

Jaarbeurs Manual for Safe Working Practices

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VERSION MANAGEMENT

Version	Date	Reason	Description change	Author(s)
1.0	25-03-2022	Combination of safety rules	Drawing up of the Manual for Safe Working Practices, based on existing Jaarbeurs protocols	R.M. Derksen
1.1	20-07-2022	Update	Adding details regarding safety aisles, stand construction and temporary structures	R.M. Derksen
1.2	01-11-2023	Update and improve	Adapted to current standards and ways of working. In addition, various (cosmetic) improvements have been made	J. v.d. Nouweland
1.3	22-12-2023	Update	Adjusted Rigging Conditions	J. v.d. Nouweland
1.4	10-06-2024	Update	Update contact information Brandweer & Gemeente Utrecht	A. Timmers

INTRODUCTION

Jaarbeurs aims to create a hospitable, high-quality and above all safe environment at the Jaarbeurs Complex. This allows us to contribute to successful meetings and events. Safety therefore has the highest priority at Jaarbeurs.

This manual for **Safe Working Practices** describes the measures taken by Jaarbeurs to facilitate a safe working environment for its own staff, subcontractors, exhibitors, suppliers and guests. We expect everyone who sets up, organises or otherwise contributes to an event to make an active contribution to a safe environment at Jaarbeurs.

A summary of the rules described in this manual for **Safe Working Practices** that apply during assembly and disassembly of events can be found on page 10.

The manual for **Safe Working Practices** is part of the accommodation regulations with underlying protocols and the General Terms and Conditions for Participation of Jaarbeurs, which can be found at: <https://www.jaarbeurs.nl/en/general-terms-and-conditions>

Because Jaarbeurs is required to comply with statutory requirements at all times, including [health and safety legislation](#), this manual is subject to change. The most current version of the manual is always available at: <https://www.jaarbeurs.nl/en/general-terms-and-conditions>

In addition to the national and local government regulations, Jaarbeurs has drawn up additional regulations with regard to activities in and around the Jaarbeurs Complex, and participants, tenants, suppliers and other relevant (legal) persons who visit or are active at the Jaarbeurs Complex. These can be found in this manual for **Safe Working Practices**. Jaarbeurs may draw up further rules and regulations for individual events (in consultation with the tenants concerned) to replace or supplement the general rules and regulations.

Do you have questions about safe working practices at Jaarbeurs? You can contact us at:

veiligheid@jaarbeurs.nl

Telephone number: +31 (0)30-295 29 99

Thank you for your cooperation; together we can create a safe working environment for everyone.

1. GENERAL INFORMATION

1.1 LIABILITY

Jaarbeurs cannot be held liable for damage and/or personal injury caused by or during the presence at the Jaarbeurs Complex, unless intent or obvious negligence can be attributed to Jaarbeurs. In that case, Jaarbeurs' liability will never be higher than the maximum amount that will be paid out by its insurance company. Consequential damage and loss of earnings never qualify for compensation.

Persons whose actions or omissions result in direct or indirect damage for Jaarbeurs, are fully liable for this damage. Indirect damage includes but is not limited to loss of profits, stagnation damage, as well as the costs for administrative and judicial fines and measures. Jaarbeurs accepts no liability whatsoever for any damage as a result of inaccuracies or omissions in the document and no rights can be derived from the information in dealings with Jaarbeurs.

1.2 DUTIES AND RESPONSIBILITIES

Jaarbeurs considers safe working practices an important condition in and for all our activities and as an organisation we constantly endeavour to ensure the safety of our own staff, suppliers and visitors. Each participant, tenant or other relevant (legal) person present at Jaarbeurs is primarily responsible for his/her own working conditions, as well as those of his/her colleagues and other persons working on the work floor in the immediate vicinity. The employer of those persons is ultimately responsible for supervising his/her own employees and their compliance with the regulations contained in this manual. Employers must ensure that their employees and third parties hired or otherwise engaged are effectively informed of the work to be performed and the associated risks and the measures that have to be taken to prevent or reduce these risks. If you are VCA-certified as a company [HSE certified], employees must also be in possession of a valid VCA diploma.

1.3 CODE OF CONDUCT ON SAFE WORKING PRACTICES

As described, everyone is expected to take responsibility for a safe work environment. Adhere to applicable regulations, directions, instructions and procedures related to safety in the broadest sense. Failure to follow our rules may result in sanctions (see also 1.8, "Violations").

Any instructions given by event managers, duty managers, prevention officers, security personnel, traffic controllers and other authorised Jaarbeurs personnel are to be followed at all times.

Call others to account when you observe unsafe behaviour and immediately stop your work if you are in doubt about whether you can perform it safely. Report unsafe situations, accidents or near-accidents, theft or emergencies immediately via the Jaarbeurs emergency number (+31 (0)30-295 5666).

1.4 AGGRESSION AND VIOLENCE

We strive to provide a safe environment at Jaarbeurs for all who are at our complex. Aggression and/or violence, in whatever form, will not be tolerated at the Jaarbeurs complex. Aggressive or violent behaviour will be reported and access to the premises will be denied.

1.5 ALCOHOL AND DRUGS

The possession and/or the use of alcohol and/or drugs are not permitted. It is not permitted to work under the influence of alcohol, drugs, or medication that may affect the ability to drive, the capacity to react quickly, and competence.

1.6 SMOKING POLICY

Inside the Jaarbeurs Complex, a general smoking ban applies. The exception to this rule are areas which have been approved and clearly indicated as smoking areas by Jaarbeurs.

Fines issued to the Jaarbeurs Complex by the NVWA (Dutch Food and Consumer Product Safety Authority) in respect of a smoker at the Jaarbeurs Complex, will be passed on (as far as possible) to the tenant or individual who has broken the law. Each Jaarbeurs complex employee and (Jaarbeurs) security employee shall ensure enforcement of and compliance with this smoking ban.

1.7 WORKING HOURS

Everyone working at the Jaarbeurs complex is entitled to a daily rest period of at least 11 hours, according to the Dutch [Working Hours Act](#). This rest period may be shortened to at least 10 hours 12 times per 4-week period. Taking sufficient breaks and rest periods contributes to the safe performance of everyone's work.

1.8 VIOLATIONS

If a person does not comply with any of the provisions in this manual for *Safe Working Practices* or other requirements set by Jaarbeurs, all at the discretion of Jaarbeurs, Jaarbeurs reserves the right to take all measures it deems necessary to ensure preservation of the general safety, health and welfare, public order and environment at its complex. Jaarbeurs reserves the right to remove a person who, in the opinion of Jaarbeurs, causes a disturbance of the peace and/or causes a dangerous situation at the Jaarbeurs Complex, off the site and deny access for a certain period of time and/or stop the work.

Upon discovery of unsafe work practices or an unsafe situation, the employee must first take appropriate action before work may continue. Sanctions will be imposed in the following manner:

- If unsafe working practices are observed for the first time, the employee will be given a warning.
- If, after the first instance, nothing has been done to improve safety, a second verbal warning will follow.
- Finally, if the two previous warnings are not followed up, removal from the Jaarbeurs grounds may follow.
- If the practices cause a very unsafe situation or behaviour is shown that is strongly in violation of the rules of conduct in this manual, the work can be stopped immediately.

1.9 SUMMARY OF THE SAFETY RULES

SAFETY RULES AT JAARBEURS

A complete overview of the safety rules can be found in the Jaarbeurs Manual for Safe Working Practices. In addition, the venue regulations and the 'General terms and conditions participation in exhibition' apply.

1. ACCESS

The Jaarbeurs complex may only be entered with a valid permit, in combination with a valid identification document. A body search and/or bag check may be part of the access procedure.

2. SMOKING, ALCOHOL AND DRUGS

Smoking and the use of alcohol and drugs are not permitted. It is not permitted to work under the influence of alcohol, drugs, or medication that may affect the ability to drive, the capacity to react quickly, and competence.

3. SAFETY SHOES

It is mandatory to wear safety shoes type S3 during the assembly and disassembly of the event.

4. SAFETY HELMET

It is mandatory to wear an approved safety helmet when there is a danger of falling objects and/or while working at height.

5. WORKING AT HEIGHT

- The use of (mobile) scaffolding or an aerial work platform (man bucket) is mandatory if work at height takes longer than 2 hours. The use of fall protection and a helmet for work at 2.5m or higher is mandatory.
- Ladders, stairs and other equipment for lifting of ascending must comply with applicable standards and bear a valid inspection sticker.

6. FIRE EXTINGUISHERS

It is mandatory to keep fire extinguishers free of obstacles and accessible at all times.

