



EXHIBITION MANUAL

20th World Sterilization 2019
30 October - 2 November 2019

World Forum The Hague
The Hague, The Netherlands

Version 1.0: 15 July 2019

CONTACT INFO

The 20th **World Sterilization Congress 2019** (WFHSS2019) will be held at the World Forum The Hague in The Hague, The Netherlands, from 30 October – 2 November 2019.

We expect around 1,500 participants from more than 80 countries. This manual is intended to make your participation at the congress as smooth and productive as possible. If you have any questions or require further assistance please do not hesitate to contact us.

Congress by design has been appointed as the congress secretariat in charge of local organization and management of the meeting on behalf of WFHSS2019.

Congress Secretariat WFHSS2019

Congress by design

Contact person: Vera Verzijl

P.O. Box 77

3480 DB Harmelen. The Netherlands

P: +31 (0)88 0898101

E: WFHSS2019@congressbydesign.com

W: <https://wfhss2019thehague.com>

Conference and Exhibition Venue

World Forum The Hague

Churchillplein 10 2517 JW Den Haag

Tel: +31(0)70 3066366

E-mail: info@worldforum.nl

Website: www.worldforum.nl

Exhibition Services, shell scheme and furniture rental

Company: A-booth

Project managers: Tom Spronk / Maaïke van Schilt

P: +31 (0)75 - 6225581

Email: tom@a-booth.nl / maaike@a-booth.nl

Website exhibition site: <http://wfhss.aboothmanual.nl/>

Transportation and shipments

Company: Today's Logistics B.V.

Event logistics managers: Udo Smit / Peter Busscher

Phone: +31 (0) 348 478016

Email: events@todayslogistics.nl

Website: <https://todays-logistics.nl/wfhss-2019>

EXHIBITION DATES AND HOURS

Set-up times:

Tuesday, October 29 12:00 – 22:00 hrs.
 Wednesday, October 30 07:30 – 14:00 hrs.

Wednesday, October 30 14:00 – 16:00 hrs. – cleaning round WF
 Wednesday, October 30 16:00 – 21:00 hrs. – registration desk open

Before starting the installation of your booth, you should report to the registration desk to receive move-in instructions. Exhibition Management unfortunately cannot provide move-in assistance.

Please be advised that on Wednesday evening, from 6 PM until 9 PM, a welcome reception will be held in the Atlantic room on -1 level. This means that participants walk from the registration desk to the reception area, over the exhibition area. Please make sure that you do not leave any valuable items in your booth!

Exhibition hours*:

Thursday, October 31 07:30 – 18:30 hrs.
 Friday, November 1 08:00 – 17:45 hrs.
 Saturday, November 2 08:30 – 14:30 hrs.

* 30 minutes before the start of the program until 30 minutes after the final session. Please look at the final version of the (online) program for the final exhibition hours.

Dismantling:

Saturday, November 2 16.00 – 23.00 hrs

Furniture, electricity and shell scheme orders

Furniture, shell scheme (modular) stands, graphics and electricity can be ordered through our supplier A-booth. You should have received your personal log-in code and password for the online booking system in a separate email. Please send an email tom@a-booth.nl if you have not received this email with login details. Electricity for space only stands must be ordered before the congress through the order system as well.

The booking deadline is 1 October 2019, ordering is still possible after the deadline, but there will be a surcharge. The online booking tool closes on 21 October 2019.

EXHIBITION REGISTRATION

As an exhibitor you have access to all conference areas, lunches and coffee breaks as well as the poster sessions and welcome reception.

Exhibitor badges (included in the package)

Each stand has a number of free exhibitor badges – the general rule is 1 exhibitor badge per every 3 sqm:

6sqm – 2 free exhibitor badges
9 sqm – 3 free exhibitor badges
12 sqm – 4 free exhibitor badges
15sqm – 5 free exhibitor badges
20sqm – 6 free exhibitor badges
30sqm – 10 free exhibitor badges
50sqm – 15 free exhibitor badges

Registration of stand personal

Please be informed that the registration of exhibitors and sponsors need to be made online, in order to create personalized exhibitor badges. Please find the log-in link in the email.

If you would like to purchase additional (exhibitor) badges, the regular registration fees apply, although we facilitate the registration in a different portal: <https://wfhss2019thehague.com/registration/>

In case you would like to rotate stand personnel and you therefore need more exhibitor badges than included in your package, there are 2 options:

1. You can either purchase additional exhibitor badges via the online booking tool mentioned above.
2. You can choose to use non-personalized badges (company name only). This way you can exchange the badges among each other.

Registration deadline: 16 October 2019

Please be informed that entering names and/or making (name)changes after this date may result in an additional fee of €25 per badge.

Hotel reservations

You can book hotel rooms through the online booking system: <https://wfhss2019thehague.com/housing/>

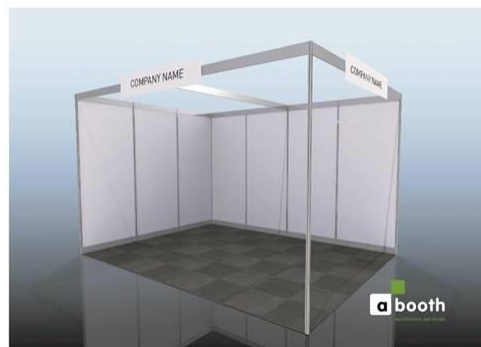
EXHIBITION FACILITIES

General exhibition

The general exhibition will largely run concurrently with the WFHSS2019 congress program including poster viewing and breaks. The Exhibition area is centrally located (on the ground floor and first floor) for participants moving from one session to another. Catering stations are available throughout the exhibition area, guaranteeing maximum exposure for the exhibitors.

Included in shell scheme rental (min. 6 sqm):

- Carpet tiles 50 x 50 cm, color: anthracite
- System walls 100 x 250/238/220 cm (w x h), white
- Name panel white, including company name and stand number, height is 30 cm
- 1 Table (80 x 80 cm x 70 cm high)
- 2 chairs - Spot(s) LED 15 watt on rail
- one power outlet 1KW
- daily cleaning



Included in space only stand (free build – min. 6 sqm)*:

Floor space stands are ideal for those who wish to build their own stand, or bring a pop-up stand.

- 1 Free exhibitor badge per 3 sqm.

** Please note: space only does not include furniture, carpeting, etc. All these services and others can be ordered additionally. Please be advised that it is mandatory to order a carpet in your stand, in order to prevent damaging the marble floor in the World Forum.*

If you have booked space only, and you would like to order a shell scheme instead, please contact Congress by design. For all other bookings (furniture, etc.), please use the link of the Exhibition Services Company A-booth, which you should have already received.

