



STAND CONSTRUCTION RULES & REGULATIONS

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PART 1: Changes compared to previous editions

As part of the organizer's continuous efforts to improve VIV MEA with every edition, the organizer has taken into account exhibitor's and stand builder's feedback and applied changes to some of the key regulations. The changes are shortly listed below and explained further in "Part 2: The design process", sub-heading "Maximum stand height".

- **Maximum stand construction height decreased from 5m to 4m** (exceptions for multi-story stands remains, see sub-heading "Multi-story stands").
- **Permission from neighbors to build higher than 2.5m is no longer required.**

Continue with PART 2 on the next page →

PART 2: The design process.

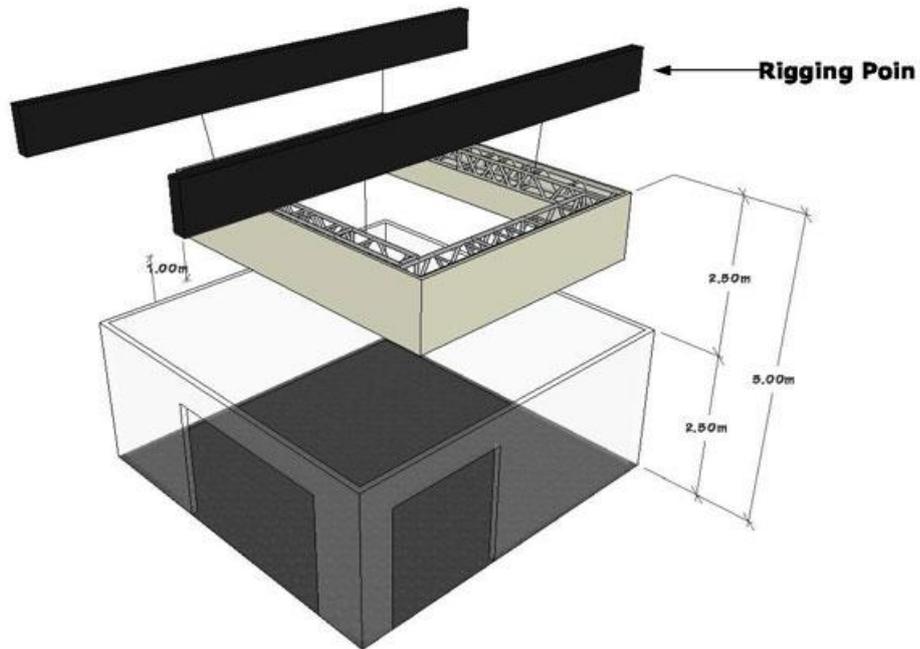
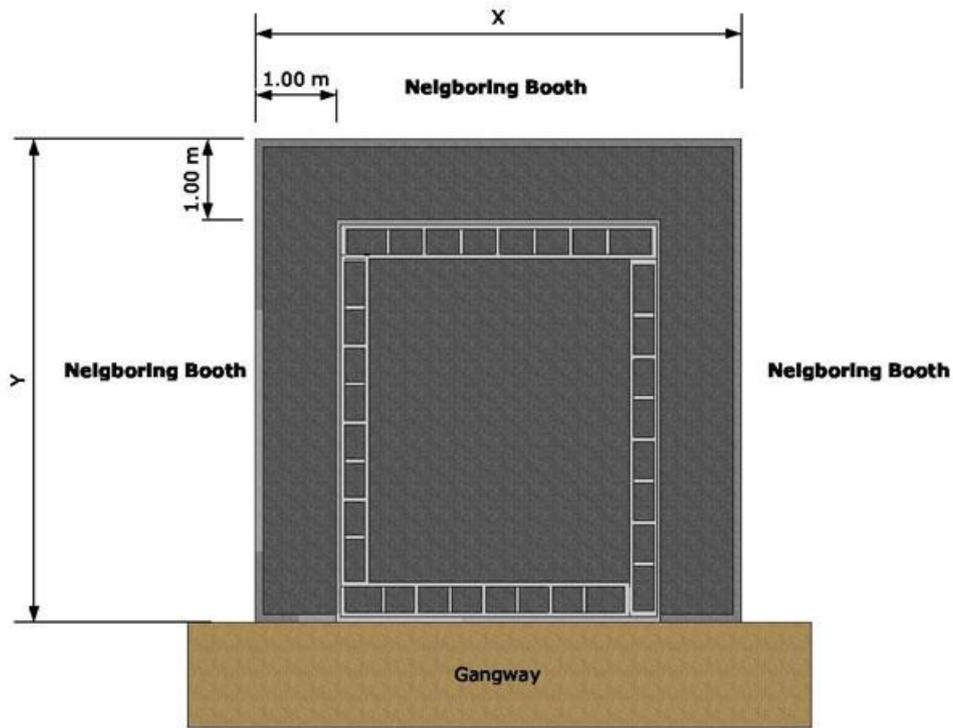
The stand construction regulations are listed in alphabetical order.

