 on Tuesday 21<sup>st</sup> May 2024.**

**On Tuesday 21<sup>st</sup> May, ONLY hand-held items can be carried into and through the halls. No trolleys, pump trucks or rubbish should be left during this time. Any empty containers must be removed and moved to storage before this time.**

**For breakdown, all exhibitors and contractors must clear their exhibit space by 16:00 on Friday 24<sup>th</sup> May 2024.**

Please ensure you do not leave materials or personal items unattended during Build-up or Breakdown. The organiser will not accept any responsibility for items left unattended during or after this time. Any equipment/materials left behind will be removed at the exhibitors or contractors' expense.

## KEY INFORMATION

1. Please review Important Deadlines on page 5 as prices significantly increase after the deadlines have passed.
2. Electrical power supply for shell scheme and space only stand are **NOT** included and needs to be ordered separately by the exhibitor or contractor.
3. A traffic management system will be in place for vehicles loading/unloading during build-up and break down.
4. If your stand is space only, you will need to submit documentation (this can be found on page 5) with stand drawings to Essential Events for assessment. **You cannot build onsite until build approval received.**
5. If your stand is shell scheme, you can find all package inclusions on pages 24 to 26.
6. Insurance is included as part of your participation fee, if you wish to upload a copy of your companies' insurance certificate you will be sent a unique link by InEvexco.
7. The maximum height restrictions are 6m and any stands over 4m, will require structural calculations.

## IMPORTANT DEADLINES

Service	Deadline	Ordering and Forms
<b>Gielissen</b>		
Audio Visual Equipment Carpet and Floorcoverings Furniture, Plants and Décor Graphics and Printing Internet Connections Lighting and Wall Sockets Main Connections and Electrics Rigging Security Staff Shell Scheme including fascia nameboard Stand Cleaning and Waste Disposal Temp Staff (Hostesses) Water Connections	Webshop Opens: <b>Monday 29<sup>th</sup> January 2024</b>  Early Bird Deadline: <b>Wednesday 20<sup>th</sup> March 2024</b>  Regular Deadline: <b>Wednesday 17<sup>th</sup> April 2024</b>  Webshop Closed: <b>Friday 3<sup>rd</sup> May 2024</b> <b>After this date, orders are via email only.</b> Delivery depends on availability of materials and/or ability to produce.	<a href="#">Gielissen Exhibitor Webshop</a>
<b>Team Ahoy Catering</b>		
Stand Catering	Early Bird Deadline: <b>Monday 29<sup>th</sup> January to Friday 1<sup>st</sup> March 2024</b>  Standard Deadline: <b>Friday 1<sup>st</sup> March to Monday 22<sup>nd</sup> April 2024</b>  Final Rate Deadline: <b>Monday 22<sup>nd</sup> April to Thursday 23<sup>rd</sup> May 2024</b>	<a href="#">Registration Form: Team Ahoy Catering Webshop</a> <b>Both new and returning exhibitors are required to fill in Registration Form to access services</b> <a href="#">Account Login: Team Ahoy Catering Webshop</a> <b>Accessible After Registration</b>
<b>Team Ahoy Catering</b>		
Tailor-made Catering	Final Deadline <b>Tuesday 23<sup>rd</sup> April 2024</b>	<a href="#">Email Directly</a>
<b>DB Schenker</b>		
Delivery and Freight Forklifts and Material Handling Shipping and Storage	Traffic Management Booking Live: <b>Friday 19<sup>th</sup> April 2024</b>  Advanced Warehouse Deadline: <b>Friday 17<sup>th</sup> May 2024</b>	<a href="#">DB Schenker DMS   Voyage Control</a> <b>You must register for a new account even if you are a returning exhibitor or contractor</b>
<b>Essential Events</b>		
Space Only Stand Plan Assessment	<b>Friday 5<sup>th</sup> April 2024</b>	<a href="#">BBEU24 - Exhibitor Space Only Form</a> <a href="#">BBEU24 - Risk Assessment</a> <a href="#">BBEU24 - Method Statement</a> <b>Each form to be submitted with stand drawings - <a href="#">Email Directly</a></b>
<b>Event Express</b>		
Exhibitor Accommodation	<b>Friday 19<sup>th</sup> April 2024</b>	<a href="#">Event Express Hotel Link</a>
<b>Exhibitor Registration</b>		
Badge Registration	<b>Pre-show or onsite registration available</b>	Exhibitor Registration Link will be released shortly.
<b>Visit by GES</b>		
Lead Retrieval	<b>Pre-show or onsite registration available</b>	<a href="#">A unique login link will be sent from Visit by GES.</a>
<b>InEvexco</b>		
Insurance	<b>ASAP</b>	A unique link to upload certificate to portal will be sent from InEvexco.

