

AMSTERDAM
IN-WATER
BOAT SHOW
2012

Exhibition Regulations

These Exhibition Regulations and construction regulations of the Amsterdam in-water Boat Show have been specified by HISWA Multimedia BV and apply to registrations as of 1 January 2012.

The following definitions are included in these Regulations:

The organisers: HISWA Multimedia BV;

Exhibitor:

Every legal entity that (digitally) registers to exhibit at the Amsterdam in-water Boat Show and has signed an agreement with the organisers.

Amsterdam in-water Boat Show: An annual boat show that bears many similarities to the multi-sectoral international outdoor event for water sports and water recreation.

The agreement: The contract between the exhibitors and the organisers with regard to exhibiting at the Amsterdam in-water Boat Show.

The exhibition: Amsterdam in-water Boat Show.

Exhibition grounds: The exhibition accommodation/location as determined by the organisers.

Set-up and breakdown of stands and berths

1. Set-up

The set-up times per segment are provided in the webshop under 'General Information', sub-heading 'Set-up and Breakdown Times'. Exhibitors should start setting up their stand as early as possible. The organisers reserve the right to refuse exhibits without liability should the set-up time be exceeded. All activities must be concluded at the latest by 18:00 on the final set-up day; exhibitors as well as the staff and suppliers hired by the exhibitor are then requested to leave the exhibition grounds.

Exhibitors with boats in the water must moor them at the allocated berths at the times indicated to them. These times are fixed; exhibitors who are late may not be able to moor at their allocated berth. An alternative berth can only be provided if available.

2. Breakdown

Emptying the stands and removing goods from the marquees is allowed after the official closing time of the exhibition. The breakdown times per segment are indicated in the webshop under 'General Information', sub-heading 'Set-up and Breakdown Times'. Exhibitors with boats in the water can sail out at the times given by the organisers. They will be given further information during the exhibition on the procedure for leaving the marina after the event is finished.

The organisers strongly advise against leaving small and/or valuable goods at unmanned stands. After the breakdown period, the stand must be clean, free from damage and free from tape. Goods, stand construction materials, and waste still present in the marquee or on the grounds after this period will be stored or removed at the expense and risk of the exhibitor and at the discretion of the organisers.

Exhibitors with a stand in the marquee and/or promo pavilion (on the quay or on a platform in the marina) must leave them empty and free from damage at noon on Monday 10 September 2012. The costs of removing any remnants of carpeting and/or tape will be charged to the exhibitor.

Exhibitors with a platform on the water must leave these clean, empty and free from damage. Exhibitors with a platform on the water are kindly but urgently requested to remove any carpeting before leaving the marina. The costs of removing any remnants of carpeting and/or tape will be charged to the exhibitor.

Materials may only be attached to the marina jetties in such a manner that the jetties are not damaged. The use of nails, screws, staples or similar is therefore prohibited, as these leave holes in the jetties. This applies to permanent jetties as well as any rented platforms. Any costs incurred for repairs necessary due to failure to comply with this provision will be charged to the exhibitor.

Stand decoration

1. Quay

As far as is possible exhibited goods in the marquee should not block the view of the passageway and/or surrounding stands, and should be kept within the perimeter of the stand. Any moveable parts should also remain within this perimeter, for instance during demonstrations. Hazardous (i.e. sharp or protruding) parts should be adequately protected. Goods may not be covered during opening hours; the organisers reserve the right to remove any covering without liability. Unsightly goods are not allowed at the stands. Exhibitors may not remove any exhibits from the stand during the exhibition, unless with written permission. Should any small parts of the stand inventory require temporary removal, for instance for urgent repairs, exhibitors should contact the organisers. Any materials or (commercial) advertising attached to the (side or other) wall of a promo pavilion may not be higher or wider than the wall to which they are attached.

2. Berths

For the health and safety of visitors and exhibitors and by order of the fire service, exhibitors with a berth are **not** permitted to place goods outside the stand on the jetties. Objects attached to an exhibited boat (such as, but not limited to flagpoles, davits, etc.) and that protrude over the jetties must be removed to ensure that they do not form an obstacle and/or a hazard to passing visitors. Nothing may be fitted or attached to the jetties or platforms in such a manner that the jetties are damaged (see 'Set-up and breakdown of stands and berths')

3. Animals at the stands

Exhibitors wishing to have or exhibit animals at their stand must inform the organisers fully in writing of this at least seven weeks before the opening of the exhibition. This is due to the (potential) need to request a permit application from the Dutch Ministry of Agriculture, Nature and Food Quality (LNV).

