DESIGN DISTRICT 2020

trade event for interior design

June 3 – 4 – 5, 2020
Van Nelle Factory Rotterdam

Technical Manual

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GENERAL DATA

Date: **3 – 4 – 5 June 2020**
Location: **Van Nelle Factory, Rotterdam**

Opening hours visitors		**Opening hours participants**	
Wednesday 3 June	10.00 AM – 18.00 PM	Wednesday 3 June	08.00 AM – 20.00 PM
Thursday 4 June	10.00 AM – 19.00 PM	Thursday 4 June	09.00 AM – 19.00 PM
Friday 5 June	10.00 AM – 17.00 PM	Friday 5 June	09.00 AM – 23.00 PM

IMPORTANT ADDRESSES

Organisation

Puur Design Producties BV
Saturnusstraat 60 – unit 41
2516 AH DEN HAAG
www.designdistrict.nl

Evelien de Leeuw
+31 70 381 42 25
e.deleeuw@designdistrict.nl

Marnon Heuvels
+31 70 347 82 36
m.heuvels@designdisctrict.nl

Stand building

KSPD
Kleihoogt 23
2651 KV Berkel en Rodenrijs
www.kspd.nl

Kees Schippers
+31 6 51 51 91 75
kees@kspd.nl

Electricity, lighting and suspension points

F&L Powerrental
Boonsweg 8
3274 Heinenoord
www.powerrental.nl

Rob Barnouw
+31 10 414 68 44
rob@powerrental.nl

Transport and logistics services

DB Schenker
Van Zijlstweg 21
3521 AB Utrecht
www.dbschenker.com

+31 30 410 04 50
fairs.rotterdam@dbschenker.com

Design District Venue

Van Nelle Fabriek
Van Nelle Weg 1
3044 BC Rotterdam
All organisational or technical matters are handled by Puur Design Productions and/or KSPD.
Directions to the Van Nelle Factory can be found at www.designdistrict.nl.
BEWARE: some navigation systems take you to the wrong side of the track. If so, navigate to Schuttevaerweg 91 instead.

Catering

CateringCreators
Molensteijn 5-1
3454 PT De Meern

Petro Blesing
personeel@cateringcreators.com

Construction cards - No access to the site without a card
During construction and dismantling: Every vehicle entering the Van Nelle grounds must be in possession of a construction card. You will receive the card by e-mail in May. Make sure you print your card and have it with you, and that every supplier is in possession of a construction card. The card must be fully completed and placed behind the windscreen.

Up to 30 minutes of loading and unloading
The maximum loading and unloading time is 30 minutes. Afterwards, please park in the large car park behind the factory (P1) as soon as possible. Parking outside the P1 spaces is prohibited. Van Nelle applies a strict towing regulation, the costs of which are passed on to the driver.

Stands in the Distribution Center (Hall 2)
There are no direct loading and unloading doors in hall 2. The supply for stands in the Distribution Center (hall 2) therefore goes through the long corridor. Provide your own trolleys or pallet trucks to transport materials! The smallest passage to the Distribution Center is 230 cm high and 175 cm wide.

DB Schenker Logistics Nederland
DB Schenker can support and unburden you in different ways:
- Transport to the Van Nelle Factory and vice versa
- Forklift service
- Storage

More information can be found on the form in the downloads and later in this manual.

Construction times and entrances
The times and entrances per stand location are described below. Pay close attention to the information that applies to you based on your stand number.

Space only stand construction	Tobacco factory (Hall 3) - V01 through V80
Monday 1 June	07.00 AM – 22.00 PM (Please note: 2nd day of Pentecoast/ Whit Monday)
Tuesday 2 June	07.00 AM – 22.00 PM

Loading and unloading on P3, RED route. After 30 minutes, parking at P1.

Space only stand construction	Distribution centre (Hall 2) - V81 through V104
Monday 1 June	07.00 AM – 22.00 PM (Please note: 2nd day of Pentecoast/ Whit Monday)
Tuesday 2 June	07.00 AM – 22.00 PM

Loading and unloading near entrance 12 on P1, BLUE route. After 30 minutes, park at P1.

Standard stand construction	Coffee factory (Hall 1) - S01 through S28
Tuesday 2 June	11.00 AM – 22.00 PM

Loading and unloading on P5, GREEN route. After 30 minutes, park at P1

Standard stand construction	Tobacco factory (Hall 3) - S43 through S58
Tuesday 2 June	12.00 PM – 22.00 PM

Loading and unloading on P3 or factory street (fabrieksstraat), RED route. After 30 minutes, park at P1..

Standard stand construction	Distribution centre (Hall 2) - S29 through S41
Tuesday 2 June	12.00 PM – 22.00 PM

Loading and unloading near entrance 12 on P1, BLUE route. After 30 minutes, park at P1.

Designer District	Distribution centre (Hall 2) - D01 through D17
Tuesday 2 June	13.00 PM – 22.00 PM

Loading and unloading near entrance 12 on P1, BLUE route. After 30 minutes, park at P1.

Loading and unloading during exhibition days
Participants can bring the last things to their stand on exhibition days before opening. This is only allowed before 09.30 AM via the main door. Cars must leave the stand within 30 minutes, or park at P1 (paid parking at € 12.50 per day).

Space only stand construction Stand V01 through V104

- The rear walls and walls at the borders with the neighbours must be exactly 3 metres high.
- Visible rear and side walls must be neatly finished at the rear.
- A floor in the stand is mandatory (e.g. raised floor, carpet, vinyl) over the entire surface of the rented space.
- Roofs and roofing are prohibited due to the operation of the sprinkler system. If you still want something like a roof or ceiling in your stand, then contact the organization. It is of great importance that all roofs (also e.g. meeting units and telephone booths!) are known in advance and approved by the fire department.
- The stand must comply with the fire regulations
- It is not permitted to drill, screw or otherwise attach materials to the floors, walls, ceilings or pillars of the Van Nelle Factory. The Van Nelle Factory is a monument!
- We are in favour of the stands being as open as possible. This enhances the atmosphere and appearance of Design District.

Stand design approval
The rules are strictly observed. A stand design (with dimensions) must be sent to the organisation for approval before Wednesday 29 April. You will receive a response within a week.

