

RULES & REGULATIONS

World Forum

Events that shape the world

These rules are binding for all exhibitors and their subcontractors.

Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

General Fire Regulations

Stand material and fittings must be of non-flammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Damage to the Premises

Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the Dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue are not allowed without a prior written authorization.

Insurance (compulsory)

Neither the organizers nor The Hague World Forum and their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might cover in connection with the exhibition. We also recommended that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Fire Insurance (compulsory)

Exhibitors must be insured against fire. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

PLEASE NOTE:

- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Empty crates and packaging materials must be removed after set-up
- Any equipment, display aid or other material left behind after the dismantling will be considered discarded and abandoned.

Ceiling Suspensions

Ceiling hangings are not permitted.

Parking

Parking of private cars is available at the World Forum car park. Parking of high trucks and lorries is not available, as the parking lot has a ceiling height restriction of 2 meters. Daily parking ticket cost is € 12.50 (including VAT).

Stand Catering

The catering in the World Forum is exclusive and needs to be requested in advance. Exhibitors bringing their own food & beverage, including their own coffee machines to serve at their stands, will have to pay a corkage fee. The corkage fee will be calculated according to the amount of food & beverage brought by the exhibitor to be served at his stand. All and any food products not included in the catering services can only be distributed after obtaining authorization from the World Forum, and after payment of the corkage fee.

Electricity

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor. To ensure maximum safety, all electrical connections to the power supply may only be carried out by the official contractor.

Floor

The floor in the exhibition hall is marble and carpet. Exhibitors may place their own carpet or floor covering. However, please make sure that the floor is not damaged. Any remains of glue have to be removed by the exhibitor after dismantling. Maximum floor load: 300 kilo per m².

Loading Doors

Please note that there are 2 sliding doors of 1.60 meters and 1 sliding door that can be opened up to 2.40 meters. Please make sure your pallets are able to fit through these doors.

Storage

The World Forum does not have place for storage.

Customs Clearance, Freight Handling & Onsite Logistic Services

For security insurance and efficiency reasons participants and exhibitors should contact Deudekom for these services. For more information about Deudekom please phone to +31 (0) 20 - 4953747, send an e-mail to expo@deudekom.nl or visit their website www.deudekom.nl. Appointments need be made for delivering and storage. Exhibitors who use their own shipping facilities to the venue are requested to coordinate a time schedule with Deudekom for unloading their cargo into the venue. All shipments and deliveries, including by courier, must be coordinated with Deudekom. We kindly ask you not to send any material before your arrival date to the World Forum as it cannot be accepted.