

**BUILDING TIMES AND DISASSEMBLY TIMES AND REQUIREMENTS**

The times below are subject to change. The final assembly and dismantling times are stated on the set-up card that you receive prior to the event.

**Free (own) stand construction - Stand numbers V01 to V104**

*Build-up times*

Monday 1 November	7.00 am – 10.00 pm
Tuesday 2 November	7.00 am – 10.00 pm

*Building rules*

- All back walls and walls on the borders with the neighbours must be 3 meters high
- Back and side walls that are visible must be neatly finished at the rear end
- 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 in your stand, please contact the organisation. 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!

The rules are strictly observed. A stand design must be sent to the organisation for approval before Wednesday 29 September.

**Shell scheme / Standard stand construction - Stand numbers S01 to S58**

*Build-up times*

Hall 1 Coffee factory (S00-S28)	Tuesday 2 November from 11.00 am to 10.00 pm
Hall 3 Tobacco factory (S43-S58)	Tuesday 2 November from 12.00 noon to 10.00 pm

*Stand construction consists of:*

- Raised floor (36 mm) with tiles made of white melamine chipboard.
- A back wall, made of plywood on a slatted frame. You can screw and nail to this.
- The back walls in Hall 1 and 3 are 250 cm high.
- A full colour print over the entire back wall. The Artwork must be delivered before 29 September. Specifications will follow later.
- The stands in Hall 1 Coffee factory do not have partition walls. The partition walls at stands Hall 3 (Tobacco Factory) are 50 cm long and painted black.
- A box of 50x50x50cm in the colour of your choice. Please provide the desired colour before 29 September.
- General lighting. Extra lighting can be ordered via the online ordering system.

We assume that the standard stands are furnished with products such as furniture. If you have plans to build something yourself, they must be known to the organisation before 29 September.

If you place a covered conference unit, telephone booth or something else with a roof in your stand, inform the organisation before 29 September.

#### *Regulations*

- Roofs and roofing are prohibited due to the operation of the sprinkler system
- The design of 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!

#### **Designer District – Stand numbers D01 to D14**

##### *Build-up times*

Tuesday 2 November from 1.00 pm to 10.00 pm

##### *A Designer District place consists of:*

- Back wall 250 cm high
- Black rubber tile floor
- Sticker for name indication on the wall
- General lighting. Additional lighting can be ordered via the online ordering system.

We assume that the stands are furnished with products such as furniture. If you have plans to build something yourself, they must be known to the organisation before 29 September.

If you place a covered conference unit, telephone booth or something else with a roof in your stand, inform the organisation before 29 September.

#### *Regulations*

- Roofs and roofing are prohibited due to the operation of the sprinkler system
- The design of the stand must comply with the fire regulations
- It is in no way permitted to drill, screw or attach materials in any other way to the floors, walls, ceilings or pillars of the Van Nelle Factory. The Van Nelle Factory is a monument!

#### **Disassembly**

Times subject to change. The definitive disassembly plan appears in the technical manual.

Friday 5 November 5.30 pm – 10.00 pm

Saturday 6 November 9.00 am – 2.00 pm

Shell scheme / Standard stands and places in the Designer District must be delivered empty on Friday evening 5 November at 9.00 pm.