Standard stand construction Stand S01 through S58

With a standard stand, the following is included:

- Raised floor (36mm) with tiles made of white melamine chipboard;
- A back wall, made of plywood on a slatted frame. You can apply screws and nails to this;
- A full colour print over the entire back wall. For delivery specifications, see below;
- The partition walls at stands in Hall 2 (Distribution centre) and Hall 3 (Tobacco factory) are 2 metres long. Except for the stands S53 - S58, which have 2 side walls of 50 cm. In Hall 1 (Coffee Factory), there are no partitions;
- The side wall is painted black or white by default, with a name indication on it;
- Furthermore, each stand gets a 50x50x50 cm box with lock, in the colour of your choice. The desired colour must be indicated before April 29;
- There is general lighting for the stand. If you want to put certain objects in the spotlight, you can request extra lighting via the web-site.

If you have any further questions, or if you have special wishes, you can contact Kees Schippers directly: kees@kspd.nl

Please deliver the artwork for the back wall as follows, for example via WeTransfer:

- Convert all text to outlines;
- Do not convert vectors to pixels;
- Image resolution between 50 and 150 dpi at full size;
- Bleed: 5 cm;
- Document size: 5 cm extra width;
- Do not use crop or cut marks;
- Image color setting: CMYK, file format .jpg or .pdf.

Below are the dimensions of the wall with Full Colour print per stand number:

Hall 1 - Coffee factory		**Hal 2 - Distributiecentrum**		**Hall 3 – Tobacco factory**	
S00 - S12	500 x H250cm	S29a	500 x H300cm	S43	400 x H250cm
S13	900 x H250cm	S29b	400 x H300cm	S44	500 x H250cm
S14	500 x H250cm	S30 - S32	500 x H300cm	S45	400 x H250cm
S15 - S16	800 x H250cm	S33	400 x H300cm	S46	500 x H250cm
S17 - S28	500 x H250cm	S34a	700 x H300cm	S47	400 x H250cm
		S34b	300 x H300cm	S48 - S50	500 x H250cm
		S35	400 x H300cm	S51	400 x H250cm
		S36	500 x H300cm	S52	500 x H250cm
		S37	400 x H300cm	S53 - S58	290 x H250cm
		S38 - S40	500 x H300cm		
		S41	400 x H300cm		

For the company name on the stand we use the company names in the online participants' overview. Placing a logo is also possible. For more information and costs, please contact Kees Schippers. The company names (or logos) will be pasted onto the stand at the end of the day on Tuesday 2 June.
We assume that the standard stands will only be furnished, for example with furniture. If you have plans to build something on or in the stand yourself, these should be known to the organisation before 29 April.

Regulations

- Roofs and roofing are prohibited due to the operation of the sprinkler system. If you still want something like a roof or ceiling in your stand, then contact the organization. It is of great importance that all roofs (also e.g. meeting units and telephone booths!) are known in advance and approved by the fire department;
- The design of the stand must comply with the fire regulations;
- It is in no way permitted to drill, screw or otherwise attach materials to the floors, walls, ceilings or pillars of the Van Nelle Factory. The Van Nelle Factory is a monument!

Designer District Stand D01 through D17

A Designer District spot consists of:

- OSB plates on the ground (240 x 120 x 18 mm per compartment);
- OSB plates at 50 cm, 90 cm or 130 cm high. Subject to the possibilities on site. In May, you will be requested to inform us of the desired height(s) by e-mail;
- Sign with name;
- General lighting. Additional lighting can be ordered via the online ordering system.

We assume that the stands will be furnished with products such as furniture. If you have your own plans to build something, these should be known to us before 29 April.

Regulations

- Roofs and roofing are prohibited due to the operation of the sprinkler system. If you still want something like a roof or ceiling in your stand, then contact the organization. It is of great importance that all roofs (also e.g. meeting units and telephone booths!) are known in advance and approved by the fire department;
- The design of the stand must comply with the fire regulations;
- It is in no way permitted to drill, screw or otherwise attach materials to the floors, walls, ceilings or pillars of the Van Nelle Factory. The Van Nelle Factory is a monument!
- The OSB boards can carry a limited weight and are not intended to be stood on;
- A back wall of wood or cloth in the stand is allowed, provided it does not completely obscure the neighbours' view and is neatly finished on all sides. Attention: all materials must comply with the fire regulations!

Fire regulations regarding stand construction in the Van Nelle Factory

1. Only non-combustible materials (NEN 6064) and/or the following substances may be used for stand construction, stages, etc., provided that the quality of these substances corresponds to the following detailed description:
   a. Wood, hardboard, triplex, multiplex, chipboard. The material must be at least 3.5 millimetres thick. The material shall be classifiable for the purposes of flame spread in class 3 as referred to in NEN 6064, edition 2017, and NEN-EN 13501-1.
   b. Glass in exterior walls and partition walls between stands. This glass must consist of safety glass or glass with cast-in cross reinforcement with a maximum mesh size of 16 millimetres.
   c. Glass in ceilings (over ceilings in Van Nelle, see also point 4 of the Building Regulations and point 7 of the Fire Brigade Regulations). This glazing must consist of glass with a cast-in cross reinforcement with a maximum mesh size of 16 millimetres.
   d. Textiles in vertical application. Free hanging textiles must hang at least 10 centimetres above the floor. Non-flammable textiles must not have become flammable after treatment for special purposes. Flammable textiles have been made fire-resistant by impregnation, or have become fire-resistant by sticking the material to one of the above materials. The flame-retardant properties shall be apparent from a flame duration of not more than 15 seconds and a flame duration of not more than 60 seconds, determined in accordance with NEN-EN-ISO 6940 and 6941, edition 2004, and shall be classed as 'non-flammable'.
   e. Plastics in this case may be foil material with a so-called textile backing. The material must be glued to a substrate of non-combustible material or to board, triplex, multiplex, particle board, wood or glass in the capacity indicated above.
   f. Plastics in this case sheet material. These fabrics and all the above-mentioned fabrics and materials must comply with NEN 6064, 1991 edition. These substances and materials may not emit irritant gases or vapours or drip after they have been exposed to fire or after they have been exposed to high temperatures.
   g. Paper such as wallpaper, crepe paper and photo paper. The paper shall be glued to a substrate of non-combustible material or to board, triplex, multiplex, particle board, wood or glass in the capacity described above, or the paper shall comply with NEN 6064, 1991 edition by impregnation.
2. Cloths, curtains, etc. which have been made flame-retardant shall be accompanied by a certificate of treatment. It shall also be clear from a label with a number on the material that the certificate of treatment relates to the material concerned.
3. The impregnation of materials must be completed at least 24 hours before the start of the event. Cloths, curtains, etc. that are not impregnated must be removed before the start of the event.
4. The Van Nelle Factory is equipped with a full and operational sprinkler system. The operation of this system may never be disturbed by roofs. A canopy prevents the heat released in the event of fire from activating the sprinkler system, nor can the water from the system reach the source of the fire.

