



MEET THE RIGHT PEOPLE
A M S T E R D A M
24 - 25 May 2016



STAND BUILDING RESTRICTIONS

FULL ISLANDS AND END-OF-AISLE STANDS

6 UNITS AND LARGER

Dear Sir, Madam,

In reference to your company's intended participation in PLMA's 2016 "World of Private Label" International Trade Show in Amsterdam, please find below the building restrictions applicable to your requested stand size and configuration. Please consider these restrictions carefully before submitting your design for approval:

1. **All exhibitors in full islands and end-of-aisle stands are required to submit a detailed stand design including front, side and top views and dimensions to PLMA for approval.**
2. **Within 2 metres distance from any of the walls separating your stand from that of the neighbouring exhibitors, nothing may exceed 2,50 metres in height;**
3. **In the area spanning 2-4 metres distance from any of the walls separating your booth from that of the neighbouring exhibitor(s), nothing may exceed 3,50 metres in height;**
4. **Outside the abovementioned areas (i.e. as of 4 metres distance from the neighbouring wall), the maximum construction height is 4,00 metres;**
5. **If a raised floor is used, the height of that floor must be included in the total height measurements of the construction. As an exception in the case of a raised floor only, the maximum height indicated in restriction 2 may be exceeded by a maximum of 10 centimetres, bringing the total to a maximum of 2,60 metres. In such a case, the part of the construction extending above the neighbouring wall is required to have an appropriate white finishing;**
6. **Generally, not more than 33% of each of the open sides of a stand may be closed off by a solid, non-transparent or other type of view-blocking construction. Depending on stand design, location and surroundings, a higher percentage may be accepted or a lower percentage may be imposed by PLMA;**
7. **It is not permitted to suspend objects from the ceiling of the halls. All elevations need to be built up from within the stand.**

On the next page, you will find a visualisation of the a.m. restrictions for a typical end-of-aisle configuration. If you have any questions concerning the abovementioned restrictions, please do not hesitate to contact me at telephone +31 20 575 3032 or e-mail operations@plma.nl.

With best regards,

Yno Dunnewijk
Manager, Trade Show Operations



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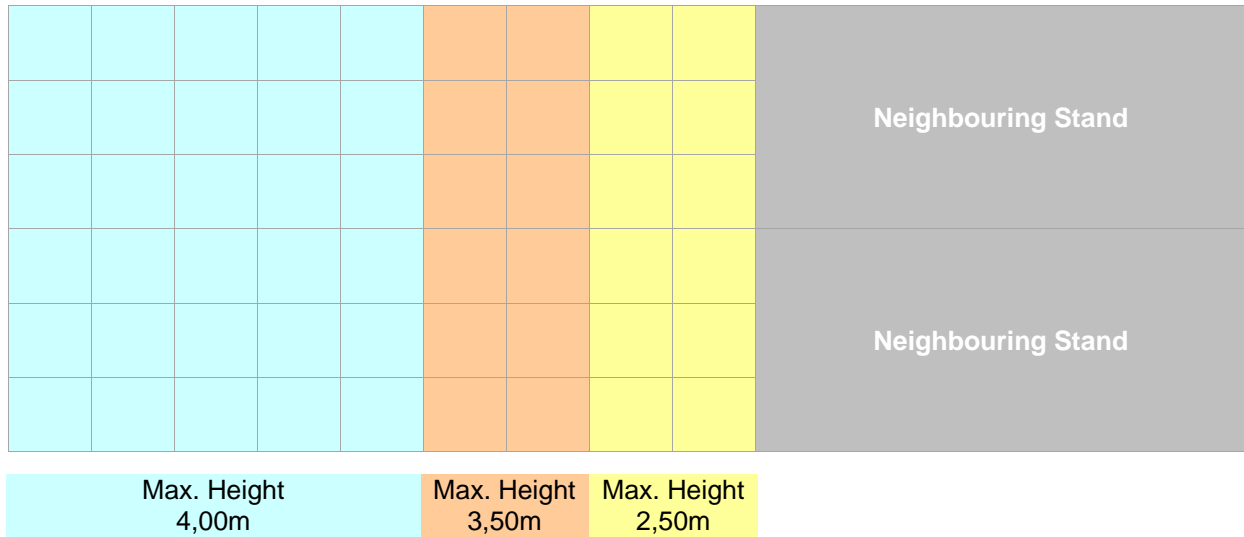


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Visualisation of restrictions for a typical end-of-aisle stand
(6 units = 6x9 metres, 3 open sides)

1 square = 1m²





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BUILD-UP AND BREAKDOWN SCHEDULE

