



Important Instructions for traffic and logistics



DB Schenker **Fairs, Events & Special Logistics**
Official Logistical Service Provider

ROTTERDAM
AHOY



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1. Organising Logistics for the event

Official logistics service provider

Rotterdam Ahoy has appointed Schenker Logistics Nederland B.V. (DB SCHENKER) as the official logistics service provider at the Exhibition and Congress Center. This means that we can provide the following for you:

- transporting goods from the company to the exhibition and vice versa
- unloading and/or loading the goods on location
- temporary storage of the goods before or after the event
- storage of packaging materials during the event
- rental of various materials (for example: genie material platforms, etc.)

Rotterdam Ahoy has appointed DB SCHENKER to be responsible for planning all logistics operations for all parties during the build-up and breakdown of the exhibition.

To ensure the safety of visitors and that the process runs as smoothly as possible **Only** employees of DB SCHENKER are authorized to operate motorized or electric means of transport in the halls and outdoor areas. **All actions must be reported in advance and coordinated with the planning**



2. Guidelines for the organising logistics

(From preparation till execution)

1. Make an overview of what you will all need before, during and after the show:

- a. Stand material
- b. Tools
- c. Supplies of all necessities

Start 3 months
before the show

2. Contact DB Schenker as early as possible and ask for a quote for the logistics operations at the fairgrounds: :

- a. Please enclose as much information as possible with your request for proper planning, such as:
 - i. *Dimensions*
 - ii. *Weight*
 - iii. *Lifting capabilities (forks, hooks, anchor points, loading center, etc.)*
- b. Give enough attention to requesting the order and order deadlines on time!
- c. Don't forget to schedule the dismantling as well!

See next page

3. Receive a personalized quote for all logistics and finalize it:

- a. Give enough attention to requesting the order on time and order deadlines!
- b. Don't forget to schedule the dismantling as well!

See next page

4. Book a time slot to gain access to the exhibition grounds:

- a. In case you have arranged your own transport to the fairgrounds, you must also book a time slot for the transport.
- b. In the event that you book a transport with DB Schenker, it is not necessary to book a time slot.
- c. In case you want to enter the terrain with your own car you must also book a time slot.
- d. Please keep in mind the deadlines for requesting and booking orders!
- e. Don't forget to plan the dismantling of your booth!

Accessible from
01.09.21



ACTION	TIME LINE	Additional INFO
LOGISTICS		
Quotation request for transport/placement heavier than 5t	until 01.10.21	
Booking of transport/on-site handling >5 t	until 15.10.21	Planning of activities always in consultation with DB SCHENKER
Delivery and installation of heavy goods	according to early construction dates	Planning of work always in consultation with DB SCHENKER
Booking of transport/on-site handling <5 t	7 days in advance to delivery to stand	Planning of work always in consultation with DB SCHENKER
Release of empties for collection	01.11.21 - 12:00	
Release of full freight for collection	01.11.21 - 12:00	
ACCESS TO LOADING ZONES		
VRS system online - available for booking	01.09.21	
VRS - timeslot booking open for construction	Please book until 20.10.21	Beware: Prime time slots are limited. Book early!
VRS - timeslot booking open for dismantling	Please book until 01.11.21	Beware: Prime time slots are limited. Book early!



3. Access | Guidelines for exhibitors & stand builders

Due to the expected traffic volume, Ahoy Rotterdam has appointed DB Schenker to provide *traffic management support* during the build-up and breakdown. DB SCHENKER uses a time-lock system that ensures smooth traffic flows.

When the time slot system is active, each motorized vehicle needs an access pass to enter the dispatch area. In addition, the loading and unloading time on site is limited, this to give all parties the opportunity to load and unload:

- Vehicles less than 7.5 tonnes (cars/vans) = 1 max.
- Vehicles over 7.5 tonnes (trucks) = max. 2 s

There will be a buffer area at the P1/P2 in use. During the assembly and disassembly process, the Ahoyweg will be one-way traffic. Parking is only allowed in the areas designated by traffic personnel.

When the VRS system is active, all vehicles, without exception, must first report to the buffer area first.