7. EMERGENCY EXITS

It is mandatory to keep emergency exits and yellow transport paths free of obstacles at all times.

8. TRANSPORT

- Only authorised and certified persons may operate a forklift or aerial work platform.
- It is not permitted to use a (mobile) telephone while operating a forklift or aerial work platform.
- The maximum speed in the complex is 5 km/h, on the outside grounds the maximum speed is 10 km/h.
- Do not allow forklift forks to rise higher than 15cm above the ground.
- It is prohibited to lift up persons with a forklift.
- Drive across cable ducts diagonally.

9. UNDERAGE CHILDREN

Persons under 16 years of age do not have access to the Jaarbeurs complex during the setup and breakdown periods.

10. MATERIALS AND TOOLS

Only approved materials and tools may be used.

Any instructions given by event managers, duty managers, prevention officers, security personnel, traffic controllers and other authorised Jaarbeurs personnel are to be followed at all times.

For first aid, equipment failure or to report an unsafe situation or (near) accident:
Emergency number Jaarbeurs control room: +31 (0)30 295 5333


JAARBEURS

2. CALAMITIES

Working in a safe manner significantly reduces the chance of calamities. This chapter explains how to act if an unexpected calamity does occur. Jaarbeurs has an in-house emergency response team (BHV). They have practice sessions at least once a year to ensure they can respond appropriately in the event of an emergency. During events at the Jaarbeurs complex, the BHV organisation is expanded to include certified security guards, firefighters and first aid workers. The in-house BHV organisation, as well as the security guards, firefighters and first aid workers, are managed by the Safety Department from the Jaarbeurs control room.

On request, the Jaarbeurs BHV and emergency plan is available via: veiligheid@jaarbeurs.nl

2.1 WHAT TO DO IN THE EVENT OF A CALAMITY?

General:

EMERGENCY NUMBER JAARBEURS CONTROL ROOM: +31 (0)30-29 55 666

Your own safety is always paramount in the event of an emergency.

Report unsafe situations, accidents or near accidents, theft or emergencies immediately via the emergency number.

In the event of a fire:

- Assess the fire and, if safety permits, attempt to extinguish the fire (flames below knee height) using the nearest extinguishing agent. If unsuccessful, activate the nearest fire alarm (see Figure 1).
- Report a fire via the control room emergency number and provide information about the nature of the fire, the location and any casualties.
- If possible, move those in danger to a safer area.



Figure 1 - Fire alarm

In the event of an accident:

The presence of a professional first aid worker (as standard, during the assembly and disassembly of and during the event, there is a manned First Aid station near the East Entrance):

- Contact them directly by calling the control room emergency number. Remain calm and briefly explain the location and nature of the accident.
- If the victim is mobile: accompany the victim to the First Aid station for professional help.

In the absence of a professional first aid worker:

In the event of a life-threatening situation:

- Have an AED and the emergency medical bag brought to the scene, do not leave victim alone and only move the victim if this is strictly necessary.
- Call 112, stay calm, and answer the questions from the responder.
- Have someone call the control room on the emergency number and let them coordinate the approach route with the regional incident room if an ambulance has to come to the scene. Stay on the line with 112 yourself and follow the instructions given to you.

In the event of a non-life-threatening situation:

- Have the emergency medical bag brought to the scene, do not leave victim alone and only move the victim if this is strictly necessary.
- Call the control room via the emergency number and follow their instructions.

There are AED at various central locations in the Jaarbeurs buildings; they are recognisable by the symbol below.



Figure 2 - AED symbol

In the event of an evacuation:

Upon hearing the evacuation alarm, everyone should exit the building by the nearest emergency door and proceed to the designated assembly point (Figure 2). The instructions given by the BHV officers and/or security personnel must be followed. The nearest emergency exit can be found by following the escape route signage (Figure 4).



Figure 3 - Assembly point



Figure 4 - Escape route signage

2.2 ACCIDENT AND DAMAGE FORM

In case of accidents, an accident form should always be filled out by those involved. These forms are available from the Jaarbeurs control room and can also be requested via: veiligheid@jaarbeurs.nl. Jaarbeurs will report serious accidents to the Dutch Labour Inspectorate. Environmental accidents also have to be reported to the control room. Damage to property of the supplier/Jaarbeurs Complex itself should also be reported to the control room via +31 (0)30-295 53 33.

2.3 KEEP FIRE EXTINGUISHERS, EMERGENCY EXITS AND ESCAPE ROUTES CLEAR

It is mandatory to keep fire extinguishers free of obstacles and accessible at all times. It is mandatory to keep emergency exits and yellow transport paths free of obstacles at all times. It is not permitted to open the emergency doors for any purpose other than for use as an escape route in an emergency.

3. ACCESS POLICY JAARBEURS

3.1 ACCESS POLICY AND IDENTIFICATION OBLIGATION

During the assembly and disassembly of events, the Jaarbeurs Complex is a closed area and is therefore only accessible to persons with a valid construction and/or dismantling accreditation. This includes relevant employees of Jaarbeurs, personnel hired by Jaarbeurs for this purpose, the suppliers and partners involved, and the exhibitors and their hired parties and persons. All visitors to the Jaarbeurs complex must be able to identify themselves with a valid ID (for non-EU residents also a valid work permit).

Outside the set-up and dismantling period, access will be granted under the supervision of authorised Jaarbeurs staff.

The following are considered as valid identification documents:

- Dutch passport
- Dutch ID card
- Dutch driving licence

For non-Dutch nationals, the following documents are also accepted:

- Residence permit issued by the Dutch Immigration Service (IND)
- Non-Dutch passport, with an entry of a residence permit by the IND
- Identity card from an EU country
- Refugee or alien's passport

Jaarbeurs reserves the right to check bags/coats as part of its access control at any time. This right also applies when leaving the building.

The access policy of Jaarbeurs is as follows:

- During the set-up and dismantling period in the halls of the Jaarbeurs complex, everyone must adhere to the safety regulations of Jaarbeurs.
- Visitors will not be admitted to the halls of the Jaarbeurs Complex during the assembly and/or disassembly period; there are hall officials to prevent unauthorised access.
- A logistical plan is used to ensure a smooth assembly and/or disassembly procedure.
- Loading and unloading takes place outside as much as possible, near the transport doors provided for that purpose.

3.2 AGE

Persons under 16 years of age do not have access to the Jaarbeurs complex during the assembly and disassembly period. Persons under 18 years of age may only perform work that does not pose a health or environmental hazard. During events, persons under 18 years of age may not carry out sampling activities (handing out flyers/vouchers/products).

4. PERSONAL PROTECTIVE EQUIPMENT

Anyone entering the Jaarbeurs complex during the assembly and disassembly activities is required to use personal protective equipment (PPE) suitable for the work they perform. The relevant employer should provide information on the hazards in the workplace, how the PPE works and how to use/wear them.

The employer shall provide the necessary PPE and shall ensure its proper use and maintenance. The following sections explain the general principles regarding PPE.

4.1 FALL PROTECTION

When work is carried out at a height of 2.50m or higher, this is called "working at height" (see also Chapter 5). Specific measures to prevent fall hazards are required in those situations. If no platforms, scaffolding or parapets are provided when working at height, it is mandatory to use fall protection equipment. The following is suitable in these situations:

- A safety harness in combination with a climbing or fall prevention system (maximum fall distance 60 cm).
- A harness with shoulder and leg straps, lifeline and fall arrestor (maximum fall distance 200 cm).

Fall protection may be necessary in the following situations:

- The construction of scaffolding
- The hanging of hoisting equipment
- The removal of elevated structural components
- Working in/from a man bucket

When working at a height of less than 2.50m, fall protection is also mandatory when there is an increased risk of falling, for example when working above water or near protruding parts.

Fall protection must have a CE mark and must meet at least the EN 361 requirements. The hook should be attached to a firm and fixed anchoring point and be able to withstand a minimum force of 1000kg. The fall protection device must be inspected at least once a year by a qualified party. Proof of inspection must be provided on demand. Approved fall protection must be made available to employees by the respective employer. Before using the fall protection device, it has to be checked by the user. After a fall, the fall protection must always be re-inspected before it can be put back into use.

For situation where climbing is difficult or the climber cannot be properly secured, professional climbers are engaged, who have the required expertise and suitable materials. See also paragraph 5.4, "Rigging".

4.2 FOOTWEAR AND CLOTHING

Footwear

During the assembly and disassembly in the hall complex, the wearing of safety shoes is mandatory. Safety shoes must comply with the EN-ISO 20345 standard, be of class S3 or higher, and bear a CE mark.

