

Stand builders handbook

Location

Amsterdam RAI
Hall 9, 10 and 11

Construction period

Time

Amsterdam RAI will be open for the construction of stands and the delivery of goods from:

Saturday, April 14	08.00 – 23.00 hr
Sunday, April 15	08.00 – 23.00 hr
Monday, April 16	08.00 – 17.00 hr

Early build up period

A month before the event the availability of the location will be checked. Referring to this availability the early build up is possible or not. If you are interested please contact the Planning Manager, E productiondesk@rai.nl.

Trucks and delivery vans during the official build up days

Vans and other vehicles will not be permitted to enter the halls after Saturday 14 April 13.00 hrs. Internal means of transport can be rented by show expeditor Schenker International B.V., T +31 (0)20 549 27 90, E fairs.amsterdam@dbschenker.com.

Keeping the aisles free

From Monday 16 April 17.00 hrs the aisles in hall 9, 10 and 11 must be kept free of all materials, boxes and rubbish in order that the Amsterdam RAI can lay the floor covering.

Construction badge

Construction badges will give your own staff and / or stand builder access to the halls during build up and dismantling of Building Holland 2012. These badges are strictly personal. Holders of an exhibitor badge do not require a separate badge for construction, as exhibitor badges are also valid during build up period.

The construction badges will not be sent to you in advance, but you can pick them up on site during build up at the Event Desk, entrance C or at the Parking Loge P4.

Dismantling period

Stand dismantling and removal of material

The removal of material from stands must take place on Thursday 19 April from 18.30 till Friday 20 April 24.00 hrs. The removal of material from schell scheme stands must take place on Thursday 19 April from 18:30 - 24.00 hrs.

Map 'how to get to the RAI'

[Click here](#) for a map of Amsterdam RAI where you can find the route for loading/unloading goods during the construction and dismantling period.

Parking and dismantling

During the construction and dismantling period can be parked at the following locations:

Vehicle < 1.90 meter	P1 and P2
Vehicle > 1.90 meter	Report to Parking Loge P4

Stand construction

The standard Construction height is 275 cm + of – 25 cm (including wooden platforms). You can find more information about stand construction in the ['Stand construction regulations and special conditions'](#).

Stand Design

All Building Holland 2012 exhibitors must submit their stand design to the exhibition organisers for written approval. Please keep in mind that stand may only be constructed after written approval.

Stand designs must be submitted to the organizers for evaluation and approval no later than **1 March 2012**. Please submit a clear sketch with dimensions and a scale floor plan. The stand design can only be submitted to the following e-mail address: productiondesk@rai.nl with a cc to buildingholland@rai.nl. Please mention the event name, stand number and company name in the subject line of the e-mail. If your stand is no higher than 3 meters a confirmation of building height will do.

You can find more information about stand design in the '[Stand construction regulations and special conditions](#)'.

Multi-storey stands

Multi-storey stands require approval from our Licenses Desk. Request forms for licenses are available in our web shop. Contact details of the Licenses Desk T +31 (0)20 549 18 70, E vergunningen@rai.nl.

Suspension wires

In most places in the building it is possible to suspend parts of the stand from the roof. Mansveld Expotech is the only company allowed to perform these types of activities. For more information please contact Exhibitor Services T +31 (0)20 549 19 28, E exhibitorservices@rai.nl.

Logistic services

Schenker International B.V. provides the following logistic services:

- Loading/unloading goods
- Transport from and to the stand
- Transport, storage, return packing
- Customs formalities
- Transport to and from Amsterdam RAI
- Shipment of freight

Contact details of Schenker International B.V., T +31 (0)20 549 27 90, E fairs.amsterdam@dbschenker.com.

Waste disposal

The stand builder / exhibitor is required to dispose his waste, preferably separated. If you wish to arrange this by Amsterdam RAI, you can order waste bags and extra ICOVA-containers by web shop, category 'Cleaning and Waste Disposal'. Waste bags, which are not ordered by our web shop, will not be taken by our cleaning service.

On site you can order 240 liters waste bags, these are meant for smaller waste. Both the containers and the bags must not contain chemical waste. To ensure good logistics, no other than RAI ICOVA containers will be allowed in and around the building. The exhibitor will have to pay for the waste, which will be still in the hall at the end of the dismantling period.

Important dates

1 March	Stand design submission
1 March	Request for multi-storey stand
15 March	Request early build up

Attachments

- [Map 'how to get to the RAI'](#)
- [Stand construction regulations and special conditions](#)
- [Safety rules](#)

Note: The Transport Show 2012 will take place from Tuesday 17 till Saturday 21 April.