

# **RULES & REGULATIONS**

#### **Contractors**

Exhibitors are reminded that they will be held responsible for the actions of their contractors/sub-contractors.

## **Official Contractors**

The organisers have appointed an official contractor **Gielissen** (contact information can be found on the **Key Contacts** document). The services of the contractor are for the convenience of exhibitors, and the organisers will accept no liability in respect of any contract entered between exhibitor and such contractor for the negligence or default of any such person, their servants and agents. In adherence to safety requirements, only the organisers' official contractor may carry out electrical installation. The responsibilities of the official contractor are as follows:

- To construct standard Shell Scheme stands.
- To advise on construction design and stand decoration, and to build contracted stands as ordered by exhibitors and approved by the organisers.
- To facilitate the webshop

### **External Stand Contractors**

Exhibitors may appoint their own contractors for stand design and construction subject to approval in writing by the organisers. Exhibitors are responsible and liable for their appointed contractors' observance of all Rules & Regulations. No other person is permitted to enter the building during construction and clearance.

# **Build Regulations (Space Only)**

- Stand Construction must not exceed 4m from floor level, including platforms, unless permission is granted by the organiser. This will only be considered provided they are submitted to us in writing and accompanied by full technical drawings and structural calculations. Any construction over 4m is classified as a complex stand and charges will be made for structural approval.
- Where the stand walls, including towers, exceed 2.5m in height they must be suitably clad and decorated in neutral colours on the reverse side, to the requirements of the adjoining stand.
- At least 2/3 of each open side should remain open.
- Banners should not exceed more than 8m from floor level.

## **Construction & Dismantle Phase Plan (CDPP)**

As part of the Construction (Design and Management) Regulations 2015 all space only stands, or shell scheme stands with construction, are deemed their own construction sites and the Construction & Dismantle Phase Plan (CDPP) is a compulsory document which needs to be submitted along with you stand plans, risk assessments and method statement. All Health & Safety documentation must also demonstrate all additional measures that have been implemented for the build, open and breakdown.

## **Cleaning**

All areas will be cleaned before the exhibition opens each day by the appointed cleaning contractor. Exhibitors are responsible for seeing that their stands are kept tidy and presentable.

# **Chipboard**

Please note that chipboard, particleboard and low-density fibreboard (LDF) is not suitable for construction and in particular of weight bearing structures. The H&S Manager and Structural Engineer will identify stands which do not comply during the build process and all necessary remedial work must be completed before the stand will be permitted to open.

## **Complex Structures**

A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment has been found to present a significant risk. Please note double deck structures are not permitted.

The following are classed as complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Any part of a stand or exhibit which exceeds four metres in height
- Custom-built/bespoke suspended structures
- Platforms and stages over 600mm in height
- Anything deemed by the organiser to be a complex structure

All complex structures, must submit technical drawings and structural calculations electronically to our online stand design submission system along with all other stand plan submission documents.

Late submission of complex stand details or the failure to supply sufficient detail, including structural calculations will result in permission to build over 4m in height or your suspended structure not being granted.

Technical drawings must show the form and dimensions of every structural element with appropriate general arrangement plan, sections and elevations, including full details of stairways if applicable. All calculations of loading and strength must be in English, and all drawings must be to scale.

Complex structures often, but not always, mean more elements to build. These can restrict space on the stand for visitors and exhibiting personnel. In addition complex structures require more staff to build them and often in close proximity. Complex structures are therefore permitted but only once the exhibitor has demonstrated what additional measures they have implemented for build, the open period and breakdown.

#### **Demonstrations**

Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment. Any demonstration or presentation areas likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings, and if they cause obstruction within the gangway and/or nuisance to any other exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

### Damage & Loss

Neither the organiser or venue accepts responsibility for damage nor loss of any properties introduced by exhibitors

and/or their stand contractors. If any damage is caused by exhibitors to the property of the venue, they will be responsible for any repairs.

## **Dividing Walls**

On divided sites, you are responsible for erecting and decorating dividing walls facing onto your stand area to a minimum height of 2.5m. Walls above 2.5m must be clad and finished on both sides, with the reverse side being decorated from 2.5m upwards by the Exhibitor who has erected them. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

The maximum height for dividing walls of single-storey stands is 6m where height limits allow (see Build Height Limits). This is 6m from the venue floor to the top of the wall and not from the top of your platform.

#### **Doors – Vision Panels**

Where doors are present on your stand they must follow the below guidance;

- The required minimum effective clear width of a door is 800mm.
- Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor.
   The exception to this is doors to small storerooms, where a small panel may suffice.
- Emergency exit doors must open outwards in the direction of escape.
- Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.
- Sliding doors are not acceptable as emergency exit doors.

