

Breakdown notification – [eventnaam] [jaartal]

It is important to read this document through carefully to ensure a smooth breakdown process. Please remove your goods at the agreed time and leave your stand area clean and empty. To avoid any risk of items being lost or stolen we advise you to pack them up and/or take them away immediately after the event has closed.



BREAKDOWN TIMES

Custom built: between [dag] [datum] [tijd] and [dag] [datum] [tijd].

Shell scheme: before [dag] [datum] [tijd].

NB: the carpets in the aisles are the first item to be removed after the event closes. Please keep the aisles free from pallets, boxes, crates, etc. Pallet trucks and pallets can only come into the halls from [tijdstip] onwards.



SAFE WORKING

It is mandatory to wear a visible (breakdown) badge in order to enter the premises. You can have this made by showing your ID at the Access & Safety Centre under Hall 12 or at the badge centre at P9.

Safety shoes: mandatory from [dag] [datum] [tijd].

Safety helmet: mandatory from [dag] [datum] [tijd].



POWER

The electricity supply will be turned off immediately after the event closes. If you need power during the breakdown for shutting down your systems or other reasons, this can be ordered from the Service Desk [locatie].



LOADING/UNLOADING TRUCKS

Specific rules apply during the breakdown of the event in relation to loading and unloading. These include reserving a time slot for vehicles higher than 2.70m via the RAI Logistics Management System (RAILMS).

Scan the QR code for an overview of all these rules and to log in to RAILMS.



TRANSPORT AND STORAGE OF GOODS BY DB SCHENKER

DB Schenker is the official logistics partner for all events organised by RAI Amsterdam and the only party allowed to use motorised transport in the halls and loading/unloading areas. The same applies to the storage of stand materials on the RAI premises for sending at a later date. Stored empties will be delivered to your stand by DB Schenker once the breakdown has begun.



WASTE DISPOSAL RULES

Stand materials and other items left behind in the building or on the RAI grounds after the breakdown period will be seen as waste products. The costs of processing these will be billed to the owner. Waste containers can be ordered from the Service Desk, [locatie].