

PARCEL+POST EXPO

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Stand Build Information

Parcel+Post Expo 2023 - Useful information for exhibitor-appointed contractors.

EXHIBITOR MANUAL

We cannot share the link without prior permission - please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

EXHIBITION TIMETABLE

Build-up

Sunday, October 22, 2023	08:00 - 22:00	Space-only booths with independent contractors ONLY - safety shoes and hard hats required
Monday, October 23, 2023	08:00 - 18:00*	Space-only booths with independent contractor ONLY - safety shoes and hard hats required Shell Scheme and pop-up booths also permitted entry for booth decorating - safety shoes and hard hats required
Monday, October 23, 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.**

Exhibition Opening Times

Tuesday, October 24, 2023	09:00 - 18:00
Wednesday, October 25, 2023	09:00 - 17:00
Thursday, October 26, 2023	09:00 - 15:00

Breakdown

Thursday, October 26, 2023	15:30* - 22:00
Friday, October 27, 2023	08:00 - 16:00

*Vehicle access will not start until all empties have been returned – this may take up to 3 hours.

BUILD-UP FURTHER INFORMATION

An additional build-up day on Saturday, October 21, 2023, is possible on request for a fee of EUR 900. Please email the Organiser on post@ukimediaevents.com if you would like to book an additional build-up day. Contractors will not be able to access the exhibition halls before Sunday, October 22, 2023, without prior permission from the Organiser.

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, October 23, 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.

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.**

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs on Monday, October 23, 2023, as Shell Scheme booths may not be ready before this time.

Please ensure that you organise waste removal before the deadline via the RAI Webshop within the Exhibitor Manual. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

The Organiser has 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

No exhibits may be removed before the exhibition closes on Thursday, October 26, 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 on Thursday, October 26, 2023, 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.

Once the carpet has been removed, empty cases will start being returned to exhibitors. This may take up to 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 email exhibitorservices@rai.nl if you would like to hire a security guard for this period; or contact the Organiser on post@ukimediaevents.com 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 16:00hrs on Friday, October 27, 2023. 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: post@ukimediaevents.com.

ACCESS INFORMATION

Venue

Parcel+Post Expo 2023 will be held in Halls 10, 11 & 12 at RAI Amsterdam, the Netherlands.

RAI Amsterdam
Europaplein
1078 GZ, Amsterdam
The Netherlands
Tel: +31 (0) 20 549 12 12
Email: info@rai.nl
Website: www.rai.nl

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

Parking

Please visit the RAI Webshop via the Exhibitor Manual to purchase your parking ticket in advance.

CONTRACTORS / ACCESS DURING BUILD-UP & BREAKDOWN / LOGISTICS

It is each exhibitor's responsibility to ensure that all the contractors and agents they have appointed are familiar with the information and regulations contained within this manual.

Access during build-up and breakdown

To keep RAI Amsterdam safe for everyone, it is important that we know who is visiting us. The RAI is, therefore, only accessible with a valid access badge during build-up and breakdown.

Obligated registration

The registration for a build-up or breakdown badge is required for all stand builders and suppliers.

Registration is easy and can be done via the following registration link:

[Click here](#) to register for a build-up/breakdown badge.

After registration, you will receive a voucher by email. Please scan this voucher at the entrance of the RAI to print your access badge. On-site registration is also possible but can involve some waiting times.

The build-up/breakdown badge should also be scanned at the exit, as this will allow you to leave the parking garage free of charge.

More information

Please direct any questions relating to build-up and breakdown badges to the RAI Security Team:

T: +31 20 549 3006

E: security@rai.nl

RAI Logistics Management System (RAI LMS)

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 three weeks prior to the event.

Please [click here](#) for more Information

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

IMPORTANT NOTE: Use of forklifts inside the hall

The Organiser has appointed European International Fairs Ltd to be the official freight and on-site handling agent. It 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.

