



VIV EUROPE 2022
UTRECHT, THE NETHERLANDS
31 MAY-2 JUNE

WORLD EXPO FROM FEED TO FOOD

Stand construction regulations

This overview contains the following parts:

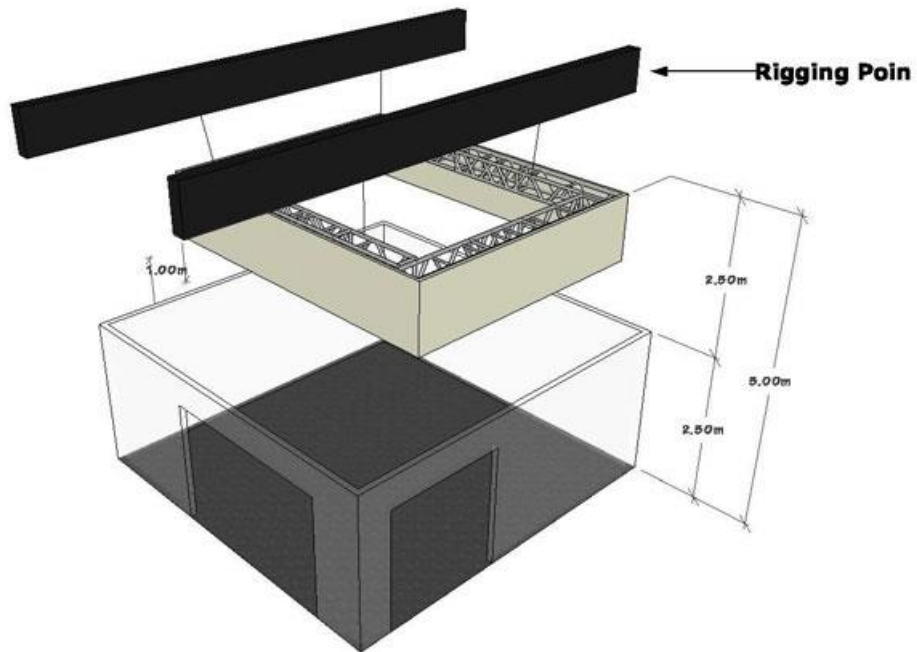
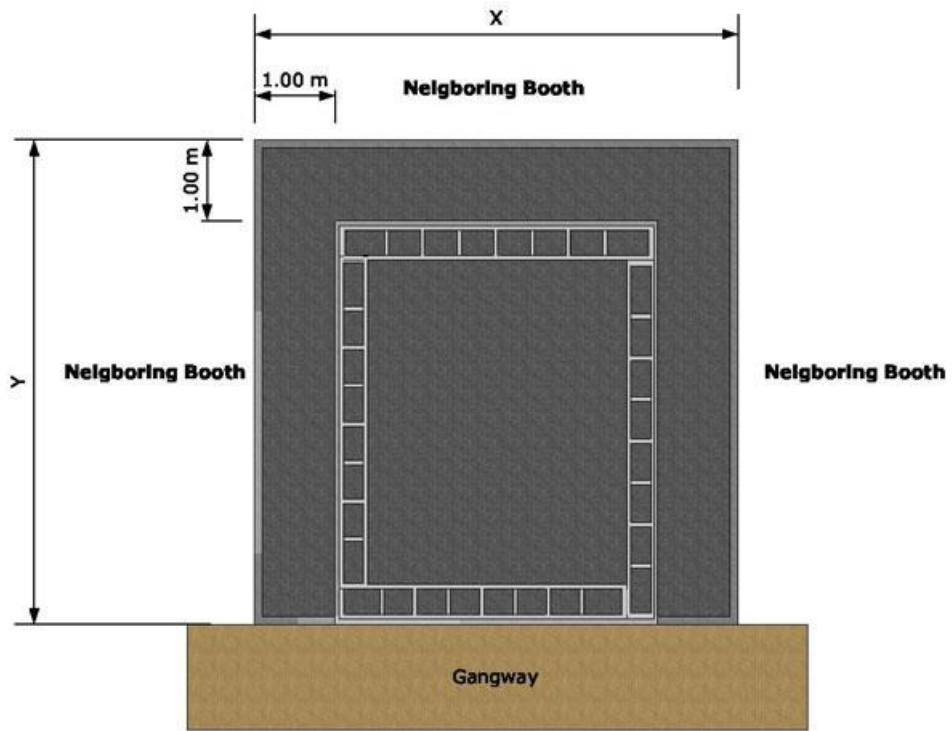
- Part 1: The design process,
- Part 2: The approval process,

PART 1: The design process.