4. Attaching floor covering in promo pavilions and marquees

The floor of the stand must be properly covered using carpeting or carpet tiles (for instance). Carpet tile tape and the like must not be left behind after the exhibition. If they are, the removal costs will be charged to the exhibitor. Written permission is required from the organisers for the use of special floor coverings such as concrete tiles, sand and gravel. Painting the floors is not permitted. Attaching floor covering to the jetties in a manner which damages the jetties is not permitted.

5. Platforms

The platforms have a freeboard height of around 0.5m when unloaded, which corresponds to the freeboard height of the main jetties. The maximum load is 50 kg/m² (standard). Exhibitors require written permission from the organisers should the load exceed 50 kg/ m², for instance due to the placement of several promo pavilions or heavy items on the platforms. In such cases, they will be charged an extra fee. An extra fee will also be charged for driving poles into the berth, relocating finger piers etc.

6. Promo Pavilions

Promo pavilions are provided to exhibitors free from damage. After the event they must be handed over to the organisers in the same condition. Any damage caused during the set-up, exhibition and/or breakdown will be charged to the exhibitor.

7. Projection and sound / smoke machines / light displays / advertising

Regulations for these goods are listed in Article 16 of the Conditions of Participation. Exhibitors require written permission from the organisers to use sound, video and lighting equipment (including text scrollers), live music and performances. The use of running lights (disruptive for neighbouring stands), smoke machines and laser projections is not permitted. Permission will not be granted for projections in the aisles or on the walls and/or ceilings of the marquees.

Permission from the organisers is required to play music, whether it be live or recorded, amplified or not. Permission is also required from copyright organisation Buma/Stemra. In most cases, exhibitors will be granted permission to use (world) music managed by Buma/Stemra at a fixed daily fee. Buma/Stemra then passes on the royalties to the composer/text writer. For more information, contact Buma/Stemra, Siriusdreef 22-28, Post Box 3080, 2130 KB Hoofddorp, T: +31 (0)23 799 79 99, www.bumastemra.nl. Exhibitors wishing to play music during the exhibition also require the permission of the SENA foundation, which is attainable for a fee. For more information, contact SENA, Catharina van Renneslaan 8, 1217 CX Hilversum, T +31 (0)35 625 17 00, www.sena.nl. A fee is paid to the performing artist(s) and record producer(s) via SENA.

Projecting images, amplifying spoken word by means of speakers, playing music and/or creating sound that reaches or exceeds the limit of 80 decibels is not permitted if it can be deemed a disturbance (at the discretion of the organisers). The organisers will take measures if the volume exceeds 80 decibels and there are complaints from neighbouring stands.

8. Legionnaire's disease / Legionella bacteria

After the outbreak of Legionnaire's disease in the North of Holland in the spring of 1999, the organisers defined measures to combat the Legionella bacteria that causes the disease and established Article 16 of the Conditions of Participation supplemented with the following condition:

Article 16: Exhibitor obligations

4. The exhibitor may not use open, flowing, spraying and/or evaporating fluids (including air conditioning units, fountains, high-pressure cleaning systems, humidifiers, shower equipment, saunas and/or whirlpools).

9. Waste disposal

Stand builders/exhibitors must clean up any waste that might result from the set-up and breakdown period. Costs for removing waste left behind by the exhibitor on the exhibition grounds will be charged to the exhibitor. Exhibitors are obliged to separate waste collected during the exhibition. The organisers have placed waste containers throughout the exhibition grounds, in which exhibitors can deposit waste. There is also a waste collection point with large containers for separated waste.

Safety regulations

1. Softboard

All surfaces must be covered with a fire retardant paint or lacquer approved by the appropriate authorities and used in accordance with the instructions, or have been made fire retardant via impregnation by the manufacturer and be clearly marked as such.

2. Wood, hardboard, triplex, multiplex, chipboard

These materials must be at least 3.5mm thick and categorised in classes I and II regarding the rate of flame transmission in accordance with NEN 6065, and regarding smoke production in accordance with NEN 6066.

3. Glass

Outer walls and separation walls between stands may only be equipped with safety glass or wired glass. Ceilings may only be equipped with wired glass.