Air space

Rigging is NOT possible in the front of hall 9, see [floorplan](#) for exact locations.

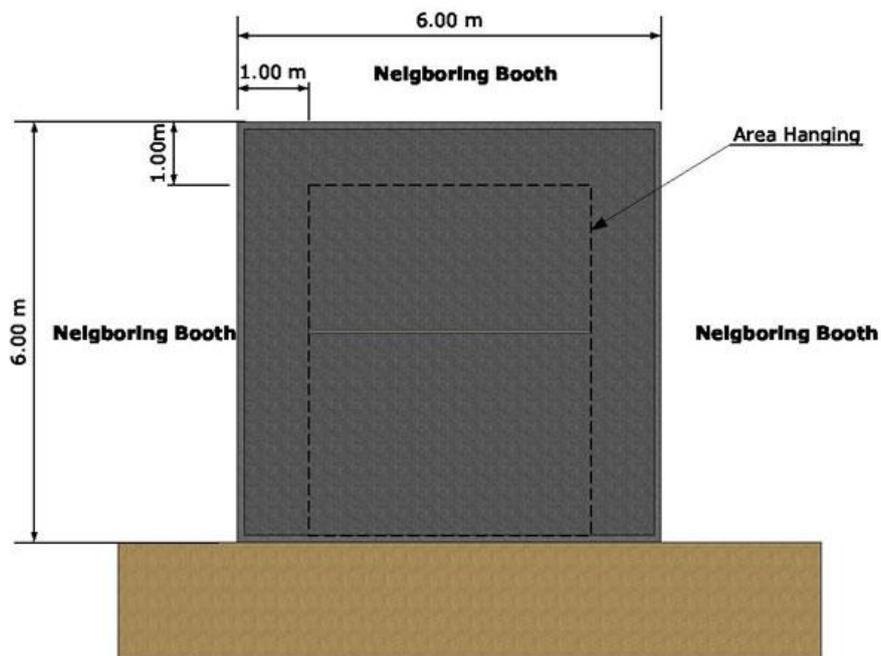
- Hanging STRUCTURE / TRUSS, suspended below, and not exceeding 5.0 m.
 - No air space usage / advertising fee is charged for this,
 - The structure must be hung at least 1m away from the wall of the neighbouring stand. It may not extend beyond the contracted stand area on the side that is facing the aisle,
 - Jaarbeurs has only limited hanging points. The exhibitor's assigned contractor must check the availability of points above/near your booth with the Mansveld team. Please refer to the rigging order page in the Exhibitor Portal Webshop,
 - The structure/truss must be hung from rigging points only and must not obstruct other exhibitors,
 - Floor to ceiling rigging/truss is not allowed.
 - Hanging in the gangway is not allowed,
 - Hanging from the catwalk is not allowed,
 - Please include designs of the structure/ truss in your stand plan submission for approval,
 - On-site order is not available.

