

2. General exhibition details

2.1 Dates and times

Exhibition dates

Friday 18 March 2011

Saturday 19 March 2011

Sunday 20 March 2011

Location

Jaarbeurs Utrecht, hall 7

Opening hours for visitors

Friday 18 March 10:00 -17:00 hrs

Saturday 19 March 10:00 -17:00 hrs

Sunday 20 March 10:00 -17:00 hrs

Opening hours for exhibitors

Friday 18 March 08:00 -18:00 hrs

Saturday 19 March 08:00 -18:00 hrs

Sunday 20 March 08:00 -24:00 hrs (from 17:00 hrs onwards start break down)

Set-up period

Tailor made/ own stand construction

Wednesday 16 March 08:00 -24:00 hrs

Thursday 17 March 08:00 -24:00 hrs (PEAK DAY! After 22.00 hrs all aisles must be empty, from that moment on only decoration of stands is allowed)

Decoration comfort packages (standard stands)

Thursday 17 March 12.00 – 24.00 hrs (PEAK DAY!)

Break down period

Sunday 20 March 17:00 -24:00 hrs*

Monday 21 March 08:00 -17:00 hrs**

On Sunday 20 March, it is **not allowed** to start with the break down before 17:00 hrs. Visitors will still be in the hall. Be polite and patient, wait until 17:00 hrs!

*) The large transport doors will open after the complete removal of the aisle carpet. Until that time (around 17:30 hrs) only the smaller doors will be open for the removal of valuable items.

***) Only tailor made or own stand constructions

2.2 Entrance doors

Entrance to hall 7 during exhibition days is only possible via the entrance Croesezaal, at the east side of the complex.

2.3 Set-up and break down passes

During the set-up and break down period you need to have the correct passes with you at all times. Based on your stand location size you will receive a number of these passes. Extra passes can be ordered for free via the order form that can be downloaded off our website www.secondhome.nl.

2.4 Parking / Loading and unloading (expedition)

Please note: during the set-up and break down period you need to pay a deposit if you want to drive onto complex grounds. This deposit of € 50,- is used to make ensure a better stream of construction traffic. After payment of the deposit you are allowed to park for **one hour** near the halls. If you exceed the one hour time limit, the deposit can not be returned to you. More information about logistics and the route around Jaarbeurs Utrecht can be found on www.expopoint.nl.

We advise you to bring your own hand truck or trolley for the transport of material from and to the halls. Neither can be rented at the Jaarbeurs Utrecht complex.

2.5 Waste disposal during set-up and break down period

Every exhibitor or hired stand supplier is responsible for the disposal of waste/ brochures/ stand material of their booth. For this, you are able to hire a waste container through ExpoPoint (www.expopoint.nl). Onsite you may also contact ExpoPoint, located in the corridor between hall 1 and 2.

2.6 Break down / Clearing stand space

Clearance of the stands and removal of goods is possible from 17:00 hrs onwards on Sunday 20 March 2011, after the exhibition has been closed for visitors. Comfort package stands must be completely empty on Sunday 20 March (you have until 24:00 hrs to empty the stand). Other stands and locations need to be emptied Monday 21 March before 17:00 hrs (you need to remove carpet, floors, tape and all other material). If you do not follow these regulations we will have to charge you for cleaning and damages. Please make sure you take all your valuables with you.

2.7 Security

We do our utmost to secure a large exhibition complex and all its contents. For our security staff it can, however, be challenging to estimate ownership proportions, especially after closing hours and during construction periods.

To guarantee security as much as possible, our security staff will check all entrance passes and tickets (i.e. exhibitor, set-up and break down passes). We do advise you never to leave valuables unattended (mobile phones, laptops, etc). Apparent storages are also not secure enough, since many of them are opened with skeleton keys. Please make sure that you always have someone to watch over your valuable items.

2.8 Insurance

"Do I have insurance?" is an obvious question when you are preparing for your participation. It is of great importance that you are well-insured for the risks you run before, during and after the exhibition at your booth. For this reason, Jaarbeurs Utrecht and insurance agent "AON Risico Management Verzekeringen" have composed an attractive all-inclusive insurance package. It will give you the freedom to focus on your success at the exhibition rather than the risks. More information can be found on www.expopoint.nl. Be sure to check what your current insurance already covers you for.