## OFFICIAL SHOW PARTNER AND SUPPLIER CONTACTS

Service	Contact Information
<b>Gielissen</b>  Audio Visual Equipment Carpet and Floorcoverings Furniture, Plants and Décor Graphics and Printing Internet Connections Lighting and Wall Sockets Main Connections and Electrics Rigging Security Staff Shell Scheme including fascia nameboard Stand Cleaning and Waste Disposal Temp Staff (Hostesses) Water Connections	General Enquiries Email: <a href="mailto:breakbulk@gielissen.nl">breakbulk@gielissen.nl</a> Telephone: +31 40 235 3820  Your login details for Gielissen will be sent from <a href="mailto:noreply.exhibitions@gielissen.nl">noreply.exhibitions@gielissen.nl</a> . <b>Please do not reply to this email address.</b> If you need to contact Gielissen please email <a href="mailto:breakbulk@gielissen.nl">breakbulk@gielissen.nl</a> .
<b>Gielissen - Space Only Stands</b>  Space Only Stands	Dylan van Beek Email: <a href="mailto:Dylan.van.Beek@gielissen.nl">Dylan.van.Beek@gielissen.nl</a> Telephone: +31 40 235 36 37 / Mobile: +31 6 22 23 15 67
<b>Team Ahoy Catering</b>  Stand Catering Hospitality Staff	Stand 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 and Material Handling Shipping and Storage	General Enquiries Email: <a href="mailto:fairs.rotterdam@dbschenker.com">fairs.rotterdam@dbschenker.com</a> Telephone: +31 10 494 0100  Traffic Enquiries Email: <a href="mailto:traffic.nl@dbschenker.com">traffic.nl@dbschenker.com</a> Telephone: +31 6 55 45 38 16
<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>Visit by GES</b>  Lead Retrieval	Email: <a href="mailto:visitconnect@ges.com">visitconnect@ges.com</a>
<b>Event Express</b>  Exhibitor Accommodation	Email: <a href="mailto:reservations@eventexpressuk.com">reservations@eventexpressuk.com</a> Telephone: +44 1905 732 737
<b>InEvexco</b>  Insurance	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>

## EMERGENCY NUMBERS IN THE 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



## GENERAL INFORMATION

### VENUE

**Venue Name:** Rotterdam Ahoy

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

**Event Halls:** Halls 1 and 2



### VENUE FLOORPLAN

Please click [Rotterdam Ahoy Floorplan](#) to view online map including virtual tour.



### GETTING TO THE VENUE

Rotterdam Ahoy is conveniently located with metro and bus stop public transport links to Zuidplein which 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

Our official accommodation partner Event Express will provide discounted hotel rates in and around Rotterdam. Please visit the [Event Express Hotel Link](#) page for available hotels.

Booking deadline is **Friday 19<sup>th</sup> April 2024**. 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

Badges must be worn onsite at all times to gain access to the halls during show days. Badges can be printed onsite from **Monday 20<sup>th</sup> May 2024**.

Exhibitors receive an allocation of passes based on their stand/sponsorship, anything outside of this will need to be purchased. During open days of the exhibition, it is imperative exhibitor badges are only allocated and used by the staff that are working on your stand for security and health and safety reasons and should not be given to anyone else including visitors to your stand.

Only attendees who require access to show floor during show days are required to register. For build-up and breakdown, coloured wristbands will be provided to contractors/ stand builders by security personnel once stand details are confirmed. Contractors and stand builders do not need to register for a badge.