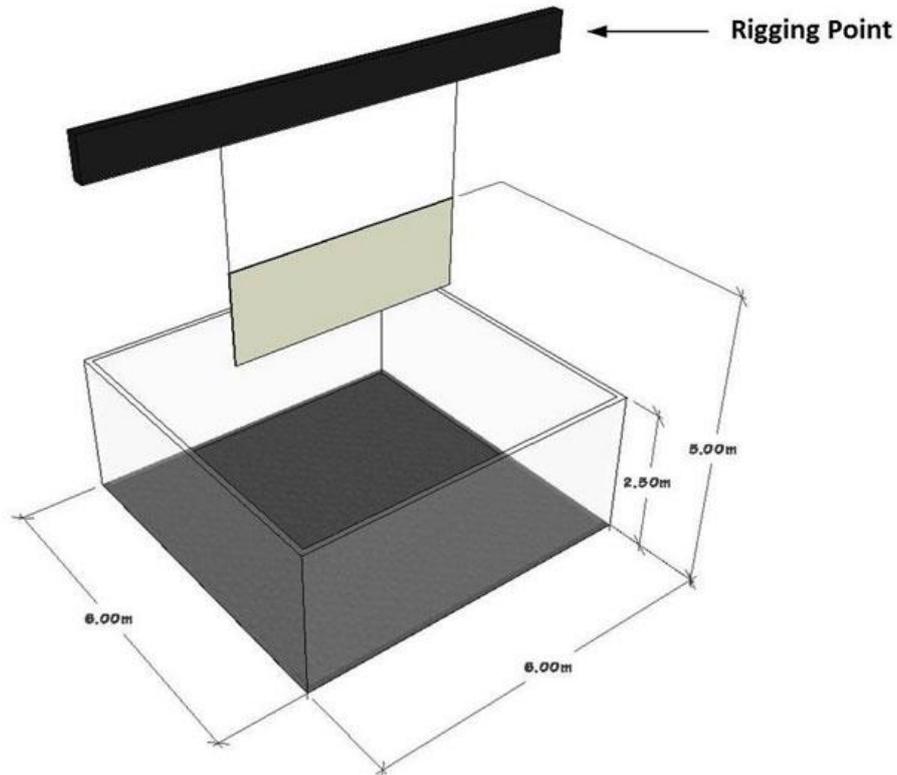
- Hanging STRUCTURE / TRUSS, suspended between 5.0m and 7.0m height.
 - This is subject to an air space usage / advertising fee of 50Euro per 1.0m length. For example 10.0m truss length will be charged 50 x 10 = 500Euro. The fee is for advertising space only,
 - Jaarbeurs has only limited hanging points. The exhibitor's assigned contractor must check the availability of points above/near your booth with the Mansveld team. Please refer to the rigging order page in the Exhibitor Portal Webshop,
 - The structure must be hung at least 1m away from the wall of the neighbouring stand. It may not extend beyond the contracted stand area on the side that is facing the aisle,
 - The structure/ truss must be hung only from rigging points within your stand area and must not obstruct other exhibitors,
 - Floor to ceiling rigging/truss is not allowed.
 - Hanging in the gangway is not allowed,
 - Please include designs of the structure/ truss in your stand plan submission for approval,
 - On-site order is not available.