Parking at the logistics areas within the given time period is only permitted at the spots assigned by the traffic personnel. Instructions from traffic personnel must be followed at all times.

When the system is **not active**, it is allowed to enter and park on the terrain **without an access pass**, taking into account the house rules of Rotterdam Ahoy.

EXCEPTION:

On the dismantling evening - Friday, November 5:

- 18:00 - 20:00 **access only for exhibitors** (no 3rd parties) with vehicles up to 3.5 tonnes
- 20:00 - 23:00 limited time slots for trucks and vans.
 - Report 30 minutes before the start of the time slot
 - Time slots must be booked at least 24h in advance
 - On spot booking is not possible

Addresses:

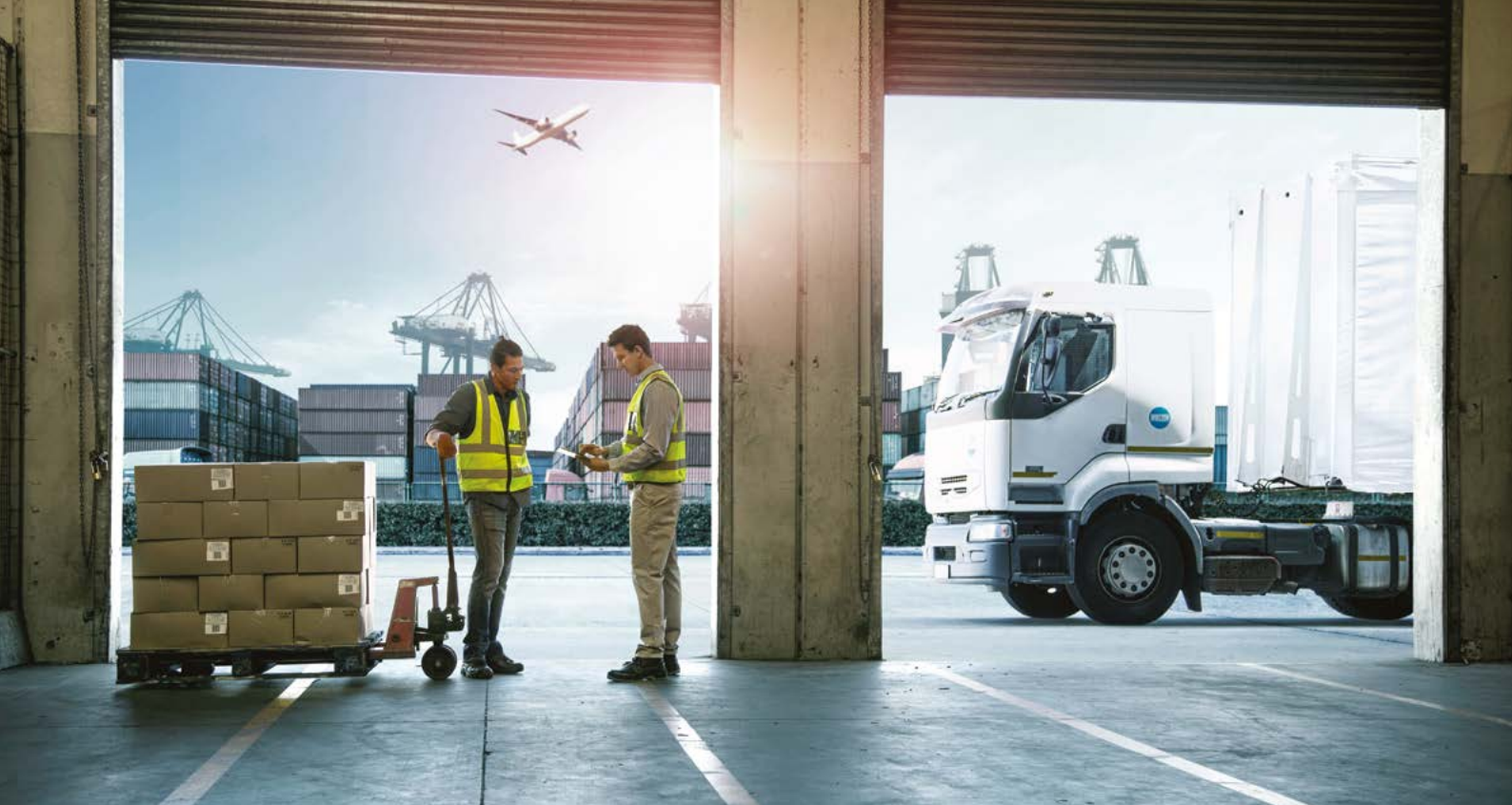
- **P1/P2:** Ahoyweg 10; 3084 BA; Rotterdam

