


DESIGN  
DISTRICT   
trade event for interior design



May 21 – 22 – 23, 2025 Van Nelle Factory Rotterdam

## Technical Manual

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## GENERAL DATA

**Date:** May 21 – 22 – 23, 2025

**Location:** Van Nelle Factory, Rotterdam

Opening hours are subject to change

### Opening hours visitors

Wednesday May 21 10.00 AM – 18.00 PM

Thursday May 22 10.00 AM – 19.00 PM

Friday May 23 10.00 AM – 17.00 PM

### Opening hours participants

Wednesday May 21 08.00 AM – 20.00 PM

Thursday May 22 09.00 AM – 19.00 PM

Friday May 23 09.00 AM – 23.00 PM

## IMPORTANT ADDRESSES

### Organisation

Design District 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@designdistrict.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 (contact through organisation)

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

### Lighting and suspension points

OKAMP  
's-Gravenweg 334  
2911 BK Nieuwerkerk a/d IJssel  
designdistrict@okamp.nl

Dennis Okkema  
+31 85 487 56 50

### Transport and logistics services

DB Schenker Logistics Nederland BV  
Fairs, Events & Special Logistics  
Casablancaweg 22  
1047 HN Amsterdam  
www.dbschenker.com

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

### Design District Venue (contact through organisation)

Van Nelle Fabriek  
Van Nelle Weg 1  
3044 BC Rotterdam  
www.vannellefabriekrotterdam.com

Directions to the Van Nelle Factory can be found at [www.designdistrict.nl](http://www.designdistrict.nl).

BEWARE: some navigation systems take you to the wrong side of the railway track. If so, navigate to Schuttevaerweg 91 instead.

### Catering

CateringCreators  
Molensteijn 5-1  
3454 PT De Meern  
www.cateringcreators.com

Petro Blesing  
info@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.

## 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 2)	V01 through V81
Monday May 19	07.00 AM – 22.00 PM	
Tuesday May 20	07.00 AM – 22.00 PM	

Loading and unloading on P3, RED route or entrance 12. After 30 minutes, parking at P1.

Standard stand construction	Coffee factory (Hall 1)	S01 through S23
Tuesday May 20	10.00 AM – 22.00 PM	

Loading and unloading in factory street (fabrieksstraat), GREEN route. After 30 minutes, park at P1.

Standard stand construction	Tobacco factory (Hall 2)	S24 through S53
Tuesday May 20	10.00 PM – 22.00 PM	

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

Designer District	Coffee factory (Hall 1)	D01 through D20
Tuesday May 20	13.00 PM – 22.00 PM	

Loading and unloading in factory street (fabrieksstraat), GREEN 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 between 08.00 and 09.00 AM via the main door. Cars must leave the Van Nelle area within 30 minutes.

## Space only stand construction

## Stand V01 through V81

- The rear walls and walls at the borders with the neighbours must be exactly 3 meters 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 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!;
- 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 Thursday April 17. You will receive a response within a week.

## Standard stand construction

## Stand S01 through S53

### Stand construction type 1:

- **Coffee factory, hall 1, Stand S01 through S23**
- **Window side Tobacco factory, hall 2, Stand S24 through S53**

A stand construction type 1 includes:

- Raised floor (36mm) with tiles made of white melamine chipboard;
- A back wall, 250 cm high, made of plywood on a slatted frame. You can apply screws and nails to this;
- The back wall is painted in a color of your choice;
- There is general lighting for the stand. If you want to put certain objects in the spotlight, you can request extra lighting and an electrical connection via the website;
- A sticker with company name. For the sticker we use the (brand) name in the online list of participants.

A printing cloth for the back wall is not included and can be optionally ordered for € 100,- per linear meter. For a rear wall of 5 meters wide this is € 500,-.

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

Please let us know before April 17 via kees@kspd.nl:

- Desired color for back wall (and storage box)
- Optional: a (3D) logo on the stand. (prices on request)
- Optional: Artwork for printed cloth on back wall
- Optional: Storage box van 50x50x50cm with lock, in colour of choice for € 60,-
- Optional: Electricity, extra lighting and other extra items via the online ordering system

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 April 17.

## 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 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 design and furnishing 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!

## Stand construction type 2:

### - Middle area Tobacco factory, hall 2, Stand S35 through S53

A stand construction type 2 includes:

- Raised floor (36mm) made of luxury anthracite mdf floorboards;
- A back wall, 250 cm high, made of plywood on a slatted frame. You can apply screws and nails to this;
- The back wall is painted in a color of your choice;
- In most cases (see drawing in the appendices) the side walls are 250 cm high and 3 or 4 meters long;
- The side walls are painted white as standard;
- The back wall is painted in a color of your choice;
- There is general lighting for the stand. If you want to put certain objects in the spotlight, you can request extra lighting and an electrical connection via the website.
- A sticker with company name. For the sticker we use the (brand) name in the online list of participants

Please note: With this stand type, the concrete pillars of the hall are covered with walls of 275 cm high. As a result, 50 cm is lost on 1 or 2 sides of the stands (see drawing in the appendices).