### **Dust**

There is zero tolerance on dust-creating activities in the halls to avoid additional hazards from coughing and reducing cleaning requirements. All dust must be extracted at source by mechanical means. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.

## Early / Late Working

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual.

Early or late working outside of the published build up and breakdown timetable will not be permitted.

## **Emergency Exits & Direction of Escape**

Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

The minimum permitted gangway width is 2 metres, except within stands of less than 100m2, where gangways must be no less than 1m wide.

There should be no obstruction that could impede the free flow of people using the escape route.

All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only one means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

## **Equality Act**

Due consideration must be given to the needs of disabled visitors. It is the exhibitor's responsibility to remove all barriers to service and make their stand accessible to wheelchair users to comply with The Equality Act.

Where stands have a platform over 30mm / 1.2 inches a ramp should be incorporated into the platform within the stand area.

#### Ramps must;

- Have a clear, unobstructed width of 1.5m
- Be clearly signposted or readily apparent
- Not have a gradient steeper than 1:12
- Not be greater than 10m long, or have a rise of more than 500mm
- Have a landing at least 1.2m long at the top

Please refer to 'Ramped Access' section of the eGuide for further information.

Optional: Stands less than 20sqm are permitted to use a portable ramp if there is not sufficient space to incorporate within the limits of the stand area.

If a ramp is not practical or safe, whatever the content of the stand is it needs to be accessible to all. Exhibitors must ensure that compliance measures to the Equality Act are factored into the service they offer at the event and included in their open-period Risk Assessment. Examples may include, but are not limited to;

- Displaying products clearly on the perimeter of the stand
- Ensuring serving counters have a low access point no higher than 760mm from ground level
- Offering lap trays where required
- Training stand staff understand the needs of the disabled and allow more time to deal with them
- Offering hearing loops
- Having literature in large format print etc.

## **Exhibitor / Stand Information Form**

As an exhibitor, you have a legal duty of care for the safety of anyone on your stand who may be affected by your actions or omissions. You are ultimately responsible for all aspects of health & safety on your stand during the build, the open period of the show and during the break down. This form is required for exhibitors to confirm that you have complied with official guidance and updated regulations within the Exhibitor Manual, within our updated site rules, and in all pre-show communication, on managing the risk.

### **Floor Loading Restrictions**

In all halls the floor loading restriction is 1000kq per sqm.

#### **Flooring**

Open space sites are not carpeted - exhibitors must provide their own floor covering.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways unless prior permission is given in writing by the organisers.

Nothing may be structurally attached to the floor of the Exhibition premises.

Carpet may only be fixed to the venue floor with approved carpet tape. All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

#### **Hazardous Substances**

If you have hazardous substance on your stand, please confirm the details in writing to the Organisers so that written approval can be given.

Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk.

## **Hot Works / Permits**

A hot work permit must be obtained from the organisers office prior to any work being carried out. The issue of the permit is subject to the advance submission of a suitable and sufficient risk assessment and method statement for the activity, with evidence of competency for the use of any specialist equipment.

## **Exhibitors Badges**

Please register all your exhibitors prior to coming onsite and bring your confirmation letter to the registration desk.

## **Pop-Up Stands**

Pop-up stands may not be used to form dividing walls on space only sites. If you are considering a Pop-up stand display, a Shell Scheme Stand must be purchased or dividing walls constructed. For further information, please contact the sales team.

## **Complex Rigging**

Complex Rigging or Suspended Loads/Structures refer to rigged, custom-built/bespoke structures including items that have been constructed from non-modular materials, e.g. wooden structures and exhibits.

An onsite complex rigging sign-off is required for all stands with custom-built or bespoke suspended structures. Onsite all complex rigging or 'suspended loads' must be inspected by an Independent Structural Engineer before being hoisted or connected to any rigging points. It is the stand contractor's responsibility to inform the onsite Health & Safety team when they are ready for the structure to be inspected.

All complex rigging must follow the following guidance;

- Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.
- Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.
- Lifting points should be clearly identified and be suitable for the lifting operation.
- Materials used in construction must be of a suitable nature and quality for their intended use.

### **Stand Number Panel**

Where possible a stand number panel must be displayed on every open side of the stand to aid visitor navigation. This is the responsibility of the Space Only Stand Exhibitor/Contractor.

### **Stand Staffing**

All stands must be staffed throughout the opening hours of the exhibition.

### **Storage Rooms**

No excess stock, literature or packing cases may be stored around or behind your stand. Where possible storage should be factored in to your stand design, or arranged with our official lifting contractor, DB Schenker.

