

## **Money20/20 Europe 2022 Space only regulations**

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## Single story stand regulations

### Balloons

Helium balloons are not permitted on stands at Money20/20 Europe.

### Building over Gangways

Bridging over gangways is possible if authorised by Money20/20.

Bridging must not impact any operational aspect of the show i.e. reduce walkway, block directional signage and each case will be approved individually based on location, surrounding and design.

A permit will need to be purchased via The Rai's webshop

### Constructed meeting rooms on stands/doors

- If sponsors have a closed room on their stand which is being used for meetings which can hold 100 people or more, they must have two exit doors at opposite ends with illuminated "running men" above them. "Running men" can be hired via GES if required.  
If the room is being used for meetings and holds fewer than 100 people or for storage only, one door will suffice.
- All doors must be minimum 900mm wide and have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor. Doors must be recessed where they open on to public circulation areas, i.e. they must not open directly on to a gangway.

### Corners

Any stand which isn't a standard square, rectangular, must ensure that the corners of the build are rounded off to a reasonable standard.

### Covered Stands

There are three options / ways to cover their ceiling;

- A full ceiling in textile material, i.e. Muslin which must include a central gap in the ceiling of at least 50cm x 50cm
- A full solid ceiling, must have after every 1m a gap of 2cm
- A full solid ceiling of ceiling tiles. Every third tile must be a vent style tile with a 5mm gap throughout the tile.

All the tops of stands need to be finished off in a neat and tidy manner, hiding all unsightly cabling, wiring and raw woodwork, using a suitable and permissible material such as flame retardant muslin. The specifications of the material have to be available during the build of the stand for Fire Brigade

### Demonstrations

These are permitted but the space needs to be sufficient around the display for the audience, i.e. attendees should not stand in the gangway to watch the display. Noise levels must also be kept to an acceptable level for neighbouring sponsors via placement of speakers, machinery etc., or by using soundproofing. Include details on this in stand plan to be sent for approval.

### Distribution Boards

These must be kept clear at all times in case RAI Amsterdam staff require access. Location plan to follow.

## Floor Covering

It is **mandatory to supply floor covering** for your stands.

Any floor covering product must carry one of the following approvals made available to upon request:

- A: Class G flooring as in DS-1063.2, in accordance with Dutch Building Regulations 2012.
- B: Class D -s1 flooring after EN 13501 Fire classification of construction products and building elements
- C: NT Fire 007 (Scandinavian approval) GES are the official contractor for carpets at Money20/20 Europe so easiest to order via them money2020@ges.com
- D: NEN 1775 and NEN 1775:1991/A1:1997, class 1 or 2

## Hanging items

Ceiling decorations should be hung at a height of at least two and a half metres (2.5m) above the floor and curtains and other materials hung vertically should be kept free of the floor by at least ten centimetres (10 cm). To avoid the danger of materials catching fire, decorations, furnishings etc. should be kept out of the immediate vicinity of downlighting and other equipment that can get hot.

## Height Limits

- 3x3m, 3x6m stand space you can build up to **2.5m high. (Rigging not permitted)**
- 6x6m or above stand space, you are permitted to build up **4m high** for single story stands. Rig to 5m.
- Double decker stands can be built on a 6x6m and above and can be built to **6.5m high**, and this includes any rigged items.

The stability of any structure/exhibit above **4m** in height must be qualified by means of producing structural calculations/technical details (in English) with stand plans. Failure to do so will result in the non-approval of plan submission.

## Platforms

- Wooden platforms laid out as gratings with gaps/cavities are not allowed.
- Regarding ramps for wheelchairs, recommended to follow the basic rules for barrier-free construction. For instance, that the ramps aren't too steep, i.e. maximum increase = 10%, width of ramp = 1meter.
- Integrated ramped access is compulsory for raised platform floors over 4cm.

## Rigged items

- 6x6m and above are permitted to rig above stands, up to 5m high from floor to topside, however, permission. Rigging must be ordered from the RAI and in your plans along with your RAMS.
- Lighting rigs and rigged banners are permitted provided the uppermost point is under 5m from the venue floor and the lowest point is above 2.5m. Any rigging must be contained within the confines of the stand and may not overhang in any gangways or neighbouring stands.

