

# Rules and regulations for exhibition at de Doelen ICC, Rotterdam

## **1. CONDITIONS**

- a) Approval of designs  
Stands may be built and fitted out after the design has been approved by the organisers. The stand designs must comply with de Doelen ICC and the Rotterdam Fire Brigade regulations.
- b) Stand construction, attachment and finishing  
The exhibitors are not permitted to use floors, walls, roofs or other parts of the lounges or the building for stand construction and/or to damage them by using nails, glue, paint, adhesive tape or other means of attachment. Stands, stand panels and/or stand parts should also therefore be painted in advance.
- c) Arrangement and removal of exhibition goods  
The goods on display should be kept within the prescribed stand limits; mobile parts may not be moved beyond the stand limits even in order to demonstrate the operation of the exhibited goods.
- Goods on exhibit should be displayed in such a way that the view through the exhibition areas and of the surrounding stands is not restricted or is restricted as little as possible.
- Parts of the exhibition goods which constitute a danger (incl. sharp protrusions) should be screened off.
- Unightly objects such as hat stands (whether something is unightly is determined by the organisers) that are in a position visible to the public should be screened off.
- During the hours that the exhibition is open to the public, exhibited goods may not be covered up. The organisers have the right to remove (or cause to be removed) any such cover, without any liability on their part.
- Vehicles, vessel, machines etc. which run on fuel and have been admitted to the exhibition may be brought into the building as exhibition goods only if the fuel tanks and hoses are empty and properly and permanently sealed. Battery connections must have been loosened.

Exhibitors are not permitted to remove goods from their stand during the exhibition, unless an exemption has been granted by the organisers or persons acting on their behalf.

- e) Goods that may not be exhibited  
Highly flammable substances, highly explosive substances, gases, and other articles designated as dangerous goods will not be admitted as exhibition articles (see also the Fire Safety Regulations, in particular article 9).

## **2. MAXIMUM FLOOR LOAD**

If you wish to exhibit loads heavier than 400 kilo per m<sup>2</sup>, there should be prior consultation in writing with the project manager of de Doelen ICC.

## **3. FURNITURE AND CARPETING ETC.**

Exhibitors may use their own furniture and decoration such as tables, chairs, counters, showcases, hat stands, meeting room furniture, floor covering materials, flower boxes and decorative material of a similar nature, provided that this meets the other conditions and complies with the regulations of the Fire Brigade.

## **4. TECHNICAL INFORMATION**

- a) Electricity  
For electricity connections please check with the congress organizers.
- b) Telecommunication  
You can order a telephone, internet connection through the congress organisers.

## **5. AV / PROJECTION**

Any equipment needed in the stand can be ordered through the congress organizers.

## **6. CLEANING**

De Doelen ICC will ensure the building and the aisles in the exhibition area are regularly cleaned. Exhibitors are responsible for cleaning of their own stands. Extra cleaning can be ordered through the congress organisers.

## **7. INSURANCE**

Stands, stand construction material, exhibition goods and packaging material are brought into and kept in the buildings of de Doelen ICC at the expense and risk of the exhibitors.

Exhibitors are themselves obliged to insure their stands, stand construction material, exhibition goods and packaging material directly both for third party liability and against damage, theft etc. for the duration of the exhibition and during the construction and dismantling periods. A rental agreement for a stand in one of the lounges of de Doelen ICC does not entail any form of insurance whatsoever. De Doelen ICC cannot be held liable for the effect of events in the building or the adjacent areas upon the stands, stand construction material, exhibition goods or packaging material.



## **8. FORWARDING AGENT / CUSTOMS**

De Doelen ICC recommend Valverde Event & Exhibitions as the local forwarding agent. They can offer you any or all of the following services: transport to and from the exhibition complex, on-site handling in/outbound custom formalities.

Attention: It is not permitted to deliver any goods directly to de Doelen ICC or at the attendance of de Doelen ICC staff . The goods will not be accepted and therefor will be send to Valverde. If this is the case de Doelen ICC cannot be held responsible for loss or damage at your goods. Any costs involved will be charged directly to the sender. Their address:  
Valverde BV  
Zekeringstraat 36 B  
1014 BS Amsterdam  
The Netherlands  
Tel: +31 20 653 8555  
info@valverde.nl

## **9. PARKING**

De Doelen ICC is situated in the centre of Rotterdam, walking distance (5 min) to railway station: Rotterdam Central Station.

General parking in the surroundings of de Doelen ICC (on own account)

- Parking Schouwburgplein  
Weenatunnel 50, Rotterdam (follow signs  
Parking Centraal Station)
- Parking Weena  
Karel Doormanstraat 10, Rotterdam
- Parking Plaza  
Kruisstraat 17, Rotterdam
- Parking Kruiskade / Hilton  
Kruiskade 21, Rotterdam

## **10. FIRE SAFETY REGULATIONS**

Only non-flammable, flame retarding or flame extinguishing materials and products which have been approved as such and bear the indications/labels obligatory under the terms of the approval may be used for stand construction, carpeting, furnishings and decorations.

During the exhibitions (and construction of the stands) the Fire Brigade will supervise the use of the permitted materials and products and the application of the regulations governing use.

The following requirements govern the materials to be used:

### 1) Softboard

All surfaces must be coated with an officially approved fire-retarding paint or varnish in accordance with the directions for use, or must have been made largely incombustible by impregnation at the factory; in the latter case, each sheet must have been clearly marked as such by the factory.

### 2) Wood, hardboard, plywood, chipboard

These materials must have a thickness of at least 3.5 mm. and may be classified in classes I, II of the flame-spread standard established in accordance with NEN 6065; smoke-density establish in accordance with NEN 6066.

