



Exhibitor-Appointed Contractors' Information

Electric and Hybrid Marine Expo 2024 - 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 18,19,20, 2024 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

EXHIBITION TIMETABLE

Build-up

Sunday, June 16, 2024	08:00 - 20:00	Custom build booths with independent contractor ONLY - safety shoes and hard hats required
Monday, June 17, 2024	08:00 - 18:00*	Custom build booths with independent contractor ONLY - safety shoes required & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, June 17, 2024	18:00 - 20:00	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 20:00 hrs for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR AT ALL TIMES.

Breakdown

Thursday, June 20, 2024	15:30* - 22:00
Friday, June 21, 2024	08:00 - 16:00

BUILD-UP FURTHER INFORMATION

Electric & Hybrid Marine Expo 2024 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 17, 2024. 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 17, 2024, as Shell Scheme booths may not be ready before this time. Please note that between 18:00 and 20:00, 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 20, 2024 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 Organiser 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.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 16:00 hrs on Friday, June 21, 2024. Please ensure that you organise 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
Organiser: 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
Website: 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 with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited
Tel: +44 1732 860330
Contact: Molly Mallion

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 4m

Suspensions:

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

Rigging/Banners

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

Please contact the Organiser for further information: marine@ukimediaevents.com.

Raised Floors

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have

compulsory integrated ramp access. This is only applicable to booth spaces over 20sqm.

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.

[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 booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual 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.

Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.

4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.

5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

7. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of May 6, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (May 6, 2024) above 2.5 meters will be subject to approval and may be refused.

8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

FLOORPLAN

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

For a **technical floorplan** or a **pillar plan** please email: 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:

- April 1st 2024 - Last day to order your stand package at Bronze early bird price.
- May 3rd 2024 - Last day to order tailor made catering.

- May 3rd 2024 - Last day to order your stand package.
- May 16th 2024 - 20% discount expires for rigging, power, and booth staff.
- May 16th 2024 - Deadline for permits
- May 20th 2024 - Last day to order graphics, power, water, rigging, AV and booth staff.
- May 31st 2024 - Last day to submit your graphic files.
- June 14th 2024 - Last day to order furniture and booth cleaning.
- June 14th 2024 - Last day to order 3KW and fire extinguishers.
- June 14th 2024 - Last day before onsite surcharges are applied (+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 with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited

Tel: +44 1732 860330

Contact: Molly Mallion

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.

USEFUL CONTACTS

Organiser

Electric & Hybrid Marine Expo 2024

UKi Media & Events

Abinger House

Church Street

Dorking

Surrey RH4 1DF

UK

Tel: +44 1306 743744

Email: marine@ukimediaevents.com

Contacts:

Melissa O'Flynn - Exhibition operations manager

Karen Harris – Exhibition operations manager

Email: 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

Website: rai.nl