Fire regulations in the Van Nelle Factory

1. Escape routes shall be easily accessible and clearly visible.
2. Emergency exits shall be open (read: unlocked) or fitted with a panic lock.
3. Entrance/exits, emergency exits, stairways shall be kept clear at all times, both inside and outside.
4. Fire doors shall be closed (if there is a lock on it, unlock it).
5. It is better not to let cables run over the floor. If there is no other possibility, the cables should be taped, or use cable mats/gutters.
6. Upholstery and decorations must be kept free of spotlights.
7. Roofs or other covers on top of the stand are not permitted due to the sprinkler system.
8. The presence of flammable gas is not permitted. This also applies to balloons filled with flammable gas.
9. The presence of flammable substances is not permitted.
10. Flammable materials are not permitted in the stairwells.
11. Equipment and installations that generate heat and come into contact with other materials may not exceed 90°C.
12. Open fire is not allowed.
13. Fire reels and small extinguishing agents shall be clearly visible and accessible for immediate use.
14. The vehicles must be refueled but the poles need not be disconnected. Walkways between stands, stalls, stages, etc. must be at least 1.10 meters wide.
15. For an exit, a surface must be kept free with a length and width of at least the width of this exit.
16. In a space with more than 100 seats, the seats must be coupled or fixed to the floor so that they cannot tip over or slide as a result of rushing.
    a. A row of seats which only opens onto a gangway on one side has a maximum of 8 seats and there must be a minimum of 40 cm of free space between the rows of seats.
    b. A row of seats leading to an aisle on two sides has a maximum of 16 seats, there must be 40-45 cm of free space between the rows of seats and a gangway of at least 0.60 cm on both sides.
17. Floors must be dry; wet floors or floors with other substances present a slip hazard.
18. Floor covering must be securely attached so that it cannot curl or move and pose a tripping hazard.
19. Materials may be fixed directly to the ceiling, provided that the existing suspension points are used and secured by steel cables.

New in October 2017 Decree (373):

Decoration in an enclosed space must not present a fire hazard. This danger is not present if the furnishing:

1. makes a minor contribution to the fire risk;
2. is non-combustible, determined in accordance with NEN 6064;
3. meets fire class A1 as referred to in NEN-EN 13501-1;
4. meets the requirements for structural components as referred to in section 2.9; or has an afterflame duration of no more than 15 seconds and an afterglow duration of no more than 60 seconds.

Reference to published Official Gazette:
https://zoek.officielebekendmakingen.nl/stb-2017-373.html

All prices are excluding VAT.

Order deadline: Wednesday 29 April 2020

Orders after this date will only be executed if materials and manpower are available and with a price increase of 20%.
The following items can be ordered via the online ordering system. If you order something, don't forget to enter your billing address as well.

- Electricity
- Lighting
- Stand cleaning
- Internet
- Services of stand builder KSPD

Electricity

There is a choice between 3 different connections:
Main connection 1 kW (incl. 2-way socket, 230 V) at € 75.00

Main connection 3 kW (incl. 3-way socket, 230 V) at € 110.00
(each 2nd and 3rd connection for € 65.00)

Main connection 9 kW (incl. CEE plug 16 amps., 400 V 5-pin) at € 190.00

Connections

The electricity in the hall will be cut off as much as possible outside the opening hours of the fair. If you also need electricity at the stand at night, please ask the organisation for Wednesday 29 April.

Also, immediately after the event, the electricity will be disconnected. If you need electricity during the completion of the event, please request it before Wednesday 29 April at the organisation.

Lighting

General area
The aisles and common areas are illuminated with spotlights (from trusses or aluminium pipes).

Free stand construction
Participants must provide their own lighting.

Standard stand construction
General lighting available. In Hall 1 and Hall 3, the fluorescent lighting is on. In Hall 2, a spotlight from truss or pipe is directed at the stand. The participant must take care of the possible illumination of products themselves.

Designer District
General lighting available. The participant must take care of the possible lighting of products himself.

Ordering spots
The following spots can be ordered via the online ordering system. The possibilities depend on the possibilities on site.

150 Watt CDM Studio Beam spot at € 75.00 ← **recommendation!**
Silver/grey coloured spotlight with gas discharge lamp. High yield, low power, low heat development with MFL (35 gr), adjustable beam, with filter if desired.

500 Watt Fresnel spot at € 75.00
Black spot with barndoor to set the light so that only an object or wall is illuminated.

1000 Watt Fresnel spot at € 85.00
Black spot with barndoor to set the light so that only an object or wall is illuminated.
Intensity can also be set at an additional cost.

Attention

- Depending on the number of spots there will be 1 or more electrical connections with the order;
- When ordering spots: with up to 4 spots the fasteners are included in the price. If you want to order more spots, please consult F&L about the mounting options;
- Unfortunately, it is not possible for participants in the left back of Hall 3 to order and hang lights. (V11, V21, V22, V31, V32, V41 and V42);
- For participants in Hall 1 and the lower part of Hall 3, we cannot guarantee the spots. Unfortunately, not all areas have facilities to attach the spots to;
- Only spotlights that have been ordered by the participant themselves will be set as desired, depending on the possibilities on site;
- The spotlights ordered are hung up by F & L Powerrental, according to their insight and possibilities on site. If you have special wishes about the confirmation, please contact us for a custom quote.

Stand cleaning

Through the online ordering system you can order daily cleaning of your stand. The cleaning activities consist of: Sweeping or vacuuming and possibly mopping the floor, emptying waste bins, removing tables, chairs, counters, etc. The cleaning takes place on Wednesday, Thursday and Friday before 9.30 AM.
€ 2.00 per m² per day (i.e. € 6.00 per m² for 3 days)

Internet

All participants can use the free Wi-Fi.
Netwerk: **Van Nelle Fabriek Events Guests**
Wachtwoord: **vannelle**

If desired, it is possible to build fixed lines. Target price € 175.00
Applications via the online ordering system before 29 April.

