

## Guidelines for Exhibitors

### Information related to the access to the exhibition area

1. The exhibition will take place at the World Trade Centre, Beursplein 37 3011 AA Rotterdam, The Netherlands.
2. Access to the Exhibition area for delivery of exhibits will be possible only on Monday 19/11/2012 between 9.00 and 17.00.
3. Access for larger material/transport will be through the 'expedition entrance' marked: 'Expeditie Meetzijde' on Beurs-World Trade Center, Meent 130, 3011 JS Rotterdam
4. Loading docks/parking are marked on the street and are situated across from McDonald's.
5. Contact the security guard via the intercom to gain entrance through the delivery door. This entrance is 200cm high by 185cm wide.
6. The expedition elevator is L 5.50m x W 2.19m x H 2.30m. The maximum weight capacity of the elevator is 4kg.
7. The exhibition hall is on the 2<sup>nd</sup> floor.
8. On arrival, please make your way to the registration desk where somebody will take you to your allocated exhibition area.

### Map for access to the World Trade Centre

For travel information, please visit: <http://www.wtcrotterdam.nl/?id=110&L=1>



**The 2nd European Conference on FLOODrisk Management**  
**Science, Policy and Practice: Closing the Gap**  
 20th-22nd November 2012, Rotterdam, The Netherlands



**Postadres:**  
 Beurs-World Trade Center  
 Postbus 30099  
 3001 DB Rotterdam

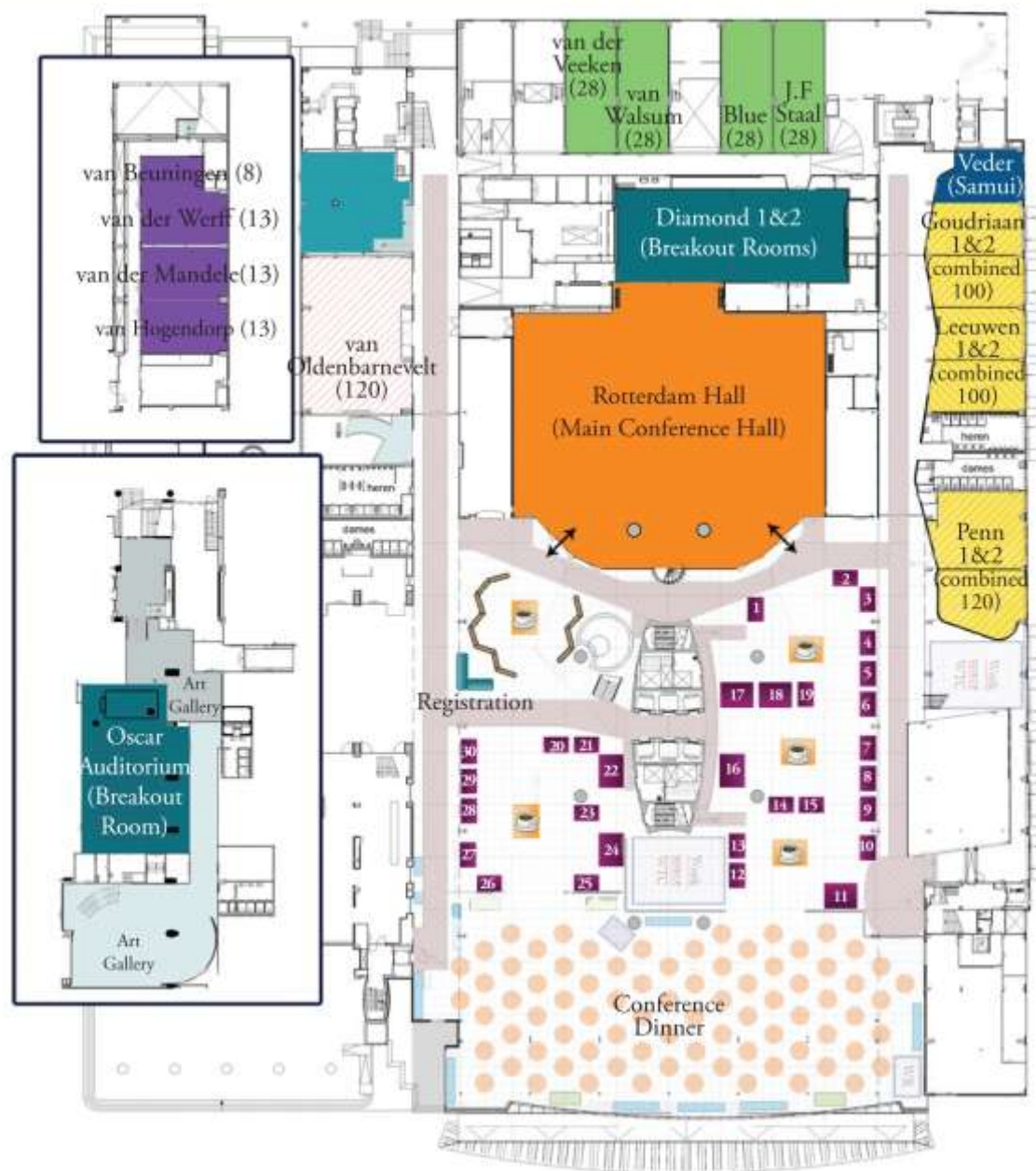
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**Bezoekadres:**  
 Beurs-World Trade Center  
 Beursplein 37, Rotterdam