The stand construction regulations are listed in alphabetical order.

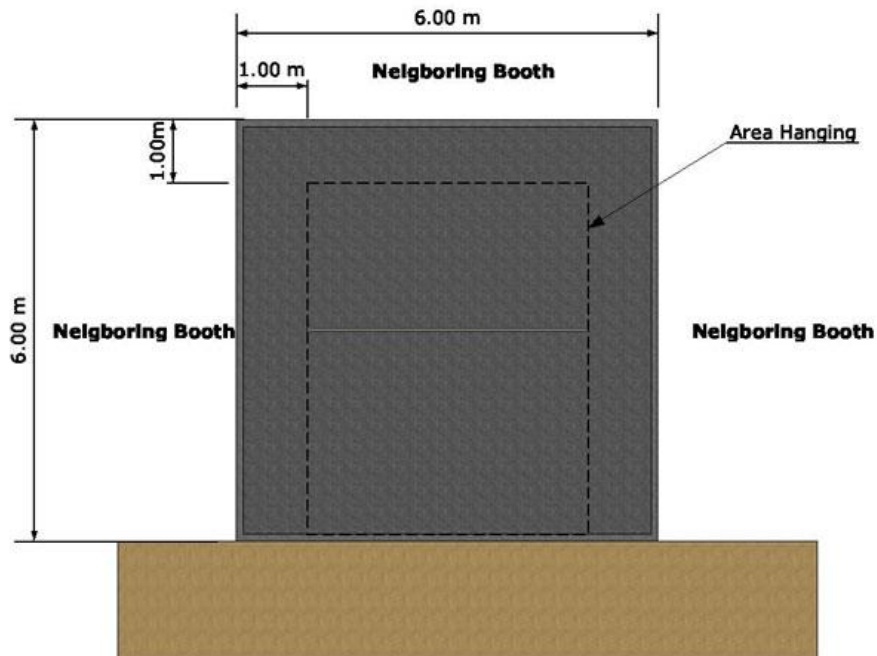
Air space

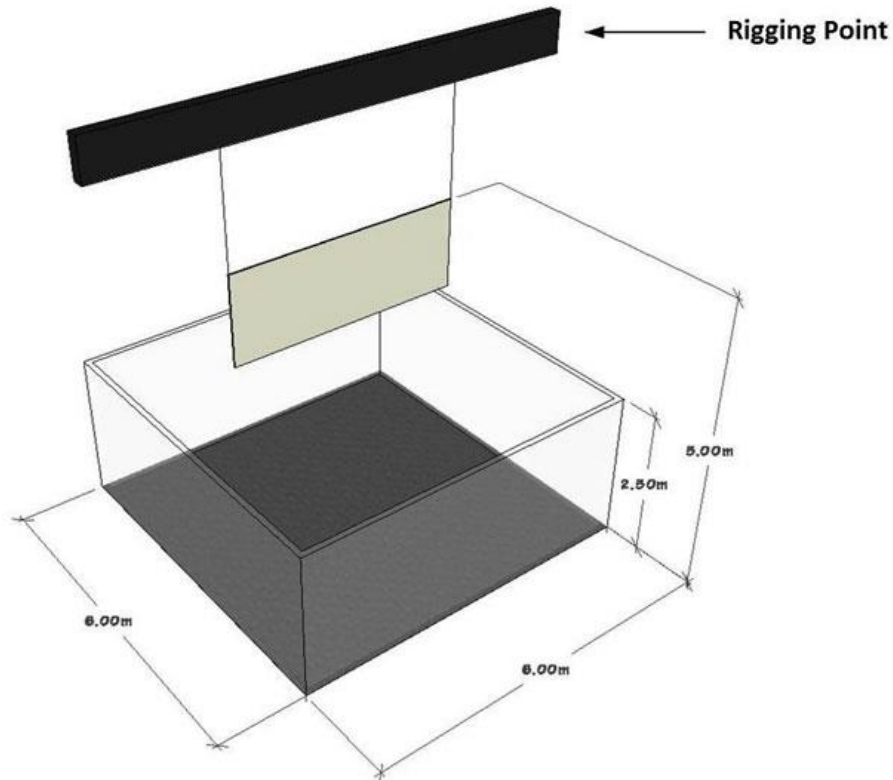
- Hanging STRUCTURE / TRUSS, suspended below, and not exceeding 5.0 m.
 - The structure must be hung at least 1m away from the wall of the neighbouring stand. It may not extend beyond the contracted stand area on the side that is facing the aisle,
 - The structure/truss must be hung from rigging points only and must not obstruct other exhibitors,
 - Hanging from the catwalk is not allowed,
 - All structures require written approval from the organizer.
- Hanging STRUCTURE / TRUSS, suspended above, and exceeding 5.0 m up to 7.0 m.
 - This is subject to an air space usage / advertising fee per 1.0 m length for 50Euro, for example 10.0 m truss length will be charge 50 x 10 = 500Euro,
 - The fee is for advertising space only. The structure/ truss must be hung only by the exhibitor's assigned contractor,
 - The structure/ truss must be hung only from rigging points within your stand area,
 - Please upload your graphic/drawing of the structure/ truss in the **Exhibitor Portal** for approval.
 - On-site order is not available.