Services of stand builder KSPD

Kees Schippers of KSPD has been providing the standard stand construction and general design of Design District since 2005. He can also do something for participants with space only stand construction: Designing and/or building the stand, placing only a wall or logo, or renting out spots, screens, refrigerators, etc.
For a tailor-made quote, please contact Kees Schippers,
kees@kspd.nl or +31 (0)6-51519175 or order directly via the online ordering system.

Suspension points

When you want to hang something, take into account that this is not possible everywhere in the factory. Inform the organisation in time if you have plans to hang something in the hall (incl. weight for calculating the roof load). All hoisting equipment must be approved and used professionally and responsibly. It must be possible to show the required certificates. The organisation reserves the right to reject plans.
To request a quotation for suspension or hoisting points, please contact (before 29 April):
F&L Powerrental:
Rob Barnouw
rob@powerrental.nl
+31 10 414 68 44

Aerial platform

In the Van Nelle Factory there are times to assemble and disassemble scissor lifts for general use. The AWPs may only be operated by persons who can demonstrate that they have had sufficient instruction for this.

DB Schenker logistics services

The Van Nelle Factory is not a standard exhibition location; the logistics are a bit more difficult than you might be used to. The supply and discharge routes and the loading and unloading doors are limited, and there is no storage option in the Van Nelle Factory. That's why we called in the help of DB Schenker. DB Schenker can, if desired, offer various logistics services. For

example, the forklift service on site, but they can seamlessly combine freight transport and local handling and offer a complete door-to-door package, no matter how large or small the freight is.

Advantages

- No worries if the shipment arrives on time
- The transporter does not have to wait unnecessarily (when using warehouse)
- The transporter does not turn around without delivering the shipment
- Stand builder/interpreter/you do(es) not have to wait for the shipment, it is ready at the stand (for warehouse shipments)
- No shipments lost in the halls of the Van Nelle Factory

What can DB Schenker do for you

- Any goods sold can be delivered directly to the customer
- Transport via warehouse storage. Your carrier delivers the goods to the DB Schenker warehouse. DB Schenker ensures that the goods are at the stand at the agreed time (5 days storage included)
- Customs handling
- Unloading and/or loading of goods at the Van Nelle Factory
- Temporary storage before or after the event
- Storage of packaging materials or other items during the event

Shortened overview of most commonly ordered services

1. Goods acceptance/unloading/loading on trade fair grounds incl. placement on stand from € 36.00 (per 15 min. with 3T forklift during office hours).
2. Goods acceptance/unloading via external warehouse incl. storage/placement on stand from € 41.00 per m^3 (min. purchase 2 m3). This prevents unnecessary waiting on the trade fair grounds. The goods are ready at the stand when you arrive.
3. Storage of packaging material (empties) incl. collection from and return to stand from € 58.50 per m^3 (min. purchase 3 m^3)

The downloads in the online ordering system include a document with DB Schenker rates and instructions.
Feel free to call or e-mail us for a free quote at fairs.rotterdam@dbschenker.com or +31 30 4100450.

Storage

Packaging materials must be taken by the supplier. Brochure material etc. must be kept in stock at your own stand. There is no storage available for participants in the Van Nelle Factory. DB Schenker can store materials for you during the exhibition.

Forklift service

At DB Schenker, you can call in the assistance of a standard forklift truck for unloading, loading and/or assistance on stand for € 36.00 per quarter of an hour (based on a 3T forklift truck). For work in the evening hours or on weekends, surcharges apply. For planning and reducing waiting times, it is advisable to request the forklift service from DB Schenker in advance. A document with instructions for this can be found in the downloads in the online ordering system.

Waste processing

Each participant is responsible for the disposal of waste and packaging materials. Tuesday 4 June after 21.00 PM, all aisles must be empty for cleaning. Even after the event, all stand equipment must be removed, and the rented space (and its surroundings) must be delivered empty and broom clean. Any cleaning costs will be charged to the polluter.
During the assembly and dismantling process, there are rolling containers for paper and cardboard and residual waste in the halls, and open containers at P3 behind Hall 3.
If you expect to have a lot of waste after the event, please inform the organisation in advance, so that additional containers can be ordered.

Daily waste

At the end of the first 2 days of the fair, it is possible to place the daily waste in a closed garbage bag in the aisle. These are removed by the cleaning service. Larger waste can be disposed of (by yourself!) in the large containers behind Hall 3.

Insurance

The stands and exhibition materials are not insured by Puur Design Producties BV, KSPD or the Van Nelle Fabriek. Participants must take care of this themselves.

Security

The hall is closed for visitors and participants half an hour after closing time. This is in the interest of the safety of the stand. No special security is provided during assembly and dismantling. We ask participants to always pay attention to their own materials. The period immediately after the fair is particularly prone to theft. Therefore, make sure that valuable materials and products are secured immediately after closing time or that someone from the stand crew remains present until everything is removed.

Photograhpy

To take pictures of the stand or products, your photographer can go to the exhibition floor before opening time if you register them as stand crew in advance. The opening hours for participants are at the front of the manual, and the exhibition floor is not accessible outside these times. External (stand) photographers must always be accompanied by someone from the respective stand.
We warmly recommend our photographer Ilco Kemmere!
Ilco Kemmere Fotografie & Film
mail@ilcokemmere.nl
+31 (0)6-47452939

DISASSEMBLY PERIOD

The following disassembly times and locations may change. In May, you will receive an extensive briefing by e-mail, also to forward to suppliers.

Disassembly

Friday 5 June	17.30 PM – 23.00 PM
Saturday 6 June	09.00 AM – 14.00 PM

Standard stands and Designer District spaces must be vacated by Friday 21.00 PM!
The rented stand(s) must be left clean and free of paint residues and the like. There are containers in and around the halls. The removal of dirt, paint or sticker residues will be charged to the polluter.
The fair closes Friday 5 June at 17.00 PM. To give visitors the opportunity to leave the site safely, cars may only approach the hall after 17.30 PM.
It is forbidden to dismantle or dispose of items on Friday before closing time. Take into account your fellow participants and the last visitors!

First report at buffer site for trucks
On Schuttevaerweg, there is a parking/stop prohibition during the assembly and disassembly. To prevent trucks and lorries from blocking the access road to the Van Nelle Factory, all lorries must first report to the buffer site under the A20 motorway on the Giessenweg.
The buffer site is open from 16.00 PM and can be clearly identified by the signs. The driver's details are noted, and after 17.30 PM, the drivers are called (in order of arrival) to go to the Van Nelle Factory.
Without registration on the Giessenweg, a truck will not have access to the Van Nelle site before 20.00 PM.
The buffer site closes at 20.00 PM. After this time, trucks can go directly to the Van Nelle Factory.