If you bring your own booth construction and booth materials, please note:

- Your booth construction may not in any way be fixed to the wall, floor or ceiling of the venue.
- The floor of the exhibition area is not carpeted and white.
- If your booth has a raised floor, the perimeter of the flooring must be marked with hazard tape or the step should be sloped to avoid the risk of accidents.
- **The maximum height of your booth is 2.20 – 3.00 meters, depending on the location of your booth.** See pages 16/17 for ceiling heights and contact A-booth for a final approval of the design and height of the booth.
- Exhibition Management does not provide materials, equipment and/or personnel for booth construction. *It is the exhibitor's responsibility to arrange all stand/booth materials, equipment and personnel needed for installation and dismantling.*
- Any extra requirements, materials and furniture can be ordered via the Exhibition Services Company A-booth.

If you would like to order materials, equipment and additional facilities/services:

Use the stand order forms to order additional materials for your booth, through the link from A-booth.

ACCESSIBILITY, SHIPPING AND STORAGE

Accessibility

Due to the limited (off-)loading areas at World Forum The Hague and to ensure all work is performed according standard safety & environmental rules and regulations, the use of our shipping and storage partner Today's Logistics is mandatory.

Pre-registration

All exhibitors (big and small deliveries alike) have to pre-register before September 1st with our transportation and shipment company Today's Logistics.

Before the 16th of September you will receive a confirmation with a delivery time slot, delivery and accessibility instructions and handling charges (the latter, if applicable).

Transportation & customs

Today's Logistics has been appointed as the official carrier and customs clearance service provider for WFHSS2019. For more information, please visit <https://todays-logistics.com/wfhss-2019>

The organizers of WFHSS2019 do not provide reimbursement or payment of import duties to couriers or suppliers upon delivery. The organizers are not liable for missing deliveries from users or deliveries that users have delivered by a third party.

For all shipments, please mark the boxes with stand. no. and company name.
Please be aware of the shipment deadlines.

Build-up

On Tuesday 29 October, entry and unloading will be reserved for stand builders and larger booths/exhibitors. Small vans and cars are not allowed to enter the venue.

All trucks have to report to the designated parking area according their allocated time slot.
Manual unloading of trucks from 3.5ton and heavier is not allowed.

On Wednesday 30 October, entry and unloading will be reserved for small vans and cars, trucks from 3,5ton and heavier are not allowed. Exhibitors can unload their cars and vans via the Piccolo service. As of 10 AM, stand construction is no longer possible, only decoration.

It is not possible to enter the World Forum property without their prior approval.

Storage

Today's Logistics has been appointed as the official material handling and storage company.
Due to the limited storage space at the World Forum, we recommend storing empties with Today's Logistics as well. For full more information, please visit <https://todays-logistics.com/wfhss-2019>

Breakdown

Also for the breakdown/dismantling on Saturday, November 2nd you will receive a time slot from our partner Today's Logistics. It is not possible to enter the World Forum property without their prior approval. Entry into the World Forum of stand builders before 16.00 hrs is not allowed. All breakdown activities should be ready at 23.00 hrs.

For more information, please visit <https://todays-logistics.com/wfhss-2019>

INSIDE THE WORLD FORUM THE HAGUE

Logistic Area

Interior dimensions logistic area

The maximum height of the logistic area inside World Forum The Hague is 2.90 m; maximum width is 3.00 m.

The side stage is fully accessible from the inside dispatch area. Routing should be via the side stage, as the logistics elevator also has a maximum height of 2.10m and width of 2.60 m.

The specific dimensions per room should be discussed with the A-booth project manager.

Weight specification

The maximum weight of goods to be brought into the building is 300 kg per square meter. Beside the above, we would appreciate it when you double-check all the constructions about 200 kg per square meter with your A-booth project manager, so they can approve.

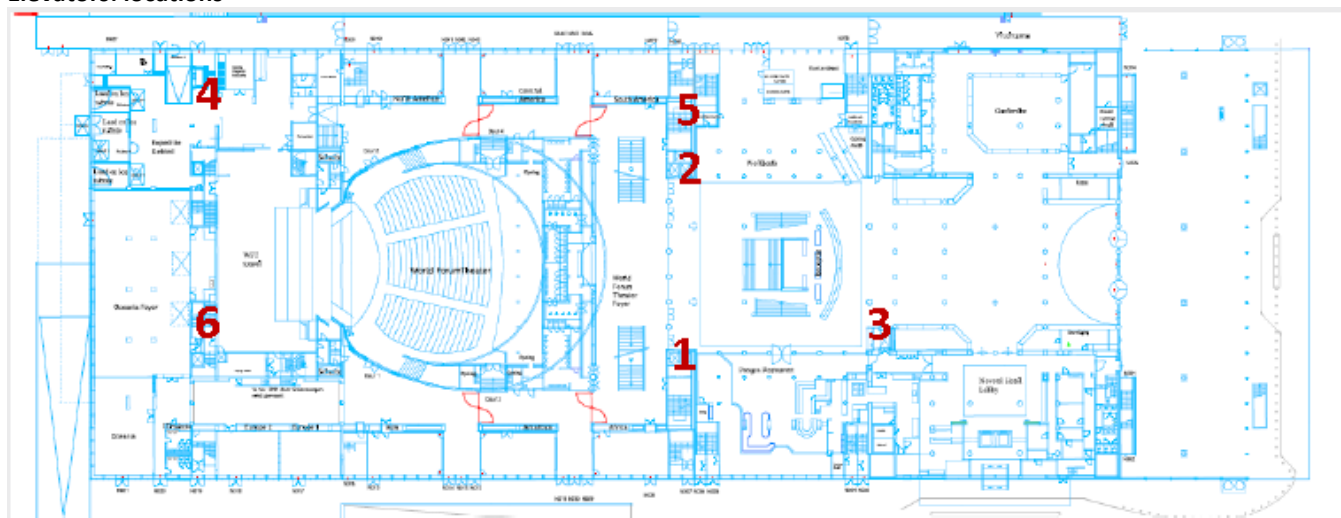
Elevators: dimensions

Elevators of various dimensions are available throughout the building. The different sizes of elevators also allow materials of various sizes to be moved within the building. The statistics of the elevators are listed in the table below.