- Hanging BANNER, suspended below, and not exceeding 5.0 m.
 - The banner must be hung by the official contractor. Please refer to the order form in the exhibitor manual,
 - The banner must be hung only from rigging points within your stand area,
 - Maximum size 3 x 2 m vertical or horizontal oriented,
 - Material: with poles in vinyl welded or sewn sleeves,
 - Please upload your graphic/drawing in the **Exhibitor Portal** for approval,
 - The banner must arrive at the exhibition centre two days prior to the build-up. Delivery should be made to the exhibition centre, Monday to Thursday 08:00 until 17:00 hrs,
 - On-site order is not available.

- Hanging BANNER, suspended above, and exceeding 5.0 m up to 7.0 m.
 - This is subject to an air space usage / advertising fee per 250Euro/piece,
 - The fee is for advertising space only. The banner must be hung only by the official contractor. Please refer to the order form in the exhibitor manual,
 - The banner must be hung only from rigging points within your stand area,
 - Maximum size 3 x 2 m vertically or horizontally oriented,
 - Material: with poles in vinyl welded or sewn sleeves,
 - Please upload your graphic/drawing in the **Exhibitor Portal** for approval,
 - The banner must arrive at the exhibition centre two days prior to the build-up. Delivery should be made to the exhibition centre, Monday to Thursday 08:00 until 17:00 hrs,
 - On-site order is not available.



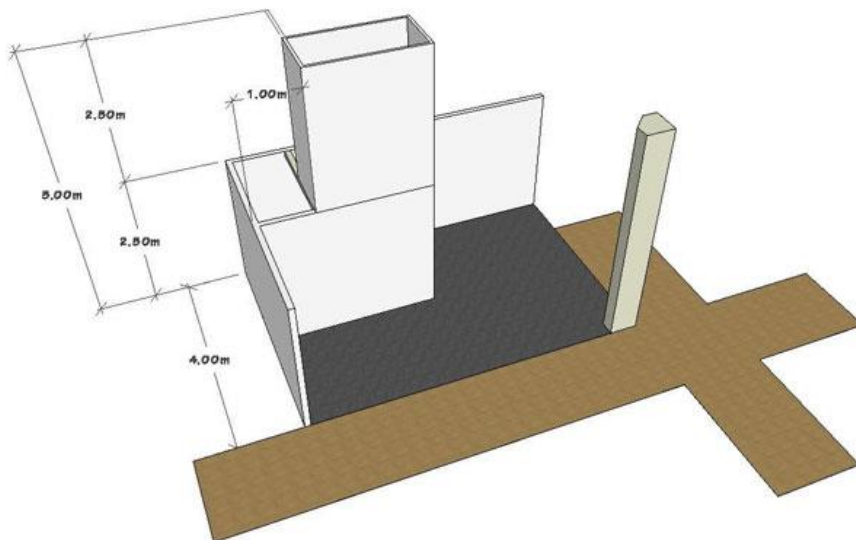
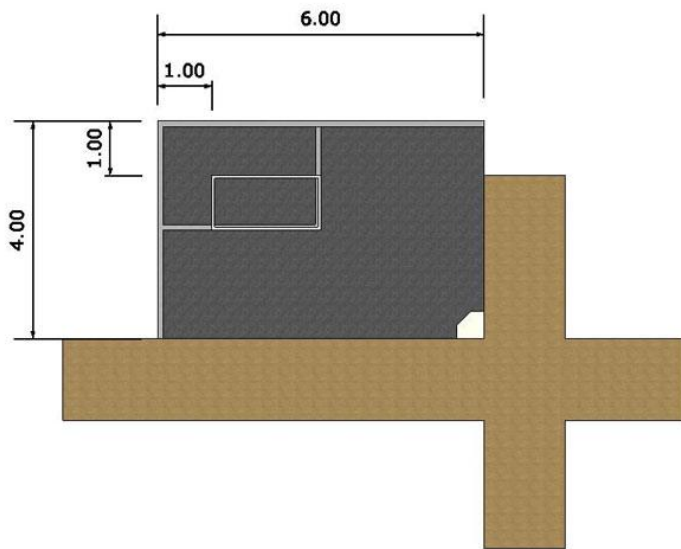
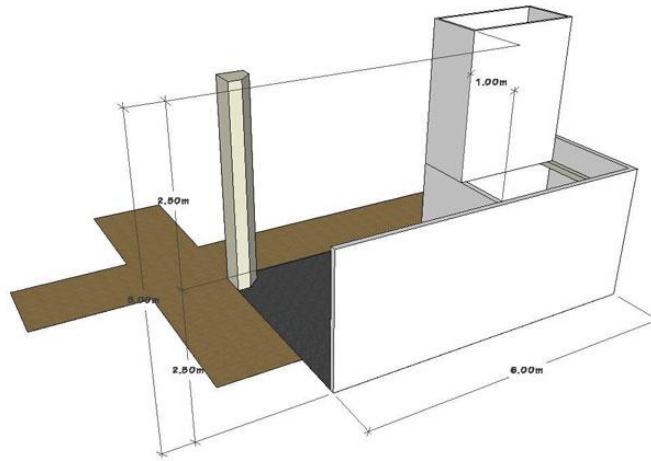


