



### Exhibitor-Appointed Contractors' Information

Electric and Hybrid Marine Expo 2025 - Useful information for exhibitor-appointed contractors.

#### EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

#### VENUE & SHOW DATES

##### Venue

Hall 8, Amsterdam RAI, the Netherlands

*Please note that security will be on-site and bag searches will be carried out for your safety.*

##### Show Dates

June 24,25,26, 2025 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

#### EXHIBITION TIMETABLE

##### Build-up

Sunday, June 22, 2025	08:00 - 20:00	Custom build booths with independent contractor ONLY - <b>safety shoes and hard hats required</b>
Monday, June 23, 2025	08:00 - 18:00*	Custom build booths with independent contractor ONLY - <b>safety shoes required</b>  & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, June 23, 2025	18:00 - 20:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

\*Exhibitors/contractors are permitted to work up to 20:00 hrs for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR AT ALL TIMES.

##### Breakdown

Thursday, June 26, 2025	15:30* - 22:00
Friday, June 27, 2025	08:00 - 16:00

### **BUILD-UP FURTHER INFORMATION**

Electric & Hybrid Marine Expo 2025 will be operating a strict two-day build-up period with no possibility of extra build-up days. Safety shoes and hard hats must be worn at all times during build-up and breakdown.

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, June 23, 2025. It is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs on Monday, June 23, 2025, as Shell Scheme booths may not be ready before this time. Please note that between 18:00 and 20:00, only decorating and finishing of booths is permitted. Aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

Please ensure that you organise waste removal before the deadline in the Order Form Checklist under Booth Services Forms. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

The Organiser have appointed European International (Fairs) Ltd to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

### **BREAKDOWN FURTHER INFORMATION**

\*Vehicle access will not start until all empties have been returned – this may take 2-3 hours. No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, June 26, 2025 nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 15:00 hrs, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official onsite handling agent will not be delivered until the carpet has been removed. When the carpet has been removed, the estimated time for the return of empty cases will be between 2-3 hours. Exhibitors that require forklift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter. Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organiser if you would like to hire a security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent. All materials, packaging and waste must be removed from the halls and booth dismantling completed by 16:00hrs on Friday, June 27, 2025. Please ensure that you organise waste disposal, as the removal of set-ups and waste material is subject to a charge and will be invoiced directly to the exhibitor. For further information regarding the exhibition timetable, please contact the Organizer: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com)

## ACCESS INFORMATION

### Venue Access and Parking Information

RAI Amsterdam

Europaplein

1078 GZ

Amsterdam

The Netherlands

Tel: +31 (0) 20 549 12 12

Email: [info@rai.nl](mailto:info@rai.nl)

Website: [rai.nl](http://rai.nl)

For more information on getting to the venue, please [click here](#).

### Parking

RAI Traffic Department uses the [Logistics Management System \(LMS\)](#) to keep track of the flow of traffic coming to the RAI.

The links below give you online access to the information on the system and a link to the booking system.

Please note that timeslots are available 3 weeks prior to the event.

Please [click here](#) for more Information

Please [click here](#) for the Booking system

### Loading and Unloading

If you/your freight agent are making a direct delivery or collection to the venue, you must contact the freight contractor in advance to book an offloading/reloading time slot.

To minimize congestion and to operate a smooth build-up and breakdown, target delivery dates will be set and adhered to. Those who contact the freight agent in advance will be given priority. While the agent will endeavour to meet your needs, they cannot guarantee time slots for loading/off-loading.

Please contact [ehmwops@european-intl.com](mailto:ehmwops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited

Tel: +44 1732 860330

Contact: Carly Willmott

### Car Parks

Rai Web Shop offers two different types of tickets – a normal parking ticket and a parking permit. The normal parking ticket is valid for a single day, and you can leave the garage only once within the estimated period of that one day.

The parking permit is valid throughout the entire exhibition period. With license plate recognition or the barcode on the permit, you are not limited in when you can enter and leave the parking facilities within the duration of the period presented on the permit.

Please book parking via the RAI [Web shop](#).

## **CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE**

### **Access during build-up and breakdown**

To keep RAI Amsterdam safe for everyone, it is important that we know who is visiting us. We have also drawn up a few safety rules. The RAI is only accessible with a valid access badge.

### **Obligated registration**

The registration for a build-up or breakdown badge is required for all stand builders and suppliers. Registration is easy and can be done via the following registration link:

[CLICK HERE](#) to register for a build-up/breakdown badge - Obligated Registration

After registration you receive a pick up message by e-mail with which you can pick up your build-up and break down badge at several locations in the RAI. On-site registration is also possible, but can involve waiting times.

Exhibitors have access to RAI Amsterdam during the build-up period with build-up badge. You will immediately receive a build-up badge by scanning the voucher at a dispensing column at the entry doors.

The build-up badge has a barcode. By scanning this code at the exit you can leave the parking garage free of charge.

