



Explanation Floor plan

Rules for stand construction Vakantiebeurs 2011

1. Floor plan

Possible obstacles within your stand area are mentioned by a red arrow and the text: **Please note: obstacle**. If you see the red arrow on your floor plan, then take notion of the key of symbols on your floor plan. Also take a look at the enclosed detailed floor plan of your stand area. There you will find the exact location and the dimension of the pillar.

At this floor plan you see the free height of the hall in the text frame. Is the free height above your stand deviant, you can see this at you floor plan by a special dotted area with the exact height. The deviant height can be the cause of a lowered ceiling or an air channel above your stand.

Are there any questions left, or are there deviant matters within your stand space, please don't hesitate to contact the sales- en account managers on + 31 30-295 2705 or + 31 30-295 2706.

2. Digital Manual for Exhibitor's

In the Digital Manual for Exhibitor's (www.expopoint.nl), you find a survey of all the services and products Jaarbeurs Utrecht provides. Please use this as a guide line during the preparations of the exhibition. Maybe you find some ideas to increase the effect of your participation even more! You also receive some instructions in writing of Jaarbeurs Utrecht with you personal username and password for the Digital Manual. The Expo-adviser will introduce himself; you can contact him for all your questions. For questions regarding the Digital Manual, you can contact the ExpoPoint at telephone number 003130-295 5770.

3. Vakantiebeurs stand construction packages

Did you apply for one of the types of stand construction on the registration form of VNU Exhibitions Europe, then you can check your order at www.expopoint.nl.

After you have typed in your personal username and password (send to you by Jaarbeurs Utrecht), you get access to your own data at you personal page. Here you can order extra materials like furniture, plants, parking tickets or possible changes of the standard package. On your personal page you can pass on your company name to put on your stand (location of the text according to drawing).



4. Stand builders instructions by standard stand construction

When you have ordered one of the standard stand construction packages by the registration form, it is very important to keep in mind the following instructions. It is not allowed to:

- attach posters and or other images to the walls with nails or screws. You can use (easy removable) tape or hooks you can hang over the walls (to collect at the ExpoPoint);
- paint the walls in a different color;

From Monday, January 10th, the exhibition is open from 12.00 p.m. to decorate your stand. When you find some incompleteness at your stand, please contact the Expo-adviser of Jaarbeurs Utrecht. You can contact the ExpoPoint at telephone number 00 3130-295 5770 or visit them in the corridor between Hall 1 and Hall 2.

5. Stand construction instructions by building your own stand

When you want to build your own stand, the following instructions are important:

In the case of an aisle stand:

1. Every exhibitor with their own stand is obliged to put floor covering and to place dividing walls at the back and the sides of the stand, when another stand is located next to you (neighbours). These dividing walls must be 2,5 meters high. If you want to build a higher rear wall, than it is only possible after you have talked this over with your neighbours at the exhibition floor and with the organisation of Vakantiebeurs.
2. If you want to build a high stand, or place a high object in your stand, this is only allowed when the high part of the stand is placed with a minimum of 1 meter from the rear end of the stand.

In the case of a corner stand:

1. When you have ordered a corner stand, you are obliged to put floor covering and to place dividing walls at the back and the sides of the stand, when another stand is located next to you (neighbours). These dividing walls must be 2,5 meters high. If you want to build a higher rear wall, than it is only possible after you have talked this over with your neighbours at the exhibition floor and with the organisation of Vakantiebeurs.
2. A corner stand has 2 open sides along the aisles. It is very important that the 2 open aisle sides remain accessible. It is not allowed to build closed walls on the aisle. Every aisle can be closed for 30% of the total surface, with a maximum of 5 meters.
3. If you want to build a high stand, or place a high object in your stand, this is only allowed when the high part of the stand is placed with a minimum of 1 meter from the end of the stand.



In the case of an end of row stand:

1. When you have ordered an end of row stand, you are obliged to put floor covering and to place dividing walls at the back and the sides of the stand, when another stand is located next to you (neighbours). These dividing walls must be 2,5 meters high. If you want to build a higher rear wall, than it is only possible after you have talked this over with your neighbours at the exhibition floor and with the organisation of Vakantiebeurs.
2. An end of row stand has three open sides. It is very important that these three open sides remain accessible. It is not allowed to build closed walls on the aisle. You can build a wall for 30% of the total surface, with a maximum of 5 meters.
3. If you want to build a high stand, or place a high object in your stand, this is only allowed when the high part of the stand is placed with a minimum of 1 meter from the end and the sides of the stand.

In the case of an island stand:

1. When you have ordered an island stand, you are obliged to put floor covering.
2. It is very important that all the open sides really are presented open. This means that the four open sides must be accessible at all times. You can build a wall for 30% of the total surface, with a maximum of 5 meters.
3. If you want to build a high stand, or place a high object in your stand, this is only allowed when the high part of the stand is placed with a minimum of 1 meter from the end and the sides of the stand.

6. Stand design

Designs of deviant stands or stands bigger than 49m², must be presented to the organisation before the exhibition takes place. **Please send us the design of the stand before Friday the 17th of December 2010.** When you don't send in the design of your stand to us in time, the responsibility is completely for the exhibitor himself.

We kindly request you to send the designs of the stand by email to standkeuringen@vnuexhibitions.com or by mail to VNU Exhibitions Europe bv, Attn. Team Vakantiebeurs, P.O. Box 8800, 3503 RV Utrecht, The Netherlands. After receiving the design we will contact you as soon as possible.

7. Instructions for set up- and break down period:

- You are obliged to clean your stand area after the exhibition. This means that you have to remove the floor covering yourself, just as possible remains of tape (the concrete floor must be left behind clean and empty). If the floor isn't left behind in a clean way, you will receive an invoice for the costs made for the removal of the litter or tape.
- On Monday the 11th of January there are no cars allowed in the halls.
- Every exhibitor c.q. hired stand builder is during set off- and breaks down period responsible for the transportation of litter/brochures and stand materials. By the Digital Exhibitors Manual you can rent a refuse container. On the spot you can contact the ExpoPoint. If the litter isn't removed by yourself, you will receive an invoice for the removal.



8. Accommodation Regulation Jaarbeurs Utrecht:

- All general regulations and safety instructions concerning stand construction inside the Jaarbeurs complex are mentioned in the Accommodation Regulation Jaarbeurs Utrecht (go to www.expopoint.nl)