## LEAD RETRIEVAL

A unique login link will be sent from Visit by GES at [no-reply@registration.europe.breakbulk.com](mailto:no-reply@registration.europe.breakbulk.com). For assistance, please email [visitconnect@ges.com](mailto:visitconnect@ges.com).

## ORGANISERS OFFICE

If you need assistance from show management onsite, please visit the organisers office located in the plaza near hall 1, next to the service desk. Office will open during build-up, event days and breakdown periods of the exhibition.

## 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, please 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 all PR initiatives and are able to share 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:

- YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ/videos>
- LinkedIn: <https://www.linkedin.com/showcase/breakbulk-events-&-media/>
- X (formerly Twitter): [https://twitter.com/Break\\_Bulk](https://twitter.com/Break_Bulk)
- Facebook: <https://www.facebook.com/breakbulkeventsmedia/>
- Instagram: [https://www.instagram.com/break\\_bulk/](https://www.instagram.com/break_bulk/)
- Hashtag: #bbeu2024

## REGISTRATION

Information on registering and the exhibitor registration link will be released shortly. Emails will be sent from [no-reply@registration.europe.breakbulk.com](mailto:no-reply@registration.europe.breakbulk.com)

## SECURITY

Breakbulk Europe 2024 provides adequate security for the facility during build-up, event days and breakdown. Please note you are responsible for insuring your own goods whilst they are onsite at Breakbulk Europe 2024.

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 any 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 when items are to be stolen.
- Make sure you arrive prior to the official opening time and do not leave your exhibitor 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](#).

## LOGISTICS SERVICES

DB Schenker are our official logistics partner for the show.

For any deliveries, freight, forklift enquiries, contact DB Schenker on the below details:

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

**Telephone:** +31 10 494 0100

For any traffic enquiries, contact DB Schenker on the below details:

**Email:** [traffic.nl@dbshenker.com](mailto:traffic.nl@dbshenker.com)

**Telephone:** +31 6 55453816

## DELIVERIES AND SHIPPING

Shipments can be made to DB Schenker Warehouse ahead of the show or direct to the exhibition at Ahoy. Below gives further information on sending via these two options:

### **Advance Warehouse - Deliveries can be accepted until Wednesday 15<sup>th</sup> May 2024.**

DB Schenker will direct any shipments from warehouse to your stand before the show commences.

Address:

<EXHIBITOR/SENDER COMPANY NAME>

<EXHIBITOR STAND NUMBER>

Breakbulk Europe 2024

c/o Schenker Logistics Nederland B.V.

Casablancaweg 22

1047 HN Amsterdam

### **Onsite Deliveries to Ahoy - Deliveries can be accepted from Thursday 16<sup>th</sup> to 20<sup>th</sup> May 2024.**

Address:

<EXHIBITOR/SENDER COMPANY NAME>

<EXHIBITOR STAND NUMBER>

Breakbulk Europe 2024

c/o Office Ahoy Rotterdam, Fairs, Events and Special Logistics

Ahoyweg 10 Hall 6 (Warehouse)

3084 BA Rotterdam

The Netherlands

Please ensure to list as much information as possible and commodity description should include Exhibition goods for Breakbulk Europe 2024, Rotterdam.

**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. **Hyve Group/Rotterdam Ahoy/Gielissen cannot receive any deliveries on behalf of exhibitors.**

## FORKLIFTS

Any large items which may need to be moved or repositioned will require forklift assistance. You can order forklift services via DB Schenker through their booking system, for any queries please contact on the above contact details.

## FREIGHT SERVICES

Exhibitors planning to transport their cargo through an international courier are advised to use the services of our official contractor DB Schenker to avoid any delays at customs. The organisers are not responsible for any goods held up at customs due to the use of alternative shipment company.

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 DB Schenker to be delivered onsite to your stand.

**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 DB Schenker will direct deliveries to your stand. Please ensure to list as much information as possible and commodity description should include Exhibition goods for Breakbulk Europe 2024, Rotterdam.