A printing cloth for the back wall is not included and can be optionally ordered for € 100,- per linear meter. For a rear wall of 4 meters wide this is € 400,-.

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

Please let us know before April 17 via kees@kspd.nl:

- Desired color for back wall (and storage box)
- Whether you want the storage box
- Optional: a (3D) logo on the stand. (prices on request)
- Optional: Artwork for printed cloth on back wall
- Optional: Storage box van 50x50x50cm with lock, in colour of choice for € 60,-
- Optional: Electricity, extra lighting and other extra items via the online ordering system

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 April 17.

## 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 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 design and furnishing 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 Coffee Factory Stand D01 through D20

A Designer District spot includes:

- 2 partition walls, 100 cm high, with one tall wall measuring 200 cm x 250 cm high in the corner, painted standard white;
- Floor of black rubber tiles;
- A sticker with company name. For the sticker we use the (brand) name in the list of participants;
- General Lighting, TL lighting from the ceiling.

Optional, please submit by April 17.

- Electricity and additional lighting via the ordering system
- Extras such as a storage box via the ordering system or kees@kspd.nl

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 April 17.

## 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 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 design and furnishing 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!

## 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.

# GENERAL FIRE REGULATIONS

## 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: Thursday April 17<sup>th</sup> 2025

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

You can place orders online via <https://designdistrict.nl/en/for-participants/>.

At 'my orders' you can see what has been ordered. Payment and invoice will come after the fair.

## Electricity

There is a choice between 3 different connections:

Main connection 1 kW (incl. 2-way socket, 230 V) at € 100,-

Main connection 3 kW (incl. 3-way socket, 230 V) at € 120,-  
(each 2nd and 3rd connection for € 75.00)

Main connection 9 kW (incl. CEE plug 16 amps., 400 V 5-pin) at € 210,-

## 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 Thursday April 17.

Also, immediately after the event, the electricity will be disconnected. If you need electricity during the completion of the event, please request it before Thursday April 17 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 2, 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 spotlights mentioned below can be ordered via the online ordering system. The installation etc. depends on the possibilities on site. Each spot has its own use and for advice you can always contact: Okamp, Dennis Okkema, +31 (0)85 4875650, [design-district@okamp.nl](mailto:design-district@okamp.nl).

As a basis you can use the following to calculate the spots needed: one of the spotlights below per 4 m<sup>2</sup> plus one spotlight per item that you want to provide additional lighting. For example: for a stand of 6x4 meters (24m<sup>2</sup>) with 2 items that require extra attention, we recommend 8 spotlights.

If you have special wishes regarding the placement of the spotlights, please contact Okamp. Additional hanging points may need to be created for this.

When using more than 4 spotlights or if you have specific requirements regarding light adjustment, we recommend contacting Okamp. In many cases, adjustments to the rigging are necessary.

## REQUIREMENTS

### Types of spotlights available for order via the online ordering system

#### 150 Watt CDM Studio Beam spot at €85,-

Black spotlight with a gas discharge lamp. High efficiency, low power consumption, low heat development with MFL (35 gr), adjustable beam, colour temperature 3000K, optionally with filter.

#### LED Floodlight Warm White at €90,-

Black spotlight with warm white LEDs, including barndoor. The light has a soft beam with a very wide angle of 160 degrees. Colour temperature 3200K, high efficiency, low power consumption (200W), minimal heat development.

#### ACT 50 LED Fresnel spot at €80,-

Black spotlight with a barndoor for focusing light on a single object. Ideal for creating small accents. Adjustable beam with a zoom range of 5 degrees to 58 degrees. Colour temperature 3200K, very high efficiency (comparable to 350W halogen), low power consumption (70W), minimal heat development.

#### ACT 150 LED Fresnel spot at €95,-

Black spotlight with a barndoor for focusing light on a specific object or wall. Ideal for highlighting both large and small objects. Adjustable beam with a zoom range of 14 degrees to 44 degrees. Colour temperature 3200K, very high efficiency (comparable to 1000W halogen), low power consumption (170W), minimal heat development.

#### Expo 200WW LED Fresnel spot at €95,-

Black spotlight with a barndoor for focusing light on a specific object or entire wall. Ideal for highlighting large objects. Adjustable beam with a zoom range of 15 degrees to 45 degrees. Colour temperature 3000K, very high efficiency (comparable to 2000W halogen), low power consumption (220W), minimal heat development.