**Navigatie:**  
 Parkeergarage Beurs-WTC  
 Rodezand 19  
 3011 AM Rotterdam

Parkeergarage WTC-V&D  
 Leeuwenstraat 2  
 3011 AL Rotterdam





### Information related to the stands

1. The exhibition hall is open space as modern exhibition areas. Each exhibitor may display his own exhibits in his own manner, within the area allocated for their stand. Exhibitors should check their confirmation message and the floorplan above for indication of the exhibition area allocated to them. Exhibitor will be directed to their allocated space by one of the event organiser at the registration desk
2. Each stand will be provided with one power point only
3. No signage is provided by the organisers.



4. No lightning is provided by the organisers. The exhibition hall is well lit, however, exhibitors may still choose to plan for additional lighting.

### **Information related to the exhibition**

1. The exhibition will be open to visitors from Tuesday 20<sup>th</sup> November to Thursday 22<sup>nd</sup> November from 8h30 until 19h30
2. Most of the visitors will be expected during the breaks, which are planned at: 10.30 to 11.00, 12.30 to 13.30, 15.30 to 16.00 and after 17.30

### **Information related to dismantling of the exhibition stands**

1. Dismantling will take place on Friday 23<sup>rd</sup> November from 8.30 to 19.00.
2. Access information for dismantling is identical to the setting up information.

### **General Terms & Conditions**

1. All exhibitors are required to submit plans/drawings for their exhibition stand to the local organising committee for approval by 17.00 CET on the 2nd November 2012
2. The local organising committee does not provide any equipment for the exhibitions stands. However, the local organising committee is happy to provide exhibitors with a list of possible providers that exhibitors may contact directly.
3. No posters, signs or any other materials are to be attached to walls, windows or surfaces using blu-tak, adhesive tape, or any other adhesive likely to damage the surfaces. Items thus stuck to walls, doors, windows or woodwork will be disposed of by WTC staff and the exhibitor may be charged for repairs if damage was caused.
4. During transport, it is absolutely forbidden to place materials against walls, doors or door posts or use wedges to keep doors open.
5. The transport of materials and goods needs to be done as quiet as possible.
6. The World Trade Centre cannot provide storage for packing or display materials.
7. It is prohibited, without prior agreement, to temporarily store goods or materials in hallways, entrances, garages or in front of elevators.
8. The means of transport must be equipped with pneumatic tires and wheels and a type that does not make noise and that cannot damage the marble floor.

9. During installation and demounting of exhibitions, the exhibitors are responsible for keeping fire exits and walkways free from obstruction.
10. The disposal of food waste should be transported in leak-proof containers and may not be transported in plastic bags.
11. The local organising committee cannot be held liable for any items of personal or corporate property left unattended on the premises. Any items brought onto the premises are at the owners' own risk. Exhibitors should make provision to remove all items of personal/corporate property from the World Trade Centre at the end of each day of the event.
12. Exhibitors are responsible for the following costs: transport to and from the World Trade Centre (WTC); insurance of works on loan; any security in addition to that normally provided by WTC; conservation, mounting and framing of objects; interpretation and installation costs, receptions or private views; promotional materials and marketing
13. Exhibitors are responsible for ensuring that their allocated space is cleared of excess furniture and any exhibition related items immediately following the event. The allocated space should be left in the condition in which it is found.
14. Any damages determined and costs for extra cleaning will be charged to the exhibitor.
15. It is not permitted to work with materials that can cause damage to other exhibition stands and to the building and its interior.
16. The FLOODrisk organising committee reserves the right to cancel a booking if the booking might, in the opinion of FLOODrisk organising committee, prejudice the organisation or reputation of the event.