4. Textiles used vertically (hanging free)

Incombustible textiles should not have been made flammable due to any treatment for specific purposes. Flammable textiles must have been made incombustible by impregnation or be attached to a surface of incombustible material or have become incombustible by the use of the materials as listed in points 1 to 3 of this article. This should be demonstrable in a test.

Both types of material (flammable and incombustible) should not emit any irritating or harmful gases or fumes or drip or melt when coming into contact with flames or high temperatures.

5. Textiles used horizontally (velum)

Materials from incombustible natural and synthetic fibres should be supported by metal wires separated by a distance of 35cm, or supported in two directions with a mesh width of 70cm. The material should not emit any irritating or harmful gases or fumes or drip or melt when coming into contact with flames or high temperatures. Flammable material made of natural fibres must have been made incombustible through impregnation or be supported by metal wires as indicated above.

6. Straw bales, cardboard, rush and straw mats

These materials must have been soaked in an impregnating fluid for at least 24 hours to make them incombustible and this should be demonstrable in a test.

7. Synthetic materials

Foil materials (with or without a textile backing) must be attached to an incombustible surface or one of the materials named in points 1 to 3 of this article to make them incombustible. They should not emit any irritating or harmful gases or fumes or drip or melt when coming into contact with flames or high temperatures. This should be demonstrable in a test. Plate materials must be incombustible and should not emit any irritating or harmful gases or fumes or drip or melt when coming into contact with flames or high temperatures. Plastic foam and rubber (for lettering, for instance) must comply with the same conditions that apply to plate materials, except if there is less than 2dm³ per m² stand surface present at the stand.

8. Paper products (wallpaper, crêpe paper, photographic paper)

All paper must be attached to an incombustible surface or one of the materials named in point 1 to 3 of this article, or have been made incombustible through impregnation.

9. Lighting

Ornaments with incandescent lamps, halogen 12 and 220 volt are allowed if: they meet the NEN 1010 'Safety regulations for low voltage installations'; are made of incombustible material or an incombustible synthetic material that does not drip when heated and if the fittings are commonly available; the set-up is stable; the light source is installed at a distance of at least 15cm from any flammable materials, and if the reflected radiation does not come into contact with any flammable materials within 30cm measured from the reflector.

Gas discharge lamps are allowed if: they meet the NEN 3243 regulation and the conditions listed above.

TL-ornaments (synthetic) are allowed if: the light window is self-extinguishing and does not emit irritating or harmful vapours when burning and is commonly available; the distance between these ornaments and the outer walls of the stand is at least 50 cm; the total surface of a number of connected ornaments is not larger than 3.5 m² and the distance between two connected groups of ornaments is at least 1m; the suspension of the ornaments is made of metal, or wood that is at least 10mm thick.

10. Impregnating stand material

It may be desirable to impregnate stand material in situ, for instance to meet Fire Brigade regulations.

11. Cleaning the stand The organisers will arrange regular cleaning of the exhibition grounds. Exhibitors are responsible for cleaning their stand or they can order stand cleaning via the webshop. For more information on stand cleaning, click on 'Stand cleaning' in the webshop.

12. Stand security

During the entire exhibition period, including the set-up and breakdown days, a recognised security company hired by the organisers will ensure security. Its staff will oversee the exhibition grounds and be based in the entrance building. The exhibition grounds are surrounded by fencing to create an enclosed area .

13. Water supply and drainage

Water supply and drainage can be ordered from the webshop. The water connections will be installed by a recognised company for temporary water connections, hired by the organisers.

14. Insurance for rented items

The exhibitor is liable for any possible damage or loss from the moment the rented items are delivered, and responsible for arranging the appropriate insurance. To prevent any discussions at a later date, we suggest you arrange an event insurance to cover all possible costs. Event insurance is obligatory if the replacement value of the rented items is higher than 5,000 euros ex. VAT.

Transport

Logistic services

All logistic services for the Amsterdam in-water Boat Show are provided by Fairexx. These include:

- Loading and unloading goods
- Transport to and from the stand
- Removing, storing and returning packaging
- Customs formalities
- Transport to and from Amsterdam

For a bespoke offer, contact Fairexx directly via:

Fairexx, attn Mr P. van Zijl, De Trompet 1540, 1967 DB Heemskerk, T +31 251 25 00 60, F +31 251 25 00 65, E info@fairexx.nl.

Parking passes

More information will follow.

Finally

Should these Exhibition Regulations prove to be unclear or insufficient, the opinion of the organisers will be final.