Aisles

No part of any stand or exhibit, including any fascia, sign, corner post, etc. shall overhang or be over the aisle or obscure any fire or exit signs. It is strictly forbidden to build or hang any items across gangways.

Maximum stand height

- Depending on the height of the hall, it may be possible to build stands higher than 2.5 m with a maximum of 5 m, on the condition that you have received approval from the Stand approval team. This is very important, as the height in the hall can differ.
- In the interest of your neighbours, you can only build higher than the standard height of 2.5 m from the point 1 m from the neighbouring stand. (With a maximum of 5 m.) The dividing walls always have to be 2.5 m high. This prevents any unwelcome surprises for you and your neighbours.
 - You are only allowed to deviate from these measures after receiving written permission from neighbouring exhibitors. Remember that any finishing to the back of the wall needs to be done by your stand builder. (Finishing should be in a neutral colour for instance white or black. It is not permitted for these to carry text, logo, or pictures.)



Obstacle plan

Please check the floor plan for marks indicating obstacles in your stand. You will have to keep this in mind when designing your stand.

You can request a detailed floor plan via the **Exhibitor Portal**. All obstacles are indicated on this floor plan.

You are allowed to build around the obstacles, as long as any fire hoses remains visible and accessible. It is prohibited to mount anything to the columns. For more information contact the Organiser.

Stand number

The stand number must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers.

Technical facilities

Technical facilities (electricity, water and compressed air) are located in the trays or holes in the floor. Make sure you know where they are located on your stand. This way, you prevent unnecessary wiring. Another solution is putting down a raised floor, which gives you the opportunity to hide wires underneath. The detailed floor plan contains a drawing which shows you exactly where these holes can be found. Make sure you adjust your stand lay-out, to prevent loose-hanging cables and wires.

Walls

Stand construction should not obstruct accessibility from the aisles: every side of the stand facing the aisle should be open, unless otherwise approved in writing by the organizer. In such case, the stand side can be closed, but should have at least 50% visibility clearing from floor level up to the height restriction of each hall, and the closed part should not be over a total length of 5 m per open side.

Continue with PART 2 on the next page →

PART 2: The approval process.

Approval of the stand design

The drawings for your stand need to be submitted for approval to the Jaarbeurs / VNU Exhibitions Europe Project support department. They will judge your design. With approval, you are ensured of a trouble-free set-up.

Submission procedure

The drawings should be uploaded via the **Exhibitor Portal**.

No separate contract with or payment to the exhibition centre is required.

IMPORTANT:

- The deadline for stand approval is **April 15th 2022**.
- Without written approval from the organizer, contractors will not be allowed to access the hall.
- Late submissions may be subject to a longer period of approval.

Drawing specification

- To be able to properly judge your stand, we ask you to submit the following drawings with regard to your stand design:
 - 1. required: technical drawings (side, front, height and top view, with measurements)
 - 2. desirable: commercial drawing, the so-called visuals

-/-