### 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 Okamp about the mounting options;
- It is not possible for participants in the left back of Hall 2 to order and hang lights. (V11, V21, V22, V31, V32, V41 and V42);
- For participants in Hall 1 and the lower part of Hall 2, we cannot guarantee the spots. 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 Okamp, 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.- per m<sup>2</sup> per day (i.e. € 6.- per m<sup>2</sup> for 3 days).

### Internet

All participants can use the free Wi-Fi.

Network: **Van Nelle Fabriek Events Guests**

Password: **vannelle**

If desired, it is possible to build fixed lines. Target price € 175,-

Applications via the online ordering system before April 17.

### 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 6 5151 91 75 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). Providing a top view of the stand, including the location and weight of the rigging points, is essential for the application. This top view can be a sketch, as long as the dimensions and weight are clearly specified. All lifting and 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 April 17):

OKAMP Dennis Okkema

designdistrict@okamp.nl +31 85 487 56 50

## Aerial platform

In the Van Nelle Factory there are times to assemble and disassemble scissor lifts for general use. The AWP's 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

### Most commonly ordered services

1. Goods acceptance/unloading/loading on trade fair grounds incl. placement on stand from € 46,50 (per 15 min. with 3T forklift during office hours).
2. Goods acceptance/unloading via external warehouse incl. storage/placement on stand from € 55,50 per m<sup>3</sup> (min. purchase 2 m<sup>3</sup>). 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 € 74,- per m<sup>3</sup> (min. purchase 3m<sup>3</sup>)

The downloads in the online ordering system include a document with DB Schenker rates and instructions. Feel free to call or e-mail for a free quote at [fairs.nl@dbschenker.com](mailto:fairs.nl@dbschenker.com) or +31 30 410 04 50.

### 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 € 46,50 per 15 minutes (based on a 3T forklift truck). For work in the evening hours or on weekends, surcharges apply.

# REQUIREMENTS

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 May 20 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 2.

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.

NB! During building period and after Design District, there is no possibility to leave large quantities of waste or (parts of) stands in waste containers. Everyone must take out their own materials! Do you still want to throw something away at the Van Nelle Factory? Please let us know in advance so that we can order a container. Unannounced quantities of waste will be charged to the polluter.

## 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 2.

## Insurance

The stands and exhibition materials are not insured by Design District 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.

## Photography

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 6 4745 29 39

## Audiovisual equipment

For the rental of, for example, LED screens, associated cables, but also laptops or iPads, please contact:

Okamp, Dennis Okkema

designdistrict@okamp.nl

+31 85 487 56 50

## 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 May 23 17.30 PM – 23.00 PM

Saturday May 24 09.00 AM – 13.00 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 May 23 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!

### **Trucks coming for dismantling report at Parking P6**

From 16.00 PM on Friday May 23, vehicles for dismantling can report to the parking attendant on P6 (opposite the main entrance of the Van Nelle Factory). As long as there is parking space available, vans and trucks can wait in the Van Nelle Factory parking lot. Large trucks are allocated a time slot and must leave to park at the parking lot on the Giessenweg under the highway (3 minutes by car from the Van Nelle) to wait their turn to enter the Van Nelle Factory site.

We strongly advise everyone not to come before 16.00 PM for the dismantling. We strongly advise everyone to come after 19.30 PM, because then it is a lot quieter, and you can probably enter the site immediately.

Parking and stopping is prohibited on the Schuttevaerweg (the road in the direction of Van Nelle) during construction and dismantling. The municipality of Rotterdam takes strict action against vehicles entering the Schuttevaerweg e.o. block and issue fines.

### **Buses/transporters on site**

Buses and transporters can park at the Van Nelle car park on Friday May 23. 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.

If the parking lot is full, we recommend that you report to the parking attendant at P6 from 16.00 PM and park on Giessenweg under the highway A20.

### **DB Schenker**

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

### **Advice: arrange your transport of goods to and from the exhibition via storage in warehouse**

To avoid waiting times for yourself or your driver, you can consider 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.

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 for a free quote via [fairs.nl@dbschenker.com](mailto:fairs.nl@dbschenker.com) or +31 30 4100450.

## List of participants

You should 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 at the end of March 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 companies 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 KSPD and Okamp, 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 them know that they are welcome on Friday May 23.

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 database, but if a visitor registers via an acquaintance, 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. So everyone in your database will know about your presence at Design District, 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. Think about the full pub effect; if there are many people at your stand, it will attract 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 visit Design District!
- We also see which participant attracts the most visitors to the fair! And we reward that with 15% discount on the square meter price in 2026 (max 20 m<sup>2</sup>). We not only look at the number, but also at the quality of visitors!

