



### Exhibitor-Appointed Contractors' Information

Electric and Hybrid Marine Expo 2023 - Useful information for exhibitor-appointed contractors.

#### EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

#### VENUE & SHOW DATES

##### Venue

Hall 8, Amsterdam RAI, the Netherlands

*Please note that security will be on-site and bag searches will be carried out for your safety.*

##### Show Dates

June 20,21,22, 2023 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

#### EXHIBITION TIMETABLE

##### Build-up

Sunday, June 18, 2023	08:00 - 22:00	Custom build booths with independent contractor ONLY - <b>safety shoes and hard hats required</b>
Monday, June 19, 2023	08:00 - 18:00*	Custom build booths with independent contractor ONLY - <b>safety shoes required</b>  & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, June 19, 2023	18:00 - 22:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

**\*Exhibitors/contractors are permitted to work up to 22:00 hrs for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR AT ALL TIMES.**

##### Breakdown

Thursday, June 22, 2023	15:30* - 22:00
Friday, June 23, 2023	08:00 - 16:00

### **BUILD-UP FURTHER INFORMATION**

Electric & Hybrid Marine Expo 2023 will be operating a strict two-day build-up period with no possibility of extra build-up days. Safety shoes and hard hats must be worn at all times during build-up and breakdown.

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, June 19, 2023. It is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs on Monday, June 19, 2023, as Shell Scheme booths may not be ready before this time. Please note that between 18:00 and 23:30, only decorating and finishing of booths is permitted. Aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

Please ensure that you organise waste removal before the deadline in the Order Form Checklist under Booth Services Forms. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

The Organiser have appointed European International (Fairs) Ltd to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

### **BREAKDOWN FURTHER INFORMATION**

\*Vehicle access will not start until all empties have been returned – this may take 2-3 hours.

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, June 22, 2023 nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 15:00 hrs, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be between 2-3 hours. Exhibitors that require forklift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organizer if you would like to hire a [Security Guard](#) for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent. You can also book a [Security Guard](#) via the [Webshop](#).

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 16:00 hrs on Friday, June 23, 2023. Please ensure that you organize waste disposal as the removal of set-ups and waste material is subject to a charge and will be invoiced directly to the

exhibitor.

For further information regarding the exhibition timetable, please contact the Organizer: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

## **ACCESS INFORMATION**

### **Venue Access and Parking Information**

RAI Amsterdam

Europaplein

1078 GZ

Amsterdam

The Netherlands

Tel: +31 (0) 20 549 12 12

Email: [info@rai.nl](mailto:info@rai.nl)

Website: [rai.nl](http://rai.nl)

For more information on getting to the venue, please [click here](#).

### **Parking**

RAI Traffic Department uses the [Logistics Management System \(LMS\)](#) to keep track of the flow of traffic coming to the RAI.

The links below give you online access to the information on the system and a link to the booking system.

Please note that timeslots are available 3 weeks prior to the event.

Please [click here](#) for more Information

Please [click here](#) for the Booking system

### **Loading and Unloading**

If you/your freight agent are making a direct delivery or collection to the venue, you must contact the freight contractor in advance to book an offloading/reloading time slot.

To minimize congestion and to operate a smooth build-up and breakdown, target delivery dates will be set and adhered to. Those who contact the freight agent in advance will be given priority. While the agent will endeavour to meet your needs, they cannot guarantee time slots for loading/off-loading.

Please contact [ehmwxops@european-intl.com](mailto:ehmwxops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited

Tel: +44 1732 860330

Contact: Daniel Bird

### **Car Parks**

Rai Web Shop offers two different types of tickets – a normal parking ticket and a parking permit.

The normal parking ticket is valid for a single day, and you can leave the garage only once within the estimated period of that one day.

The parking permit is valid throughout the entire exhibition period. With license plate recognition or the barcode on the permit, you are not limited in when you can enter and leave the parking facilities within the duration of the period presented on the permit.

Please book parking via the RAI [Webshop](#).

## **CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE**

### **Work ID card for build-up and break-down**

All contractors/booth builders are obliged to read the following safety and working practice information: [CLICK HERE](#).

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the venue during these periods. These must also be worn by exhibiting staff members who have not yet obtained an Exhibitor Badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site. Once the names are submitted, work identity cards for all contractor staff can be printed, in order to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall.

*To register your staff for Work ID cards, please ask your client/exhibitor for their unique exhibitor manual link together with their access details.*

PLEASE NOTE: If you have a member of your stand contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

## **VENUE TECHNICAL INFORMATION**

### **Floor-loading:**

The floor can carry a maximum total weight of 3000 kg per square metre in Hall 8.

### **Build heights:**

Hall 8: Please note the maximum permitted build height is 8m in the main hall but in some areas, there may be a restrictive build height of 6.5m depending on your booth location.

ALL booths with a build height of 6 meters and above will be reviewed by the venue's Safety Department.

### **Suspensions:**

The maximum height to suspend down from is 9m in hall 8.