Buses/transporters on site
Buses and transporters can park at the Van Nelle car park on Friday 5 June. This is paid parking, so an exit ticket is required to leave the grounds. After 17.30 PM, the cars will be dosed through (on presentation of the build-up form) to drive closer to the halls.
Beware: Parking on the grounds is only possible as long as there is space! If the parking lot is full, we advise you to report to the buffer site under the A20 on the Giessenweg.
Reporting and waiting at the buffer site is free of charge.

DB Schenker
DB Schenker is our preferred supplier and is therefore given priority in the field. They will be present in time with cars and packaging materials to dispose of materials after 17.00 PM.

ADVICE: transport of goods to and from the exhibition via storage in warehouse
To avoid waiting times for yourself or your driver, we advise you to deliver your goods to the DB Schenker warehouse in advance. You or your carrier will deliver the goods to the DB Schenker warehouse. DB Schenker ensures that the goods are at the stand at the agreed time (5 days storage included in the rate). This applies the other way around during the dismantling. DB Schenker transports the goods to their warehouse after the fair, where they can be collected by you or your carrier at the agreed time. This service can be booked as one-way or two-way transport. Prices start at € 82.00 per transport/pallet of 2 m^3 (excl. VAT and surcharges).

The downloads in the online order system include a document with rates, shipping instructions and order form from DB Schenker. Feel free to call or e-mail us for a free quote via fairs.rotterdam@dbschenker.com or +31 30 4100450.

List of participants

You may have already received your login details for the online ordering system. Here you can also complete your company profile in the participants' overview. There is space for your address details, your social media channels, company profile and a photo.
If you don't want to or can't fill in something, that's no problem, then the rest of the info just moves on. Try to upload a photo (or logo, but photo really looks much better!) as soon as possible. The visitor promotion starts in April and visitors come to the site daily to view the list of participants. Make sure you are in the right place!
Adjusting the entered information is possible all the way up to Design District.
You cannot change the company name and stand number yourself. If you want to change something, please contact the organisation.

Fraudsters and fake invoices

Sometimes parties see the address details in the online catalogue as a great opportunity to bring their services (e.g. photographer, hostess agency, stand construction) to your attention. They will probably claim to work with us, and that is untrue. Other than with our regular suppliers such as F&L and KSPD, we never share your data with third parties.
Also keep an eye out for letters from providers of global online databases (Fair Guide, Expo Guide, International Fairs Directory, etc.). It may look like it has something to do with Design District, but the small print says that it does not. The same small print also says that you are signing up for a subscription to an entry in their database, and that is of no use at all.

When in doubt, you can always contact the organisation.

Inviting visitors

The most important part of the preparation for your participation: Let everyone know that you will be present at Design District! We give you the opportunity to invite people to visit Design District for free. You will receive a personal URL, which you can place in an e-mail invitation, for example. If a visitor registers via this URL, they will receive a free admission ticket. In your own portal, you can see who has registered via your URL.
You can invite as many people as you want, and there are no additional costs involved. Keep in mind that Design District is a trade fair. If you would like to invite private individuals, please let us know that they are welcome on Friday 5 June.
In early April, every participant will receive a mail with information about the registration system, the personal URL and login details for the registration portal.
Why is it important that you as a participant invite visitors to the fair?
- The organisation has a large file, but if a visitor registers via a friend, there is a greater chance that they will actually come to the fair. Because of the commitment, the show percentage is much higher!
- Even if your objective is to 'meet new customers', it is still advisable to invite acquaintances. They at least know about your presence, and you're there anyway, so it's better to maintain existing contacts as well. Moreover, you never know who your existing contacts hang out with during his trade fair visit, and coincidentally take with you to your stand. Finally, you can think of the full pub effect; if there are many people at your stand, that only attracts more people.
- You can see who registers via your invitation. This means that you can also follow up the people who do not visit the fair after registration (about 40% on average). More leads, even if they haven't even been there!
- We also see which participant attracts the most visitors to the fair! And we reward that with 25% discount on the square metre price in 2020. (max 25 m²)

Lead Scan App

Optionally, you can use the Lead Scan App. With this, you can scan the badge of a visitor, so you have immediate access to the data of a visitor. If you want, you can add data to this to qualify your lead.
You can download the app from the Apple or Google Play Store, but in order to use it you will have to register as an user and set up the app. You will receive more information and log-in credentials in April.

Logo and banner

We have a logo and banner of Design District 2020 available, which you can use in your e-mail or on your website to announce your participation at Design District. You can find them under 'Downloads' in the online ordering system.

Public Day

Design District is almost entirely focused on the professional public. Nevertheless, private visitors are also welcome to visit Design District on Friday 5 June. Wednesday 3 June and Thursday 4 June are only open to the professional public.

Let us know!

Prior to the fair, the organisation is often asked what is on display at Design District, what is new or what absolutely should not be missed. That's why it's important to let us know what you're planning! Send us an e-mail (or call us) with an explanation about the stand, products, the special guest or demonstration at your stand, the drink you are organising or any other information that might be of interest.
This information can be included in the story to journalists or other visitors, or used as input for social media or newsletter.

Before, during and after!

Participation in an exhibition means more than just being present at the stand for 3 days. Prepare yourself, start on time, make sure you have an attractive and accessible stand, a neat presentation with a clear message.

Also run your own promotional campaign! Invite relations, send press releases and/or advertise, and make sure that as many people as possible are aware of your presence at Design District, so they can't miss you. Use our banners and the tool to invite visitors!

Be creative, and think about how you can make sure no one misses your stand or quickly forgets your presence! Keep all activities within the stand, for example distributing flyers in the aisles is forbidden!

Use sufficient manpower to man the stand. There are special exhibition training agencies where stand crew training can be followed (Tip: Han Leenhouts training, www.salesandpepper.nl), but you can also get a long way with common sense. Think, for example, of a well-groomed appearance (maybe all in the same outfit for recognition?), a fresh breath, enough knowledge about the products, nice opening sentences, active attitude, rules such as not eating or calling at the stand, and so on. It all sounds very obvious, yet these kinds of points are often overlooked. Make clear agreements and ensure enthusiasm in the stand crew! For more inspiration, there are a lot of tips on the Internet. Design District is the moment of truth, so leave nothing to chance! Don't forget the follow-up! Record all contacts (for example with Lead Scan App) and do something about it after Design District. Plan in advance in who will take care of the follow-up and when. The sooner the better.