Clothing

- Protective clothing should meet the requirements of the EN-ISO 13688 standard. The (protective) clothing should be ergonomic (comfortable) and well-fitting.
- Clothing should be made available to employees to protect them against hot or cold weather conditions.
- Wearing a high-visibility jacket is advised for work in the outdoor area around the hall complex.
- Wearing protective clothing while working with hazardous materials is mandatory. Work with hazardous substances means working with the rinsing machine, working at the battery charging station and working with open flames.
- When working in areas where there is a fire hazard, it is not permitted to perform work in shorts.
- When working near rotating machine parts, sleeves cannot have open/adjustable cuffs.
- Workwear for electricians should not have metal fasteners or zippers.

Work gloves

Work gloves should have a CE mark. Wearing gloves when working near rotating machine parts is prohibited.

- Gloves category I: protection against minimal risks (gardening gloves, house gloves, etc.).
- Gloves category II: protection against medium risks (working with rough objects, tools, etc.).
- Category III gloves: protection against very serious hazards with a risk of fatal or permanent injury (chemicals, temperatures above 100° Celsius, etc.).

4.3 HEARING PROTECTION

At noise levels between 80-85 dB, wearing hearing protection is recommended. At noise levels of 85 dB and above, the wearing of hearing protection is mandatory and should be provided by the employer. Measures to reduce noise exposure should preferably be aimed at reducing noise production at the source.

The hearing protection to be provided by the employer has to:

- Provide sufficient damping
- Be sufficiently comfortable to wear
- Not make communication impossible
- Bear a CE mark

Hearing protection is defined as: internal hearing protection (ear plugs and otoplastics) and external hearing protection (earmuffs). Otoplastics are preferred for persons who regularly stay or work in noisy environments.

At dance events and pop concerts in the hall complex, Jaarbeurs provides hearing protection in the form of disposable ear plugs to all personnel who are exposed to noise, such as bar staff. Distribution of these items is through the linen room.

Addition hearing protection for work in and around concerts/theatre:

The lead sound engineer should warn all persons present before proceeding with a sound check at loud levels. The branch catalogue *Performing Arts Amplified Sound* serves as a guideline for work at concerts and in the Beatrixtheater.

4.4 HEAD PROTECTION

If there is a danger of falling objects, wearing a safety helmet is mandatory. A helmet must comply with the EN 397 standard and bear a CE mark. The choice of a particular type of safety helmet should be made based on:

- The nature and severity of the risk
- The conditions of use
- The individual characteristics of the user

With multiple varying risks, select the safety helmet that provides protection against the greatest risk. Before starting work, helmets should be inspected for defects and the expiration date has to be checked. If this date is exceeded, the helmet should not be used, as the helmet may no longer provide enough protection. In addition:

- After a helmet is struck by an object or if the helmet is visibly damaged (cracks/breaks), it should not be used and should be replaced.
- For personnel working at heights, the helmet must at least comply with EN397 and be fitted with a chin strap complying with EN12492 or EN14052.
- A bump cap is not a safety helmet, does not protect against falling material and is not permitted.

4.5 FACE PROTECTION

Protective glasses: it is mandatory to wear protective glasses when carrying out activities that pose a danger to the eyes, such as working with hazardous substances or activities that involve flying particles. Protective glasses should bear a CE mark.

Face shield: when protective glasses do not provide enough protection for the head, a face shield should be worn. This does not protect against dust particles or gases.

Respiratory protection: this is mandatory when working in an environment where ventilation is inadequate, when working with hazardous vapours or substances (which can produce gases), or when releasing substances (e.g., wood dust or particulates). Respiratory protection includes a face mask with appropriate filters.

Welding protection: when welding, it is mandatory to wear welding protection. The welding protection should be adapted to the type of welding work, e.g., electric, MIG/MAG or gas. See also paragraph 6.2.

4.6 MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

It is important to use and maintain PPE carefully. Before each use, the equipment must be checked for defects. If identified defects cannot be properly corrected, the PPE must not be used. Employers should ensure that staff is properly informed about the PPE and all PPE is properly maintained/inspected.

5. WORKING AT HEIGHT AND WORK EQUIPMENT

5.1 WORKING AT HEIGHT

Working at height means working on scaffolding, multi-storey constructions (grandstand construction) or working on the roof. In a workplace where there is a risk of falling from a height, safety measures must be taken. This must always be done when work is carried out at a height of 2.50m or higher, but even below 2.50m, measures must be taken if there is a risk of falling.

The safety rules related to working at height at a glance:

- Don't take unnecessary risks.
- Place guards around floor and wall openings.
- Continuously tidy up the work area to prevent the possibility of tripping or slipping.
- The use of (mobile) scaffolding or an aerial work platform (man bucket) is mandatory if work at height takes longer than 2 hours.
- Ladders, stairs and other equipment for lifting or ascending must comply with applicable standards and bear a valid inspection sticker.
- Work may only be carried out within the times and areas specified by Jaarbeurs.
- Anyone working at a height above 2.5m is required to use fall protection with a CE mark (+ comply with NEN requirements). Only work with fall protection if you have practiced using it (see also 4.1, "Fall protection").
- A ladder should only be used for short-term work up to a maximum height of 7.5m (never longer than 2 hours).

5.2 SCAFFOLDING

For scaffolding, the following safety regulations apply:

- Handrails and fencing have to be installed at least 1 m above the working surface.
- The scaffolding material must be of good quality and must meet the requirements of NEN-EN 12811-1. If scaffolding is constructed within the halls and is higher than 12m, struts must be provided. The scaffolding must be assembled in accordance with the requirements of NEN-EN 1298.
- It is not permitted to move movable tower scaffolding if material or persons are present on the scaffolding. Movable scaffolding may only be moved if it is less than 8m high.
- Scaffolding should be erected on a level and sturdy surface. The use of stabilisers is mandatory.
- If working with live electricity, the scaffolding must be earthed.
- The scaffolding platforms and platforms of multi-storey construction must be completely closed off and provided with edge boards (at least 10cm high) all the way around. A handrail must be installed at a height of 1 m above the work platform, and an intermediate handrail must be installed at a height of 50cm above the work platform.
- It is prohibited to exceed the maximum load for which the scaffolding is intended. The maximum load is indicated on the scaffolding at eye level.
- Materials on a scaffolding platform may not be stacked higher than 55cm; if this is done, additional handrails must be installed.
- The working area of scaffolding must be marked to prevent collision hazards and to prevent persons from being struck by falling objects.
- For movable scaffolding, the wheels must be blocked before work begins. The scaffolding must be ascended properly (on the inside).
- No work may be carried out from elevations placed on top of the scaffolding, such as ladders.
- It is prohibited to carry out work on scaffolding that has already been partially taken apart.
- The user of scaffolding must be in the possession of an inspection certificate. The user should at all times be able to present this certificate to an enforcing officer. Before use, scaffolding must be inspected and approved. This should be done by a person in possession of the scaffolding B certificate or equivalent (this does not apply to movable scaffolding). If the scaffolding is approved, a green label with date must be attached to the scaffolding. Follow-up inspections must be carried out when any changes are made to the scaffolding.
- Two specific rules apply with regard to assembly and disassembly when scaffolding and grandstand construction work is carried out:
- Mandatory use of an approved harness and safety lines if the employee is working on a grandstand or scaffolding at a height of more than 2.5m and is situated 1.5m from the edge of the grandstand or scaffolding. This is in line with Dutch legislation, article 3.16 of the Arbobesluit (to prevent falling). See also paragraph 4.1, "Fall protection".
- The wearing of an approved safety helmet during assembly and disassembly is mandatory if the employee is working on top of or underneath the unfinished grandstand or scaffolding.

5.3 LADDERS AND STEPLADDERS

Before use, (step)ladders must be inspected for defects. If defects are found, the re-inspection date has expired and/or the rungs are dirty, the (step) ladder may not be used. (Step) ladders must be inspected at least once a year by a qualified party; the next inspection date must be marked (legibly) on the (step) ladder.

(Step) ladders should always be placed in such a way that their stability is always guaranteed when used. Other important safety requirements are:

- The rungs on a (step) ladder must have an anti-slip coating.
- Working on a (step) ladder is only permitted if the use of other work equipment is not possible.
- It is not permitted to work on a (step) ladder for longer than 2 hours.
- When working above a fall height of 5m, the use of a (step) ladder is not preferred. Above 7.5m, the use of a ladder is prohibited.
- Always place the ladder on a stable surface and secure it against sliding.
- The access to a (step) ladder should be kept clear at all times.
- Multipart ladders or telescope ladders must be used in such a way that the different parts cannot move relative to each other.
- Use of (step) ladders is not permitted if the user is wearing shoes with dirty or slippery soles.
- It is not permitted to perform work outside the range of motion: which is an arm's length.
- The use of a (step) ladder is permitted only if weather conditions permit.
- The use of a (step) ladder is not permitted outside in winds exceeding 6 on the Beaufort scale.
- It is prohibited to move a (step) ladder while the user is still on it.