Hall & date	Build-up times	Inbound via	Buildup phase
Hall 1			
Tuesday 26 Oct.	13.00 - 22.00	Bufferterrain P1/P2	delivery of heavy equipment (in consultation with Schenker) no stand construction
Wednesday 27 Oct.	07.30 - 22.00	Bufferterrain P1/P2	delivery of heavy equipment (in consultation with Schenker) no stand construction
Thursday 28 Oct.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding
Friday 29 Oct.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding
Saturday 30 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Sunday 31 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Monday 1 Nov.	07.30 - 22.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Hall 2, 4, 5, 6			
Thursday 28 Oct.	07.30 - 12.00	Bufferterrain P1/P2	delivery of heavy equipment (in consultation with Schenker) no stand construction
Thursday 28 Oct.	12.00 - 22.00	Bufferterrain P1/P2	free standbuilding
Friday 29 Oct.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding
Saturday 30 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Sunday 31 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Monday 1 Nov.	07.30 - 22.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Hall 3			
Wednesday 27 Oct.	07.30 - 22.00	Bufferterrain P1/P2	delivery of heavy equipment (in consultation with Schenker) no stand construction
Thursday 28 Oct.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding
Friday 29 Oct.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding
Saturday 30 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Sunday 31 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Monday 1 Nov.	07.30 - 22.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Hall 7			
Sunday 31 Oct.	09.00 - 12.00	Bufferterrain P1/P2	delivery of heavy equipment (in consultation with Schenker) no stand construction
Sunday 31 Oct.	10.00 - 22.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Monday 1 Nov.	07.30 - 22.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Hall 8			
Friday 29 Oct.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding / heavy equipment
Saturday 30 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Sunday 31 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Monday 1 Nov.	07.30 - 22.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Plaza			
Friday 29 Oct.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding
Saturday 30 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Sunday 31 Oct.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Monday 1 Nov.	07.30 - 22.00	Bufferterrain P1/P2	all exhibitors incl. stand construction via Europort
Hall & date Breakdown times Inbound via Breakdown phase			
Hall 1 t/m 6, 8			
Friday 5 Nov.	20.00 - 23.00	Bufferterrain P1/P2	all exhibitors / no heavy equipment
Saturday 6 Nov.	07.30 - 17.00	Bufferterrain P1/P2	free standbuilding / no heavy equipment
Sunday 7 Nov.	07.30 - 17.00	Bufferterrain P1/P2	free standbuilding / heavy equipment
Monday 8 Nov.	07.30 - 22.00	Bufferterrain P1/P2	free standbuilding / heavy equipment
Hall 7			
Friday 5 Nov.	20.00 - 23.00	Bufferterrain P1/P2	all exhibitors / no heavy equipment
Saturday 6 Nov.	07.30 - 17.00	Bufferterrain P1/P2	free standbuilding / no heavy equipment
Sunday 7 Nov.	07.30 - 17.00	Bufferterrain P1/P2	free standbuilding / heavy equipment
Plaza			
Friday 5 Nov.	20.00 - 23.00	Bufferterrain P1/P2	all exhibitors
Saturday 6 Nov.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors
Sunday 7 Nov.	07.30 - 17.00	Bufferterrain P1/P2	all exhibitors

A **reservation** can be made via the following [LINK](#) from **01.09.21**

Attention:

- Confirmation of booking or reservation will be sent within 2 business days
- For questions, please contact the office



4. Logistics

Heavy Goods:

Heavy goods should be unloaded and placed on the stand during early setup to ensure that there is sufficient space for all logistics activities.