### **More information**

Questions about build-up and breakdown badges, please contact RAI Security:

T: +31 20 549 3006

E: [badgecentre@rai.nl](mailto:badgecentre@rai.nl)

You may also register via the venue [Webshop](#).

**Please note that if a member of your booth contractor's team needs to remain on-site and access the hall during the exhibition opening times, they must register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.**

## VENUE TECHNICAL INFORMATION

### Floor-loading:

The floor can carry a maximum total weight of 3000 kg per square metre in Hall 8.

### Build heights:

Hall 8: Please note the maximum permitted build height is 4m

### Suspensions:

The maximum height to suspend down from is 6m in hall 8.

### Rigging/Banners

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

Please contact the Organiser for further information: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

### Raised Floors

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20sqm.

### Floor loading and power supply

The floor is concrete. Power supplies, telephone lines, plumbing and compressed air installations will, where possible, all be run into your booth via the subfloor services duct set into the floor.

Please note that all power supplies come with a switchbox which may need covering. For further information, please contact RAI Exhibitor Services: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl).

[Electricity switchboard information \(English\)](#)

[Electricity switchboard information \(Dutch\)](#)

The floor can carry a maximum total weight of 3000 kg per square metre in Hall 8.

Please note that if a neighbouring booth requires access to services located within your booth space, you are obliged to allow them access, just as they would be obliged to allow you access to a supply point within their booth space. In some cases, this may require a raised floor installed on part or all of your booth space. The cost of this raised floor is not included in the booth space rental and it is your responsibility to negotiate with the neighbour requiring the connection regarding the cost.

## VENUE RULES AND REGULATIONS

Please note that all costs will be the responsibility of the exhibitor including any on-site costs.

[Build-up and Dismantling Rules and Regulations](#)

[Manual Safe Working Practices](#)

[Safe and Secure in RAI Amsterdam During Event Setup and Breakdown \(English\)](#)

[Safe and Secure in RAI Amsterdam During Event Setup and Breakdown \(Dutch\)](#)

[Electricity switchboard information \(English\)](#)

[Electricity switchboard information \(Dutch\)](#)

### Organiser's Rules and Height Restrictions

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

### Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.
6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).
7. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of May 12, 2025**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (May 12, 2025) above 2.5 meters will be subject to approval and may be refused.
8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or

agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

## **FLOORPLAN**

Please find the current [show floorplan here](#).

For a **technical floorplan** or a **pillar plan** please email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

## **OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES**

We are pleased to announce that RAI Amsterdam has been appointed as the official booth contractor for Electric & Hybrid Marine Expo 2025.

To order a shell scheme package and for all other services please refer to the RAI [Web shop](#).

[How to create a new user within the RAI event web shop](#)

[How to request a \(new\) password for the RAI event web shop](#)

### **Deadlines:**

**Friday, April 25, 2025** – Last day to order Early bird stand package

**Friday, May 9, 2025** – Last day to order Stand packages

**Monday, May 26, 2025** – Last day to order Permits and Stand wall graphics

**Monday, May 26, 2025** – Last day 20% discount for Rigging and power connections

**Friday, June 6, 2025** – Last day to order Catering, small graphics, water, power, flooring, rigging, AV and Staff

**Wednesday, June 18, 2025** – Last day to order furniture, flowers & plants, internet and cleaning

**Wednesday, June 18, 2025** – Last day before surcharge (After this date orders are subject to availability and will carry a late order surcharge. *Please note Mini-Market orders are excluded from this surcharge*)

**Monday, June 23, 2025** – **Last Build-up day:** Last chance to order 3KW power and fire extinguishers

## DELIVERIES

We strongly advise against shipping goods via courier directly to Electric & Hybrid Marine Expo 2023 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Please contact [ehmwxops@european-intl.com](mailto:ehmwxops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited  
Tel: +44 1732 860330  
**Contact: Carly Willmott**

It is not compulsory that you use the official agent for transportation of your goods to Amsterdam however it is highly recommended that you do so. European International Fairs Limited are specialists in Worldwide transportation of goods for trade shows and have temporary importation arrangements with Dutch Customs for items being imported for the show.

## USEFUL CONTACTS

### Organiser

#### Electric & Hybrid Marine Expo 2025

UKi Media & Events  
Abinger House  
Church Street  
Dorking  
Surrey RH4 1DF  
UK  
Tel: +44 1306 743744  
Email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com)

### Contacts:

Melissa O'Flynn - Operations manager  
Tracy Thompson – Operations Executive  
Email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com)

### Official Contractor for all Booth Services

RAI Amsterdam  
Tel: +31 (0) 20 549 12 12  
Email: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl)  
Website: [rai.nl](http://rai.nl)

### Official Freight forwarding Service

European International Fairs Limited  
Tel: +44 1732 860330  
**Contact: Carly Willmott**  
Email: [ehmwxops@european-intl.com](mailto:ehmwxops@european-intl.com)