- Banners must be positioned 1m in from the edge of neighbouring stands and sit within the 5m height limit.
- Banners must stay within the allocated stand space and not fall into the gangway space.
- Any custom-built/bespoke suspension will be classed as complex and will require structural calculations. The calculations must be in English, these will be checked by a structural engineer preshow and onsite

### **Stages**

If there is a requirement to build a stage on stands (a stage is defined as a platform over 0.6m in height) sponsors must reference all details (showing all dimensions and technical information) on their stand plans and will be deemed as a complex structure.

A bleacher permit must be ordered via the RAI's [webshop](#).

For stages that hold more than 10 people, 2 ramps or staircases must be constructed.

### **Stand Numbers**

It is mandatory for all space only stands to include a visible stand number as part of their build – this can be in various forms, e.g., a free standing sign on the table is permitted.

### **Temporary Staff/Hostesses**

Anyone attending Money20/20 must be appropriately dressed for the whole duration of the show, in smart attire. It is important that you maintain a professional image and adhere to the dress code policy. Here's some general guidelines to follow:

1. All clothing should be clean and in good shape.
2. All clothing should be professional, meaning not too revealing

### **Vehicles on Stands**

Only vehicles with diesel or petrol engines are permitted and the fuel tanks must be virtually empty. The fuel tank must be properly and permanently locked and cable clamps on the battery terminals should be disconnected.

Details must be included in their RAMS and a report should be submitted to the organisers so we are aware.

### **Walling in on Open Sides**

**Walling in** on open sides must not **exceed one half of the total** run of metrage of each open side.

Sponsors must consider the dressing/ decoration of the reverse of their walling that is exposed to attendees and neighbouring stands. This must be decorated to an acceptable standard.

If a space only stands back onto shell schemes, then the reverse of the walling must dress/finish down to 2.5m.

There is strictly no branding allowed on the reverse of the wall if it sits against a shell scheme.

### **Weight Limits**

The floor within the exhibition hall has a maximum floor load of 3,000 kg/ m2 (30,000 N/ m2) in halls 1 and 5.

Hall 7 has a maximum floor load of 1,000 kg/m2.

Hall 3 has a maximum floor load of 3,00 kg/m2 (30,000N/m2)

## Double Decker build regulations

### Double Decker build regulations

These are permitted on island stands at Money20/20 Europe 2022. Plans submitted must include staircase drawings / dimensions. The structural calculations for the build must also be shown.

Please ensure the sponsor/contractors are aware of the strict timetable in place for build-up and breakdown. Full construction and removal must be completed within the timings shown as there is no option for early access for the event.

Building permits must then be purchased by the sponsor/contractor from the [RAI's Webshop](#) so that it can be checked, approved by local authorities and fire services.

Double deckers are not permitted on the following stand numbers as they are too close to the balconies and will obstruct view.

D90  
D130  
D80  
C20  
B140  
B112  
B70  
A160  
A10

### Height restrictions

Double-Decker stands can be built to a maximum of **6.5m**.

Double-Decker Stands will only be allowed on island sites where there are no adjoining walls.

The stability of any structure/exhibit above **4m** in height must be qualified by means of producing structural calculations/technical details (in English) with stand plans. Failure to do so will result in the non-approval of plan submission.

- *The constructions must be carried out in accordance with the regulations contained in section 2 of the ordinance of January 1<sup>st</sup> 2003 (Bouwbesluit, staatsblad 410); this pertains to the erection of structures, which are not (separate) structures in their own right, and the NEN norms specified for such structures.*

### Special regulations for Double Decker stands

Construction of multi-storey stands, grandstands and stages Structures such as multi-storey stands and grandstands are inspected at least twice (2x) by the License Officer. The first inspection takes place during the construction stage when the structure is still open and easily visible, and the second before the event starts. On this occasion, the License Officer pays particular attention to structural aspects such as railings. The drawings and construction calculations serve as a checklist for the purposes of inspection. An inspection letter is always sent after an inspection. If the inspection reveals that the structure does not meet the requirements, it can be modified by the builder in order to comply. If it is not possible to modify the structure or it is not modified in time, an order may be made barring its use. If the applicant/exhibitor nonetheless wishes to use the structure, enforcement action can be taken in cooperation with Zuid urban district council.

