

## Rules & regulations – raw space

### 1. Building height limits

- The maximum height limit for any other form of stand fitting, lighting, structures (except for banners, see below) and/or graphic towers for stands with a surface < 36sqm is 4.5m from the hall floor, including platforms.\*
- The maximum height limit for any other form of stand fitting, lighting, structures and/or graphic towers for stands with a surface equal to or over 36sqm is 6m from the hall floor, including platforms.\*
- A maximum building height of 4.5m is in place for rear and/or dividing walls.
- Stands with a surface of at least 60sqm are allowed to build a double deck stand, taking into account the maximum height limit for any form of stand fitting, lighting, structures and/or graphic towers from the floor of 6m.
- The maximum rig height limit for hanging banners is 6m from the hall floor to the top of your banner, including platforms (i.e. top of the banner at 6m).
- Maximum building height limit underneath the balcony in Hall 1 is 2.75m from the hall floor.

*Tip: Contact your neighboring stand(s) well in advance of the event in order to eliminate the risk of any potential onsite surprises and issues with adjoining wall heights. Please contact Synergy Events, [exhibitor@synergy-events.com](mailto:exhibitor@synergy-events.com), for contact details of your neighboring stand(s).*

### 2. Walling restrictions

- At least 50% of each open side (each corner) should remain open.
- Stands must be suitably open so as not to cause offence to neighboring exhibitors or breach fire regulations. Any run of walling facing the gangway or an exhibitors' stand must be made of interest for the visitors and on looking stand.
- Solid walls along gangways, except for rear walls, are not permitted. Solid walling should not exceed 6 m in length - walls should have natural physical breaks of at least 2m wide at every 6m. See-through glazed panels or other such features instead of a physical break are not permitted, as they form a physical barrier.
- The stands and walls must be neatly finished from all sides, also from above, since there is a balcony overlooking the exhibition and visitors might see the stand from that angle.
- All advertising and logos must be within the specific height limits and must not be sited on the rear or dividing walls, especially where they overhang an adjoining, lower height, stand.
- All space only exhibitors must erect rear and dividing walls on any part of the stand that does not face an open gangway. All such walls should be dressed in a plain neutral colour (white or light grey) to the rear above 2.5 m and carry no company advertisement.
- Exhibitors on raw space sites must not use the rear of other stand walls without the consent of the exhibitor concerned.

### 3. Exhibition Floor

The exhibition floor in Hall 1, 2, 3 and 5 is covered with asphalt and under the balcony in Hall 1 with concrete. It is obligatory to cover it by using carpet or platforms.

Carpet is only provided for Shell Scheme stands, Premium stands and Meeting rooms; therefore if you have a Space Only stand you must make arrangements to cover the floor of your stand.

- Platforms and carpets are the only permitted covering of the exhibition space, which must be removed by the exhibitor at the end of the event including the removal of adhesive tape.
- Only residue free adhesive felt may be laid on the floor. The use of double-sided adhesive tape is prohibited.
- The maximum floor loading capacity is 3000 kg/m<sup>2</sup>. Exceptions:
  - 500 kg/m<sup>2</sup> underneath the Balcony in Hall 1

### 4. Ramps – Disabled access

The use of raised floors is recommended in the case of stands that have water and compressed air connections and/or many electrical and ICT cables. The stand builder can advise on this. To improve accessibility to wheelchairs, strollers, shopping carts and MIVA visitors (visitors with disabilities, such as wheelchairs, walkers and blind or partially sighted) the following guidelines apply to stand floors:

- Maximum height of 12cm, measured from the floor of the building up to and including the top of the raised floor;
- The sides should be closed and neatly finished, sharp edges and corners need to be avoided and if necessary with beveled edges;
- The floors should be within the stand building line;
- When a raised floor is used on a stand the outer edge of the floor must be in a contrasting color with respect to the aisle and the ramp;
- If the raised floor is less than 5cm higher relative to the floor of the building a beveled edge with a minimum of one meter wide is sufficient. This beveled edge needs to be in a contrasting color relative to the rest of the floor edges;
- A raised floor up to a height of 12cm measured from the floor of the building, a ramp of at least one by one meter width is desired.
- A handrail at a ramp is not necessary, when the raised floor is lower than 12 cm with respect to the aisle. When a handrail is positioned, it must be placed at a height of 80 - 100 cm above the ramp. The handrail needs to be easy to grab (round or oval), and preferably to have a light contrasting colour compared to a dark background. The rail end may not hang loose. If the handrail is positioned only on one side it should be attached to the wall;
- The edges around the ramp cannot contain any sharp edges; floor connections must have a smooth transition (no high thresholds). By a ramp in the corner of a stand there should be placed an upright edge of about four cm arranged in the longitudinal direction.

### 5. Double decker stands

- Stands with a surface of at least 60sqm are allowed to build a double deck stand, taking into account the maximum height limit for any form of stand fitting, lighting, structures and/or graphic towers from the floor of 6m.
- Authorization must be requested in writing to the organizer. Should the request be accepted, specifications and 1:20-scale plans must be sent to Abraxys.
- Please be aware that in case of a double deck stand, it is obligatory to obtain a permit for your stand construction.
  - Costs € 250 excl. VAT. Application and payment can be done through the [RAI Webshop](#).

#### 5.1 Ingress and egress (two-storey stand)

- The number of exits and staircases depends on the floor area of the first floor:
  - \* Where the area is less than 50sqm one exit and one straight staircase (each with a minimum width of 0.80m) are sufficient;
  - \* Where the area is 50sqm or more, a second staircase is needed and the approval of the local fire brigade is needed for the layout of the entire stand.

#### 5.2 Spiral staircases (two-storey stand)

A spiral staircase is permitted as an escape route only if no more than 10 people need to make use of it. If such a staircase is permitted, the diameter of the spiral must be at least 0.80m.

#### 5.3 Straight staircases (two-storey stand)

At the point where the staircase meets the upper deck the width of the deck must be at least equal to that of the stairs. The vertical distance between the upper deck and the floor of the hall may not exceed 4.00m. The maximum stair riser height is 0.21m. The minimum going (the depth of the stair tread) is 0.21m. The minimum width of each step of the stairs, measured in the direction of climb at the front of the step) is 0.23m.

#### **5.4 Handrails (two-storey stand)**

Stairs must be fitted on both sides with sound and firmly attached handrails and must be closed off at the side up to the height of the railing. If the width of the staircase is more than 2.20m the staircase must be divided by one or more sound and firmly attached handrails. The ratio of the division must be 5:10:5.

#### **6. Doors and windows**

- Emergency exit doors must open in the direction of the evacuation, in case of evacuating more than 50 people, but under no circumstances they can encroach on the evacuation corridors.
- All emergency exits must be free of obstacles at all times.
- Doors for entry and exit located on the edge of stands must not open outwards onto a gangway.
- Vision panels should be included on doors if the room has a ceiling.

#### **7. Hanging banner / ceiling / balloons**

- Hanging banners including advertising/logos to be inset by 1 meter from neighboring stands.
- The installation of aerial structures, such as support systems for lighting and hanging banners, are permitted provided that those structures do not exceed 6m in height and must be contained within the actual stand build/design. After approval by Abraxys, rigging should always be requested via [GES Europe](#).
- The use of balloons as decoration of stands is restricted to previous consultation with the event organizer and Health & Safety Officer Abraxys. Please submit your request latest 25 August 2017 to [exhibitor@synergy-events.com](mailto:exhibitor@synergy-events.com).

#### **8. Materials**

- All work must be carried out using non-flammable materials.
- Please [click here](#) to view the Amsterdam RAI's stand build materials regulations and restrictions, pages 4-6 and pages 14-16.

#### **9. Personal Protective Equipment (PPE)**

At the RAI, full PPE as safety shoes and helmets during build-up and breakdown is obligatory. Please [click here](#) for more information about 'Safety at Work' and for the general safety rules of the RAI during build-up and breakdown periods.

#### **10. Stand Plan Approval**

All exhibitors with a raw space stand MUST provide drawings of the proposed stand for approval.