## 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, mail- or web banner and social media post

We have a logo and banner of Design District 2025 available, which you can use in your e-mail or on your website to announce your participation at Design District. There are also 3 social media posts which you can use. 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 May 23. Wednesday May 21 and Thursday May 22 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](http://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. P5 of the Sparta Stadium is on the other side of the railway 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 e-mail with more information and 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 (€ 13.50 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 parking lot of Sparta, so that visitors can park at the Van Nelle area!

### 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 bar in Hall 2.

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 [info@cateringcreators.com](mailto:info@cateringcreators.com).

During the construction, there is free coffee and tea available in Hall 2 (Tobacco Factory) at the entrance to the conservatory. Other catering points are closed during assembly and disassembly.

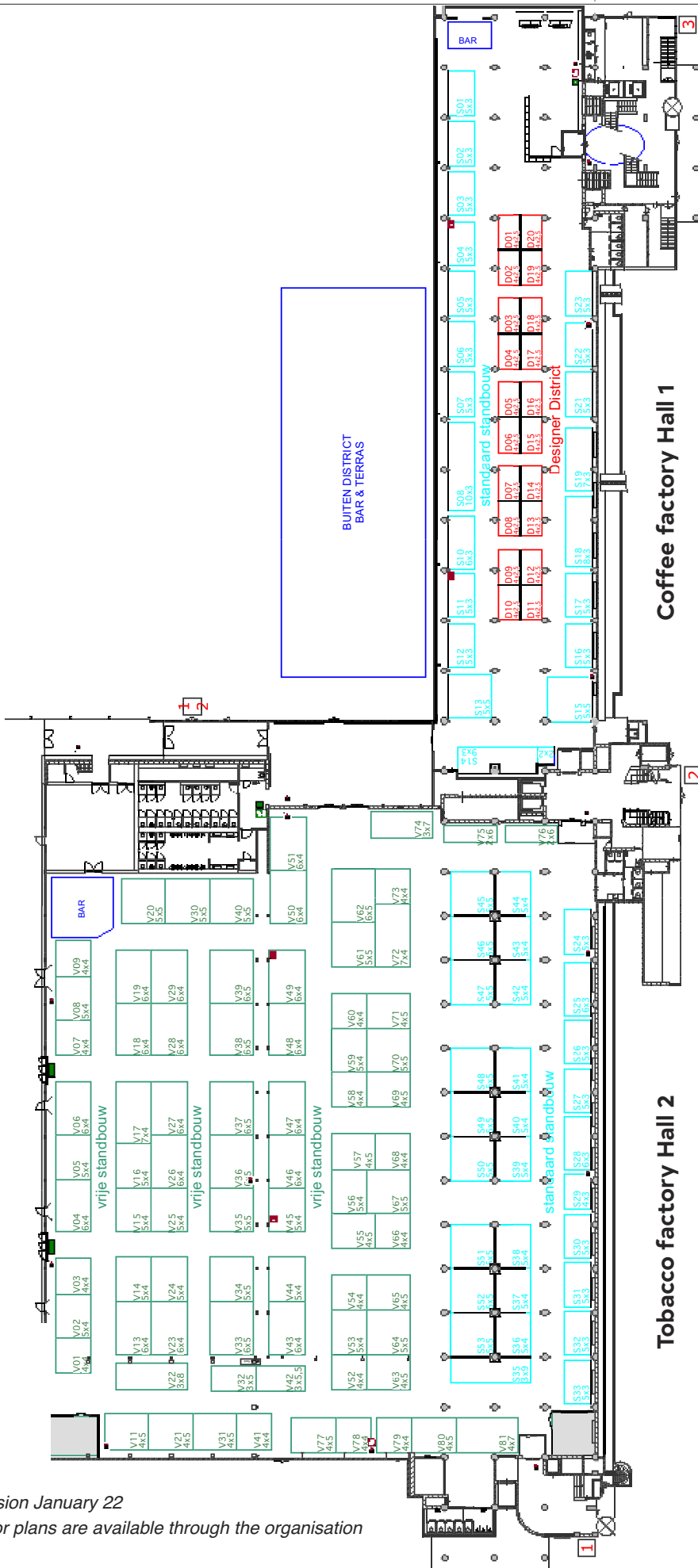
### Lecture programme

If you need space for a press presentation, launch, panel discussion, lecture, workshop, meet & greet, please contact the organisation.