Please contact the Organizer for further information: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

Booths that have two floors require a permit from the Amsterdam RAI directly. If you are using your own contractor, please ensure that they check the height before submitting booth designs for approval.

### **Floor loading and power supply**

The floor is concrete. Power supplies, telephone lines, plumbing and compressed air installations will, where possible, all be run into your booth via the subfloor services duct set into the floor.

Please note that all power supplies come with a switchbox which may need covering. For further information, please contact RAI Exhibitor Services: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl).

[Electricity switchboard information \(English\)](#)

[Electricity switchboard information \(Dutch\)](#)

The floor can carry a maximum total weight of 3000 kg per square metre in Hall 8.

Please note that if a neighbouring booth requires access to services located within your booth space, you are obliged to allow them access, just as they would be obliged to allow you access to a supply point within their booth space. In some cases, this may require a raised floor installed on part or all of your booth space. The cost of this raised floor is not included in the booth space rental and it is your responsibility to negotiate with the neighbour requiring the connection regarding the cost.

### **VENUE RULES AND REGULATIONS**

Please note that all costs will be the responsibility of the exhibitor including any on-site costs.

[Build-up and Dismantling Rules and Regulations](#)

[Manual Safe Working Practices](#)

[Safe and Secure in RAI Amsterdam During Event Setup and Breakdown \(English\)](#)

[Safe and Secure in RAI Amsterdam During Event Setup and Breakdown \(Dutch\)](#)

[Electricity switchboard information \(English\)](#)

[Electricity switchboard information \(Dutch\)](#)

### **Organiser's Rules and Height Restrictions**

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres. Please contact us if you have any questions regarding the build height of the booths around you.

If an exhibiting company fails to submit a Booth Check Form by the deadline given and the resulting design or build affects the neighbour, venue or organiser, all associated costs, such as new banners, paint, labour, pillar covering, hanging costs, etc, will be passed along to the late submitting exhibitor. This will not be applied if a company books their booth after the deadline. No exhibition booth may be built until written approval is received from the organiser.

## Important

1. If you choose to build a structure above 2.5 meters (8 feet) in height you must ensure that the back of this structure is finished in a neutral colour and to a high standard. Please ensure that the back of any walls adjoining a neighbouring booth are completely finished and not only the part above 2.5m (8 feet).
2. No advertising or logos for your booth should directly overlook any neighbouring booth.
3. Any material used should not be transparent or left unfinished at the back.
4. All exhibiting companies must complete and return the Booth Check Form by the deadline of **May 15, 2023**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (**May 15, 2023**) that exceed 2.5m will be subject to approval and may be refused.

## Important Notes

Please note: It is compulsory for exhibitors planning to build a two-floor / storey booth to complete and return the Two-Storey Booth Building Application Form at least six weeks before the start of build-up:

## FLOORPLAN

Please find the current [show floorplan here](#).

For a **technical floorplan** or a **pillar plan** please email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

## OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES

We are pleased to announce that RAI Amsterdam has been appointed as the official booth contractor for Electric & Hybrid Marine Expo 2023.

To order a shell scheme package and for all other services please refer to the RAI [Webshop](#).

[How to create a new user within the RAI event webshop](#)

[How to request a \(new\) password for the RAI event webshop](#)

## Deadlines:

- May 6th 2023 - Last day to order a stand package
- May 15th 2023 - Last chance to submit your graphics
- May 22nd 2023 - 20% discount expires for power, rigging
- June 5th 2023 - last chance to order stand staff and security
- June 12th 2023 - last day before last minute fee will be charged (+20%)

## **DELIVERIES**

We strongly advise against shipping goods via courier directly to Electric & Hybrid Marine Expo 2023 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Please contact [ehmwxops@european-intl.com](mailto:ehmwxops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited  
Tel: +44 1732 860330  
**Contact: Daniel Bird**

It is not compulsory that you use the official agent for transportation of your goods to Amsterdam however it is highly recommended that you do so. European International Fairs Limited are specialists in Worldwide transportation of goods for trade shows and have temporary importation arrangements with Dutch Customs for items being imported for the show.

Please click [here](#) to access European International Fairs Limited full shipping instructions and tariff for the event.

## **USEFUL CONTACTS**

### **Organiser**

#### **Electric & Hybrid Marine Expo 2023**

UKi Media & Events  
Abinger House  
Church Street  
Dorking  
Surrey RH4 1DF  
UK  
Tel: +44 1306 743744  
Email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com)

#### **Contacts:**

Melissa O'Flynn - Exhibition operations manager  
Email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com) – Exhibition operations manager

### **Official Contractor for all Booth Services**

RAI Amsterdam  
Tel: +31 (0) 20 549 12 12  
Email: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl)  
Website: [rai.nl](http://rai.nl)

#### **Freight forwarding, on-site handling, forklifts and storage services:**

European International Fairs Limited  
Tel: +44 1732 860330  
**Contact: Daniel Bird**