- **Complex Stands** - Deadline 11 August 2017
- **Non Complex Stands** - Deadline 25 August 2017

##### **10.1 Stand Inspection Fee**

Please note that there is a mandatory charge for the independent inspection of all raw space stand plans and supporting paperwork. Please complete [this form](#) and Abraxys will send you a confirmation invoice/receipt as soon as the payment has been accepted.

The Stand Approval Plan Fee is GBP 155 excl. 20% VAT. After 25 August 2017 the fee will increase to GBP 250 excl. 20% VAT.

Please supply your plans, ideally by email or by mail for inspection to:

**Abraxys Global Ltd**  
10 Barley Mow Passage  
W44PH London  
United Kingdom  
Tel: +44 208 747 2045  
Fax: +44 208 747 2046  
Email: [euw@abraxysglobal.com](mailto:euw@abraxysglobal.com)  
Contact person: Mr. Chris Simpson

Ideally we would like to receive your plans by email, either as CAD files (.dwg) or Adobe files (.pdf). All correspondence thereafter will be by email, which will make our response times to you much quicker. This will also eliminate the need to send in multiple copies of hard copy plans.

The organizers cannot take responsibility for plans that are submitted after the deadline. Construction will not be allowed to commence if plans have not been approved. You will need approval from Abraxys for the stand design and all stand furnishings shall comply with the [regulations](#) of the RAI Amsterdam. If you have any questions, please don't hesitate to [contact us](#).

Because site inspections will occur, please bring all relevant certificates of materials being used as you should be able to show these if requested by the venue or organizer.

## **10.2 Complex / non-complex stands**

### **Complex Stand**

It is imperative that exhibitors submit their proposed stand design no later than **11 August 2017** to allow time for checking and any alterations necessary prior to the venue management cut-off date. Responsibility lies ultimately with the exhibitor to comply with these regulations and ensure the safety of their stand.

Complex Stands comprehend any construction that demands the development with a competent professional on its design, calculation and also needs a solidity certification or an assessment of significant risks.

Your stand is a Complex Stand if it:

- Is a double decker stand;
- Platforms and stages over 0.6m in height;
- Features temporary tiered seating
- Features stairs or staircases;
- Has a Viewing / Service platform above 0,6m

Required documentation:

- A project describing the construction of the structure, including materials, measurements, load transmission to the hall floor, its height and location. A structural project with static calculations by a competent technician must be provided. Verification of the solidity and stability of the structure against wind (for outdoors structures), static loads, usage loads, etc.
- Risk assessment of the structure during build-up and dismantling will also be requested.

### **Non Complex Stands**

Non Complex stands (all other raw space stands) plans must be submitted before 25 August 2017. Plans have to be checked before approval to build can be granted. It is important exhibitors submit stand plans for approval by the deadline to allow for any amendments.

## **10.3 Stand Plan Submission Rules**

- Plans must be in English;
- Plans must state the exhibiting company's name and stand number;
- Plans must be to scale (no less than 1:50). Dimensions should be in mm;
- Faxed copies of plans will NOT be accepted;
- Plans must include a Risk Assessment – click [here](#) for more information;
- Plans must include a Method Statement – click [here](#) for more information;
- Include a layout plan of the stand showing positioning and description of exhibits;
- Ensure access is left to columns where necessary. Such information should be included on plans where relevant;
- Include a description of construction materials used including certification of flame proofing where required;
- If using truss in the construction of the stand, please include details of the system being used.

Please note: Full dimensional drawings, showing all proposed constructional details, must be submitted and approved by organizers before any work is started. The design of each stand must be such that it can be erected and dismantled within the time available.

## **10.4 Health & Safety**

Apart from submitting your technical drawing, we as well request the following documents: Risk Assessment + Health & Safety compliance form and a Method Statement. All these documents can be downloaded [here](#).

## **11 RAI Accommodation Regulations**

For all specific regulations of the venue, RAI, please [click here](#).

## **12 Additional rules Reed Messe Vienna – EUW 2018**

In 2018 the event will take place in Vienna. Please [click here](#) for the applicable Rules & Regulations of the venue, Reed Messe Vienna.