For other established laws and regulations regarding the use of (step) ladders, please refer to the [official law article](#).

5.4 RIGGING

Rigging work includes all work involving the attachment of hoists, guy wires and steel cables to the roof structure. Jaarbeurs has drawn up conditions for events and trade shows. Rigging plots must be approved by Jaarbeurs or its in-house supplier at least 6 weeks in advance. Inspection fees may be charged. Wearing approved fall protection for work above 2.5m is mandatory. Wearing a safety helmet is mandatory when working at height; this also applies to rigging work.

The installation and removal of guy wires may only be carried out by certified personnel or companies appointed by Jaarbeurs. The suspension capacity is limited; applications should therefore be submitted in time. The applicant is responsible for providing the necessary information, such as the load per suspension point.

Please note: In halls 2, 5, 9 and 10 rigging is not possible.

The Request form suspension points/guy wires and truss structures/lighting can be found in the Webshop section of the MyJaaarbeurs portal.

5.5 ROOF ACCESS PROCEDURE

Work on roofs also falls under "working at height". If work is to be carried out on the roofs of the Jaarbeurs Complex, advance permission is always required from the control room. The "Jaaarbeurs Roof Access Procedure" must be read and signed prior to accessing the roof. Contact the control room via +31 (0)30-295 53 33 or via veiligheid@jaarbeurs.nl

6. FIRE SAFETY

In order to prevent fire, a number of regulations must be observed (fire prevention) by all participants, tenants, suppliers or other relevant (legal) persons who performs work in the Jaarbeurs Complex.

6.1 FIRE EXTINGUISHERS

It is mandatory to keep fire extinguishers free of obstacles and accessible at all times.

There are fire extinguishers around the entire complex, which are inspected annually by an external company. Fire extinguishers should only be used to fight a fire. To prevent legionella (legionnaires' disease), it is prohibited to use a fire hose for any purpose other than firefighting. Fire extinguishers that do not fall under the responsibility of Jaarbeurs (valid for third parties) fall under their own responsibility.

Fire reel cabinet

In halls 1, 8 and 12, it is mandatory under the Building Code to place temporary fire reel cabinets on the trade show floor. The locations will be coordinated with the organisation in advance and indicated on the hall floor plan as part of the project requirements. For further information on fire safety requirements at Jaarbeurs, please contact the Safety Department via: veiligheid@jaarbeurs.nl

6.2 OPEN FLAME (WELDING, BURNING AND GRINDING)

Open flame is defined as work that involves working with flames, such as the use of (cutting) torches, welding, and mechanical sparks (e.g., from grinding). Prior to starting work with open flames, a work permit must be obtained from the Safety Department (form Work involving Fire Hazards) via: veiligheid@jaarbeurs.nl. When working with open flames, fire extinguishers must be within easy reach at all times and the wearing of PPE is mandatory. The foreman must carry out a (final) inspection before each work stoppage or after the completion of the work involving fire hazards to ensure that no smouldering residues have been left behind and/or there has not been a fire.

When working with gas; make sure that gas cylinders are placed in a stable position and are secured against falling over; when leaving the workplace, it is forbidden to leave gas burners on.

6.3 FIRE REGULATIONS IN RELATION TO MATERIAL USE

The use of (highly flammable or) flammable materials is not permitted. See the note below:

- Exhibiting vehicles and vessel with diesel or gasoline engines is permitted under certain conditions:
 - The fuel tank is almost empty (max. 5L per tank) – this is not necessary if the fuel system is liquid tight.
 - The fuel tank is sound and permanently closed.
 - The tanks of cars with an LPG installation are less than 80% full, or
 - The battery terminals are disconnected – this is not necessary if the car is equipped with an immobiliser or grounding switch.
 - Register the vehicle/vessel you want to exhibit via: veiligheid@jaarbeurs.nl
- Exhibiting vehicles and vessels equipped with a lithium battery must be reported in advance to the Safety Department via: veiligheid@jaarbeurs.nl
- When using fire-accelerating gases in the hall/stand, a fire extinguisher must be kept nearby. The applicant must bring their own appropriate and inspected extinguishing agent. All cylinders must be removed from the complex after closing time. The gas cylinders must be stored in the container. The user can submit an application to Customer Service. If pressure containers are used in the hall during opening hours, this must be reported in advance using the form "Reporting the use of a pressure container". This form can be found in the Webshop section of the MyJaarbeurs portal. See also paragraph 11.3.
- If cooking on an open fire, a written application must be submitted to the Safety Department well in advance of the event via: veiligheid@jaarbeurs.nl. The applicant must bring their own appropriate and inspected extinguishing agent.
- If you want to fill helium balloons during opening hours, this must be reported to the Safety Department (see also paragraph 12.2) via: veiligheid@jaarbeurs.nl
- Materials including any decorations used, must be impregnated in advance with a fire retardant or consist of fire-resistant class B1 fibre. Users must be able to present the appropriate certificate.
- When using wood-like panelling materials (e.g., plywood), with a material thickness of more than 3.5mm, the material does not need to be impregnated (treated).
- Materials such as hardboard, softboard, cardboard, plastic foam board, etc., independently of the material thickness, must be treated to make them less flammable. The fire-retardant treatment of the material must be demonstrated by a test.

7. TRANSPORT LOGISTICS

7.1 TRAFFIC

In and around Jaarbeurs, the general rules of the Dutch Road Traffic Act apply. In addition, the following Jaarbeurs traffic rules apply:

General:

- The maximum speed in the halls is 5km/h.
- The maximum speed on the grounds and the car parks is 10 km/h.
- When driving, always consider your surroundings and never drive faster than conditions allow.
- Pedestrians always have right of way; vehicles and equipment have to give way.
- When driving over cable ducts in the halls, approach them at right angles.
- The use of a seatbelt, if provided, is mandatory.
- Vehicles should be driven on the right side of the road; traffic coming from the right has right of way.
- The blocking of existing emergency exits, fire extinguishers and escape routes is not permitted.
- Driving under the influence of substances that may affect the ability to drive (alcohol, drugs, medication) is prohibited.
- You are not allowed to perform distracting acts, such as checking social media, making phone calls, using the walkie-talkie, reading, etc.
- Only approved transport vehicles (forklift, electric carts, aerial work platform, etc.) with a CE mark and valid inspection sticker are allowed in and around the Jaarbeurs Complex. Persons under the age of 18 years are not permitted to drive an (electric) pump truck. Drivers of transport vehicles must be adequately trained and instructed on its use and operation.
- Anyone who drives a transport vehicle, must hold a driver's license and valid certificate for the relevant vehicle (forklift, electric carts, aerial work platform, etc.) and be adequately instructed on the use and operation of the transport vehicle.
- Instructions from traffic controllers and security staff must be followed at all times.
- Parking is allowed only in the official car park or in the spaces assigned by traffic controllers and security staff.

7.2 LOADING AND UNLOADING

Within the Jaarbeurs Complex, our logistics partner DB Schenker is the designated party to load and unload materials. You are not permitted to load and unload goods with your own equipment, e.g., a forklift.

Exceptions will be assessed on a case-by-case basis.

If an exception is made, the form "Use of own forklift truck on trade show grounds", available from DB Schenker, must be completed and signed.

For all rules on loading and unloading, please refer to the DB Schenker manual. This can be found in the MyJaarbeurs portal. A short summary of the most important rules:

- Loading and unloading must be carried out under controlled conditions and only at the intended transport doors.
- The use of damaged or rejected pallets is not permitted.
- The loading and unloading of dangerously stacked pallets are not permitted.
- When a truck is driving, no items may protrude from the back or side.
- During loading and unloading with a forklift, the use of a flashing light is mandatory.
- Goods must not be placed in front of emergency doors and/or fire extinguishers; these must be kept clear at all times.

- If a vehicle is in the hall for work, it must be driven back out of the halls immediately after the work is completed.
- During work in the halls, the vehicle may not be left idling. Should this be necessary, please consult the Event Manager in advance.
- Unloading should take place outside the halls; exceptions to unload inside the halls are only possible after advance consultation with the Event Manager.
- It is not permitted to load or unload outside the times set by Jaarbeurs or to stay on the delivery routes around the Jaarbeurs complex.

