



### Exhibitor-Appointed Contractor's Information

Parcel+Post 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:

Halls 10, 11 & 12, Amsterdam RAI, The Netherlands  
RAI Amsterdam  
Europaplein  
1078 GZ Amsterdam  
The Netherlands  
Tel: +31 (0) 20 549 12 12

Show Dates:

October 22, 23, 24, 2024 (**PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW**)

#### EXHIBITION TIMETABLE

##### Build-up timetable

Sunday, October 20, 2024	08:00 - 22:00	<b>Space-only booths</b> with independent contractors ONLY - <b>safety shoes and hard hats required</b>
Monday, October 21, 2024	08:00 - 18:00	<b>Space-only booths</b> with independent contractor ONLY - <b>safety shoes and hard hats required</b>  <b>Shell Scheme and pop-up booths</b> also permitted entry for booth decorating - <b>safety shoes and hard hats required</b>
Monday, October 21, 2024	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.

## Additional Notes Regarding General Build-Up

An additional build-up day on Saturday, October 19, 2024, is possible on request for a fee of EUR 950. If you would like to book an additional build-up day please see the [Early build request](#). Contractors will not be able to access the exhibition halls before Sunday, October 20, 2024, without prior permission from the Organiser.

### Exhibition opening hours

Tuesday, October 22, 2024	09:00 - 18:00
Wednesday, October 23, 2024	09:00 - 17:00
Thursday, October 24, 2024	09:00 – 15:00

During the event period, exhibitors will have access to the halls one hour before the opening (two hours on Tuesday, October 22, 2024) and 30 minutes after the closing hours to service their booths. We remind you that according to our regulations, someone must remain present on your booth until the exhibition closes at 15:00hrs on Thursday, October 24, 2024. We thank you for taking this into consideration when organising your booth breakdown and travel arrangements.

### Breakdown timetable

Thursday, October 24, 2024	15:30* - 22:00
Friday, October 25, 2024	08:00 - 16:00

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

### **Breakdown information**

No exhibits may be removed before the exhibition closes on Thursday, October 24, 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 on Thursday, October 24, 2024, 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](mailto:exhibitorservices@rai.nl) if you would like to hire a security guard for this period; or contact the [ppxops@european-intl.com](mailto:ppxops@european-intl.com) if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

### **Access during build-up and breakdown**

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

RAI Traffic Department uses the [Logistics Management System \(LMS\)](#) to keep track of the flow of traffic coming to the RAI. This will be available about three weeks before the show.

The links below give you online access to the information on the system and 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

The registration for a build-up or breakdown badge is required for all booth 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.

If you have any questions about build-up and breakdown badges, please contact RAI Security:

T: +31 20 549 3006

E: [badgecentre@rai.nl](mailto:badgecentre@rai.nl)

RAI Amsterdam is conveniently located just South of Amsterdam's centre and is less than 15 minutes from Schiphol Amsterdam Airport.

RAI Amsterdam is easy to reach by car or public transport and has ample parking facilities inside and outside the venue. Free shuttle buses are available to and from RAI Amsterdam.

Parcel+Post Expo 2024  
RAI Amsterdam  
Halls 10, 11, 12  
Europaplein 2-22  
NL 1078 GZ, Amsterdam  
The Netherlands

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

### **Travelling by public transport**

#### *Train*

The RAI station is 300m from the RAI. Trains run regularly from Amsterdam Duivendrecht station, Amsterdam Amstel station and Schiphol Airport station, which are all connected to the international intercity network.

### *Tram, metro and buses*

Tram 4 runs every ten minutes between the city centre, Amsterdam Central Station and the RAI (Europaplein stop). To get to RAI Amsterdam from Amsterdam Amstel Station, take metro line 51, which also connects to Amsterdam Central Station. The easiest way to get to the RAI from Amsterdam Sloterdijk is to take metro line 50. For the metro plan, [click here](#).

### *Plane*

It takes less than 15 minutes to get from Schiphol Airport to the RAI by car, train, taxi or bus. The Schiphol website: [www.schiphol.nl](http://www.schiphol.nl) includes a summary of current flight information, transport connections to the RAI and business facilities at the airport.

### *Car*

The RAI is indicated on the sign boards as you approach Amsterdam from the A1, A2 or A4 and enter the ring road (A10). RAI Amsterdam is located alongside the ring road (exit 9). The route to the car parks is indicated from this exit. RAI has its own underground car park nearby, offering free shuttle services.

### *Taxi*

Taxicentrale Amsterdam (TCA) is the preferred taxi partner for RAI Amsterdam. RAI Amsterdam has selected TCA because they meet the quality requirements set out by RAI Amsterdam and the Municipality of Amsterdam. Only TCA taxis are permitted onto the RAI Amsterdam site. All registered taxi drivers in Amsterdam are permitted to drop off passengers.

A taxi to/from RAI to the city centre should cost about €30 (approx. 25-minute ride).

A taxi to/from RAI to Schiphol Airport should cost about €35 (approx. 20-minute ride).

Taxicentrale Amsterdam (TCA): +31 20 777 7777

Staxi: +31 20 705 8888

Taxistad: +31 20 208 0000

### **Parking at the RAI**

Are you planning to visit RAI Amsterdam by car? You can book and purchase your parking ticket in advance. This way, you are assured of a parking space and, having paid already, you can easily enter and exit the parking garage without pauses or delays.

The [RAI Webshop](#) 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](#).

## VENUE TECHNICAL GUIDELINES

### Organiser's Rules and Height Restrictions

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](mailto:post@ukimediaevents.com).

Please note the following maximum floor-loading and permitted build heights for halls 10, 11 and 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 6 metres in halls 10, 11 and 12.

#### Suspensions

The rigging guidelines for the halls (10, 11 & 12) can be found [here](#). Please contact the Organiser for further information: [post@ukimediaevents.com](mailto:post@ukimediaevents.com).

#### 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).

#### Two storey booths

Booths that have two floors require a permit from the Amsterdam RAI directly. Please ensure that your external contractor checks the build height of the hall before submitting booth designs for approval. They will need to file a permit with the RAI Permits Officer: [permits@rai.nl](mailto:permits@rai.nl).

### 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 October 9, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (October 9, 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*).

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

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

## FLOORPLAN

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

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

## OFFICIAL BOOTH CONTRACTOR

We are pleased to announce that RAI Amsterdam has been appointed as the official booth contractor for PARCEL+POST EXPO 2024.

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

If you require a more bespoke booth package, please contact [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl) and they can help arrange this with you.

## DELIVERIES

European International Fairs Ltd are the official freight forwarder and on-site handling company for Parcel+Post Expo 2024.

Through their worldwide network of partners and agents, EIFL offer seamless multimodal door-to-booth transportation services for your booth components, exhibits and promotional items for Parcel+Post Expo 2024 (as well as the return / onward forwarding of your goods after the event).

EIFL are the sole on-site cargo handling agent for the event and provide services such as unloading & reloading, plant & labour hire, removal and storage of packaging & full goods items (i.e. empty crates, pallets toolboxes etc) during the event.

Due to health, safety and liability reasons, EIFL will be the ONLY company permitted to operate mechanical lifting equipment (i.e. forklifts etc) at the event both inside and outside the halls.

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

European International Fairs Ltd  
Units 6 & 10 Skitts Manor Farm  
Moor Lane, Marsh Green  
Edenbridge, Kent, TN8 5RA  
United Kingdom  
Tel: +44 1732 860330  
**Contact: Mina Berti Hanna**