



Stand construction regulations

The height of your stand and the layout of your stand space is subject to rules.

General

- The recommended building height is 2.50 m. The maximum permitted building height includes any decking/raised floor 3.00 m.
- It is not allowed to close the aisle side of a stand with a closed wall. A maximum of 50% of an open aisle side may be closed.
- When installing ceilings, the top of the standing ceiling must also be finished neatly.

Stand types

- Island stand
An island stand has aisles on all sides.
- End stand
An end stand has an aisle on three sides. A back wall must be installed.
- Corner stand
A corner stand has an aisle on two sides. A back wall and a side wall must be installed.
- Stand in a row
A stand in a row has an aisle on one side. A back wall and two side walls must be installed.

If you want to deviate from these rules, you must request a dispensation through the organization via info@wots.nl.

With a build height of 2,50 meters or higher:

- The part that exceeds 2.50 meters needs to be finished white and neat on the sides of the neighbouring stands.
- It is not allowed to place (company) logos on the part that exceeds 2.50 meters on the outside.
 - In accordance with the neighbouring stands logos may be placed on the outside.
- Cables/wires need to be tucked away neatly.
- If the rules are not complied with, the stand builder of the exhibition organization will finish the stand neatly and the costs will be for the account of the relevant exhibitor.

With a build height of 3.00 meters or higher:

- For any stand design with a construction height of more than 3.00 meters, a dispensation from the building height needs to be requested.

Dispensation

- Requests for dispensation need to be made no later than 6 weeks before the build-up period to the exhibition organization.
- The stand design must be submitted to the exhibition organization when requesting a dispensation.
- You will receive a response by e-mail to your dispensation application within two weeks.
- The stand can only be built after written approval from FHI.



Dispensation can be granted for stand construction up to a maximum height of 6.00 m., however only where:

- this building is at least 1.00 meters away from a neighbouring stand, when this is discussed with the neighbouring stands and the exhibition organization and there is written proof of this permission from the neighbouring stand and received by the organization.
- The ground surface of these high buildings does not exceed 20% of the total standing surface.
- The higher part on all outsides (sides on the side of the neighbouring stands) white and neatly finished and contains no logos.
- The height of the hall allows such a building height (see exhibition floor plan).

Rigging

- In most places in the building, it is possible to hang stand components from the roof. Request a dispensation from the exhibition organization.
- Free-hanging ceilings (connected exclusively to the roof construction of the building) are permitted after approval by the organization and the company Mansveld. In situations where these regulations do not apply, the board of FHI decides. Please note: Mansveld is the only one allowed to carry out these activities.

Storey building

Storey building is allowed. As long as

- A dispensation has been requested to the exhibition organization
- The maximum height to build is 6.00 m. (including the floor)
- This building is at least 1.00 m away from a neighbouring stand
- The ground area of the first floor does not exceed 20% of the total area standing surface
- The aisle sides of the ground floor are no more than 50% closed
- The first floor is no more than 50% closed
- The height of the hall allows such a building height (see exhibition floor plan)
- The placement of the storey building does not disturb the line of sight of the hall
- The stand is located as a headstand or island stand
- The fire brigade and the municipality have approved.

Standard stand building

Consider that when you use standard system walls these systems are based on a one-meter grid heart-to-heart. The outside size of the stand includes the thickness of the wall.

In practice, this usually means that the outer dimensions of such a stand are 3 cm larger than your allocation. As already mentioned, the net internal dimensions are often smaller than the allocation. One system mode must therefore be adjusted accordingly. This means that usually the outermost grid should be made smaller. Fitting a system mode by making changes to a neighbouring stand is not allowed.

Carpeting

Floor covering may not be applied to the floor in an adhesive or nail-tight manner.

Floor load/floors

- The permitted load on the floors of the building is a maximum of approx. 2,500 kg/m².
- The floors of the halls are finished with a monolith finished concrete floor.
- Point load is not allowed; the forces must always be spread out.
- When entering the hall with a vehicle, please avoid the pits.
- It is not possible to digging or drilling in the floor of the Jaarbeurs complex.



Raised floor/decks

The use of a raised floor/decks is recommended at stands with water and gas pipes and/or a lot of electrical wiring; the stand builder can advise on this.

When using of a raised floor / decking in the stand, the following must be considered:

- maximum height 15 cm, measured from the floor of the building to the top from the deck;
- the sides must be closed and neatly finished;
- they must be placed within the building lines of the stand;
- the height of the walls, including the raised floor / decking, must be 3.00 meter.

Participants who provide their stand with a raised floor are requested to consider with the accessibility of their presentation for people with reduced mobility by e.g. the application of chamfered sides or the creation of ramps (that are sufficiently wide and have no sharp edges), preferably recognizable for these visitors.

Columns (obstacles) in your booth

There are columns in the halls of the building. The columns on the exhibition floor plan are accurately indicated and the dimensions of the concerning obstacle referred to a separate sketch.

- The accessibility/signing of fire reels to columns must be guaranteed by fire regulations; fire reels and hydrants must be accessible at all times. In that case you may finish these columns and incorporate it into your stand design.
- If a fire reel on the column is in the position, then these can be always reached. Even when it is in a storage room. A storage room with the fire reel may therefore not be locked with a key at night.

Damage to Jaarbeurs Complex

The costs associated with the replacement or repair of any identified by Jaarbeurs Utrecht damage or contamination will be charged to the exhibitor by Jaarbeurs Utrecht.

Safety rules and fire safety

The Jaarbeurs aims to create a hospitable, high-quality and above all safe environments. The measures taken by Jaarbeurs to facilitate a safe working environment during construction and dismantling at trade fairs can be found in the Manual for Safe Working Practices. You will also find more information about fire safety rules for material use here. The manual for Safe Working Practices can be found on the [website of Jaarbeurs](#).



Contact details

Municipality of Utrecht

De heer Rene de Boer / De heer Serhan Haliloglou
Vergunningen, Toezicht en Handhaving Team Bestaande Bouw en B.I.
Postbus 8046 3503 RK Utrecht
Email: rene.de.boer@utrecht.nl
Email: s.haliloglou@utrecht.nl
Phone: 030 2864124 / 030 2864381

Brandweer Utrecht

Mr. Ton Leppers
Postbus 3025 3502 GA Utrecht
Email: t.leppers@vru.nl
Phone: 088 8783857

Mansveld

Email: jaarbeursrigging@mx.nl

Exhibition organization

Email: info@wots.nl
Phone: 033 465 75 07