# Floor plan

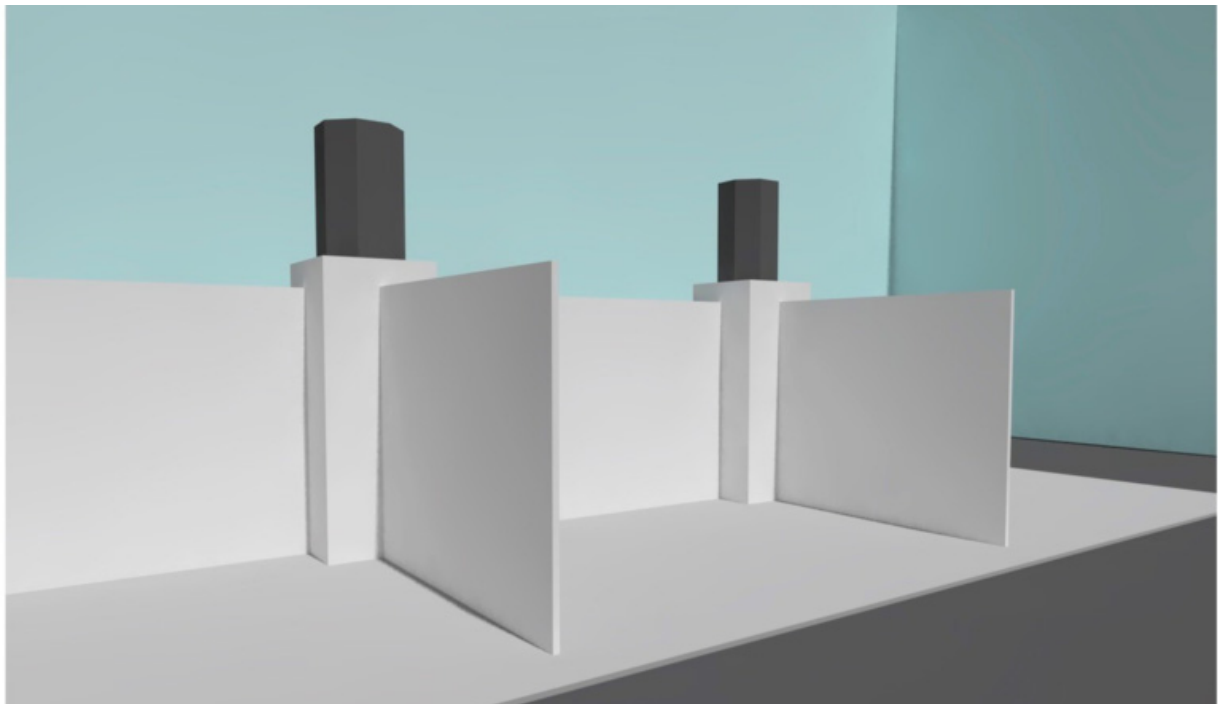
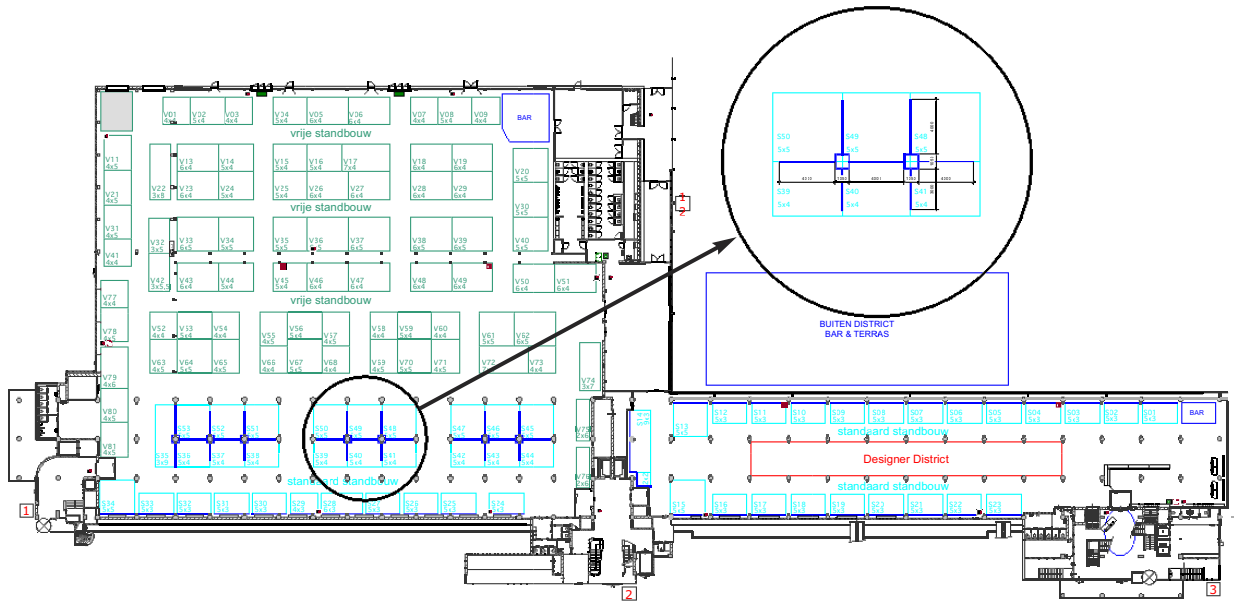
# ANNEXES