As a result, it is important that all actions are recorded and coordinated with planning (DB SCHENKER). During the dismantling of the fair it will be the same way. All heavy goods will be removed in the final phase of the dismantling, any exception must be consulted with the planning (DB SCHENKER).

Empty and full goods storage:

Empty and full goods must be removed from the stands during the show. DB SCHENKER shall arrange for the storage of these goods during the fair. The goods will be delivered at the end of the show.

There are 2 delivery options:

- Next day service: first day of dismantling until 12:00
- Priority service: until the end of the dismantling evening last show day

If you do not need your empties during the dismantling evening, we recommend that you start the next day to begin tearing down the booth. Priority empties will be stored on site.

Return schedule for empties/fulls:

- Deadline: empties last build day 12:00 pm
- Deadline: full goods last construction day 16:00 hrs.
- Earlier return of empties and full goods is possible at any time



FREIGHT FREE AISLE

Yellow paths: The main paths, which are marked yellow, must be kept clear at all times. Goods placed on the main paths will be removed if necessary.



5. Contacts

WHAT	WHO	HOW
Logistics - Heavy Goods (> 5 tonnes)	DB SCHENKER	Email / Phone
Planning - On-site heavy good operation	DB SCHENKER	Email / Phone
Logistics (< 5 tonnes, empty / full cargo, customs)	DB SCHENKER	Email / Phone
Traffic - VRS	DB SCHENKER	Email / Phone

Contact:**Phone:** +31 (0)10 494 0100**Email:** fairs.rotterdam@dbschenker.com



6. General Terms and Conditions

§ 1

The exhibition freight handling tariff is valid for all operations and services undertaken on the Ahoy B.V. exhibition ground (if Ahoy B.V. is the official organizer) by the official and exclusive forwarding agent of Ahoy B.V. This includes all on-site handling of freight and carrying out of all necessary formalities for both domestic and foreign shipments.

§ 2

The official tariff will form the basis for all invoices by the official forwarder. Prices shown are maximum rates, calculations 1 cbm = 300 kg, and excluding VAT. The forwarders commission / administration charges cover planning and supervisory work carried out by the forwarder (i.e. arranging and holding available sufficient labour and equipment, etc.). Commission will be levied on the chargeable weight of the goods handled, or failing this a lumpsum will be charged based on the time and equipment used in carrying out an order.

Orders, which are placed 5 days prior to service day or more, are considered as pre-ordered. For orders for empty packaging storage or storage of goods, which are placed after 12.00 a.m. on the last setting-up day, Schenker will charge a supplement of 50% on the applicable tariff because of the additional work involved. The same applies to orders placed at the correct time, but where, by the end of the normal setting-up period, the empty packaging or goods has not yet been made ready for collection by the client. The times involved shall be understood as the normal setting-up times outlined in the schedule of times and dates for the relevant event.

For ad-hoc forklift services we will charge a minimum of 1 hour and in general we are calculating in half-hour units.

It is possible to achieve lower prices regarding empties storage and equipment provision if there are a number of orders or consignments covering the same exhibition stand.

Office hours: Monday – Friday, 8am – 5pm. During build-up, breakdown and on-going exhibitions additional office hours according to requirements. Night time: 5pm – 8am

§ 3

To all our activities, the most recently filed version of the Dutch Forwarding Conditions (Nederlandse Expeditievoorwaarden) lodged by FENEX with the clerks of the District Courts of Amsterdam and Rotterdam apply. The terms and conditions have been provided to you before or at the close of the agreement and can optionally be sent to you again free of charge upon request. You can also read and download the terms and conditions via the website of FENEX under the heading “Nederlandse Expeditievoorwaarden”.

§ 4

Shipments can only be accepted on a Freight Prepaid basis up to “free arrival exhibition ground Amsterdam” for land shipments, “free arrival Amsterdam airport” for airfreight shipments and “free arrival seaport Rotterdam” for sea freight shipments. In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor’s name, the name of the exhibition together with the hall and stand number.

§ 5

Official Forwarding Agent Contractual Responsibilities and Liabilities

The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, whether the exhibitor is present or not. In the absence of written instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be stored during the exhibition are to be separately declared and labelled as such.

The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at the forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.

As the liability of the forwarder is limited exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarder. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.