Address:

<EXHIBITOR/SENDER COMPANY NAME>  
<EXHIBITOR STAND NUMBER>  
Breakbulk Europe 2024  
c/o Schenker Logistics Nederland B.V.  
Casablancaweg 22  
1047 HN Amsterdam

**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.

**Any containers or heavy exhibits should to be delivered on Thursday 16<sup>th</sup> May before build-up commences on Friday.**

## PACKING CASES AND STORAGE

There is no right of storage of empty packing cases in the halls or onsite. We recommend you contact [DB Schenker](#) for any requirement of onsite storage.

## PARKING

### PARKING DURING EXHIBITION DAYS

You can park at the general parking lot P1/P2 during the show. You can pay upon entry or order parking tickets in advance through the webshop and hand the tickets to the stand crew. The parking tickets ordered in advance guarantee a parking space at the general parking lot P1/P2; this is the parking lot closest to the halls.

On the day itself, parking staff may guide you to a parking space in the shipping areas. This can be done with your P1/P2 parking ticket and has no further financial consequences for you. When purchasing parking tickets in advance, please pay attention to the sales deadline: one week before the start of the show, sales will stop and you will have to purchase parking tickets directly at the venue with no guarantee for a parking space.

Parking permit for 3 days: **€57,00** for 3 days including VAT.

<https://www.ticketmaster.nl/event/301057>

Parking ticket for 1 day: **€19,00** per day including VAT.

- Tuesday 21<sup>st</sup> May - <https://www.ticketmaster.nl/event/301049>
- Wednesday 22<sup>nd</sup> May - <https://www.ticketmaster.nl/event/301051>
- Thursday 23<sup>rd</sup> May - <https://www.ticketmaster.nl/event/301053>

## FINANCIAL CONSEQUENCES FOR INCORRECT PARKING

If Ahoy find that (one of) your vehicle(s) are parked illegally on P1/P2, this will be pursued. Such as trailer-bus combinations, trucks, box trucks or other vehicles parked in more than one parking space. Ahoy will randomly carry out visual checks and any incorrectly parked vehicle will be photographed. If photographed, you will be charged a €19,00 fee per parking space taken per day. When leaving venue, you will be asked to pay the outstanding balance, which could result in high costs. Ahoy therefore ask you to observe the parking rules in order to avoid inconveniences and high costs.

## ALTERNATIVE TRUCK PARKING LOCATIONS

For long-term truck and trailer parking, please refer to the Truck parking locations in Rotterdam. More information can be found at <https://www.portofrotterdam.com/en/logistics/connections/intermodal-transportation/road-transport/truck-parks>.

## PACKING CASES AND STORAGE

There is no right of storage of empty packing cases in the halls or onsite. We recommend you contact [DB Schenker](#) for any requirement of onsite storage.

## STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

To store empty packing cases or items, exhibitors can order services storage services from [DB Schenker](#).

## TRAFFIC MANAGEMENT SYSTEM

### Loading and Unloading during Build-up and Breakdown

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

All vehicles that do not require access to the unloading/loading zones can be parked on P1/Buffer and are not subjected to a timeslot booking.

[DB Schenker DMS | Voyage Control](#)

**You must register for a new account even if you are a returning exhibitor or contractor.**

For any assistance, please contact DB Schenker on:

Email: [traffic.nl@dbschenker.com](mailto:traffic.nl@dbschenker.com)

Telephone: +31 6 55 45 38 16

## 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.

### AUDIO VISUAL

Orders for audio visual services can be made through [Gielissen Exhibitor Webshop](#) and early bird deadline is **Wednesday 20<sup>th</sup> March 2024**.

### BALLOONS / INFLATABLES

Exhibitors using helium balloons must have the balloons properly secured to their stand. There will be a charge 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 and must be within their stand areas. 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.

### CATERING

Bringing external food and beverages into the venue is not allowed unless agreed by Ahoy.

If you would like to bring external catering (whether bringing items yourself or using an external caterer) it's important that you contact Ahoy Catering in a timely manner to receive permission. **Please note there is a 25% buy out fee applicable.** More guidance can be found in the [Team Ahoy Catering General Information](#) or on the catering platform.

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 before and during the event. During the event you can also order by phone or in person to catering team via the Organisers office in the plaza.