#### **Promotions**

Exhibitors are forbidden to place stickers, signs or posters anywhere in the Hall other than within their own stands. Likewise, exhibitors' representatives cannot distribute brochures and invitations etc. along the aisles or near the entrances and exits. Exhibitors wishing to stage promotional activities involving the demonstration of games or organised competitions must seek permission from the organisers.

# **Publicity Material & Notices**

Publicity material and notices may only be displayed on and distributed from the exhibitor's own stand, unless agreement has been made prior to the event.

#### **Sales**

'Over the counter' Cash sales are not permitted.

# **Storage of Packing**

Exhibitors are responsible for the removal from the exhibition premises and storage of all crates, empty cartons and anything else not required on their display area. Please arrange storage solutions, before, during and after the event with our official supplier, DB Schenker.

## **Transportation & Lifting of Goods**

Exhibitors are responsible for the delivery, off-loading, and transportation of goods to their stands. Where mechanical or other assistance is needed, you are required to use DB SCHENKER.

# **Venue & Local Authority Regulations**

All work must be carried out in compliance with the regulations of the Venue and Local Authority. If an exhibitor erects a stand which does not conform fully and in all respects to the requirements of the organiser, Venue and Local Authorities, the organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitors expense and to make it conform to the regulations and requirements. Local Authority decisions are final.

### **Work Equipment & Tools**

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaner's sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles. All portable electrical equipment must be subject to a suitable portable equipment testing regime.

### **Working at Height**

Working at Height is a high risk activity and close attention will be taken on working practices during the build and dismantling of stands. Where possible working at height should be avoided and if unavoidable should use work equipment or other measures to minimise the distance and consequences of a fall should one occur. Working at height is to be in accordance with LOLER and the Working at Heights Regulations. As such, all working at height is subject to risk assessment.

### General Guidance:

- All rigging is to be carried out by the official Rigging Contractor.
- All working platforms are to have a guardrail, 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)

- A Live Edge Working Policy will be enforced for the construction and dismantling phases where live edges are present.
- 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 e.g. bump caps.
- 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 comply with LOLER and have had a Thorough Inspection (TI) in the previous 6 months. All working platforms are to have a guardrail, 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 and used in accordance with Construction (Health Safety and Welfare) Regulations. The use of domestic ladders and steps is strictly forbidden. All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice for instance look on the HSE website <a href="www.hse.gov.uk">www.hse.gov.uk</a> or feel free to seek advice from <a href="www.hse.gov.uk">wWHSOperations@rxglobal.com</a>

## **Compressed Gas**

Use of compressed gases such as LPG (Liquid Petroleum Gases – propane, Butane etc.) will only be permitted where essential and by exception and these must be registered as a special risk. A certificate of installation by a Gas Safe Register fitter is required for LPG installations.

If you require the use of compressed air or gasses contact WHSOperations@rxglobal.com 6 weeks prior to the show.

## Use of gas bottles

The use of gas bottles is tolerated only very rarely, and the following rules apply:

- 1. The intended use must be reported in advance.
- Gas bottles may only be filled with the gas for which they were designed and tested and of which the name
  is displayed on the gas bottle in accordance with the Carriage of Dangerous Goods by Dutch Road
  Regulations.
- 3. All gas bottles and materials must be approved and certified by Lloyd's Register Nederland (Energy) or an equivalent institution. Gas bottles must have an inspection date. The storage of gas bottles in/on the Rotterdam Ahoy complex of which the inspection date has expired, is not permitted.
- 4. Reserve gas bottles must always be stored outside in the dedicated storage area (Quadrant B near Rotterdam Ahoy Arena and/or the storage area near Gate G). Storing gas bottles indoors is prohibited!
- 5. Following the end of the event, the used gas bottles must immediately be disconnected and also stored outside in the dedicated storage area. If they are not being used for business operations or in the context of an exhibition, gas bottles may not be present inside the building.
- 6. The locations of all gas bottles being used must be reported to the health and safety officers, porters and company emergency response team members and these persons must be aware of the locations of all gas bottles being used. The presence of the gas bottles must also be stated in the fire safety book kept at the porter's lodge.

- 7. When gas bottles are being used, fire extinguishers containing the agent required to fight fires fuelled by gas must be within easy reach.
- 8. During an event, a maximum of 52 gas bottles may be inside the building.
- 9. Stands, booths or carts at which gas bottles are used must be placed along the sides of the building to the greatest extent possible. They must not be placed in the middle of a hall.
- 10. Gas bottles or other bottles with high pressure must be properly secured at all times so that they do not fall over.
- 11. The safety measures taken with respect to bottles that contain gas must also be taken with respect to empty gas bottles.