The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labor force.

§ 6

The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarder of Ahoy B.V. at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

§ 7

All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

§ 8

Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the Logistics Services Conditions.

§ 9

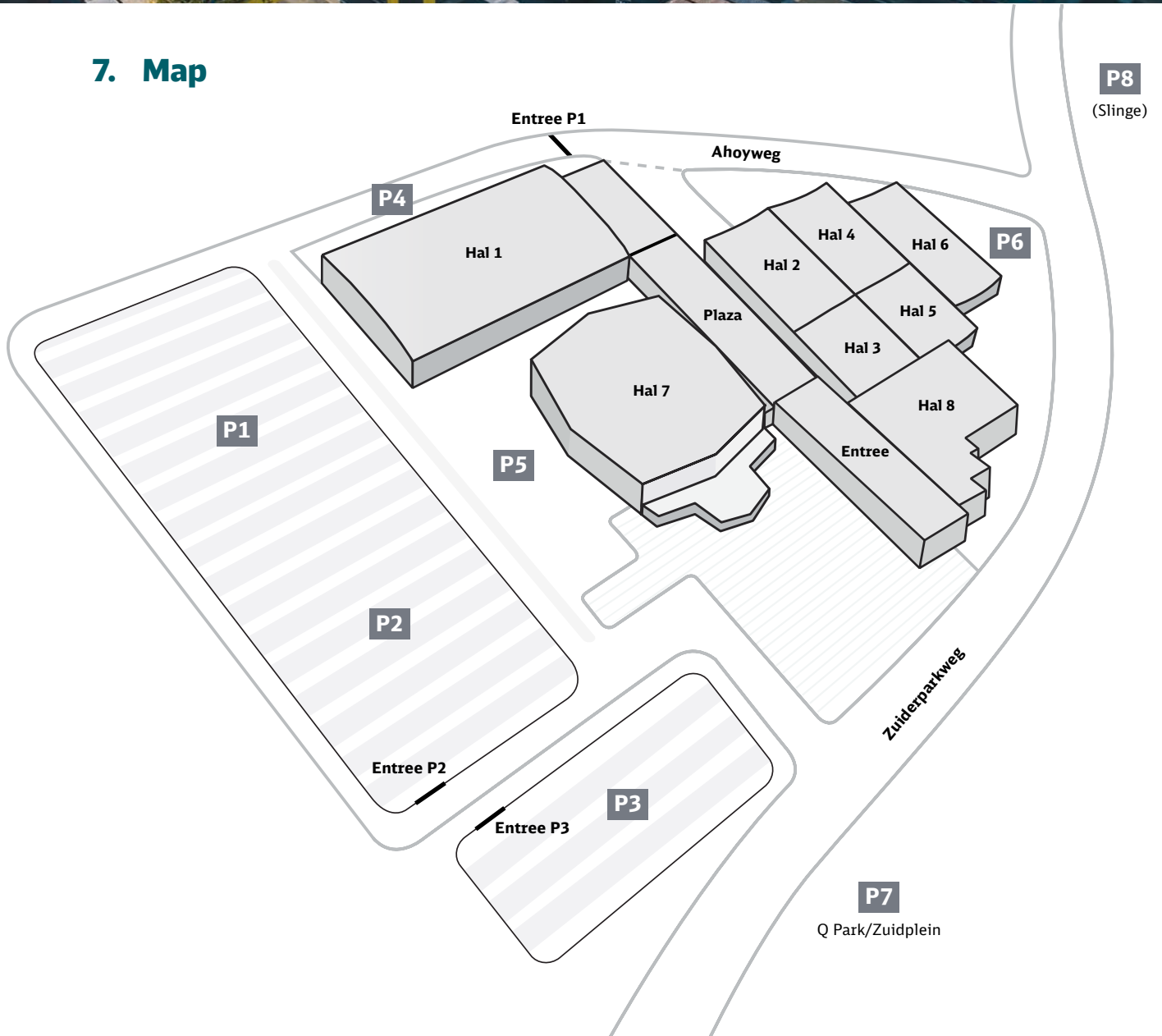
The sole place of performance for all contractual obligations is Rotterdam. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is Rotterdam.