Parking for participants

Especially for all participants and stand crew we have rented the parking lot of Sparta, and here you can park for free. If you are early, you are at the front of the site, and it is only a few minutes' walk to the entrance of Design District (Entrance 3 in the Coffee Factory).
The site is open and secured from 8.00 AM until 1 hour after closing of the fair. After that, you can still leave the site, but it is no longer secured. Parking is always at your own risk.
P5 of the Sparta Stadium is on the other side of the track; follow the signs to P5 and/or the football on the (ANWB) signs. The entrance is opposite the Stadium. Before the fair, you will receive an extensive e-mail with directions.
Please park in this area, so that visitors (your customers!) can park at the Van Nelle area all day long!

Parking for visitors

Visitors have the choice of paid parking on the grounds of the Van Nelle Factory (€ 12.50 per day) or free parking on the parking lot of Sparta. There are also several paid parking spaces in the neighbourhood, such as the Horvathweg (125 spaces).
Again, the request to participants/stand crew: PLEASE Park on the Spartaterrein, so that visitors can park on the terrain!

Stand crew badges

Badges for the stand crew can easily be requested via the Registration Portal. All participants will receive login instructions at the beginning of April. Through this portal, you can give the names of the stand crew members. You will receive admission tickets that you take with you to the fair and exchange for a badge at the entrance.
The badges can be collected on the first day of the fair from 8.30 AM. Later is also possible, but it is advisable to do this in time, because after 10.00 AM, visitors will also come to the counters.
Note: You must carry your stand crew badge during the 3 days of Design District. It promotes security and smooth flow at the entrance.
Only with a crew badge will you have access to the halls before and after the regular opening hours of the fair. Stand crew badges are only intended for people who man the stand. Other colleagues can easily register as visitors.

Catering (PIN Only!)

The catering at Design District is provided by CateringCreators. In each hall, there is a catering point with a terrace where refreshments can be obtained. Payment is only possible by debit or credit card.
To avoid queues, you can order lunch in advance, which will be delivered to your stand. You can choose which filling you want for your sandwich, and this will be put on your stand with fruit and a bottle of juice between 12.00 PM and 13.00 PM. Orders can be placed via the order form in the downloads of the order system. Preferably, you place your order before the fair starts, but it can also be placed on the day itself until 10.00 AM at the large bar in Hall 3.
In addition, bitterballen, muffins, coffee, tea, wine, beer, cups and glasses are available via the order form.
For other catering requirements, such as a well-tended drink at the stand, please contact CateringCreators via personeel@cateringcreators.com.
During the construction, there is free coffee and tea available in Hall 3 (Tobacco Factory) at the entrance to the conservatory. Other catering points are closed during assembly and disassembly.

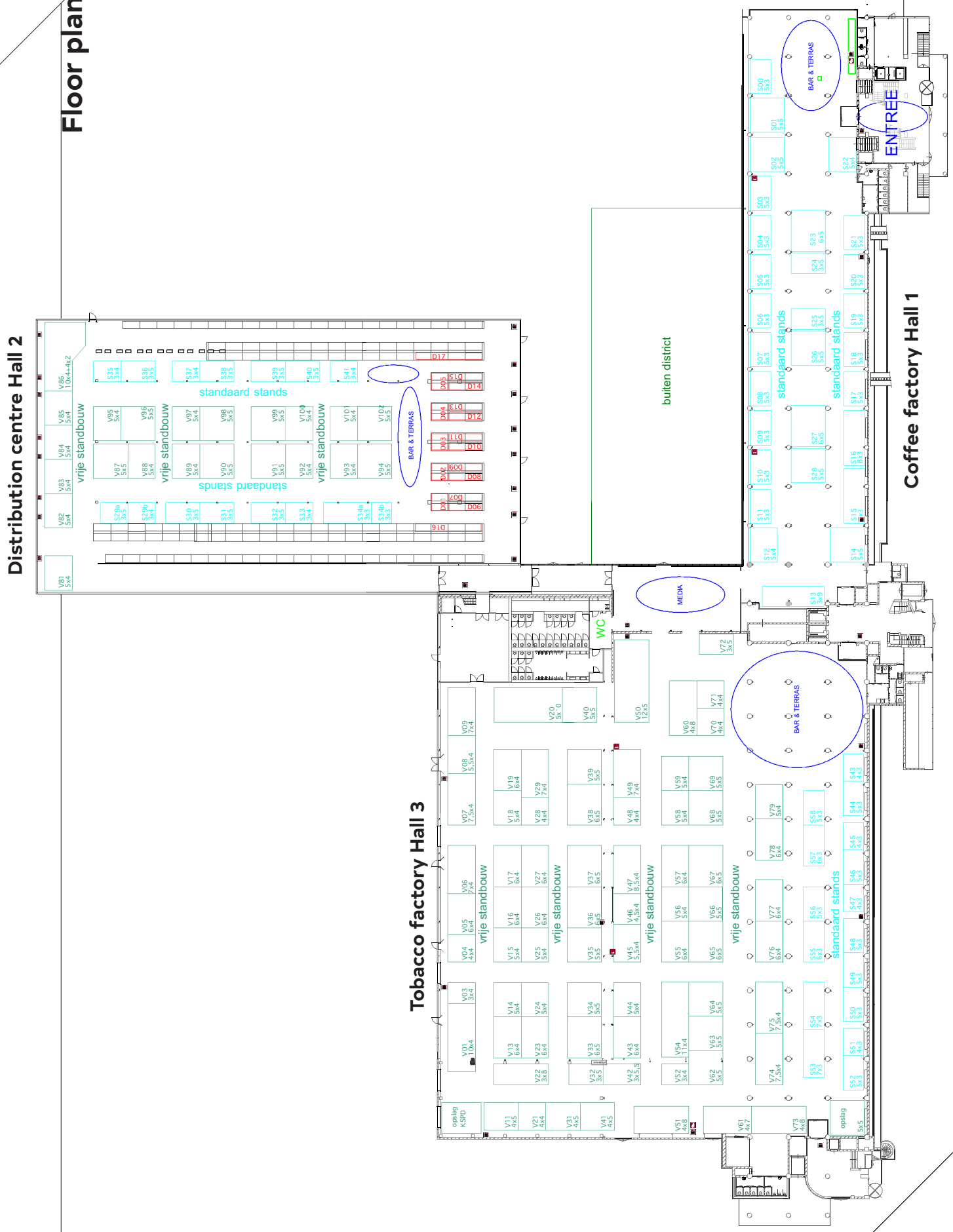
District Awards – Participant drink

All Design District participants may submit their best design for the District Awards. All entries must be submitted via the online ordering system by Friday 29 April.
The participating design must of course be on display at your stand. The entries will be judged by a professional jury and the nominees and winner will be announced during the participant drink at Wednesday night at 18.00 PM.