# **Fire Regulations / Special Permits**

Display and operation of any unusual electrical, mechanical or chemical devices, which may present a hazard, must be approved by the organiser. The device, its application and the operation itself must also be approved.

- Display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.
- Use or storage of flammable liquids, compressed gasses or dangerous chemicals as determined by the Fire Official.
- Any pyrotechnics, fireworks, or special effects display or process.
- Any unusual use of a motorized vehicle inside a structure.

### **Hazardous Substances & Materials**

The use of hazardous substances should be avoided; the use of sustainable alternatives is urgently recommended. Rotterdam Ahoy must be contacted if the following hazardous substances and materials are to be used, stored and exhibited. Only materials that comply with NEN standards may be used. Rotterdam Ahoy may prohibit the use of these substances and materials.

- 1. A spray system in respect of which the release of toxic sprays/gases is a possibility.
- 2. Highly flammable and flammable or explosive materials and/or liquids.
- 3. Devices that emit ionising radiation (a permit under the Dutch Nuclear Energy Act may be required).
- 4. Goods that present a radiation hazard or that are radioactive sources (a permit under the Dutch Nuclear Energy Act may be required).
- 5. Laser light
- 6. Bottles containing compressed gases
- 7. Chemical waste.

## **Regulations to Limit the Risk of Fire**

- 1. Stands, walls, wall coverings, decorative items and props must be made of materials/substances that are sufficiently fire-resistant.
- 2. For stand walls, wood, triplex or hardboard that is at least 5 cm thick is recommended. Walls made of textile material that are not reinforced by hard material behind the display side are prohibited.
- 3. The use of combustible substances and materials, such as soft board material, combustible plastic, paper, cardboard, textile material and foam panels, is only permitted if these substances and materials have been impregnated with a fire-retardant agent. A certificate issued by a recognised impregnation company to verify that the materials have been impregnated must be present at the stand at all times.
- 4. Upholstery materials, decorative items and props must be kept away from spotlights and heat-producing equipment and the like.
- 5. Open fires at the stand are prohibited. Devices, heaters, hearths, candles, tea lights and other items that result in a naked flame or naked flames being present at the stand are likewise prohibited.
- 6. The spaces behind the stands may not be used to store packaging materials.
- 7. The ends of covers of counters and tables and the like, whether of cloth or some other material, must be at least 10 cm above the floor.
- 8. Stands that are closed by walls on four sides must comply with additional fire regulations.
- 9. Glass panels in the walls of a stand may only be made of security or reinforced glass.

- 10. If chairs are placed, there must be sufficient space between them and there must be a sufficient number of aisles. In addition, the aisles must be sufficiently wide.
- 11. Building an additional storey or additional storeys is prohibited unless Rotterdam Ahoy has granted permission for an additional storey or additional storeys and the required permits have been obtained.
- 12. Temporary building structures larger than 150m2, must also be equipped with a mobile fire alarm system. Construction books of such building constructions must be available at all times. These construction books can be checked by Bouw- en Woningtoezicht (local authorities). See also under 6. Building permit and/or demolition permit
- 13. There is a sprinkler and smoke detection installation in the complex. It is not permitted under the relevant installations to install screens such as ceilings or other objects that shield the installations without additional fire extinguishing agents and smoke detection. Exceptions to this only apply if the following requirements can be met:
  - A structure that is more than 70% open.
  - That in halls 1 to 6 the area is limited to 150m<sup>2</sup> and that a space of 2.5m is kept free all around.
  - Use of the specifically permitted sprinkler cloth of the company Pongs Textil. The permitted sprinkler cloth with certificate number G 413019, which is issued by VdS to Pongs Textil GmbH
  - Surfaces larger than 30m2 must be provided with additional fixing construction, so that the freely
    hanging surface never exceeds 30m2. The fabric must hang at least 1m below the sprinkler heads
    to be shielded.

## **Power Regulations**

The official electrical contractor, Stand2Gether B.V must carry out all electrical installation work.

All site electrical work must be undertaken and approved by the official electrical contractor through the organisers.

Exhibitors installing electrical accessories for their own displays must ensure such installations conform with the venue.

Regulations will be subject to inspection and approval before connection to the mains supply. The organisers reserve the right to disconnect any installation which in their opinion is dangerous or likely to cause annoyance to attendees or other exhibitors.

The switches and control boxes on stands must always be accessible to the technical personnel of the electrical contractors.

In the case of Space Only stands where no stand lighting is provided, exhibitors are advised that specific illumination of their stand is considered essential to achieve an effective display.