## **Stairways and Handrails**

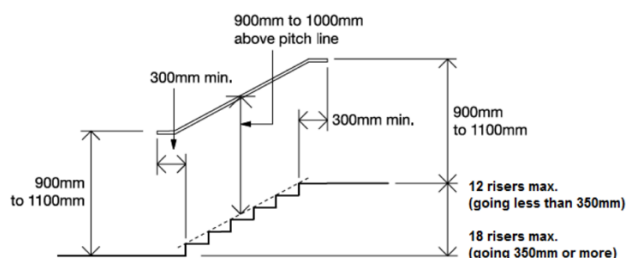
The number of exits and staircases depends on the floor area of the first floor:

\* where the area is less than 50m<sup>2</sup> one exit and one straight staircase (each with a minimum width of 0.80m) are sufficient;

\* where the area is 50 m<sup>2</sup> or more, the approval of the local fire brigade is needed for the layout of the entire stand

There must be at least one stairway for every 50 m<sup>2</sup> of upper level floor space.

- Landings shall have a minimum, unobstructed length of 1.2m
- Stairways shall have a minimum, unobstructed width of 1.1m and a single staircase shall not exceed 1.8 metres in width.
- Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.
- The tread and riser of each step must be consistent throughout a flight.
- The rise of each step must be between 150mm and 170mm.
- The tread of each step must be between 280mm and 425mm.
- Risers must not be open.
- The projection of a step nosing over a tread below should be avoided, but if necessary, it must not exceed 25mm.
- All nosings must be made apparent by means of a permanently contrasting material 55mm wide on both the tread and the riser.
- Minimum free height at top of stairway 1.9 m.
- Minimum distance from climbing line to the sides of the stairway 0.2 m.
- A continuous handrail must be provided on each side of flights and landings.
- Stairways used to bridge a difference in height of more than 1.5 m must be equipped with a stair rail on at least one side.
- The top of the stair rail, measured from the top of the stairway step's surface, must be at a height of no less than 0.6 m and no more than 1 m.
- Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.
- Handrails shall be non-climbable, e.g. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.
- If the width of the staircase is more than 2.20m the staircase must be divided by one or more sound and firmly attached handrails. The ratio of the division must be 5:10:5.



### **Application to the RAI**

- Applicable Standards and Guidelines
- Eurocodes; including Dutch appendices
- NEN-EN 13200-6:2012
- IStructE, Temporary demountable structures; 2007

To ensure the speedy and proper handling of your application, we ask you to submit the following, with due consideration to the building regulations applicable within the RAI (also see checklist in Appendix).

- Working drawing(s).
- Stand floor plan, cross sections, elevation drawings together with clearly visible dimensions.
- Dimensions/section types to be used for columns, beams, cross-braces, etc.
- Connections detailed principle(s).
- Including the corresponding calculation(s) made in accordance with the Eurocode regulations applicable in the Netherlands, including:
  - The loads on the structure must be clearly indicated and substantiated.
  - Static calculations of the load-bearing structural components.
  - Quality of materials (e.g. steel grade and quality, timber quality).

### **Permit**

All double decker stands must apply for a building permit via the [RAI webshop](#).

Please note to apply for permission at least 8 weeks in advance.

A General Local Ordinance (APV) applies in every Dutch municipality. This APV contains several regulations pertaining to public order, safety and the environment. Apply for your double deck and bleacher permit today.

### **Open sides on First Floor**

At least one third of each open side must be kept opened/have a visible sight line through them. The appropriate safety measures must be adhered to, and balustrades put in place.'

## **Balconies**

### **Access and exit points**

All doors must be minimum 900mm wide and have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor. Doors must be recessed where they open on to public circulation areas, i.e. they must not open directly on to a gangway.

### **Floor Covering**

It is **mandatory to supply floor covering** for your balcony space.

- Any floor covering product must carry one of the following approvals made available to upon request:
- A: Class G flooring as in DS-1063.2, in accordance with Dutch Building Regulations 2012.
- B: Class D -s1 flooring after EN 13501 Fire classification of construction products and building elements
- C: NT Fire 007 (Scandinavian approval) GES are the official contractor for carpets at Money20/20 Europe so easiest to order via them money2020@ges.com
- D : NEN 1775 and NEN 1775:1991/A1:1997, class 1 or 2

### **Walling in**

Walling in is permitted and must be a minimum of 3m high in between each of the balconies where the concrete partitions are. The open sides, facing hall 1/hall2 and hall1/hall 5 can be walled in but must have an access point either side and strongly advise that branding is placed.

The build must stay contained within the allotted space and allow for the shutters to be closed in case of emergency.

### **Weight limit**

Constructions should fit within the dimensions and the maximum weight for each balcony should not 500kg/m2. Please refer to the technical plan for exact dimensions for each balcony space.