



Exhibitor-Appointed Contractor Information

EXHIBITOR MANUAL

We cannot share the login information to your exhibiting client's online exhibitor manual without their permission. Therefore, please ask your client (the exhibitor) for their unique exhibitor manual link, together with their access details.

EXHIBITION TIMETABLE

Build-up

Sunday, March 12, 2023	08:00 - 22:00	Space-only booths with independent contractors ONLY - safety shoes and hard hats required.
Monday, March 13, 2023	08:00 - 18:00*	Space-only booths with independent contractor ONLY - safety shoes and hard hats required. Shell Scheme and pop-up booths also permitted entry for booth decorating - safety shoes and hard hats required.
Monday, March 13, 2023	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.

Exhibition Opening Times

Tuesday, March 14, 2023	10:00 – 18:30
Wednesday, March 15, 2023	10:00 – 18:30
Thursday, March 16, 2023	10:00 – 15:00

Breakdown

Thursday, March 16, 2023	15:30* – 22:00
Friday, March 17, 2023	08:00 – 16:00

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

BUILD-UP FURTHER INFORMATION

An additional build-up day on Saturday, March 11, 2023, is possible on request for a fee. Exhibitors must email the Organiser on ptx@ukimediaevents.com if they would like to book an additional build-up day. Contractors will not be able to access the exhibition halls before Sunday, March 12, 2023, without prior permission from the Organiser.

All major building works must be completed, and excess products and packaging materials removed no later than 18:00hrs on Monday, March 13, 2023. It is, therefore, essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs on Monday, March 13, 2023, as Shell Scheme booths may not be ready before this time.

The Organiser has appointed European International Fairs Ltd to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety issues as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the Exhibition grounds.

Please ensure that you organise waste removal before the deadline using the online exhibitor manual order form. Charges made for removal of any structures or waste material will be invoiced directly to the exhibitor.

BREAKDOWN FURTHER INFORMATION

No exhibits may be removed before the exhibition closes on Thursday, March 16, 2023; nor will any contractors be allowed into the halls until this time.

When the exhibition closes, the carpet will be taken up as quickly as possible. Exhibitors and their contractors 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.

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All materials, packaging and waste must be removed from the halls and booth dismantling completed by 16:00 hrs on Friday, March 17, 2023. Please ensure that you organise waste disposal as the removal of set-ups and waste material is subject to a charge and will be invoiced directly to the exhibitor.

ACCESS INFORMATION

Passenger Terminal Expo 2023 will be held in Halls 1 & 2 of Amsterdam RAI in The Netherlands.

RAI Amsterdam

Europaplein

1078 GZ

Amsterdam

The Netherlands

Tel: +31 (0) 20 549 12 12

Email: info@rai.nl

Website: www.rai.nl

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

Parking

Please visit the RAI Webshop through the online exhibitor manual to purchase your parking ticket in advance.

CONTRACTORS / ACCESS DURING BUILD-UP & BREAKDOWN

It is the exhibitor's responsibility to ensure that all the contractors and agents are familiar with the information and regulations contained within this guide as well as within the exhibitor manual.

To keep RAI Amsterdam safe for everyone, the venue is only accessible with a valid access badge.

Obligated registration

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

More information

Please direct any questions relating to build-up and breakdown badges to the RAI Security Team:

T: +31 20 549 3006

E: security@rai.nl

RAI Logistics Management System (RAI LMS)

RAI Traffic Department uses the [Logistics Management System \(LMS\)](#) to keep track of the flow of traffic coming to the RAI.

The links below give you online access to the information on the system and a link to the booking system. Please note that timeslots are available three weeks prior to the event.

Please [click here](#) for more Information

Please [click here](#) for the Booking system

IMPORTANT NOTE: Use of forklifts inside the hall

The Organiser has appointed European International Fairs Ltd to be the official freight and on-site handling agent. It will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

VENUE TECHNICAL INFORMATION

All contractors/booth builders are obliged to read the following [safety and working practice information](#).

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish (subject to approval), build their booth to the height allowed at their location in the 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. Please contact us if you have any questions regarding the build height of the booths around you.

Please note the following maximum floor-loading and permitted build heights:

Floor-loading:

The floor can carry a maximum total weight of 3000 kg per square metre in Halls 1 & 2.

Build heights:

Hall 1: The maximum permitted build height is 6m in the main hall, but areas below the balcony and canopy will have a maximum build height of 3.10m.

Hall 2: The maximum permitted build height is 6m in the main hall, but areas below the balcony and canopy will have a maximum build height of 4.20m.

Suspensions:

The rigging guidelines for Hall 1 can be found [here](#).

The rigging guidelines for Hall 2 can be found [here](#).

Please contact the Organiser for further information: ptx@ukimediaevents.com.

Booths that have two floors require a permit from the Amsterdam RAI directly. Exhibitor-appointed contractors must ensure that they check the height of their booth before submitting booth designs for approval.

Please note that no exhibition booth may be built until written approval is received from the organiser.

Important notes

1. If you choose to build a structure above 2.5 meters (8 feet) in height you must ensure that the back of this structure is finished in a neutral colour and to a high standard. Please ensure that the

back of any walls adjoining a neighbouring booth are completely finished and not only the part above 2.5m (8 feet).

2. No advertising or logos for your booth should directly overlook any neighbouring booth.
3. Any material used should not be transparent or left unfinished at the back.

Floor loading and power supply

The floor is concrete. Power supplies, telephone lines, plumbing and compressed air installations will, where possible, all be run into your booth via the subfloor services duct set into the floor.

Please note that all power supplies come with a switchbox which may need covering. For further information, please contact RAI Exhibitor Services: es@rai.nl.

[Electricity switchboard information](#)

Please note that, if a neighbouring booth requires access to services located within your client's booth space, your client is obliged to allow them access, just as they would be obliged to allow your client access to a supply point within their booth space. In some cases, this may require a raised floor installed on part or all of your client's booth space

OFFICIAL BOOTH CONTRACTOR

RAI Amsterdam is the official booth contractor for Passenger Terminal Expo 2023.

To order a shell scheme package and for all other booth services, please access the RAI webshop through the online exhibitor manual.

DELIVERIES

Please do not use the RAI Amsterdam address for freight or courier deliveries. Please contact the official freight and on-site handling agent, [European International Fairs Ltd](#) on ptxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited
Units 6 & 10 Skitts Manor Farm
Moor Lane, Marsh Green
Edenbridge, Kent, TN8 5RA
United Kingdom
Tel: +44 1732 860330
Contact: Daniel Bird

We strongly advise against shipping goods or sending goods via courier directly to Passenger Terminal World Expo as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site. The venue might not accept shipments sent directly to them.

USEFUL CONTACTS

Organiser

UKi Media & Events

Contact: Exhibition Operations Team

Tel: +44 1306 743744

Email: ptx@ukimediaevents.com

Web: www.passengerterminal-expo.com

Freight questions

On-site handling, forklifts, deliveries, freight and storage

European International Fairs Ltd

Contact : Daniel Bird

Tel: +44 1732 860 330

Email: ptxops@european-intl.com

Web: www.european-intl.com

Venue & Official Booth Contractor

Shell Scheme, furniture, electrical material, all other exhibitor services

RAI Amsterdam

Tel: +31 (0) 20 549 12 12

Email: info@rai.nl / es@rai.nl

Website: www.rai.nl

Bespoke Booth Contractor

Bespoke booths & shell schemes

Alter Expo

Contact: Sarah Schuer

Email: ptx@alterexpo.be

Website: www.alterexpo.com