Locations		Length	Width	Height	Max.weight	Levels
1	2x Elevator Lobby left	1.60 m	1.25 m	2.10 m	750 kg	-1 to 2
2	2x Elevator Lobby right	1.60 m	1.25 m	2.10 m	750 kg	-1 to 2
3	1x Freight elevator Lobby left	2.44 m	1.20 m	2.10 m	1,800 kg	-1 to 2
4	1x Freight elevator Dispatch left	2.60 m	1.50 m	2.60 m	1,000 kg	-1 to 1
5	1x Freight elevator King Willem Alexander Foyer	1.20 m	2.00 m	2.00 m	750 kg	0 to roof
6	1x Elevator King Willem Alexander stage	For 1 person max.				Stage to grid

See floor plan for elevators.

Elevators: locations



FLOOR PLAN

The latest version of the floor plan of the exhibition can be found [here](#).

IMPORTANT DEADLINES

- | | |
|--|-------------------|
| • Deadline for sending own booth construction (for approval): | 1 August 2019 |
| • Deadline for sharing program and invited speakers of satellite symposia: | 30 August 2019 |
| • Deadline for logistics registration: | 1 September 2019 |
| • Branding order: | 16 September 2019 |
| • Deadline for ordering additional AV items (satellites symposia): | 16 September 2019 |
| • Deadline for receiving ad in congress app: | 16 September 2019 |
| • Deadline for receiving insert in delegate bags: | 30 September 2019 |
| • Deadline for receiving names of exhibitors: | 30 September 2019 |
| • Submission of branding design: | 1 October 2019 |
| • Deadline for receiving flyer for display table: | 16 October 2019 |
| • Deadline for registration of booth personnel: | 16 October 2019 |
| • Deadline for booking items via (A-booth)online booking tool: | 21 October 2019 |

SATELLITE SYMPOSIA

All sponsors* have received the confirmed date and time slot for their satellite symposium.

Offered by WFHSS:

- Room (rental)
- Projection & screen (16:9)
- Laptop with windows & office (1x)
- Sound system
- Mixer
- Microphone on the lectern (1x)
- DI box incl mini jack cable for laptop

If you would like to book additional items (a dedicated AV technician, (wireless) microphones for Q&A sessions, headsets, etc.), please contact the WFHSS secretariat for more information. All requests will be collected and you will receive a confirmation and price quote in September 2019. The deadline for ordering additional AV items: 16 September 2019.

Please be advised that during the satellite symposia, F&B items will be offered in the exhibition area. If you would like to offer the participants of your satellite symposium additional (lunch) items, served in (front of) your meeting room, please contact the WFHSS secretariat for more information. All requests will be collected and you will receive a confirmation and price quote in September 2019.

* And exhibitors who have booked a satellite symposium separately.

HOSPITALITY SUITES

All Platinum sponsors are entitled to a hospitality suite. They have received a separate email with the name and location of their hospitality suite. For all other sponsors: please send an email to the WFHSS2019 secretariat (wfhss2019@congressbydesign.com) if you are interested in booking a hospitality suite. Price depending on the size of the room.

Catering is not included, please contact the World Forum (F&B@worldforum.nl) directly for an offer. AV equipment is not included, although some (smaller) meeting rooms already have a projector and screen. Please contact the WFHSS secretariat for more information. All requests will be collected and you will receive a confirmation and price quote in September 2019.

All hospitality suites are available from Thursday morning 31 October, 7.30 AM until Saturday 2 November, 2 PM, unless stated otherwise, and are can be used during registration desk opening hours.

F&B

WFHSS participants are being offered a selection of F&B items during the welcome, AM and PM coffee break. Besides this, during the lunch break cold and warm lunch items are being offered. The buffet stations are spread out through the exhibition area (ground floor and first floor), see exhibition floor plan for the exact locations of the buffet stations.

Exhibitors can use the same buffet stations. For exhibitors several buffet stations open 30 minutes earlier than the (lunch) break times in the official program, to give you the opportunity to have lunch before the other participants.

If you would like to serve the WFHSS2019 participants your own coffee or tea (coffee machine or barista) or other items from your booth, please contact the World Forum (F&B@worldforum.nl) directly for an offer. It is not allowed to bring your own F&B to your stand.

BRANDING AND ADDITIONAL SPONSOR ITEMS

At the World Forum The Hague, there are many branding (and other sponsor) options, to get even more exposure and to be more visible towards the participants. Please contact the WFHSS secretariat for more information. The deadline for branding requests: 16 September 2019.

If you have ordered branding, the deadline for design submission is: October 1st 2019.

PRINT WORK / CONGRESS APP

Ad in congress app

All sponsors (Platinum, Gold, Silver and Bronze sponsors) have the possibility to have an ad in the congress app.

Delivery specifications: A4, portrait, PDF without bleed.
 Deadline: 16 September 2019

Flyer near registration desk:

All sponsors (Platinum, Gold, Silver and Bronze sponsors) have the possibility to display one flyer on the display table near the registration desk.

Delivery specifications: max one-page A4, double-sided.
 Delivery deadline: 16 October 2019
 Delivery address: Todays Logistics BV
 Tasveld 14
 3417 XS Montfoort
 The Netherlands

Please mark the boxes with: WFHSS/TABLE + company name.
 Please send a PDF of the insert to udo@todayslogistics.nl

Insert in congress bag:

All sponsors (Platinum, Gold, Silver and Bronze sponsors) have the possibility of including one or two flyers in the congress bag, depending on the level sponsor level.

€1.500 for exhibitors, please send a request to wfhs2019@congressbydesign.com – deadline for booking 1 September 2019.

Delivery specifications: max one-page A4, double-sided.
 Delivery deadline: 30 September 2019
 Delivery address: Todays Logistics BV
 Tasveld 14
 3417 XS Montfoort
 The Netherlands
 Ref: WFHSS/INSERTS

Please mark the boxes with: WFHSS Conference Bag Insert + company name.
 Please send a PDF of the insert to udo@todayslogistics.nl

VENUE RULES AND REGULATIONS

General regulations

Exhibitors must follow instructions by Exhibition Management at all times.

Any damage to the venue or other properties will be repaired at the exhibitor's expense.

All matters and issues not covered by this manual are at the discretion of Exhibition Management.

It is forbidden to undertake:

- Any works that affect smoke ducts, water pipes, electrical or telephone circuits, water conduits of drain pipes, freight-lift, glass windows, heating equipment or any other part of the building.
- Any drilling of holes in walls, ceilings or floors.
- Any displacing of doors, fixing receiving aerial.
- Any creating effects by pyrotechnical generators and loud explosions, explosions with sparks, flames or fumes.
- Any other activities that may affect the normal functioning of the university's properties or cause damage to the same.

