



Stand Construction Requirements and Guidelines 2024

1. Using your own stand construction

We want to inform you that stand construction must meet the requirements set by the Building and Housing Inspection of the Municipality of Utrecht. They can check the structure for safety during the set-up. Each stand must have a back wall, side walls, and flooring. Every exhibitor with their own stand construction is required to place partition walls where a neighbouring stand is located, both at the back and on the sides. You may not use the back or side walls of your neighbours.

If you use your own stand construction that is higher than 2.5 meters, you must be able to provide construction drawings upon request from the organization or the building inspector of the Building and Housing Inspection. All construction (at the separation between the stands) above 2.5 meters must be finished neutrally, neatly, and without any branding at the back. If you want to have branding at the back, that branding must be at least one meter inside your own stand. For your own stand construction that has not been exhibited before, always send a (technical) drawing of your stand to the event team for approval: organisatie@beleefevent.nl

If you work with (metal) truss, scaffold pipes, or any metal objects, the structure must be visibly and checkably grounded if there is any electricity on/in/under it in any way. Electric hoists also fall under electricity.

Special rules apply to multi-story construction. This must always be requested. In addition to approval from the organization, written approval from the fire department and the Municipality of Utrecht (Building and Housing Inspection) is also mandatory.

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Postbus 8406
3503 RK Utrecht
T: 030-2864124 / 030-2864381

If you want to install your **own stand construction**, you can build it on Sunday 8 September from 09:00 to 18:00 and on Monday 9 September from 08:00 to 20:00. Only on request and in consultation you can continue to build longer or start earlier. If you would like to build longer or start earlier, please send a request by e-mail to organisatie@beleefevent.nl. Please note that on Monday 9 September, the halls will not be accessible to cars.

The dismantling starts on Saturday 14 September after the event, from 17:30 until 22:00 hrs and on Sunday 15 September from 08:00 until 14:00 hrs.

2. Using standard stand construction

If you have ordered standard stand construction, your stand will be set-up and dismantled by us. The stand consists of white walls of 2.5 meters in height, a frieze frame, anthracite gray carpet tiles and lighting. There is one lighting spot per 4m². The uniform stand construction must remain undamaged, you are not allowed to drill, nail or screw into the wall plates. If holes are made in the stand walls, no matter how small, the wall will be charged to you at €125 per wall (100 cm x 250 cm).



Example based on a 5x3 meters wall-stand



Example based on a 6x4 meters corner-stand



If you want to hang materials, it is best to use S-hooks and (nylon) thread. The thickness of the top and bottom skirting is 3 centimeters.

BE AWARE!

If you use standard stand construction, you can only decorate your stand on Monday 9 September from 08:00 until 20:00 hrs. Only through request and by consultation it is possible to start earlier or to stay longer. Please send a request by e-mail to organisatie@beleefevent.nl
Please keep in mind that on Monday 9th, the halls are not accesible to cars.

The dismantling starts on Saturday 14 September after the event, from 17:30 until 22:00 hrs. Rented furniture and rented Audio Equipment will be collected at 17:30 hrs. Please empty all counters and place back all keys.

Make sure that your stand is completely emptied on Saturday evening 14 September: in the night from Saturday to Sunday, all stand constructions will be dismantled. If there is still any of your equipment, it will be removed and stored at your expense at DB Schenker.

Only on request it is possible to pick up (stand)equipment on Sunday 15th. Please contact organisatie@beleefevent.nl if you would like to come by on Sunday. Any equipment that is left behind without deliberation, will be removed on your expense and stored at DB Schenker.