Order links are as follows:

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

**Both new and returning exhibitors are required to fill in Registration Form to access services.**

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

**Accessible After Registration.**

**Important:** Drinking of alcohol onsite is allowed during event days, it is strictly forbidden during the build-up and breakdown periods. Anyone under the influence of alcohol or forbidden substances will be removed from site.

## TAILOR-MADE CATERING

Ahoy Catering is very happy to help you with any requests that are not offered online. Please make your request for any tailor-made catering before the final deadline of **Tuesday 23<sup>rd</sup> April 2024**.

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).

## CLEANING AND WASTE DISPOSAL

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

Waste disposal is the responsibility of exhibitors or their appointed contactors in accordance with the waste service order. The correct procedure for the separation of recyclable materials must be followed. Substances which could cause health risks or contamination of water such as oils, paints or emulsions must not be discharged into the sewage system.

It is recommended that containers are ordered in advance to ensure resources are available. You can order cleaning services via [Gielissen Exhibitor Webshop](#), the Early Bird Deadline is **Wednesday 20<sup>th</sup> March 2024**.

Waste containers available:

- Green container 1100L for residual waste (not suitable for wood, concrete, laminate, carpet or other heavy materials).
- Blue container 1100L for paper and cardboard.
- Stand disposal: Price on request, this depends on the type of waste and the volume.

The Health & Safety team will be monitoring waste and cleaning onsite, there will be a booking service available for last minute orders. Failure to cleaning or remove waste appropriately, will be charged to the contractor or exhibitor.

## CLOAKROOM FACILITIES

The cloakroom is located in the main entrance foyer, it will be open the same time as event days and times. Items cost €2,50 per coat and €5,00 per bag/suitcase (subject to change). **A reminder that Ahoy is a cashless venue.**

## 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. To order go to the [Gielissen Exhibitor Webshop](#) and early bird deadline is **Wednesday 20<sup>th</sup> March 2024**.

## DILAPIDATIONS

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by exhibitor, their agents, contractors, sub-contractors or by any person/s employed or working 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.

## 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.

## 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. Early Bird Deadline is **Wednesday 20<sup>th</sup> March 2024**.

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.

## HEIGHT RESTRICTIONS AND FLOOR LOADING AREAS

The following table shows maximum construction heights in all halls. Please note, where there are no height restrictions the maximum height is 6m. Any stand built over 4m in height will require structural calculations.

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.

Location	Length	Width	Surface	height (to bottom of the rafters)	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	3.050 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>	-

## 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](#) and Early Bird Deadline is **Wednesday 20<sup>th</sup> March 2024**.

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. It is recommended 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

Official photographers 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

**Gielissen and their contractors are only permitted to rig from the roof.** All rigging is subject to risk assessments and must be properly supervised to be carried out by competent riggers. **Gielissen and their contractors are only permitted to rig from the roof.** Rules regarding working at heights referring to height guidelines.

**Prior to placing rigging orders, you must send stand plans with rigging and dimensions to [Essential Events](#) for approval.**

This is required for any rigged signage, 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 directly above your stand and must comply with the maximum height regulations. Any rigging must be set into the stand space by a minimum of 1m from your stand perimeter (on walled or open sides).

For stand where a suspension point above the stand is not available and trust fixtures may have to be fitted on the ceiling above your stand. Due to the complexity of this process suspensions the installation process will be expensive.

**Important Note: Hall 2 has height restricted areas.** Please contact [Gielissen](#) for more information.

To place a rigging order please go to [Gielissen Exhibitor Webshop](#), Early Bird Deadline is **Wednesday 20<sup>th</sup> March 2024**.

## TEMPORARY STAFF

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



## HEALTH AND SAFETY

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 teams, contractors and partners follow Health and Safety laws and regulations. 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 video or 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 immediately. Use of 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.