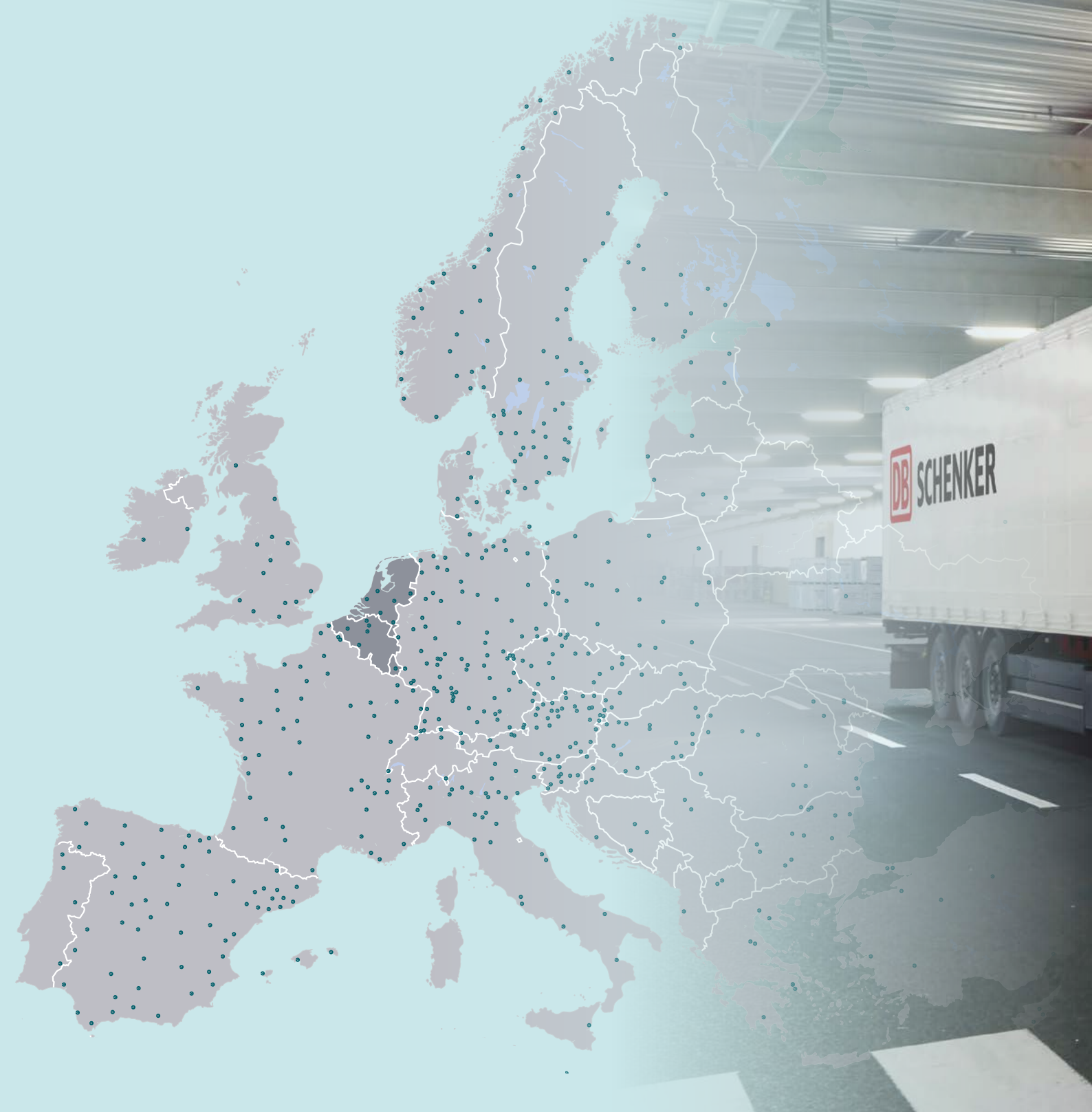
§ 10

This tariff takes effect as from the 1st January 2021 at which date all previous tariffs are deemed to be invalid.



7. Map





Schenker Logistics Nederland B.V.

Fairs, Events & Special Logistics

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