Exhibitors requiring special arrangements (e.g., 24-hour power, different voltage and frequency or special connections to equipment) must place orders through the webshop.

### **Exhibiting with Motor Vehicles**

If Rotterdam Ahoy agrees to the exhibition of motor vehicles, which include cars and watercraft, the following requirements must be complied with the fuel tank must be entirely or almost entirely emptied and it must be possible to 'block' the fuel tank as a source of supply. The battery must also be disconnected.

### Security

The organisers in conjunction with the venue will control general security arrangements for the Exhibition. Security cover commences at 08:00 hours on first day of set up and will be provided round the clock. Exhibitors and their staff will not be allowed in the exhibition hall after official hours. All personnel in the exhibition halls must wear identification badges Exhibitor and contractor badges will be available from the registration desk. For security and safety reasons, exhibit movements in or out of the hall during the show hours is not permitted and no goods will be allowed on site before first day of set up. If displays are particularly valuable or sensitive and if exhibitors wish to hire exclusive security personnel for off-show hours, please contact the organisers.

Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual stands.

#### **Plastic**

From 01 July 2021, there will be a ban on the use of single-use plastic. This specifically concerns the following plastic products:

- cotton swabs,
- cutlery,
- plates,
- straws, unless they fall within the scope of Directive 90/385/EEC or Directive 93/42/EEC.

There is an exception for the use of straws for medical purposes.

- stirrers,
- balloon sticks and balloons,
- sanitary towels, tampons, insertion sleeves for tampons,
- wet wipes
- tobacco products with filters, loose filters for use in combination with tobacco products,
- single food packs,
- drinking cups,
- beverage packaging and beverage bottles incl. caps and lid of max 3 litres,
- light plastic carrier bags, plastic bags and wrappers.

# **Failure to Exhibit or Cancellation of Exhibition Space**

Any organisation which, having signed a contract for a stand, fails to exhibit and has not been released from the contract by the organiser, will be liable for the full cost stated in the contract, plus any additional cost incurred by the organisers as a result of the failure to exhibit.

#### **Force Majeure**

The organisers shall not be liable to the exhibitor by reason of any cancellation or part-time opening of the exhibition, either in whole or in part, nor for any non-performance of their obligations under this contract, nor for any amendments or alterations to all or any of the Rules & Regulations of the exhibition, to the extent that such an occurrence is due to circumstances beyond their control.

### **Insurance**

The Exhibitor acknowledges that it will have sufficient public liability insurance cover in place exceeding £10m, at all times during this agreement to cover any injury or damage caused by the actions of its employees, representatives or subcontractors. The Exhibitor has a duty of care in terms of health and safety to ensure that all its employees, representatives and subcontractors are properly skilled and where required qualified to perform works in the Exhibition Hall. Exhibitors shall insure, indemnify and hold the organisers harmless in respect of all costs, claims, demands and expenses to which the organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the public or the organisers' staff, agents or contractors) howsoever caused, as a result of any act or default of the exhibitor, his servants, agents, contractors or invitees.

If the organisers so demand, the exhibitor shall provide proof to the organisers that the exhibitor has adequate insurance cover. The organisers shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration or dismantling of stands, or the entry, placing or removal of exhibits, or for the failure of any services or amenities provided by the hall owner, for the cancellation or part-time opening of the amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control. Exhibitors must ensure that their temporary staff - and the staff of their servants, agents or contractors - are insured against claims for workman's compensation.

## **Payment Terms**

Exhibitors will not be allowed to occupy their space or stand until all payments have been received by the organisers.

### **Unforeseen Occurrences**

In the event of any occurrences not foreseen in these Rules & Regulations, the decision of the organisers shall be final.

## **Transport**

Rotterdam Ahoy encourages the use of public transport and other means of transport, such as, bicycles. The venue can easily be reached by public transport (metro and bus station nearby) and provides secure facilities for storing bicycles.

**Public transport:** The metro goes via line D to Rotterdam CS and Spijkenisse or vice versa and via line E to The Hague CS - Rotterdam Slinge or vice versa. There are good connections on train to destinations in the Netherlands. Various bus lines to and from various regional destinations also depart and arrive from the bus station.

**Bicycle:** Rotterdam Ahoy encourages visitors to come by bicycle as much as possible and provides secure facilities for storing bicycles.

*Highways:* The most important highways for the accessibility of Rotterdam Ahoy are the A29, A20, A16, A15, A13 and A4. There are various access routes to Rotterdam Ahoy. Rotterdam Ahoy has options for temporary signposting on the access routes.

*Air traffic:* Rotterdam, The Hague Airport is located 6 km from Rotterdam Ahoy and offers various scheduled connections to many destinations in Europe.