General construction rules

World Forum The Hague has the following general construction rules regarding the exhibition space:

The tiles on the expo floor must be protected

A hand-over and hand-back round by the Duty Manager of World Forum The Hague is required

The exhibition space needs to be clean at the end of the expo (no papers, no waste etc.)

It is not permitted to attach any items to the walls of the rooms and public areas of World Forum The Hague

Building Code

The Building Code describes the technical rules on the use and conversion of buildings. These rules concern health, safety, usability, energy efficiency and the environment.

See appendix 1 for the entire Building Code.

General instructions regarding safety installations

- Respect the routes towards the different exits. The width of the passageways leading to the exits must be at least equal to the width of the corresponding exit.
- Never hide or block an emergency exit. Never hide the safety lighting in the lounges or the lighting which indicates the direction of the exits or the luminous signs pointing out the exits.
- Never hide electrical equipment boxes or other technical installations.
- Electrical and mechanical apparatus must comply with local regulations. Exhibition Management is authorized to check the proper functioning of such apparatus.
- Do not interfere with the smoke extraction systems by covering the fresh air vents situated in the lower part of the walls of the rooms.
- Do not create installations exceeding 2.2 – 3.00 meters in height, depending on the location of your booth, in order not to interfere with the proper functioning of the fire detection and automatic sprinkler system installations.
- Leave all means of fire alarm and firefighting clearly visible and completely unobstructed.
- In case you need first aid, contact the Duty manager at phone number +313703066200 or +31646085651.
- In case of emergency, alert the central safety post. Users may do this by phoning at the number phone number +313703066200 or +31646085651.
- Stands must not be cluttered with packaging and merchandise as this could constitute a fire risk.

Electricity

For safety and liability reasons the installation of electrical power onto stands may only be operated by World Forum The Hague. Exhibitors are not permitted to carry out work on the venue's electrical installation without written permission from the venue.

Dangerous products

Compressed gas: Air, nitrogen and carbon dioxide are permitted. Other gases are strictly FORBIDDEN.

Inflammable liquids: All inflammable liquid containers introduced into the stands must be empty (paint or varnish tins, bottles of perfume, aerosol sprays etc.).

The exhibition of motor vehicles is forbidden.

Radioactive products: Subject to authorization.

Security

Exhibitors must make provisions for safeguarding their goods, materials, equipment and display at all times. Since no security is available outside exhibition hours, we strongly recommend taking valuable items with you over night.

Electrical and mechanical apparatus must comply with local regulations. Exhibition Management is authorized to check the proper functioning of such apparatus.

Promotion

Exhibitors promoting medicinal products for human use must comply with the relevant regulations in The Netherlands and the European Union. The WFHSS2019 Organizers, Exhibition Management and the World Forum The Hague do not accept any responsibility or liability whatsoever with respect to unauthorized or illegal promotional activities by exhibitors. The WFHSS2019 Organizers and Exhibition Management reserve the right to demand removal of unauthorized or illegal promotional items in case exhibitors do not respect the relevant regulations. Exhibitors must follow instructions by the WFHSS2019 Organizers and Exhibition Management at all times.

Give-aways and selling

Customary descriptive product literature, documentation and small give-away items may be distributed from the booth. The nature of such literature/documentation/items needs to comply with the regulations for the promotion of medicinal products for human use in The Netherlands and the European Union.

Exhibition Management does not allow food/beverage service from the exhibitor's booth without prior permission. Please contact the Congress Secretariat for details.

Contests, lotteries, games of chance, market research activities (such as structured interviews), live presentations and selling of goods or services are not allowed.

F&B

It is not allowed to bring your own F&B to your stand. Please contact the World Forum (F&B@worldforum.nl) for an offer.

Liability

The WFHSS2019 Organizers, Exhibition Management and the World Forum The Hague do not accept liability for any loss of, or damage to exhibitor's properties.

Exhibitors are advised to take out insurance through their own sources for loss of, or damage to properties, and injury to persons, resulting from the perils of fire, lightning, windstorm, smoke or any other occurrences. The exhibitor shall at all times protect, indemnify, save and keep harmless the WFHSS2019 Organizers, Exhibition Management and the World Forum The Hague against and from any and all loss, cost, damage, liability, or expenses which arises out of or from or by no reason of any act or omission by the exhibitor, his employees or agents.

Violations

Violation of any of these regulations on the part of the exhibitor, his employees or agents shall nullify the right to occupy space, and such exhibitor shall forfeit to Exhibition Management and the WFHSS2019 Organizers all monies that have been paid.

Health and Safety around World Forum The Hague

Besides the first-aid that can be given in World Forum The Hague, this document gives the addresses and routing of the nearest healthcare services. Also information from the police station and fire brigade is included to complete the Health & Safety around World Forum The Hague.

Nearest General Practitioner

Huisartsenpraktijk Statenkwartier, Address: Bleiswijkstraat 250, 2582 LJ Den Haag, Telephone: 070 352 2544, Hours: 08:00–17:00.

Pharmacist

Apotheek van Greuningen is the nearest Pharmacist at walking distance from World Forum The Hague. Statenlaan40, 2582 GN Den Haag, 070 355 1343. www.apotheekvangreuningen.nl.



Hospitals

There are three professional hospitals close to World Forum The Hague of which Bronovo is the nearest, approximately 8 minutes by car. Hagaziekenhuis and MCH Westeinde hospital are approximately 15 minutes by car.

Police station

The HQ of the Police is a 5-7 min drive from World Forum The Hague located at Burgemeester Patijnlaan 35.

Fire brigade

The fire brigade will access the building from the front and park their fire trucks at the Johan de Wittlaan. This is where the fire hose connections are located and thus needs to be accessible at all times.

CONDITIONS FOR STAND BUILDING

Approval of designs

Stand building of raw space booths can commence once the design has been approved by the Congress Organizers. A design in the form of a stand design with clear measurements must be submitted on August 1st 2019 at the latest to A-booth (tom@A-booth.nl). **All designs must meet fire regulations.**

Stand building, placement and finishing

For the purposes of building a stand, exhibitors are not permitted to damage floors, walls, roofs or other parts of the lounges or the building by using nails, screws, glue, paint, cello tape or other fixing materials. Therefore, stands, stand panels and/or stand parts must always be constructed as free-standing. Stands, stand panels and/or stand parts must be painted and sawn to size in advance. The stands must be prefabricated, so to speak. By prefabricated we mean that the stands are made to fit beforehand, so that they only need to be assembled in the Exhibition area. Think of the following activities: sawing, painting, sanding/grinding and other preliminary work. Any damage resulting from the stand building will be charged to the stand builder.