BUILD-UP

- Saturday, 21 May**
- 08.00-20.00** Only for exhibitors with their own major stand equipment and **only after prior agreement from the official show contractor GIELISSEN. Safety shoes compulsory.**
 - 08.00-14.00** Access to the unloading areas for **vehicles under 8m** will be given in order of their arrival at buffer terrain P-14 (Route 11). **Vehicles over 8m will have access to the unloading areas only if they are unloaded by the official freight handler CEVA SHOWFREIGHT (time slots apply, buffering at P-14).**
 - 14.00-19.00** Access to the unloading areas **for all vehicles** will be given in order of arrival at buffer terrain P-14.
- Sunday, 22 May**
- 08.00-20.00** Exhibitors who will need their advance freight shipments delivered to their stand on Sunday will need to make arrangements with the official freight handler CEVA SHOWFREIGHT. **Safety shoes compulsory.**
- Monday, 23 May**
- 08.00-19.00** All stands must be fully built by 19.00 on Monday. **Safety shoes recommended.**
- Tuesday, 24 May**
- 08.00-09.00** Exhibitors will have access to the exhibit hall beginning at 08.00 on Tuesday to prepare for the 09.00 opening to visitors.

BREAKDOWN

- Wednesday, 25 May**
- 17.00-23.00** All product samples and movable items of value must be removed or consigned to the official freight handler before 20.00 on Wednesday. **Safety shoes compulsory as of 18.00.**
- Thursday, 26 May**
- 08.00-14.00** All exhibitor property must be removed or consigned to the official freight handler by 14.00 on Thursday. Material left in the halls after 14.00 will be disposed of by RAI cleaning services. **Safety shoes compulsory.**
 - 08.00-14.00** Access to the loading areas for **vehicles under 8m** will be given in order of their arrival at buffer terrain P-14 (Route 11). **Vehicles over 8m will have access to the loading areas only if they are loaded by the official freight handler CEVA SHOWFREIGHT (time slots apply, buffering at P-14).**
 - 14.00-18.00** Access to the unloading areas **for all vehicles** will be given in order of arrival at buffer terrain P-14.

Important Notes:

- Freight doors will **not** be opened before 17.00 on Wednesday 25 May. Please make sure that staff allows adequate time to secure valuable exhibitor property from the stand.
- PLMA reserves the right to consign exhibitor's materials to the official freight handler, at exhibitor's expense, in accordance with the above schedule.
- All aisles must be kept clear of exhibit and stand building material to allow for delivery of freight and rental equipment to stands. CEVA SHOWFREIGHT is the only company allowed to use motorised vehicles in and around the exhibit halls.



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STAND BUILDER DETAILS

IMPORTANT

When submitting your stand design to PLMA (operations@plma.nl) for approval, please make sure to include the following details:

- Exhibitor name and stand number
- Company name and address of stand builder
- E-mail address of person in charge of the stand design
- E-mail address and cell phone of person that will be in charge of construction **at the show**

SAFETY REGULATIONS

BUILD-UP

Until and including Sunday 22 May, anyone working in the RAI exhibit halls must wear approved safety shoes. On Monday 23 May, safety shoes are not required but very much recommended.

BREAKDOWN

As of 18:00 on Wednesday 25 May until the end of the official breakdown period on Thursday 26 May, anyone working in the RAI exhibit halls must wear approved safety shoes.

SAFETY SHOES

Those who are not in possession of safety shoes may purchase a pair from the [RAI Web Shop](#) (login required) or from the Hospitality Crew Centre near RAI Parking P-6, at a cost of EUR 24.95. You can reach the Hospitality Crew Centre via hospitalitycrewcentre@rai.nl.

ACCESS & MINIMUM AGE

Access to the halls is limited to people of 16 years and older. No contractor personnel will be granted access until they have watched a safety video and read the list of safety regulations. This can be done onsite but you may also do both in advance online and thus save valuable time. [Click here](#) to go to the RAI Safety Homepage and view the Safety Video and Regulations.

BUILD-UP BADGES

Build-up and breakdown badges will be issued by RAI staff onsite and will carry the badge wearer's name, company and country. Pre-registration for build-up and breakdown badges [can be made here](#).

INSPECTION

In order to guarantee a safe working environment, during all build-up and breakdown days, RAI's Safety Inspectors will be performing regular checks to make sure that exhibitors and contractors are in compliance with RAI's safety regulations. For any questions, please contact RAI's Safety Department at safety@rai.nl.

Useful Addresses:

- PLMA Trade Show Operations: operations@plma.nl
- Official Contractor GIELISSEN B.V.: exhibitions@gielissen.nl
- Official Freight Handler CEVA SHOWFREIGHT: plma@cevalogistics.com