To ensure a smooth assembly and disassembly, we work with a logistics plan, including a Vehicle Registration System. Traffic is pre-registered in a buffer zone and allowed into the grounds in a regulated manner. Loading and unloading takes place outside near the transport doors provided for that purpose as much as possible. Anyone wishing to enter the hall must be in possession of an assembly and disassembly pass and a valid proof of ID (see also paragraph 3.1).

7.3 TRANSPORT ROUTES AND AISLES

Transport routes should always be free of obstacles. All transport routes and aisles should be kept clear of items and waste as much as possible. If there is work being carried out on the stand and there is no room for storage within the stand, it is permitted to temporarily place items in the aisle. This applies only to items intended for the work being carried out at that time. The items should be removed as soon as possible. It is preferable, however, to leave the items outside the halls and have them driven in with forklifts when required. Jaarbeurs is authorised to remove items or have items removed if the instructions given are not complied with. The blocking of fire extinguishers, emergency doors and other safety devices is strictly prohibited.

7.4 PARKING

There are regulations regarding parking, lorry positioning and loading/unloading, depending on the type of event. A traffic plan will be drawn up for each event, if necessary, by Jaarbeurs in consultation with the tenant of the event.

The following is only allowed inside the Jaarbeurs Complex with prior written permission from Jaarbeurs:

- The parking of vehicles and/or trailers outside the marked parking spaces and/or indicated areas.
 - Vehicles and/or trailers that have been incorrectly parked and/or are blocking (emergency) exits and/or access roads will be towed.
 - All towing costs are at the expense of the visitor.
- The parking of vehicles in the loading and loading areas and grounds of the Jaarbeurs Complex.

Instructions and directions given by Jaarbeurs staff must be strictly followed at all times.

7.5 FORKLIFTS

DB Schenker is the only party authorised to drive forklifts in and around the hall complex (see also 7.2). If an exception is made, the form "Use of own forklift truck on Jaarbeurs grounds" available from DB Schenker must be completed and signed. In addition:

- The use of diesel forklifts in the hall complex is not permitted.
- As of 1 January 2021, a legal registration and licence plate requirement applies to all forklifts using public roads that are 130cm wide or wider or that are pulling a trailer.
- Only approved forklifts, bearing a CE mark and an inspection sticker, are permitted (at the discretion of DB Schenker).
- The driver must be at least 18 years of age and be in the possession of a valid forklift

certificate.

- Before each use, the forklift must be checked for any defects.
- The forklift may only be used if the forks are the correct length and suitable for the weight to be carried. It is prohibited to use a forklift for heavier loads than permitted.
- The materials to be transported must be safely and stably placed on the forks.
- While driving, the forks must be kept low. The maximum height of the forks when driving is 15cm above the ground.
- The forklift may only be operated from the driver's seat. All body parts must be kept within the driver's cabin. As in road traffic, the driver must maintain an adequate distance from other forklifts.
- It is forbidden to transport people (unless working from a designated bucket).
- Corners must be taken gently and carefully to avoid tipping over.
- The flashing light must be on when driving through the halls, to improve visibility.
- The forklift must be placed outside when parked for longer periods of time (during work breaks, while carrying out other work, etc.).
- Battery charging is permitted only at the location approved and designated by the Technical Department.

7.6 AERIAL WORK PLATFORMS

DB Schenker is the only party authorised to drive aerial work platforms in and around the hall complex. To apply for an exception, you have to contact DB Schenker.

With regard to the use of aerial work platforms, the following important rules apply at the Jaarbeurs grounds:

- Always check the aerial work platform in advance for any defects. Any defects must first be corrected before the aerial work platform may be used.
- When working with scissor aerial work platforms and Geni aerial work platforms, where the upper body remains within the bucket, safety lines are not required. This bucket must be at least 110cm high.
- For all other types of aerial work platforms, wearing (approved) fall protection is mandatory.
- It is prohibited to leave an aerial work platform while it is in the extended position; leaving the aerial work platform is only permitted when it has been lowered to the ground.
- In situations with a wind force of 6 or higher on the Beaufort scale, the use of an aerial work platform outdoors is prohibited. The use may be prohibited before that if specified in the instructions for use of the platform.
- An aerial work platform should always be placed on a level surface. If the aerial work platform is equipped with props, these must be used correctly.
- Persons in the man bucket must keep both feet on the floor of the bucket.
- It is not permitted to have materials protruding outside the bucket.
- An aerial work platform is not intended for lifting or hoisting activities.
- Moving an aerial work platform is allowed only with the boom retracted and it must be driven at walking speed. If necessary, have someone walk ahead to help.
- Diesel-powered aerial work platforms must be equipped with a proper soot filter. The use of hybrid aerial work platforms is preferred over diesel-powered platforms.
- Only approved aerial work platforms, bearing a CE mark and inspection sticker, are permitted.
- The driver must be at least 18 years old and have a valid aerial work platform diploma.
- All aerial work platforms used in the Jaarbeurs grounds must be registered with the logistics partner of Jaarbeurs.
- When working in the aerial work platform at a height of more than 2.5m, it is mandatory to use fall protection (wearing a safety harness attached to the bucket).
- It is mandatory to wear an approved helmet when there is a danger of falling objects and/or increased impact hazard.
- When using electric aerial work platforms, they may only be charged in the designated

areas.

- A safe working area around the aerial work platform should be cordoned off using safety cones or red/white ribbon.

7.7 (ELECTRICAL) PUMP TRUCKS

While driving, always keep a close eye on your surroundings. Keep in mind the limited ground clearance of the pallet truck. Avoid dips in the surface and potholes. The following rules apply to the use of (electric) pump trucks:

- Standing or stepping on it while operating the pump truck is prohibited. Furthermore, it is prohibited to transport persons on the (electric) pump trucks.
- Electric pump trucks equipped with a platform may not transport passengers.
- It is not permitted to transport a poorly stacked load.
- Charging the batteries is only permitted in the area designated by the Technical Department.
- Refilling the batteries is only permitted at the designated filling stations (please consult the Technical Department).
- Spills should be prevented and cleaned up as necessary.

7.8 (ELECTRICAL) CARTS

Electric carts include all transport vehicles and assistive devices that are propelled by means of electricity. Users have to observe the following rules:

- Driving a cart containing a poorly stacked load is not permitted.
- The aforementioned speed limits must be adhered to, both inside and outside the Jaarbeurs grounds.
- It is not permitted to transport passengers, unless the vehicle is equipped with a passenger seat and the passenger is seated.
- The use of the seat belt, if provided, is mandatory.
- The handbrake must be applied, if any, when the cart is not in use.
- Charging the batteries is only permitted in the area designated by the Technical Department.
- Refilling the batteries is only permitted at the designated filling stations (please consult the Technical Department).
- Spills should be prevented and cleaned up as necessary.

7.9 EXHAUST FUMES IN HALLS AND CONFINED SPACES

If a vehicle is in the hall for work, it must be driven back out of the halls immediately after the work is completed. During work in the halls, the vehicle may not be left idling. Unloading should take place outside the halls; unloading inside the halls is only possible in special cases. Exceptions must be applied for in consultation with the Event Manager/Technical Department.

7.10 DIESEL EMISSION MEASURES

- In accordance with the applicable health and safety laws and regulations, the replacement of a diesel-powered vehicle/equipment by another type, e.g., LPG or electrical vehicle, must be considered. This is mandatory at least for forklifts that are used indoors and have a lifting capacity up to 4 tonnes.
- In the case of diesel-powered work equipment for which replacement is not yet technically possible, provisions must be made to prevent or limit exposure to diesel engine emissions (DME) to a limit as low as possible, to be determined by the employer. The employer can meet this obligation by:
 - Direct discharge of DME by providing a direct connection of the exhaust to a safe location outside the enclosed area.
 - Application of an adequate soot filter, for the degree of reduction provided by a soot filter.
 - Soot filters with a gravimetric capture efficiency of at least 70%.
 - The use/purchase of trucks with a Euronorm 4 or 5 diesel engine.
 - Providing adequate ventilation, possibly by having vents opened in consultation with the Technical Department.

7.11 PERSONAL TRANSPORT EQUIPMENT

The use of other transport equipment is permitted in the halls, provided they are roadworthy and do not compromise the safety of others. For this other transport equipment, all applicable traffic and safety rules specified in this manual must also be adhered to.