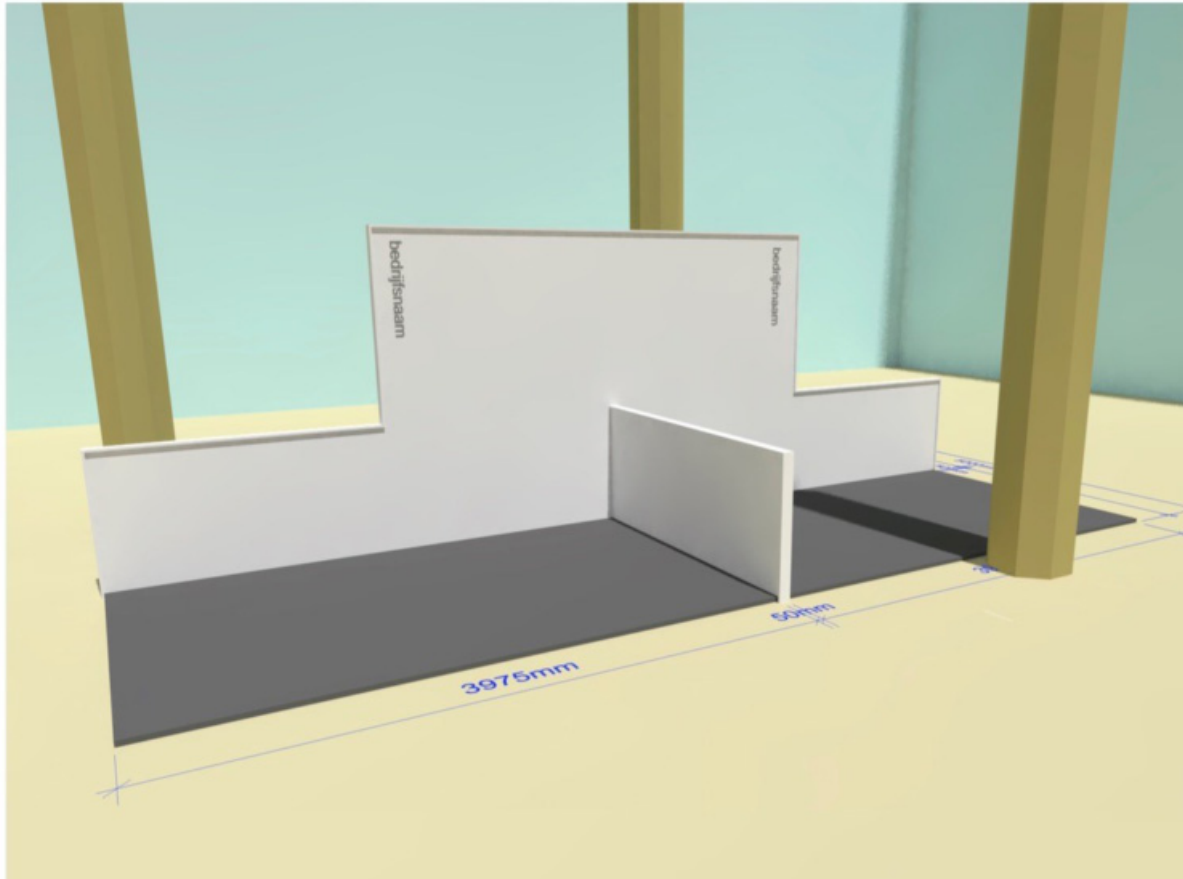
Floor plan version January 22

Up to date floor plans are available