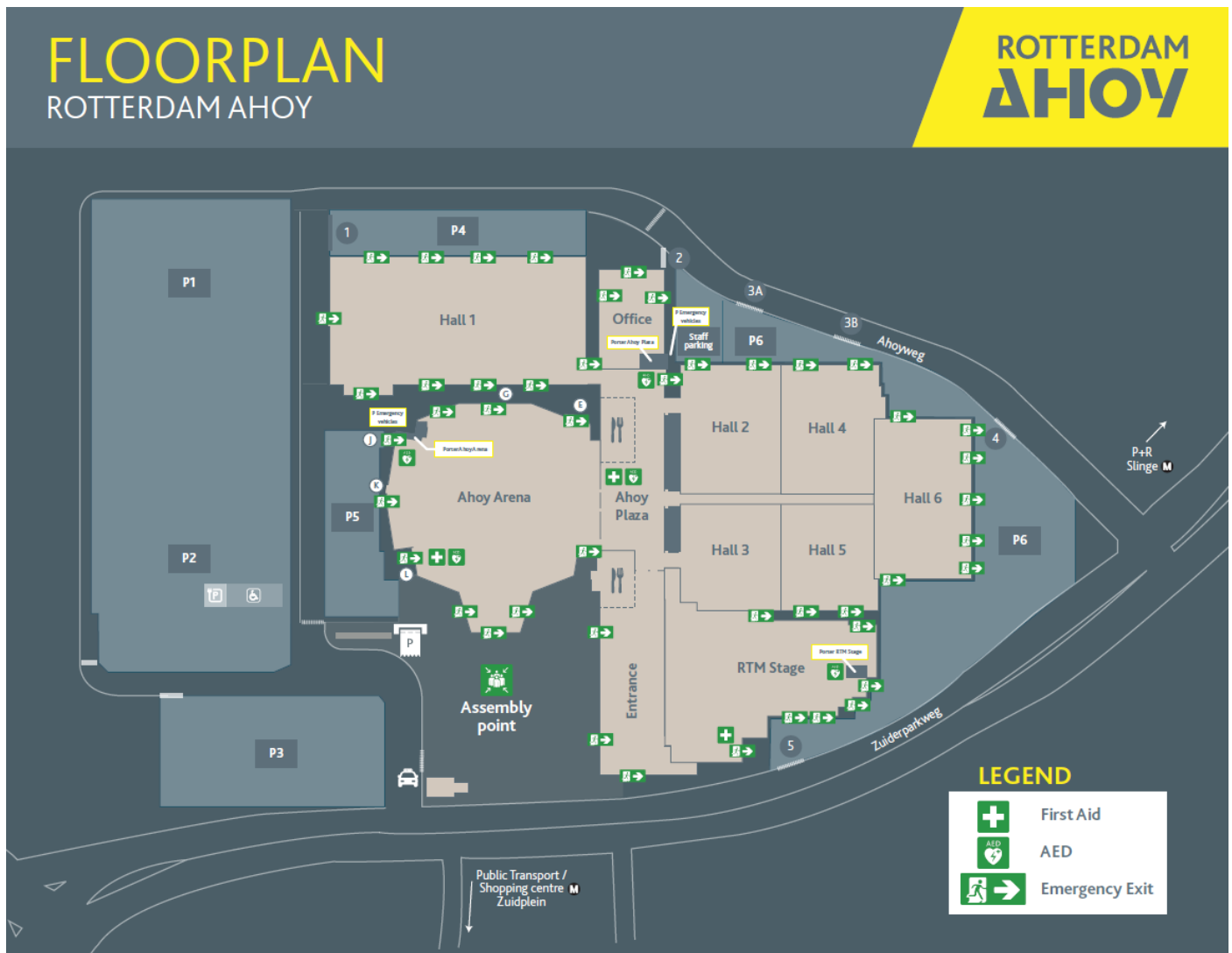
## EVACUATIONS PLANS AND PROCEDURES

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. Visitors will be advised to meet at the assembly points situated on the front square in image 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 method statement is a document that is part of safety induction and primarily provides 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.

**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 5<sup>th</sup> April 2024.**

[BBEU24 - Exhibitor Space Only Form](#)

[BBEU24 - Risk Assessment](#)

[BBEU24 - Method Statement](#)

## 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.

## PPE

All exhibitors and contractors must wear appropriate personal protective equipment (PPE) at all times during build up and breakdown 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 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.