Examples of personal transport equipment are:

- (Electric) bicycles
- (Electric) scooters
- (Electric) unicycles
- Trikes
- Segways
- Hoverboards

8. STAND CONSTRUCTION

The following rules apply to participants, tenants, suppliers and other (relevant) legal persons:

- Access to the Jaarbeurs Complex is only permitted for the purposes of assembly, setting up, using and disassembling stands and other structures during the period of the lease/participation agreement between the tenant and Jaarbeurs, unless explicitly stated otherwise in writing by Jaarbeurs.
- Strictly complying with instructions given by or on behalf of Jaarbeurs, the Municipality, the fire department and/or other authorities with regard to the use of the stand space and other spaces in the Jaarbeurs Complex is mandatory.
- The aisles marked by Jaarbeurs in halls must be kept clear at all times.
- Fire extinguishers and emergency exits must be kept completely clear at all times and only used for extinguishing fires (to prevent Legionella contamination).
- The exhibitor is obliged to build his stand (or have it built) and furnish it on the days and within the time slots indicated for that purpose, with due observance of the relevant stipulations by Jaarbeurs.
- The exhibitor is provided with stand space, in principle without stand construction, furnishings, furniture, etc.
- If the exhibitor chooses to build their own stand, it is mandatory to provide a stand design to our partner Abraxys for assessment. A fee per stand design is payable for this assessment.. See also 8.2.

Unless expressly provided otherwise, participants, tenants, suppliers or other relevant (legal) persons are not allowed to:

- Have third parties use of the stand space, either in whole or in part.
Allow the stand to be used for a purpose other than described in the participation agreement.
- Make such use of the stand space that other exhibitors or visitors suffer damage and/or inconvenience as a result in the form of noise pollution, obstruction of access, aisles or other passages, obstruction of light or view, or nuisance in any other form, all this at the discretion of Jaarbeurs.
- Use open, running, spraying or atomised water in or near the stand for the purpose of demonstrating its products, unless with the express written permission of Jaarbeurs and party renting out the accommodation. The exhibitor himself must strictly comply with all instructions given in this regard. See also 11.10.
- Use appliances, devices, heaters, fireplaces and the like with an open flame in or near the stand, unless explicitly permitted or made available by Jaarbeurs. See also 6.3.
- Use or store hazardous substances and/or goods including highly flammable substances, gases or chemical pesticides or radioactive goods in or near his stand. See also 11.3.
- Place or affix objects, furniture, signs or advertising materials, all in the broadest sense of the word, outside, above or on the back of the stand.
- Distribute or hand out flyers or other advertising materials outside the stand.
- Make photographic or video recordings of objects other than his own stand, which right is reserved exclusively for Jaarbeurs.
- Charge an admission fee or any other kind of fee from visitors who visit the stand or to attend demonstrations, presentations and the like at the stand.
- Engage in activities in or around his stand which, in the opinion of the Jaarbeurs, could be detrimental to the event in general, such as activities which could be offensive to certain (groups of) people, activities which are contrary to the law, public order and decency, and activities which could to some extent damage the image of the event.

- During the event, sell any products to visitors, against simultaneous or nearly simultaneous delivery of the product sold, unless direct sales is customary in view of the nature of the event.
- Conduct or arrange for a survey to be conducted among visitors to the event, unless this has been explicitly permitted in writing by Jaarbeurs.

The exhibitor is responsible for the supervision of his stand and the items and goods at the stand, unless binding regulations have been issued by the party renting out the accommodation in this respect.

8.1 ASSEMBLY AND FURNISHING

At events where the aisles are already covered with floor tiles or another type of floor covering prior to assembly and furnishing, it is not possible to unload goods and construction materials for the stand in the halls after the floor covering has been installed. Please contact the Jaarbeurs Event Management Department if you would like to bring in materials after the flooring has been installed.

Participants have to start assembly and furnishing of the stand as soon as possible. For each event, the tenant will determine when assembly and furnishing can begin and when these activities must be completed, for example to allow cleaning activities upon completion of the event.

8.2 STAND DESIGN

If the exhibitor chooses to build their own stand, it is mandatory to provide a stand design to our partner Abraxys for assessment. The cost of an assessment can be found in My Jaarbeurs.

The submission of the stand design details should include:

- A technical drawing to scale, with dimensions and views from different angles of the proposed design, stating the name of exhibitor, the stand number and the date.
- Structural calculations.
- If a stand is made available which comprises a completely or partially enclosed area for more than 50 people, a design drawing must be submitted, indicating the aisles, entrances and exits, doors and fire extinguishers on a floor plan (top view).
- Specifications of the materials used including standards for impregnation/fire hazard classes.
- A risk analysis, including consideration of fire hazards, material use, safety during assembly and disassembly.

The Jaarbeurs stand construction regulations below apply with respect to stand design:

- It is not allowed to build shared boundary (neighbouring) walls lower than 2.50 meters.
- Low walls to a maximum of 1 meter in height are only permitted on the sides of a stand that border an aisle.
- Objects higher than 2.50 meters are permitted without approval, subject to the following: objects higher than 2.50 meters at the back must be finished in a neutral colour (or otherwise in consultation with the neighbouring exhibitor). It is not allowed to place logos or other advertisements on the back of walls, truss constructions or other objects adjacent to the neighbouring stand.
- No suspended truss to be within 1m of the neighbouring shared walls.
- Stands that have ground structure wholly or partially supported by rigging are not allowed. All ground structures should be entirely self-supporting.
- The maximum building height is 5 metres, taking into account the maximum building height at the relevant stand location.
- The maximum height of truss/rigging points is 7 meters. It is therefore not allowed to hang materials higher than 7 meters above the stand.

Please note: In halls 2, 5, 9 and 10, rigging is not possible.

- Each open aisle side of a stand location may be closed off for a maximum of 5m (width). Open sides narrower than 10m wide may be closed off for a maximum of 50%. The remaining part of the open side should be fully accessible to visitors and allow a line of sight to surrounding stands.
- Aisle-crossing stand construction is not permitted.
- Fire hose reels and other fire extinguishers inside the stand must be accessible at all times (also outside opening hours).
- Floor covering is mandatory for all stand types. Floor covering must be installed in such a way that it cannot move, curl or roll up, and in no way cause a slipping, tripping or falling hazard to persons.
- Each stand must have a clearly visible stand number, which is affixed at a visible height.
- It is not permitted to allow materials (lighting, cloth, etc) to hang over the aisles.
- The use of plexiglass panels is not permitted; a suitable alternative made of polycarbonate is permitted. Tempered safety glass with a minimum thickness of 6 mm may be used. All continuous, large areas of clear glass must be marked with warning stripes, dots, logos, etc.
- In order to maintain full ventilation in the stand and to comply with fire safety provisions, a fully enclosed ceiling inside the stand is not permitted. The only exception is the use of patented sprinkler cloth that is properly installed and meets the requirements set forth below.
- Material including any decorations used in the stand must be impregnated in advance with a fire retardant or consist of fire-resistant class B1 fibre. Users must be able to present the appropriate certificate. See also 6.3.
- Textiles used to cover the interior of the stand may not be draped loosely but must be attached to a sturdy backboard.
- Decorations, upholstery, etc. must be kept out of the direct vicinity of spotlights and other equipment that tends to heat up, in order to prevent the material from catching fire.
- If a storage area is integrated into the stand design, the doors should open outward toward the exit. The door should not be adjacent to the aisle, to prevent the door from opening up into the aisle. It is not allowed to store materials outside the stand surface.
- With a floor height difference more than 60 cm, a stand is considered a stage and a permit is required. See 8.4.
- It is prohibited to attach materials to parts of the Jaarbeurs complex with drills, nails, screws, glue or other fasteners/equipment. Painting floors or other parts of the Jaarbeurs complex is also not allowed without prior permission.
- When designing, building and using the stand, the maximum floor load of the hall in question must be taken into account.
- For all applicable conditions regarding electricity see Chapter 9.

Regarding accessibility for disabled persons and wheelchair users:

- When designing your stand, consider the needs of disabled visitors, and in particular wheelchair accessibility. If the stand is located on a platform that is higher than 40mm, a ramp of at least 1m wide (max. slope 1:12 to bridge for a height difference of 1m) must be built, to meet these requirements. Make sure the surface of the ramp is covered with a non-slip material that contrasts in colour with the rest of the floor. The maximum height difference that may be bridged by means of a ramp is 1m. For greater height differences, multiple ramps, a staircase or an elevator must be provided. For further clarification, see the Building Code.
- Ramps do not require a handrail if the height difference between stand floor and the aisle is less than 40mm. If a handrail is installed, it should be placed at a height of 80-100cm from the ramp and follow the angle of the ramp. The handrail should be ergonomically easy to hold onto (round or oval) and preferably have a light matte colour, contrasting against a dark back wall. The rail end should not be loose-hanging and if a handrail is only provided on one side, it should be located on the wall side.

