

### **Stand construction regulations for custom-built stands**

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

- a. The recommended construction height is 2.50 m. The maximum permitted construction height including a possible platform/raised floor is 3 m.
- b. If the stand height exceeds 2.50 m, the sections above 2.50 m adjacent to neighbouring stands must be white and neatly presented (i.e. painted white or covered with tautly stretched white fabric). No exhibitor (company) logos may be displayed here and cables must be concealed (i.e. out of sight). If agreed with the directly adjacent stands, logos of the exhibitors on the directly adjacent stands maybe attached to the outside faces (i.e. facing towards the neighbouring stands). If these rules are not observed, the exhibition organiser's stand builder will finish the stand neatly and the costs will be charged to the exhibitor concerned.
- c. A construction height dispensation must be requested for all stand designs with a construction height exceeding 3 m. Requests for dispensation can be submitted to FHI at the same time as the stand design. Dispensations must be submitted to the exhibition organiser ([info@wots.nl](mailto:info@wots.nl)) no later than 6 weeks before the build-up period. This ensures that stand builders still have adequate time to implement any changes that may be required. You will receive a response to your dispensation request by email as soon as possible after receipt of your request. The stand may only be built after you receive written approval from FHI.
- d. Dispensation can be granted for stand construction up to a maximum height of 6 m, however this is only possible if:
  - **this structure is at least 1 m away from a neighbouring stand (if the matter has been discussed with the neighbouring stands and the exhibition organiser ([info@wots.nl](mailto:info@wots.nl)) and the organiser has received written proof of this correspondence and consent, the structure may also be placed within 1 m)**
  - **the floor area of this structure does not exceed 20% of the total stand area**
  - **the higher part is finished neatly in white on all exterior sides (sides facing the neighbouring stands) and no logos are displayed**
  - **the height of the hall is suitable for this structure height (see exhibition floor plan)**
- e. The aisle side of a stand may not be fully walled. No more than 50% of an open aisle side may be fully walled.
- f. When installing ceilings, the top of the stand ceiling must also be neatly finished. Suspended ceilings (only if attached to the building's roof structure) are permitted following approval by the organiser and Mansveld, the contractor that will install the suspension wires (see Suspension wires). In all situations not covered by these regulations, the board of FHI will decide.

### **Multi-level construction**

Multi-level construction is permitted if:

- a. A dispensation request has been submitted to the exhibition organiser
- b. The maximum stand construction height is 6 m (including the floor)
- c. This structure is at least 1 m away from a neighbouring stand
- d. The floor area on the upper level does not exceed 20% of the total stand area
- e. No more than 50% of the aisle sides at ground floor level may be fully walled
- f. No more than 50% of the ground-floor level may be fully walled
- g. The height of the hall is suitable for this structure height (see exhibition floor plan)
- h. The position of the upper floor does not obstruct lines of sight in the hall
- i. The stand is either a front stand or an island stand
- j. You have approval from the fire service and the municipality

## **Municipality of Utrecht contact details**

Mr R. De Boer  
Chief Enforcement Officer  
Supervision and Enforcement in the built environment  
Email: [rene.de.boer@utrecht.nl](mailto:rene.de.boer@utrecht.nl)  
Telephone: +31 (0)30 286 41 24

## **Modular stands**

Exhibitors using a modular stand are advised that these systems are based on a standardised base dimension of 1 metre centre to centre. The outer dimensions of the stand include the thickness of the wall.

In practice, this means that the outer dimensions of these stands are generally 3 cm larger than the space allocated to you. As already mentioned, the net inner dimensions are generally smaller than the space allocated to you. In other words, a modular stand must be adapted accordingly. In most cases, this means that the outer extremities must be reduced in size. Making a modular stand fit the space by modifying a neighbouring stand is not permitted.

## **Suspension wires**

Stand construction elements can be suspended from the roof in most areas of the building.

**Dispensation for suspending stand construction elements can be granted up to a maximum height of 6 metres (if the height of the hall allows).** A dispensation request must be submitted to the exhibition organiser ([info@wots.nl](mailto:info@wots.nl)) for each stand where this is required no later than six weeks before the build-up period.

Mansveld is the only contractor permitted to carry out this work for WoTS 2020.

Mansveld  
Email: [jaarbeursrigging@mx.nl](mailto:jaarbeursrigging@mx.nl)  
Telephone: +31 (0)6-21986880

## **Damage to the Jaarbeurs Complex**

The costs of replacements or repairs necessitated by any damage or contamination discovered by Jaarbeurs Utrecht will be invoiced to the exhibitor by Jaarbeurs Utrecht.

## **Stand types**

Different rules apply for each stand type. These rules are summarised below. The exhibitor must ask the organiser if it is possible to deviate from the rules beforehand. The maximum construction height, including a possible raised floor, is 3 m. Requests for dispensation from this must be submitted to the organiser ([info@wots.nl](mailto:info@wots.nl)) at the same time as the stand design.

### **a. Island stands**

Island stands are bordered by aisles on all sides.

### **b. Front stands**

Front stands are bordered by aisles on three sides; a rear wall is required.

### **c. Corner stands**

Corner stands are bordered by aisles on two sides. A rear wall and a side wall are required.

### **d. Row stand**

Stands in rows are bordered by an aisle on one side. A rear wall and two side walls are required.

## **Floor covering**

The floor covering may not be glued or nailed to the supporting floor surface.

## **Floor loading/floors**

The maximum permitted load on floors in the building is approximately 2500 kg/m<sup>2</sup>. The floors in the halls are concrete with a monolithic finish.

Point loads are not permitted; the forces must always be spread.

The floor boxes must be avoided when driving vehicles into the hall. Digging or drilling into the floor of the Jaarbeurs Complex is not permitted.

### **Raised floor/platform**

The use of a raised floor/platforms is recommended for stands with water and gas pipes and/or a lot of electrical wiring; the stand builder can advise on this point. The following must be taken into account when using a raised floor/platforms in the stand:

- maximum height of 15 cm, measured from the building floor to the top face of the platform;
- the sides must be closed and neatly finished;
- they must be placed within the lines indicating the stand space;
- the height of the walls, including the raised floor/platforms, must be 3 m.

Exhibitors with a raised floor in their stand are requested to consider accessibility to their exhibits for people with reduced mobility; e.g. by sloping the sides or creating driveways (which must be adequately wide and have no sharp edges) and preferably clearly mark the facilities for these visitors.

### **Columns (obstacles) in your stand**

Columns can be found in some halls of the building. It is possible that one of these columns will be present in your stand. The columns (obstacles) are accurately shown on the exhibition floor plan that has been sent to you and the dimensions (which can be referenced on a separate sketch) are indicated by a code. Accessibility to fire hoses/signs on the columns may not be obstructed under the fire regulations; fire hoses and hydrants must always be accessible. In that case, you are permitted to clad these columns and include them as elements in your stand design. If a fire hose is positioned on a column in your stand, it must be accessible at all times. Even if it is in a storage room. Consequently, a storage room where a fire hose is located may not be locked at night with a key.

### **Columns (obstacles) close to your stand**

Columns can be found in some halls of the building. It is possible that one of these columns will be close to your stand. Subject to agreement by the exhibition organiser, columns within a radius of 50 centimetres may be clad with coloured panelling by the exhibitor. The panelling may not display the exhibitor's logos or trademark. The costs of installing and removing this panelling will be charged to the exhibitor. Accessibility to fire hoses/signs on the columns may not be obstructed under the fire regulations; fire hoses and hydrants must always be accessible. In that case, you are permitted to clad these columns and include them as elements in your stand design.