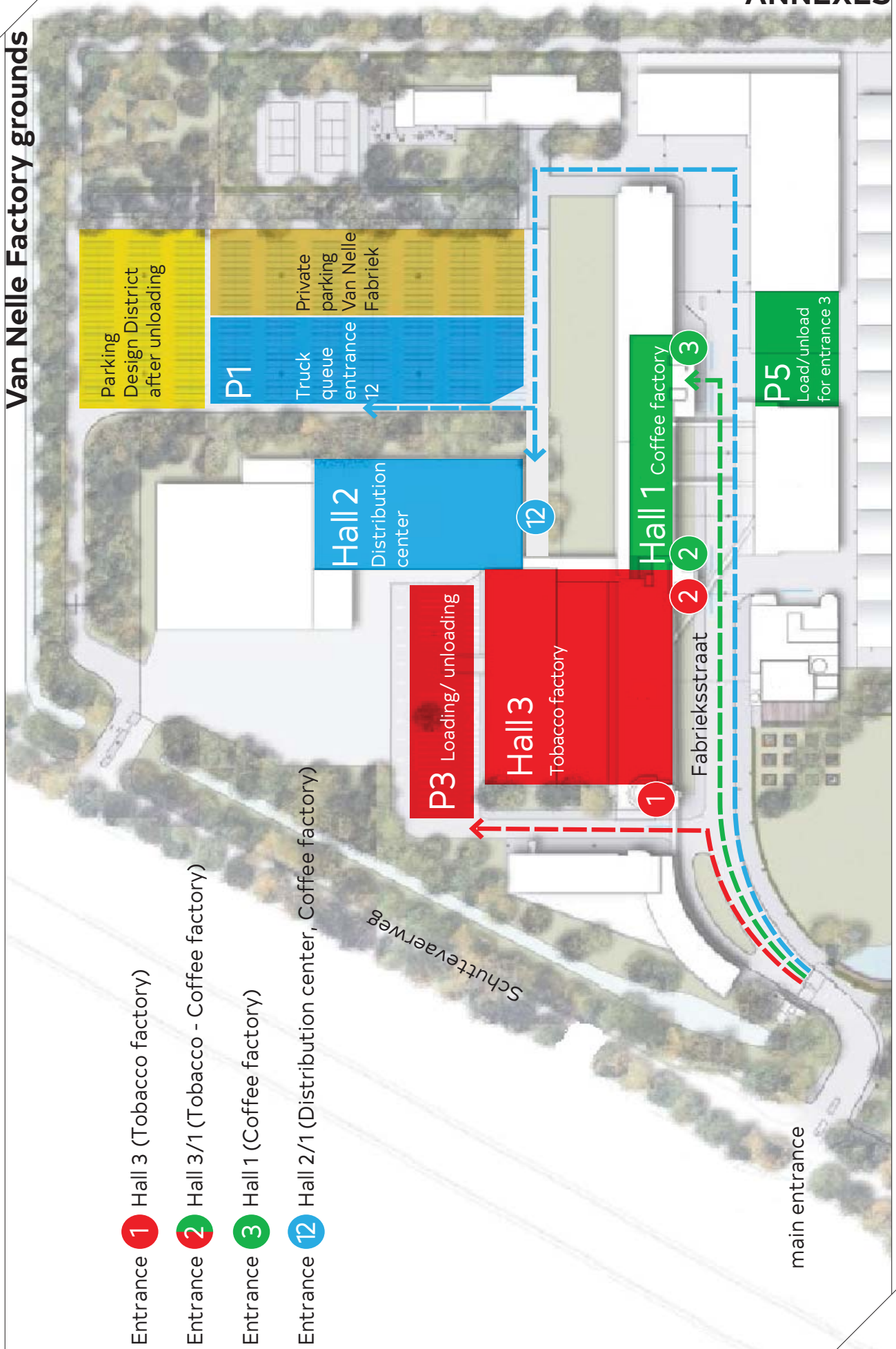
Lecture programme

Various industry and professional associations and media partners are responsible for the lecture programme at Design District. If you need space for a press presentation, launch, panel discussion, lecture, workshop, meet & greet, please contact the organisation.