through the organisation

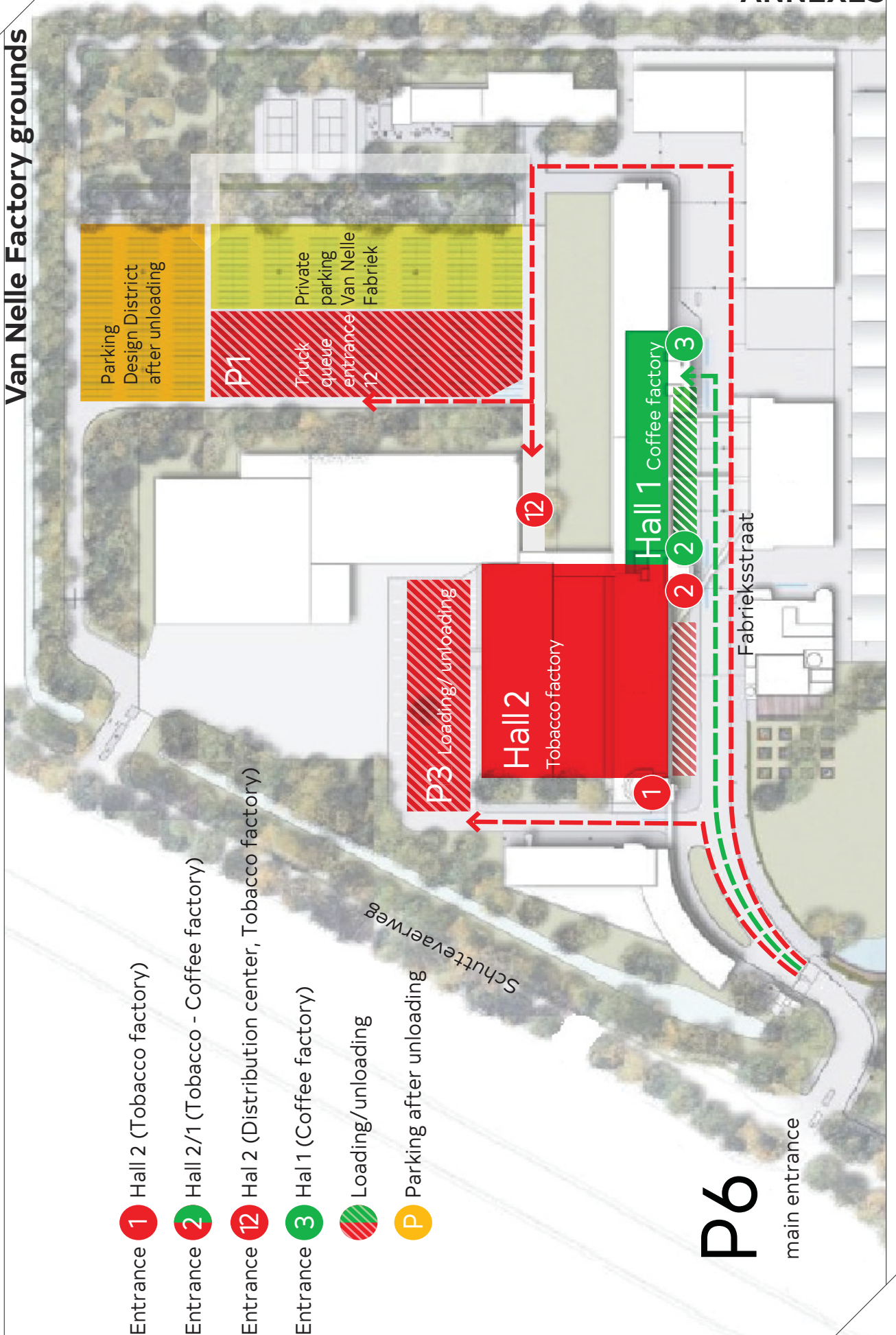
Additional info standard stand construction