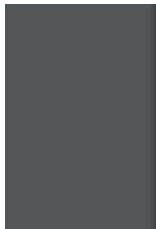
- The edges around a ramp must not have any sharp edges; floor connections must have a smooth transition (no high thresholds) and for ramps in the corner of a stand, a run-off protection (raised edge) of approx. 4 cm lengthwise must be provided.

8.3 STAND TYPES

Separate rules apply to each type of stand for each event organised by Jaarbeurs or by the tenant. The construction of walls is not permitted on or over dotted lines on the trade show floor plan. For some events, there is the possibility of obtaining written dispensation from the stand construction rules from the tenant. The participant is advised to consult Jaarbeurs, or the tenant, in advance as to whether it is possible to deviate from the rules. See the general terms and conditions for trade show participation of Jaarbeurs BV or contact Jaarbeurs.

8.4 MULTI-STOREY STANDS

Temporary structures with a floor height difference of 60cm or more have to be reported by the client to the Building and Housing Inspectorate (Urban Development Department) of the Municipality of Utrecht.



Brandweer Utrecht
Afdeling Pro-actie en Preventie
t.a.v. de heer T.Leppers
Postbus 3025
3502 GA Utrecht
T: 088-8783857
Email: t.leppers@vru.nl

Dienst Stadsontwikkeling gemeente Utrecht
Afdeling Bouw- en Woningtoezicht
t.a.v. de heer René de Boer / Serhan Haliloglou
Postbus 8406
3503 RK Utrecht
T: 030-2864124/ 030-2864381
Email: rene.de.boer@utrecht.nl
Email: s.haliloglou@utrecht.nl

The following applies to stages, grandstands and multi-storey stands:

- A construction drawing is sent to the Municipality with the corresponding calculations. The Municipality will issue a definitive approval before the structure is built and checked. To use suspension points, you need approval from Jaarbeurs.
- The same applies to exhibitors who want to build a multi-storey stand.
- The requirements for structures are included in the Building Code (Chapter 2, containing the regulations on safety, in particular Section 2 on the general strength of the built structure), NEN 6702 (technical principles for built structures, loads and deformations) and NEN 6700 (technical principles for built structures, general basic requirements).
- The requirements of the Building Code are strictly enforced by the Municipality. An important consideration is the horizontal load on handrails, which is 300 kg per m². The Municipality will check the construction on location. They may indicate that additional measures are necessary.
- A multi-storey stand is also reported by the builder to the Prevention & Pro-action Department of the Utrecht Safety Region. The fire department will check the presence of escape routes from the upper floor (Section 2.18 of the Building Code). A second staircase is required for multi-storey stands with a floor area of more than 50 m².

8.5 TENTS AND OTHER TEMPORARY STRUCTURES

Placing tents and other temporary structures requires approval from Jaarbeurs and the local government. In order to receive approval provide at least the following information:

- A situation sketch as part of the total floor plan where the location of the tent on the Jaarbeurs site is visible
- If more than 50 people are present in the temporary structure a design drawing must be submitted, indicating the aisles, entrances and exits, doors and fire extinguishers on a floor plan (top view).
- A construction statement including the construction calculations and possible wind load

It is prohibited to provide anchoring (holes etc.) on the Jaarbeurs site when building a structure.

8.6 DISASSEMBLY

- The exhibitor is obliged to disassemble his stand, vacate the stand space and hand it over empty and clean, within the time slots stipulated for this purpose, with due observance of the provisions laid down in this respect by the party renting out the accommodation.
- The exhibitor is required to return the stand space to its original condition. Any damage to goods belonging to the Jaarbeurs and/or the party renting out the accommodation are at the expense of the exhibitor.
- Goods left behind, including waste, will be removed at the expense and risk of the exhibitor.
- The provisions of this article regarding the disassembly of the stand do not apply if stand construction is included in a stand construction package purchased by the exhibitor.

8.7 BUILDING LOADS (FLOOR AND ROOF CEILING LOADS)

When using the Jaarbeurs Complex, participants, tenants, suppliers or other relevant (legal) persons must take into account the building load of both floor and roof as well as ceiling; the established loads may not be exceeded because of use. See also 5.4, "Rigging".

9 ELECTRICITY

9.1 WORKING WITH (ELECTRIC) TOOLS

Only CE approved and properly maintained tools may be used. Power tools must meet the requirements. To prevent injury, the wearing of rings, piercings, watches, bracelets or necklaces while working with or near moving parts is not permitted. When working with or near rotating parts, the wearing of jewellery and loose clothing is not permitted. All (power) tools must be inspected before use. The use of damaged (power) tools is prohibited. When power tools are not being used, users are required to turn them off completely; the same applies when users take rest breaks. Work equipment must be inspected periodically. The re-inspection date must be visible on the work equipment. Upon request, the user must be able to present the most recent inspection certificate.

9.2 PROHIBITION TO REMOVE SAFEGUARDS

It is strictly forbidden to disable or remove safeguards on machines, as well as to use a machine if there is no safeguard on it or if it is disabled.

9.3 WORKING WITH LIVE ELECTRICITY

It is forbidden to carry out work when users can be exposed to live electricity. These activities may only be carried out by a NEN3140 trained professional after permission has been granted by Jaarbeurs. Appropriate PPE (helmet with face shield/rubber gloves and non-combustible clothing) must be worn.

9.4 APPLICATION FOR AN ELECTRICITY CONNECTION

A connection to the energy grid of can be applied for through the Webshop section of the MyJaarbeurs portal. Activities with exposure to live electricity may only be performed by a NEN3140 trained professional; it is strictly forbidden to carry out such work yourself.

For more information about electricity and its use, please refer to the [Terms and conditions for electrical installations of Jaarbeurs](#).

9.5 CABLE DUCTS

All technical services are provided via ducts or wells in the floor. Manhole covers must always remain accessible in case of failures and leaks. It is prohibited to open ducts without permission. To prevent personal injury, holes in the floors must be covered at all times. During assembly and disassembly, vehicles must drive over the cable ducts at a right angle, so that the manhole covers remain stable and people do not get the wheels stuck in the ducts. Cables and wiring should be concealed or taped down to prevent tripping.

10. ORDER, NEATNESS AND HYGIENE

10.1 CLEANING

Because of the high volume of users of the complex, adequate cleaning is important. The general areas are kept clean by Jaarbeurs. The spaces in the hall are the responsibility of the organisation. Cleaning services and toilet management are carried out by Jaarbeurs' in-house supplier, at the organisation's expense. The hall must be delivered clean within the leased period; all tape, chewing gum and paint residue must be removed.

Stand cleaning can be ordered through the Webshop section of the MyJaarbeurs portal:

10.2 HACCP REGULATIONS

In order to guarantee food safety, all catering in the complex is reserved for Jaarbeurs. Jaarbeurs holds the catering licence and has all the required hospitality and liquor licences and permits. Participants, tenants or suppliers are therefore not permitted to have beverages and food brought into the Jaarbeurs Complex or to keep them in stock, unless written permission has been granted. The sale of your own beverages and food for consumption on the Jaarbeurs premises is not permitted. HACCP conditions are available upon request from Jaarbeurs. The HACCP conditions include guidelines on food safety during the preparation, storage and transport of food.

11. HAZARDOUS MATERIALS AND ENVIRONMENT

Hazardous substances, such as heavy metals, volatile organic compounds, pesticides and dioxins, can have adverse effects on the environment and on human health. Environmental hazards are spread to water, soil and air through the use of chemicals and chemical products.

Hazardous substances can be identified by the symbols on the package labels. These symbols indicate, for example, whether a substance is highly flammable, toxic, irritating or corrosive. R-(Risks) and S-(Safety) sentences are often displayed as well (on safety sheets). R sentences indicate exceptional hazards and S sentences indicate safety recommendations. In general, we understand a hazardous substance to be a substance that can damage the health of persons who comes into contact with it in the workplace.

11.1 WORKING WITH HAZARDOUS SUBSTANCES

- Jaarbeurs must be informed about any hazardous materials used prior to the commencement of work.
- Hazardous substances can be identified by the symbols on the package labels; if the label is missing, the product must not be used.
- Before starting work with hazardous substances, the employer must inform the employee about: the risks of the substance(s) in question, the procedures to be followed and the safety measures to be taken, the use of the required PPE, procedures and measures in the event of accidents and fire (including the use of fire extinguishers) and how to dispose of waste, in accordance with Article 8 of the Dutch Working Conditions Act.
- It is strictly forbidden to smoke or have an open flame when working with hazardous substances.
- If hazardous substances are used, the primary focus must be on collective prevention
Collective prevention includes:
 - The use of tools with an extraction facility, to extract the hazardous substances by means of a hood.
 - Adequate ventilation, weather conditions permitting.
 - Regular cleaning of the work area.
- A safety data sheet is required for all hazardous substances and preparations (mixtures of substances). If a chemical product contains more than 1% hazardous substance(s), a safety data sheet for that product must be provided.
- If collective prevention is not sufficient, PPE must be worn, as described in Chapter 4.
- It is not permitted for employees under the age of 18 years to work with hazardous substances.