VENUE RULES & REGULATIONS

All contractors/booth builders are obliged to read the following:

[Manual Safe Working Practices](#)

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

[Electricity switchboard information](#)

HALL TECHNICAL INFORMATION

The standard height of any individual exhibition booth is considered to be 2.5 meters (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition halls. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 meters. Please note the permissible maximum build height is 6 meters. The maximum permissible suspension height for the individual halls is as stated above. Please contact the Organiser if you have any questions regarding the build height of the booths around you: post@ukimediaevents.com.

Please note the following maximum floor-loading and permitted build heights for Halls 10, 11 & 12:

Floor-loading

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

Build heights

The maximum permitted build height is 8 metres.

Suspensions

The rigging guidelines for the halls 10, 11 & 12 can be found [here](#).

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

Two Storey Booths

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.

[Electricity switchboard information](#)

Structural Calculations

For booth constructions over 4m in height, you are required to submit your own engineers' structural calculations report which must be signed by your own engineer.

Your engineers' written report and supporting technical drawings are required to prove stability of all connections and weight loadings and stress levels of all components for any element of walling over 4m in height. Structural calculations are also required if your booth includes any rigged elements that is a bespoke design and build, wooden or metal, along with a technical drawing showing how the frame is hung and the fixings used to secure it. Please include all construction materials and weights. Please note that all fixings should be structurally rated.

Structural calculations are not required for walls under 4m in height and modular/lightweight aluminium rigged banners (fabric infills) such as proprietary shop bought systems that are pre-manufactured and pre-tested.

Please note: You will be contacted by our official Health & Safety Consultants at AbraxysGlobal to discuss and approve your plans. Please don't send any plans via email. You will be issued with a link in order to supply all information and documents (including your Risk Assessment and Method Statement). Contact email for questions: parcelpost@abraxysglobal.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 of 4cm and over are required to have compulsory integrated ramp access.

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.

General

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 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 utilise 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. All exhibiting companies must complete and return the Booth Check Form (*shell scheme and pop-up displays only*) by the deadline of September 11, 2023. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (September 11, 2023) above 3 metres will be subject to approval and may be refused.
6. 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.

All booth builds using an external contractor will need to supply a Risk Assessment and Method Statement with their booth plans. For your convenience, we have provided templates for RA/MS if required below:

[Click here](#) to download a Risk Assessment template

[Click here](#) to download a Method Statement template

OFFICIAL BOOTH CONTRACTOR

RAI Amsterdam is the official booth contractor for Parcel+Post Expo 2023.

To order a shell scheme package and for all other services, please refer to the RAI Webshop via the Exhibitor Manual.

Services Deadlines

Please take note of the service deadlines published in the Exhibitor Manual.

DELIVERIES

Please do not use RAI Amsterdam address for freight or courier deliveries. Please contact the official freight and on-site handling agent, [European International Fairs Ltd](#) on postops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited
Units 6 & 10 Skitts Manor Farm
Moor Lane, Marsh Green
Edenbridge, Kent, TN8 5RA
United Kingdom
Tel: +44 1732 860330
Contact: Jim Callaghan

We strongly advise against shipping goods or sending goods via courier directly to Parcel+Post Expo 2023 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site. The venue might not accept shipments sent directly to them.

USEFUL CONTACTS

Organiser

UKi Media & Events
Contact: Exhibition Operations Team
Tel: +44 1306 743744
Email: post@ukimediaevents.com
Web: www.parcelandpostexpo.com

Freight Questions

On-site handling, forklifts, deliveries, freight and storage

European International Fairs Ltd
Contact: Jim Callaghan
Tel: +44 1732 860330
Email: postops@european-intl.com
Web: www.european-intl.com

Venue & Official Booth Contractor

Shell Scheme, furniture, electrical material, security, catering and all other exhibitor services :

RAI Amsterdam
Contact : RAI Amsterdam Exhibitor Services
Tel: +31 20 549 1990
Email: exhibitorservices@rai.nl