Heights and other measures

In connection with the general view through the building, public access and the proper functioning of the air conditioning system, the maximum height for stands is 2.20 – 3 m., depending on the location of your stand (external dimension measured from the floor).

Mounting and removal of exhibition goods

Goods that are displayed must be kept within the building line of the stand space; movable parts may not move beyond the building line of the stand, not even to demonstrate the action of the exhibited goods. Displayed goods must be set up in such a way that the view of the exhibition spaces and the surrounding stands is not inhibited or inhibited as little as possible. Unsightly objects (in the opinion of the organizers) on stands that are visible to the public (such as coat racks, etc.) must be screened off. Exhibited goods may not be covered during the hours that the exhibition is open to the public. The organizers have the right to remove (or order the removal of) any covering, without incurring any liability on their part. Boxes, cases, etc. may not be stored behind the stand walls; only the stand itself may be used for the storage of goods. For other matters not described in this set of regulations the instructions of the Duty Manager should always be followed immediately. Tape or self-adhesive expressions may not be used.

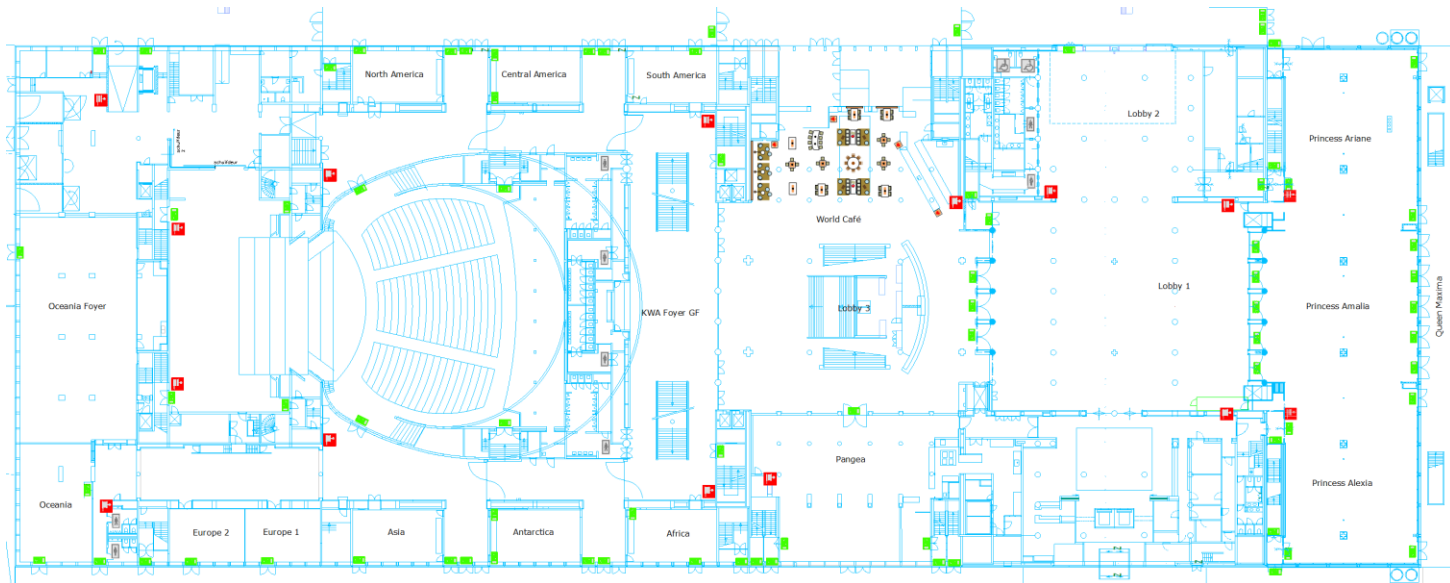
POWER SOCKETS AND PLUGS

In the Netherlands (Holland) the power sockets used are of type C / F:

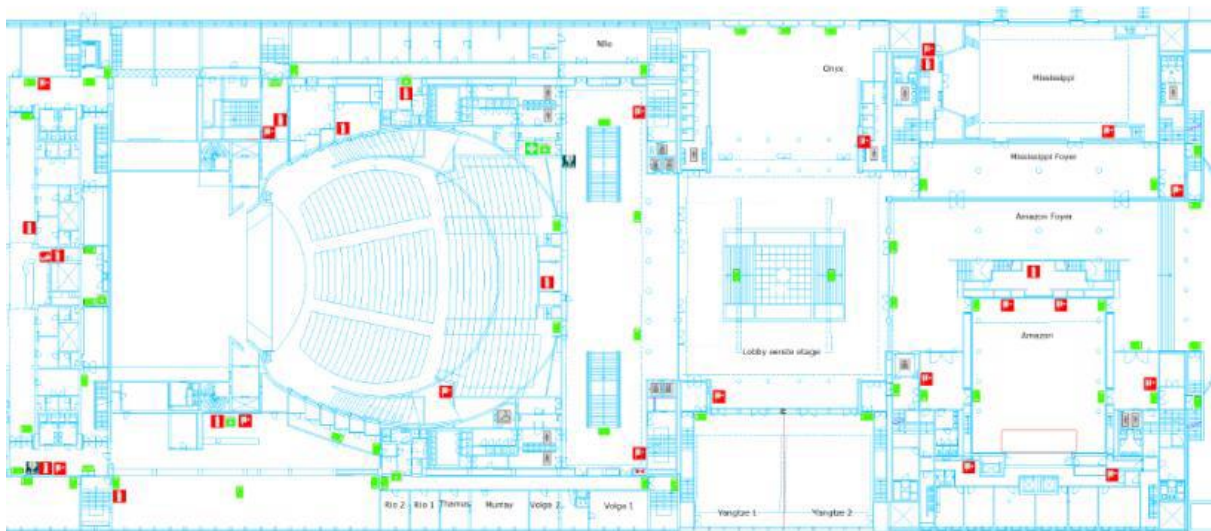
Type F: This socket also works with plug C and E Type C: This socket also works with plug E and F