11.2 STORAGE HAZARDOUS SUBSTANCES

- It is strictly forbidden to smoke or create any kind of open flame in the vicinity of areas where hazardous substances are stored.
- It is not permitted to store or be in possession of any kind of fireworks at Jaarbeurs, except if a permit has been issued in writing by the competent authorities.
- Hazardous substances must not be stored in on or along routes used by forklifts or other transport vehicles.
- Stockpiles of hazardous substances and substances that form an environmental hazard exceeding a volume of 25 L must be placed in drip trays. The preference is to always place hazardous substances in drip trays.
- It is mandatory to store combustible substances outside the premises, at the location specified in the permit. If this location is not specified, the Safety Department must be consulted in time via: veiligheid@jaarbeurs.nl
- Other substances may, if safety is not compromised, be stored indoors.
- It is forbidden to place oxygen cylinders near flammable gases.
- Hazardous substances must be stored in accordance with the PGS-15 guidelines at the location designated by Jaarbeurs.

11.3 GAS CYLINDERS/PRESSURE TANK

The use of gas cylinders/pressure tanks must be reported no later than 1 week prior to the event in question via the form "Notification of use of pressure tanks". This form can be found in the Webshop section of the MyJaarbeurs portal.

Storage and use of gas cylinders (pressure tanks) during events:

- Exhibitors are allowed to have a maximum of one day's supply of gas cylinders on their stand. Additional cylinders must be stored in the storage container.
- Flammable and fire-accelerating gases must not be left in the hall overnight and must be put in the storage container.
- Non-flammable gas pressure tanks can be left in the hall overnight.
- Gas cylinders or other pressurised cylinders must be properly secured and prevented from falling over at all times.
- Gas cylinders and gas hoses must bear an inspection date. It is strictly prohibited to store gas cylinders whose inspection date has expired at Jaarbeurs.
- Hazardous substances must be stored outside of direct sunlight whenever possible.
- Jaarbeurs prefers the use of plastic gas cylinders.
- When using fire-accelerating gases in the hall/stand, a fire extinguisher must be kept nearby.

11.4 SAFETY SHEETS HAZARDOUS SUBSTANCES

For each event, stand builders/organisations must ensure that a safety data sheet is prepared for each hazardous substance used and that it is visibly displayed in the workplace. Upon request, a copy should be provided to Jaarbeurs.

11.5 BATTERY CHARGING STATION

The battery charging station is understood to mean the location where batteries of electric vehicles are charged. Jaarbeurs has a dedicated charging station; any kind of open fire or smoking near this battery charging station is strictly prohibited. If the use of the battery charging station is desired, contact the control room via +31 (0)30-295 53 33.

There should be adequate ventilation in this area. If the battery has to be removed from the vehicle,

appropriate PPE must be worn and the appropriate tools must be used. Any leaks must be reported to the control room.

11.6 ASBESTOS

It is strictly forbidden to use/process materials containing asbestos in any way within the Jaarbeurs Complex. The asbestos inventory report is available upon request. To do so, contact the security department via: veiligheid@jaarbeurs.nl

11.7 WASTE DISPOSAL

It is compulsory to have waste that is generated during assembly, furnishing, the event itself and disassembly, disposed of by the supplier engaged by Jaarbeurs. This supplier can provide various collection containers for the disposal of separated waste (clear plastics, wood, paper, residual waste and hazardous waste). Hazardous waste can be disposed of in its original product packaging, in the specially requested collection container, or you can dispose of it yourself. Other waste processing companies - other than the waste collector engaged by Jaarbeurs - are not allowed in the Jaarbeurs Complex.

11.8 DISPOSAL OF HAZARDOUS SUBSTANCES

Hazardous waste can be disposed of in its original product packaging, in the specially requested collection container, or you can dispose of it yourself. It is strictly forbidden to dispose of hazardous (chemical) waste in the general waste containers or putting them in garbage bags. For the disposal of hazardous waste (such as paint and the like), contact the Safety Department in time via: veiligheid@jaarbeurs.nl

11.9 ENVIRONMENTAL CALAMITY

Environmental accidents and calamities have to be reported to the control room. Damage to property of the supplier/Jaarbeurs Complex itself should also be reported to the control room. As soon as an environmental emergency occurs, call the emergency number: +31 (0)30-295 5666 immediately. An environmental emergency occurs when a contaminating substance has spilled onto or into the soil or surface water.

11.10 LEGIONELLA BACTERIA

It is not permitted to exhibit in the Jaarbeurs Complex with – or otherwise use – open, running, spraying or atomised water or liquids without permission.

Permission can be obtained by applying for an "Inspection to use open water at the stand" in the Webshop section of the MyJaarbeurs portal.

All ensuing costs are for the participant, tenant, supplier, or other relevant (legal) person concerned.

12. PERMITS AND LICENCES

In addition to the measures described in this manual, a licence or work permit must be obtained for certain work and activities at Jaarbeurs. This chapter further explains the applicable rules.

A permit for the following can be applied for by filling in the appropriate form in the Webshop section of the MyJaarbeurs portal:

- The use and storage of gas cylinders/pressure tanks.
- Exhibiting vehicles and/or vessels equipped with a fuel tank or lithium battery.
- Using open water at the stand.
- Rigging work.

12.1 HSE PLAN (HEALTH, SAFETY AND ENVIRONMENT)

A HSE (Health, Safety and Environment) project plan is aimed at improving the working conditions of all involved with (technical) project work and at preventing accidents and damage to the health of persons and the environment.

The plan must be submitted to the Safety Department by the person performing the work. A HSE plan should be prepared for the following activities:

- Projects with an estimated size of more than 500 FTE days.
- Projects with an estimated duration of more than 30 working days, where more than 20 employees work simultaneously at any one time.
- High-risk activities/locations such as: working with asbestos, legionella hazard, working with explosives.
- Working in technical areas, which may pose occupational hazards (e.g., working alone, suffocation hazard, the danger of getting stuck, working under overpressure).
- Working at height (e.g., on the roof).
- Exposure to chemical or biological substances or to (ionising) radiation.
- Working in the vicinity of high voltage (10 KV).
- Digging wells and underground tunnels (more than 1m below the surface).
- Assembling or disassembling heavy prefab elements.

12.2 ACTIVITIES REQUIRING APPROVAL

Inside the Jaarbeurs Complex, written approval from Jaarbeurs is required for the following activities:

- Holding and introducing animals and/or reptiles. Guide dogs form an exception to this rule. These dogs should always be kept on a leash.
- Moving barriers.
- Placing temporary objects, tents, stages etc (see 8.5)
- The use of fire effects and torches.
- The use of laser light.
- The use and presence of pyrotechnic effects and/or fireworks.
- The use of smoke effects.
- The use of confetti cannons.
- The use of helium balloons (the use of regular balloons is allowed inside but prohibited outside the Jaarbeurs complex).
- People flying.
- The use of drones. See also: [The use of drones](#).
- Selling or promoting products and/or services.
- Carrying out commercial activities or having a third party carry these out for you.
- Holding public speeches or carrying out activities of a propagandist nature.
- Holding a manifestation or collection to raise money or a lottery
- Applying Permanent Make-up (PMU) tattoos or piercings
- Placing advertising plates, posters, or having these placed, distributing printed matter or images, or having these distributed, or advertising in any other way.

To obtain permission, contact the security department via: veiligheid@jaarbeurs.nl

12.3 MUSIC AND COPYRIGHTS TO USE MUSIC AND VISUAL MATERIALS

Participants, tenants, suppliers or other relevant (legal) persons must follow the copyright regulations of Buma/Stemra and/or Sena regarding applications for licences for the use of music.

12.4 NOISE NUISANCE

Within the Jaarbeurs Complex, an environmental license applies, with specific conditions with respect to noise nuisance. If necessary, Jaarbeurs can request an exemption from the noise regulations, for example in the case of an event involving amplified noise (concert, dance event, etc). Please contact us at least 8 weeks prior to the event via: service@jaarbeurs.nl

Noise nuisance in the hall can be disruptive to surrounding exhibitors. If live or amplified sound is used, permission must be obtained from the organisation in advance. Jaarbeurs reserves the right to withdraw permission at any time in the event of noise nuisance. Everyone must strictly adhere to the times set by Jaarbeurs for loading and unloading and setting up and dismantling.