**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 5<sup>th</sup> April 2024.**

[BBEU24 - Exhibitor Space Only Form](#)

[BBEU24 - Risk Assessment](#)

[BBEU24 - Method Statement](#)

## 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.

Please note, where there are no height restrictions the maximum height is 6m. Any stand built over 4m in height will require structural calculations.

- 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.



## SPACE ONLY STANDS

**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 5<sup>th</sup> April 2024.**

[BBEU24 - Exhibitor Space Only Form](#)

[BBEU24 - Risk Assessment](#)

[BBEU24 - Method Statement](#)

Gielissen is our recommended stand contractor. To obtain a custom stand design, please send request to Account Manager Dylan van Beek on the below details.

Email: [Dylan.van.Beek@gielissen.nl](mailto:Dylan.van.Beek@gielissen.nl)

Telephone: +31 40 235 36 37

Mobile: +31 6 22 23 15 67

Where **space only** has been reserved, the organisers provide only designated floor space, your external design team can then build your stand. **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 5<sup>th</sup> April 2024.**

- 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.

## 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 structure 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

## CONTAINERS/HEAVY EXHIBITS

**Any containers or heavy exhibits should to be delivered on Thursday 16<sup>th</sup> May before build-up commences on Friday.**

## 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.

## FLOORCOVERINGS AND CARPET

To order go to [Gielissen Exhibitor Webshop](#), early bird deadline is **Wednesday 20<sup>th</sup> March 2024**.

Space only stands can order carpet or floorcoverings through the official show stand builder **Gielissen**. Shell scheme stands have carpet included as part of their package.

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.

Visit the [Gielissen Exhibitor Webshop](#) to order services The Early Bird Deadline is **Wednesday 20<sup>th</sup> March 2024**, please refer to Important Deadlines section on page 5 for further dates.

## 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 items. Exhibitors and Contractors are not to leave 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 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**.

## 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.

## RAISED FLOOR PLATFORMS

**We strongly recommend ordering a raised platform if your stand has water services to hide unsightly pipe work. All platform corners must have rounded corners or plastic guards to help ensure exhibitors safety.**

If your power connections are within an open space or pulled from a neighbouring stand, a raised platform with the use of a platform is **highly recommended** for any stands with water and /or electrical wiring. This will ensure no water or electrical connections will be visible in floorcoverings/carpet.

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 10cm.
- 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).

To order go to [Gielissen Exhibitor Webshop](#), early bird deadline is **Wednesday 20<sup>th</sup> March 2024**.

## 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. You can find a copy of the event floorplan on the [Breakbulk Europe Website](#).

## 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 5<sup>th</sup> April 2024.**

[BBEU24 - Exhibitor Space Only Form](#)

[BBEU24 - Risk Assessment](#)

[BBEU24 - Method Statement](#)

## WALLING IN ON OPEN SIDES

No more than one third of each open side is allowed to be walled in. The walling must be see-through or set back into the standby 0.5m. **If your stand is near the catering area or a lounge, no walling is allowed on the side facing this area.**

## WATER CONNECTIONS

**New!** - Please note that water connections are not available on every stand - please check with the operations or sales team if you have a water 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 recommended if you are planning to have water services on your stand to cover water pipes.

## UPHOLSTERY

All fabric items must be treated with a flame retardant.

## 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.

### Standard shell scheme stand includes:

- Carpet
- Company name and logo (on 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 stand size you need at least 3KW (Electricity is not included and is **highly recommended**)
- Lighting (spot, plug socket, etc.)
- Cleaning of your stand
- Extra furniture
- Extra supplementary material (curtain, shelves, etc.)
- Additional Items and constructions
- Internet
- Floral

Please note, there is the possibility to purchase additional shell scheme panels at the exhibitor's expense, for example if you were planning a storeroom within your stand.

If you are buying additional walling, please note that walling-in on open sides is at the discretion of the organisers and may only be approved if the walling does not exceed one third of the total run of meterage of each open side. Therefore, two thirds of the run must be open or made from transparent material.

We strongly recommend that any outside panels are branded. We reserve the right to brand any exposed shell panels with Breakbulk branding.