Floor Plans World Forum The Hague

Ground Floor



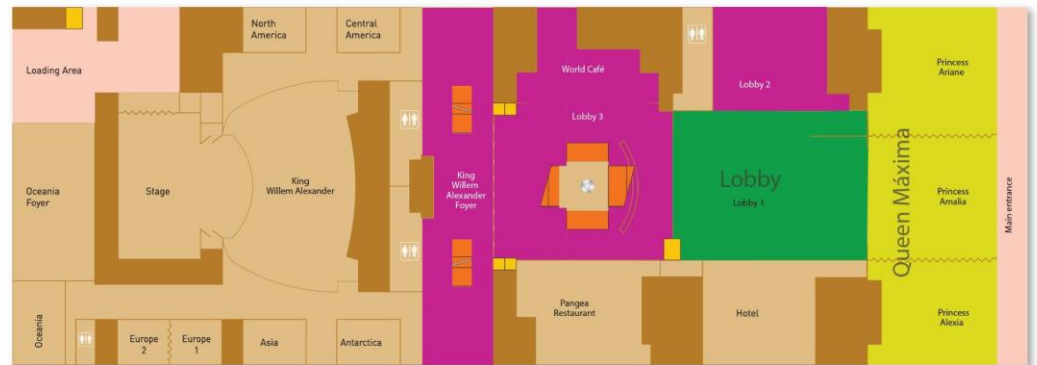
First Floor



Ceiling Heights World Forum The Hague

Ground Floor

General floor plan

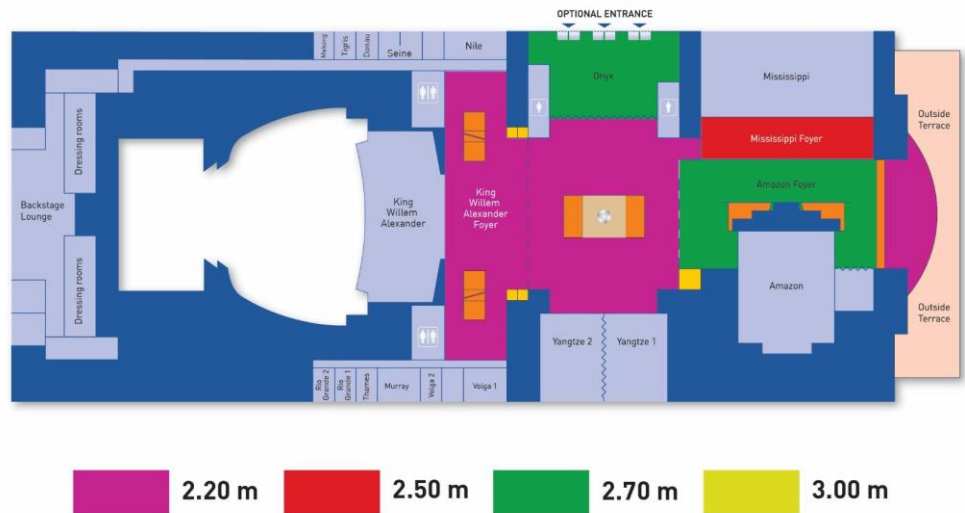


Detailed floor plan, per booth

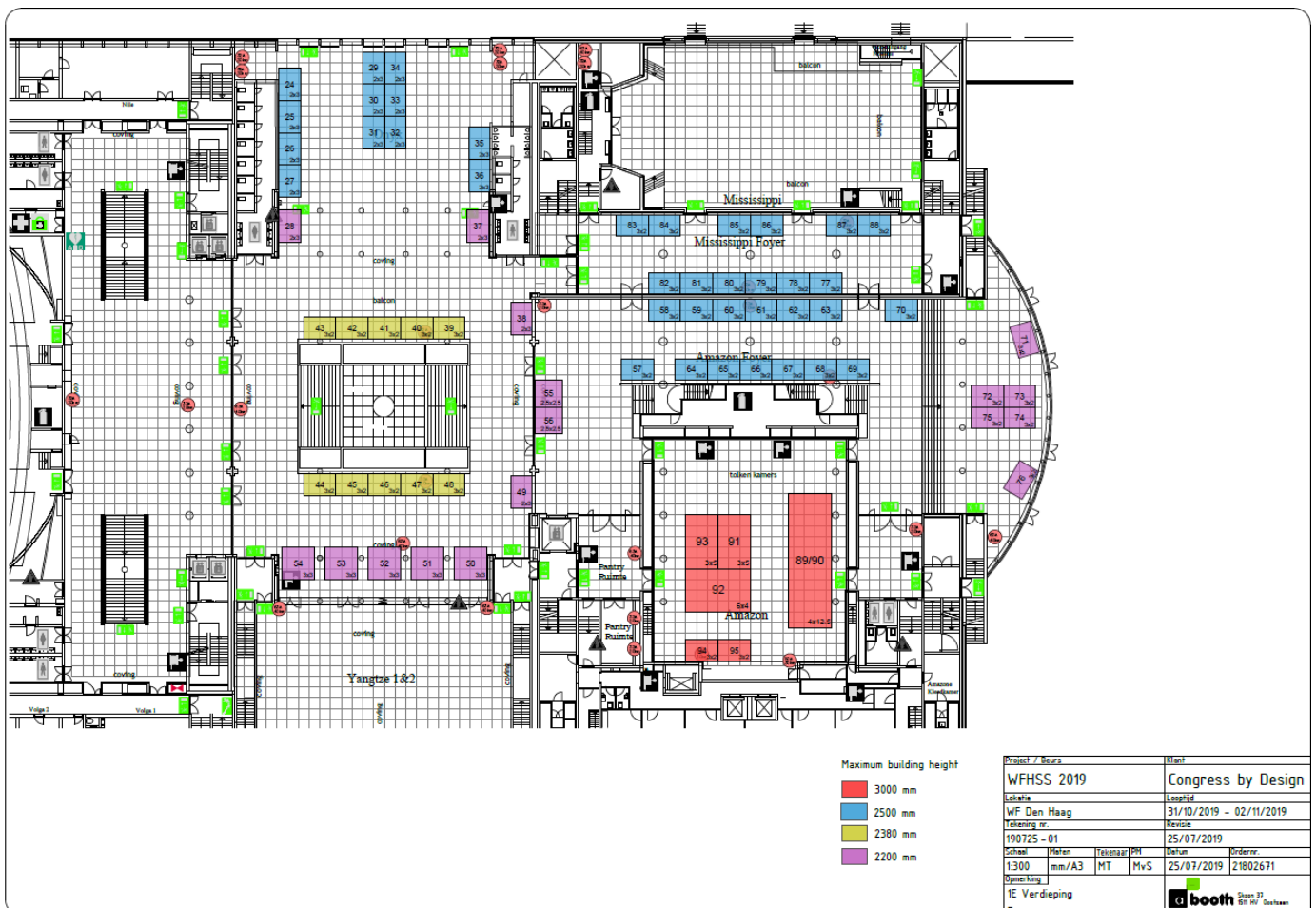


First Floor

General floor plan



Detailed floor plan, per booth



Appendix 1: Building Code

For completeness, the Building Code is set out in its entirety below. Explicitly, this is Appendix 4 to Article 6.2.1, second paragraph of the Building Code. The Building Code describes the technical rules on the use and conversion of buildings. These rules concern health, safety, usability, energy efficiency and the environment. For specified information regarding the NEN standards visit: www.nen.nl/Home-EN.htm

The italicised text below the article provides additional guidelines and/or World Forum The Hague policies on the relevant subject.

