

# SAFE AND SECURE IN AMSTERDAM RAI during event setup and breakdown

## Introduction

Amsterdam RAI Convention Centre hosts around 600 exhibitions, conferences and (large and small) events on an annual basis, making it one of the busiest convention centres in Europe. During the exhibition season the RAI is a non-stop business where a wide diversity of (international) people cross paths and follow each other in quick succession.

The logistics and working methods for the setup and breakdown of stands require discipline and flexibility. All safety regulations must be followed in order to prevent accidents or incidents. During setup and breakdown, standbuilders and suppliers have to find their way together with organisers, exhibitors and RAI employees. We are working to create a safe and hospitable RAI by preventing calamities and managing any possible risks.

## Why is the RAI doing this?

- 1. Making the RAI safer for everyone**  
The new Safety at Work approach benefits the many thousands of people that carry out activities in the RAI each year.
- 2. Dutch legislation requires us to ensure a safe working environment. Amsterdam RAI accepts this responsibility by implementing clear and adequate regulations that are understandable and practicable for everyone.**  
As Amsterdam RAI we are responsible for safety within the RAI complex, which means that it is up to us to lay down explicit and clear safety regulations.
- 3. Clients demand increased safety at work**  
International event organisers increasingly ask for safety requirements that are in accordance with current legislation and regulations.

## Where will these safety regulations be applied?

- All halls (1 to 11)
- Ballroom (if hall 12)
- All temporary halls
- Outside area
- Other locations where stands are built

## Means of personal protection (PBMs)

- **Buy/Borrow PBM**
  - Buy: Suppliers, standbuilders
  - Borrow: Organisers, exhibitors, media, third party visitors
- **Costs**
  - Helmet + shoes €€35
  - Shoes € 25
  - Helmet €€10
- **Location**
  - There will be a Safety Shop in the relevant hall for every exhibition
  - Safety Shop at the buffer zone

## Enforcing the safety regulations

The new Safety at Work policy will be implemented on 1 September 2011.

## Communication

All information is available via [www.rai.nl/veiligwerken](http://www.rai.nl/veiligwerken)

Please do not hesitate to get in touch with your contact person at Amsterdam RAI if you have any questions or send an e-mail to [safety@rai.nl](mailto:safety@rai.nl).

We hope to have informed you sufficiently for now, and trust we can rely on your proactive support in implementing the new Safety at Work policy.

Check out the Safety Rules on the next page!

INSPIRING  
PEOPLE

**ALARM**   
+ 31 20 549 1234

  
AMSTERDAM RAI

# SAFE AND SECURE IN AMSTERDAM RAI during event setup and breakdown

## 1. Access

Amsterdam RAI is accessible only to persons in possession of a valid admission pass.

## 2. Safety shoes

Approved safety shoes must be worn during the stand build-up period.  
Approved safety shoes must be worn from one hour after the close of the event.

## 3. Safety helmet

An approved safety helmet must be worn when the safety sign is on in the exhibition halls.

## 4. Smoking, alcohol and drugs

Smoking, drug-taking and the consumption of alcohol are prohibited.

## 5. Emergency exits

The emergency exits and yellow traffic routes should always be kept free of obstructions.  
The emergency exits should be used only in emergencies.

## 6. Fire extinguishers

Fire extinguishers should always be kept accessible.

## 7. Working at heights

Persons working at heights in excess of 2.5 metres or in an aerial lift must be attached by a safety line.

## 8. Transport

The maximum transport speed is 5 kilometres per hour inside and 10 kilometres per hour outside.  
The forks of a forklift truck that is motion may not be more than 15 centimetres above the ground.  
A forklift truck may not be used to transport or lift persons.  
Persons may not make telephone calls while operating a means of transport.  
Only trained personnel have permission to operate a forklift truck.

## 9. Young people

Persons under the age of 16 years are not allowed admission to the RAI during the build-up and breakdown periods.

## 10. Materials and tools

Only approved (i.e. CE certified) machines and tools may be used.

INSPIRING  
PEOPLE

**ALARM**   
+ 31 20 549 1234

  
AMSTERDAM RAI