For assistance, please contact Gielissen at [breakbulk@gielissen.nl](mailto:breakbulk@gielissen.nl) or call +31 40 235 3820.

## CARPET

All Shell Scheme stands are carpeted with standard 1x1 dark grey carpet tiles. Please visit the [Gielissen Exhibitor Webshop](#) to order services, the Early Bird Deadline is **Wednesday 20<sup>th</sup> March 2024**.

**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.

## 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 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) 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 20<sup>th</sup> March 2024**.

## GRAPHICS

Gielissen offers an opportunity to upgrade your shell scheme panels to the printed panel using your artwork, this eliminates the need to produce banners to dress the stand. We recommend uploading your artwork directly via [WeTransfer](#) to [breakbulk@gielissen.nl](mailto:breakbulk@gielissen.nl). Please ensure to include your company name and stand number when sending.

Graphics will be charged according to the deadline dates from when they are submitted to Gielissen under the condition the graphic file is sent before the next deadline otherwise orders will be charged according to price after the deadline. For early bird graphic order rates, the graphic file must be sent before regular deadline. For the regular graphic order rates, the graphic file must be sent before shop closing date.

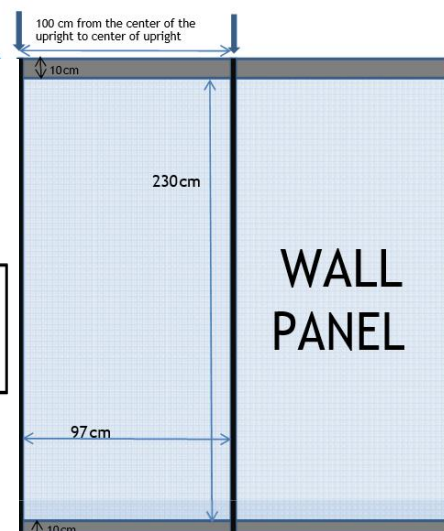
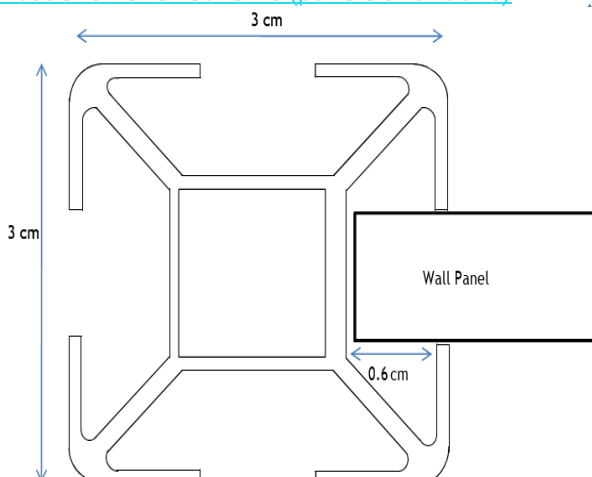
All graphic orders and graphic files should be received before the webshop closes on **Friday 3<sup>rd</sup> May 2024** deadline. Any request for orders after this date cannot be guaranteed and a surcharge may be applicable. **Please note that if Gielissen receive artwork files in wrong measurements or poor quality, Gielissen cannot guarantee printing.**

Please click the below links for graphic artwork specifications.

- [Gielissen Artwork specifications - Counters](#)
- [Gielissen Artwork specifications - Shell scheme \(panels and fabric\)](#)

## 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 open 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

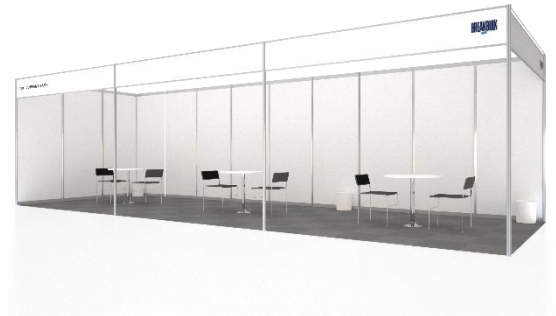


### Shell Scheme Stands 18 - 26 sqm contains:

- 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 open 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](https://www.gielissen.nl/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.**