Article 1: Exits and escape routes

1. The entrances, passages, exits, emergency exits, aisles, walkways, stairs, ramps and escape routes must at all times be kept free of obstructions for the minimum width required* and provide adequate grip. This also applies to any parts of the adjoining (outdoor) grounds that are considered an extension of the escape routes.
2. An (emergency) exit door should, when there are people in the building, only be closed in such a manner that the exit door can instantly be opened to its full minimum width* from the inside without having to use a key or other object.
3. Doors and hatches with a fire and/or smoke protection function may not be opened for longer than is required to allow the movement of people or goods, unless these doors and hatches are equipped with automatic systems that release the doors or hatches when a situation occurs where these must serve as fire and/or smoke protection.
4. Outdoor stairs and ramps of buildings intended for the accommodation of people must be kept free of snow and ice.
5. Doors, fences and other barriers in escape routes must, if they do not turn in the direction of the escape route, be kept fully opened during the time there are people in the building and be secured in such a way that they cannot be closed by unauthorized persons. This does not apply to fire doors.
6. Textiles to be suspended vertically in escape routes and rooms accommodating more than 50 people at the same time must have an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds, as determined according to the NEN-EN-ISO 6940 and 6941 standards, published in 1995.
7. Any cables and cords that have to run over the floor must be taped down securely with good adhesive strips so that people do not trip or fall over them.

8. Smoke generated by, for example, a smoke generator or cold ice or in any other way should never prevent rapid evacuation from the building.

-Curtains must turn with the door, or it must be possible to remove them easily, and must not prevent recognition of an emergency exit.

-Emergency and transparent lighting must be visible. If this is hidden from view, visible replacements must be put in place.

Note: In a room with < 50 persons, a sticker will suffice. All in line with the NEN 3011:2015.

-The plans in attachment 3 show the aisles and doors that must be free of obstacles at all times, as described in article 1.1.

* The width of the relevant emergency door can be taken as the minimum width to be observed.

Article 2: Upholstery and decorations

1. Upholstery and decorations must be kept clear of spot lighting and other equipment whose surface temperature may exceed 80 °C.
2. Floor and stair coverings in escape routes and rooms where more than 50 people can be accommodated at the same time must be fitted so that these cannot shift, curl up or roll up and they should not pose any danger of slipping, tripping or falling.
3. Curtains and other vertical upholstery in rooms which can accommodate more than 50 people at the same time must be kept 0.10 meters clear of the floor.
4. There must be a minimum distance of 2.5 meters between the floor of a room and any decorations. These decorations may not be readily flammable and in case of fire, no drop formation may take place.
5. Balloons filled with flammable gas are not permitted.
6. Textiles to be suspended vertically in escape routes and rooms accommodating more than 50 people at the same time must fulfil the criterion of 'not easily flammable' as determined in the NEN 1722 standard, published in 1986, and NEN 1722-A (supplement to NEN 1722), published in 1988.

7. The covering materials used must comply with:

- NEN 1775, published in 1991 and NEN 1775/A1, published in 1997;
- NEN 6065, published in 1991 and NEN 6065/A1, published in 1997;
- The requirement for curtains of an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds, as determined in NEN-EN-ISO 6940 and 6941, published in 1995;
- NEN 6066, published in 1991 and NEN 6066/A1, published in 1997, optical smoke density < 2.2 m-1; the latter requirement does not apply to floors and stair surfaces.

** The use of confetti is unwanted, we advise serpentines instead. Approval for the use of confetti or serpentines needs to be given by the World Forum The Hague. Please consider the extra cleaning costs related.*

Article 3: Building systems

1. Electric lighting must meet the following requirements:

- a. If rooms in a building designated for use by persons receive insufficient daylight or these areas are used after sunset, these areas must, with a view to being able to leave the building safely during their use, be fitted with electric lighting such that the illuminance at floor level is at least 10 lux.
- b. If areas in a structure, not being a building, designated for use by persons receive insufficient daylight or these areas are used after sunset, these areas must, with a view to being able to leave the structure safely during their use, be fitted with electric lighting such that the illuminance at floor level is at least 10 lux.
- c. If the area outside the exits of the structure receives insufficient daylight, this area must be fitted with electric outdoor lighting such that the illuminance at floor level is at least 10 lux.
- d. Stairs in areas that are obscured when there are people present in these areas must be illuminated such that they are clearly visible.

e. If there is the possibility of an area being obscured when there are people present in this area, this area must, if it accommodates more than 50 people at the same time, be fitted with lighting such that the illuminance allows for a reasonable orientation.

f. Using any other lighting than electric lighting is prohibited.

2. Installations for heating and cooking purposes:

- a. No loose heating appliances may be present in the building.
- b. The installation of a stove or cooker must be fireproof.

• *The use of gas/gas cylinder is prohibited without approval of the fire department.*

Article 4: Fire extinguishers

Built-in fire extinguishers must be indicated by means of a pictogram approved by the municipal executive, or another indication.

• *These pictograms must be visible at all times. If they are hidden from view, visible replacements must be put in place*

Article 5: Smoking, open fire and firework prohibition

1. The smoking prohibition or open fire prohibition must be clearly visible in prominent locations by means of the words 'NO SMOKING' or 'OPEN FIRE PROHIBITED', or by means of a standardized symbol in accordance with the provisions of the NEN-3011 standard, published in 2015.