Floor plan

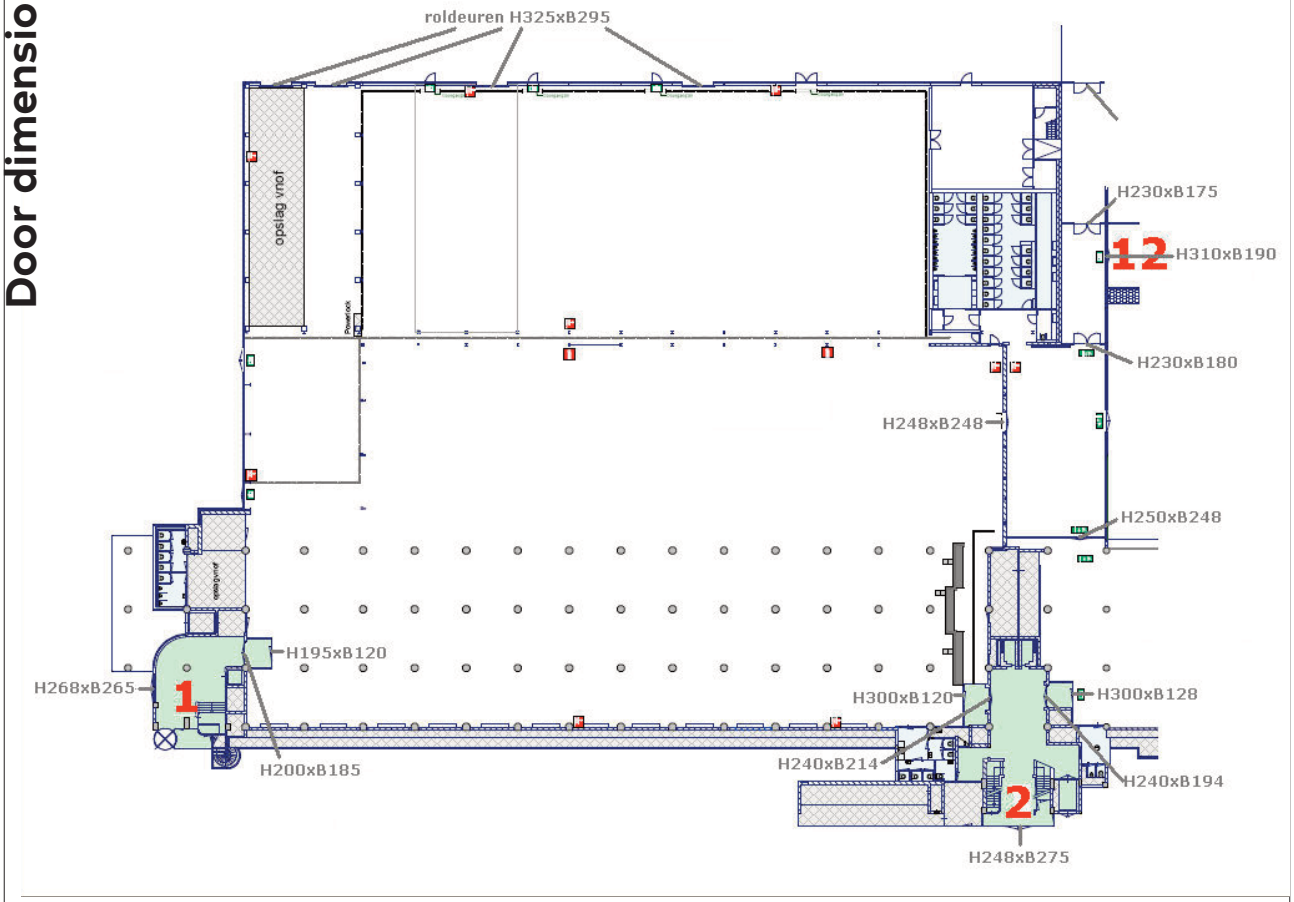

Distribution centre Hall 2
Tobacco factory Hall 3
Coffee factory Hall 1
buiten district
standaard stands
vrije standbouw
BAR & TERRAS
MEDIA
WC
ENTREE
opslag

Van Nelle Factory grounds

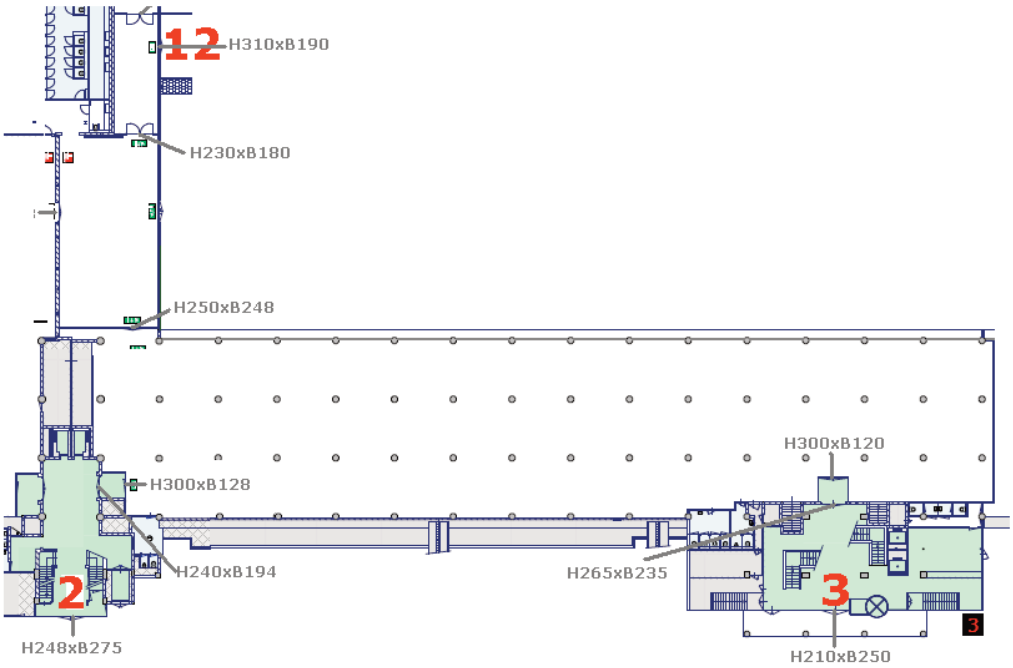


Door dimensions

Tobacco factory Hall 3



Coffee factory Hall 1



Have you...

Uploaded data, text and a picture for the catalogue?
The sooner the better!)

Invited all your relations invited via the online registration system?
You can keep track of who has registered for your invitation and is planning to come!
The sooner the better, and the more often the better!

Ordered license(s) for the Lead Scan App? And set up the app?
Not mandatory, but handy to capture leads!

Passed on the names for the badges of the stand crew?

Ordered electricity connection(s)?
No later than 29 April 2020

Arranged for lighting and/or suspension points?
No later than 29 April 2020

Ordered stand cleaning?
No later than 29 April 2020

Entered your best product for the District Awards?
No later than 29 April 2020

Sent a draft of the stand design to the organisation for approval?
Mandatory for participants with free stand construction, no later than 29 April 2020

Sent a design for the print on the back wall and indicated any other wishes to Kees Schippers?
For participants with standard stand construction, no later than 29 April 2020

Thoroughly gone over the assembly, disassembly and parking procedures and passed them on to colleagues and suppliers?
Prevent them from being unable to enter the site or having to wait unnecessarily!

Consulted DB Schenker?
Not required, but it can be useful: E.g: Transport, packing / unpacking service, storage or forklift assistance.

Thought about insurance?

Thought of catering for the stand?

Did you inform us about the details of your presentation?
What is there to see?
What's new?
Let us know and send us pictures!

DESIGN DISTRICT 2020

trade event for interior design

have a successful trade fair