**Additional info Designer District**



Van Nelle Factory grounds

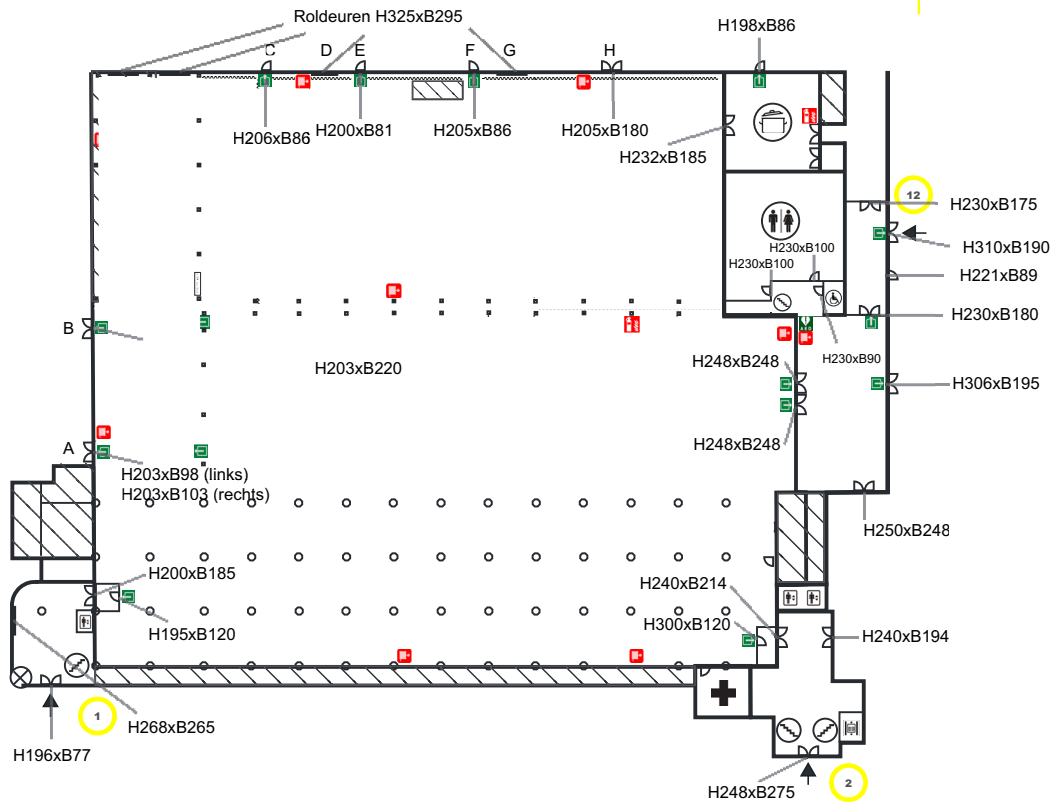


- Entrance 1 Hall 2 (Tobacco factory)
- Entrance 2 Hall 2/1 (Tobacco - Coffee factory)
- Entrance 12 Hal 2 (Distribution center, Tobacco factory)
- Entrance 3 Hal 1 (Coffee factory)
- Loading/unloading
- P Parking after unloading

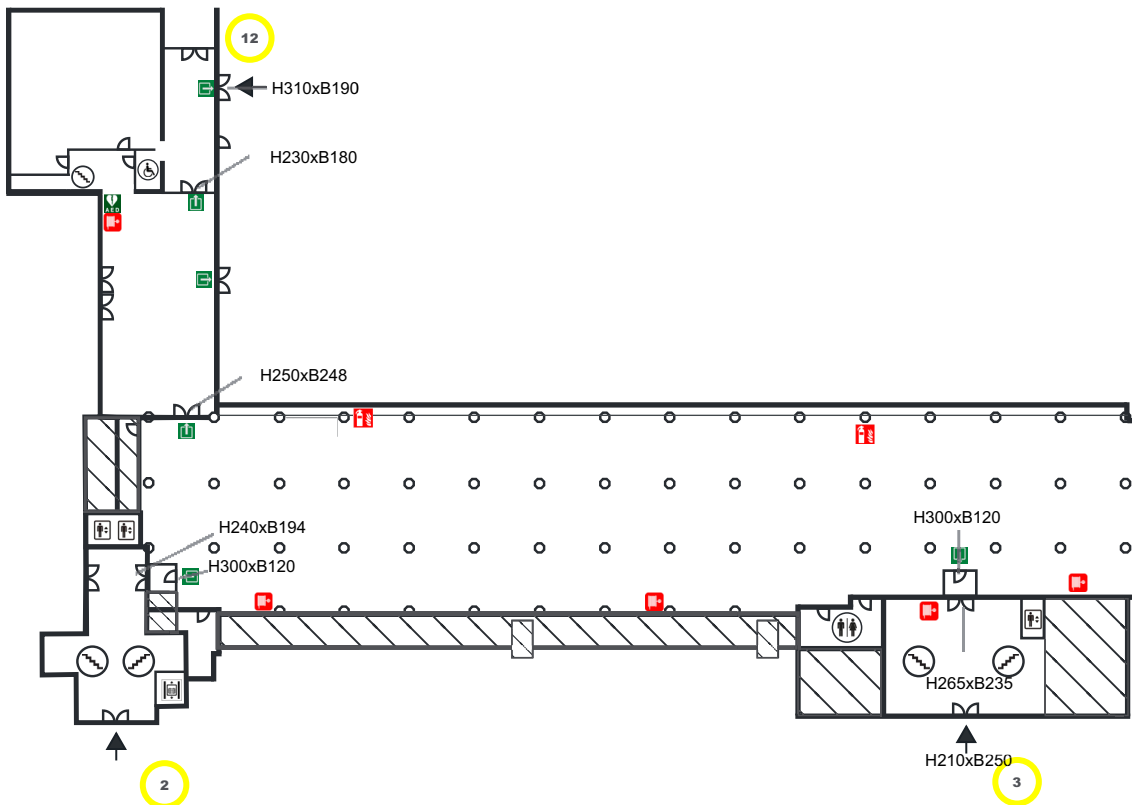
P6  
main entrance

Door dimensions

**Tobacco factory Hall 2**



**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 April 17 2025.

### **Arranged for lighting and/or suspension points?**

No later than April 17 2025.

### **Ordered stand cleaning?**

No later than April 17 2025.

### **Sent a draft of the stand design to the organisation for approval?**

Mandatory for participants with free stand construction, no later than April 17 2025.

### **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 April 17 2025.

### **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  25  
trade event for interior design

have a successful trade fair