2. Candles should be placed in stable, solid candle holders that are not easily flammable.

3. In case of lighting fireworks in structures, an overview showing that the activity will take place in a safe manner must be

4. Decorations in a confined space must not present a fire hazard. This hazard is not present if the decorations:

- a. contribute only insignificantly to the risk;
- b. are non-flammable, in accordance with NEN 6064;
- c. have a fire class rating of A1 as defined in NEN-EN 13501-1;
- d. fulfil the requirements for structural components as defined in Section 2.9, or
- e. have an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds.

• *World Forum The Hague is a NON-SMOKING facility. Ash trays are located outside the main entrance and in front of the secondary entrance, the Onyx.*

Fire test One can test the fire safety of decorations themselves with a simple test. Proceed as follows: 1. Take a sample (5 x 25 cm) of the material. 2. Go outside and hold one corner of the sample in a flame (of a match or a lighter) for at least five seconds. 3. Use metal pliers to hold the sample and take care not to burn yourself. 4.

Remove the source of the flame after five seconds or sooner if the sample has caught fire. The material is fireproof if:

- no droplets are formed during heating (whether or not burning or dripping)
- no soot flakes are formed during heating
- the material does not burn for more than 15 seconds and does not glow for more than 60 seconds after catching fire

The fire test shall always be performed with the presence of a World Forum The Hague employee.

5. Decorations in a confined space must not present a fire hazard. This hazard is not present if the decorations:

- contribute only insignificantly to the risk;
- are non-flammable, in accordance with NEN 6064;
- have a fire class rating of A1 as defined in NEN-EN 13501-1;
- fulfil the requirements for structural components as defined in Section 2.9, or
- have an after-flame time of no more than 15 seconds and an afterglow time of no more than 60 seconds.

• *World Forum The Hague is a NON-SMOKING facility. Ash trays are located outside the main entrance and in front of the secondary entrance, the Onyx.*

Article 6: Waste

1. Waste must be collected daily in safely placed containers that can be properly closed and are made of flame-retardant material, insofar as the containers are placed inside the building.

2. Ashtrays must be emptied regularly, but at least daily, into closable ash collectors made of non-flammable material. The contents of the ash collectors may only be deposited in non-flammable containers with a lid.

3. Ashtrays and paper trays must be made of non-flammable material.

• *Do not place containers in escape routes, in front of/ behind emergency or other exits, and on or in front of a hydrant.*

Article 7: Vehicles with diesel or gasoline

Only vehicles with of a maximum of 5 liter fuel per tank are allowed within World Forum The Hague. The tank needs to be securely closed. The battery clamps need to be disconnected.

• *Always consider the maximum floor load capacity and the accessibility to the preferred location with your project manager.*

Article 8: Toxic and hazardous material

The exposure of toxic and hazardous material is prohibited, unless:-A permit is given by the Ministerie van Volkshuisvesting, Ruimtelijke Ordeningen Milieu (VROM).

-A by the organization appointed specialist, that is trained and qualified to act during an incident, is present during the entire event.

-The local fire department needs to be notified by the organization of the presence of toxic and hazardous material within World Forum The Hague.

-A specific permit needs to be available for radioactive material and installations.

Article 9: Drones

Drones are accepted in World Forum The Hague when complying with the following guidelines set by the Dutch government:

- The operator shall always keep sight on the drone during the flight/demonstration;
 - Inspect the drone prior to use to ensure good quality for safe use;
 - The operator of the drone needs to be trained in safe use of the drone;
 - Ensure the presence of organizations liability insurance;
 - Only fly by daylight or sufficient lightning similar to daylight and always keep sight on the drone;
 - The drone for recreational use may not weight more than 25kg;
 - Filming and photography = respect privacy of others. Footage may not be recorded or published;
 - Privacy: communicate the spaces where a drone with camera will fly to ensure notification;
 - Privacy: include the use of drones and possible filming/photography in the general terms and conditions;
- It is NOT allowed to use drones outside World Forum The Hague. Different rules apply to commercial use of drones (getting paid for operating the drone), such as but not only a flight license.

• *The flight zone(s) needs to be discussed with and approved by World Forum The Hague for each event.*

Exhibition / Stands

With the extension of the main entrance, World Forum The Hague is able to host events with more exhibition area. This requires specific rules and regulations related to the build, dismantle and use of exhibition stands.

Article 1: Closed stands

If the stand is closed on all sides, only accessible with a door and/or if an aisle is passing through, the organization needs to be informed by World Forum The Hague and/or authorities about necessary measures on exit signs. These measures will include at least but not only: -Follow the NEN 3011:2015 on emergency exit signs; -Use emergency exit signs with internal lightning; -Placement of extra heat detection if there is none inside the stand. The heat detection needs be placed on at least 50cm from the wall. -If the exhibition area has a sprinkler system, the stands may not reach higher than 25cm under the ceiling.

Article 2: Load-bearing structural components

Load-bearing structural components need to be conducted following the NEN 6065, class 1 or 2. Complex stands need to be discussed with World Forum The Hague. A specific permit and approval from the municipality on technical plans can be required.

Article 3: Walls, sceneries and props

All walls, sceneries and props need to be made from non-flammable material as described in NEN 6065, class 1 or 2. All wooden panels >3.5mm don't need to be impregnated. Wooden material such as cart-, soft-and hardboards of all sizes need to be impregnated to "non-flammable". The result of the fire test need to be handed over for all these materials.

Article 4: Wall coating material

All wall coatings material need to comply with the NEN 6065, class 1 or 2. The local fire department need to approve wall coating material that don't comply with the NEN 6065. All wall coating material need to be kept away from potential flammable items such as lightning, spots and installations that create heat.

Article 5: Roofing

Stands may be covered with several types of roofing, such as textile, plates or suspended ceilings. -All roofing material need to comply with the NEN 6065, class 2.
-NEN 6066, published in 1991 and NEN 6066/A1, published in 1997, optical smoke density < 2.2 m⁻¹; the latter requirement does not apply to floors and stair surfaces.
-Roofing material must be or be made non-flammable.
-When using textile material, metal wires must be applied of at least 0.3mm thick in one direction with a distance of 1 meter in between. All decoration made from textile need to comply with this as well.
-Glass plates may never be used as roofing.
-It is not permitted to use plastic film material as roofing.
-If the exhibition area has a sprinkler system, only 30% of the stands may be covered with roofing material. Unless the stand is covered with sprinkler textile and approved by the local fire department.
-If the exhibition area has a sprinkler system, the stands may not reach higher than 25cm under the ceiling.

Article 6: Waste and stock

It is not allowed to have any type of stock next to or behind the stand due to potential flammable material. Material can be stocked in coordination with World Forum The Hague. Waste needs to be separated in the available bins.