### 3) Glass

- A. For external walls and partitions walls between stands, only safety glass reinforced wire-imbedded glass.
- B. For ceilings, only reinforced wire-embedded glass.

### 4) Textiles used vertically (freehanging)

- A. Fireproof textiles

The material may not have become combustible as a result of treatment for special purposes.

If it is subjected to fire or high temperatures, it may not give off any gases or fumes that cause irritation or damage to health and it may not drip or trickle.

This must be capable of demonstration in a test.

#### B. Combustible textiles

The material must have been made largely incombustible either by impregnation or by being glued to a base of fireproof material or to the materials referred to at 1 to 3 above. This must also be capable of demonstration in a test. The material may not give off any gases or fumes that cause irritation or damage to health and it may not drip or trickle.

Materials used, have to be treated with impregnation spray in accordance with ISO 6940/41. Certificates have to be present in the stand at all times.

### 5) Textiles used horizontally

A. Natural fabrics and artificial fabrics that are largely incombustible:

the material must be tautened underneath with metal wire at distances of 35 cm or tautened underneath in two directions with a mesh width of 70 cm. If it is subjected to fire or high temperatures, the material may not give off any gases or fumes that cause irritation or damage to health and it may not drip or trickle.

B. Natural fabrics that are combustible:

the material must be made largely incombustible by impregnation and be tautened underneath with metal wire in the manner referred to at A. Materials used, have to be treated with impregnation spray in accordance with ISO 6940/41. Certificates have to be present in the stand at all times.

### 6) Straw bales, cardboard, rush matting and straw matting

The material must be made largely incombustible by being impregnated for at least 24 hours; this must be capable of demonstration in a test.

### 7) Artificial substances

A. Foil materials (with or without a textile backing):

the material must be glued to a base of incombustible material or to one of the materials referred to at 1 to 3, as a result of which the material becomes largely incombustible. If it is subjected to fire or high temperatures, the material may not give off any gases or fumes that cause irritation or damage to health and it may not drip or trickle.

The provisions at A. must be capable of being demonstrated in a test.

B. Sheet materials:

the material must be largely incombustible and, if subjected to fire or high temperatures, may not give off any gases or fumes that cause irritation or damage to health and it may not drip or trickle.

C. Foam plastic - rubber (e.g. for letters):

the same regulations apply as in the case of artificial materials under B.

There may not be more than 2 of such material present in the stand per m<sup>2</sup> of stand floor area.

### 8) Paper products

Products such as wallpaper, crepe paper and photographic paper. The paper must be completely glued to a base of incombustible material or to one of the materials referred to at 1 to 3 or the paper must have been made largely incombustible by impregnation.

### 9) Heating and heating equipment

Use of an electric cooking ring and / or electrically heated coffee-maker is not allowed. The use of an electric ring in the stands for frying and grilling, burning, toasting or melting substances is not permitted.

Inflamable drinking mugs are permitted when metal flame extinguishing garbage cans are available, that are emptied regularly outside the building.

### 10) Naked flames and combustible substances

The following may not be present in the building:

- petrol (gasoline), ether, white spirit, petroleum, gas oils and other highly flammable or combustible liquids;

- compressed gases or gas mixtures, such as nitrogen, air, etc.;
- combustible gases compressed into liquids such as propane, butane, etc.;
- gases compressed into liquids such as carbon dioxide;
- substances or items of equipment that emit ionising radiation;
- items of equipment that emit laser beams.

11) Lighting

A. Light fittings containing light bulbs are permitted:  
 if they are made of incombustible material or plastic which is largely incombustible and are not liable to trickle when heated and if the fittings are of model which is commonly available in the normal trade. If the arrangement is stable. If the bulb is at least 15 cm. from any combustible material or the reflected beam cannot hit any combustible material within 30 cm. of the reflector.  
 If they meet the NEN 1010 standard Corona discharged fittings are permitted, if they meet the NEN 3243 standard plus the details mentioned above.

B. Fluorescent light fittings are permitted:  
 if the light tube is made of largely incombustible material which does not - when burnt-give off any gases or fumes that cause irritation or damage to health (the models available in the trade generally satisfy this requirement).  
 The distance between the ornaments and the external walls of the stand must be at least 50 cm. The total surface of a number of linked light fittings may not exceed 3.5 m<sup>2</sup>. The distance between to linked groups of light fittings must be at least 1 metre. The means for suspending the light fittings must be made of metal or wood at least 10 mm. thick. The way in which the fittings are arranged and installed must comply with the requirements of the Municipal Energy Company (NEN 1010).

12) The arrangement of the area(s) in which an event as referred to in the address is to be held or given and the lay-out of the stands, platforms, seating, etc. must be effected in accordance with a plan approved by the Fire

Brigade, which must be produced to an officer of the Fire Brigade immediately at his request. This plan must be submitted to the project manager of de Doelen ICC at least six weeks before the start of the hire period. Emergency exits should be kept clear at all times; this must be to the satisfaction of the Fire Brigade.

- 13) Apart from in the stand, seating may be present in the exhibition areas only if it has placed in consultation with -and to the satisfaction of- the Fire Brigade in the so-called blind comers.
- 14) All stands must be cleaned and cleared of waste, packaging, etc. at regular intervals; this must be to the satisfaction of the Fire Brigade.
- 15) The areas under the platforms must be sealed off and may not be used for storage.
- 16) Stand, platform or other partitions may not impede access to the fire hydrants and/or the use of the fire hoses.
- 17) There may not be obstacles of any kind whatsoever in the aisles between the stands.
- 18) Application for exemption referred to above must be made at least six weeks before the start of the event to the project manager of your event.