- Hanging BANNER, suspended below, and not exceeding 5.0 m.
 - The banner must be hung at least 1m away from the wall of the neighbouring stand. It may not extend beyond the contracted stand area on the side that is facing the aisle,
 - Jaarbeurs has only limited hanging points. The exhibitor's assigned contractor must check the availability of points above/near your booth with the Mansveld team. Please refer to the rigging order page in the Exhibitor Portal Webshop,
 - The banner must be hung only from rigging points within your stand area,

- Floor to ceiling rigging/truss is not allowed.
 - Please include the hanging banner on your stand plan in your stand plan submission for approval,
 - On-site order is not available.
- **Hanging BANNER, suspended between 5.0m and 7.0m height.**
 - This is subject to an air space usage / advertising fee per 250Euro/piece. The fee is for advertising space only.
 - The banner must be hung at least 1m away from the wall of the neighbouring stand. It may not extend beyond the contracted stand area on the side that is facing the aisle,
 - Jaarbeurs has only limited hanging points. The exhibitor's assigned contractor must check the availability of points above/near your booth with the Mansveld team. Please refer to the rigging order page in the Exhibitor Portal Webshop,
 - The banner must be hung only from rigging points within your stand area,
 - Floor to ceiling rigging/truss is not allowed.
 - Please include the hanging banner on your stand plan in your stand plan submission for approval,
 - On-site order is not available.





Aisles

No part of any stand or exhibit, including any fascia, sign, corner post, etc. shall overhang or be over the aisle or obscure any fire or exit signs. It is strictly forbidden to build or hang any items across gangways.

Glass panels

Any furnishing or wall elements made with full length glass or mirrors must be properly marked and protected from impact. Glass walls used must comply with current standards with regards to their characteristics and installation system. If glass walls are installed along the routes used by the public, they must be shatterproof. Glass walls must comply, in terms of glass type and installation, with current UNI standards.

Health and Safety onsite

- Method statement and risk assessment should be included in your stand plan submission, for more info see "PART 3: the approval process".
- During construction and dismantling, contractors and exhibitors will not be allowed access into the halls without proper footwear and high visibility jackets. This means no slippers, sandals, high-vis straps/cycling vests.
- Maximum travel distance from any part of the stand to the nearest exit should not be more than 10 meters.
- Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety.
- The structure of all exhibition stands must be reasonably designed so as to ensure safety and security.

- The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period, efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
- All exhibitors should select the contractor with proven qualifications to construct their stand and are obliged to require the contractor to implement the construction in light of the relevant regulations and construction specifications and carry out corresponding safety measures.
- For all information, see PART 4: Summary of Jaarbeurs rules and regulations.

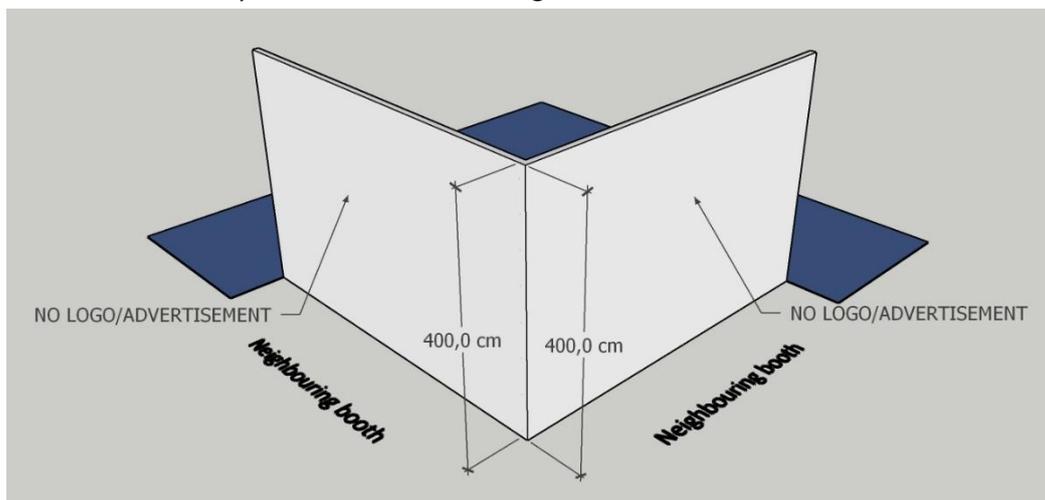
Minimum stand height

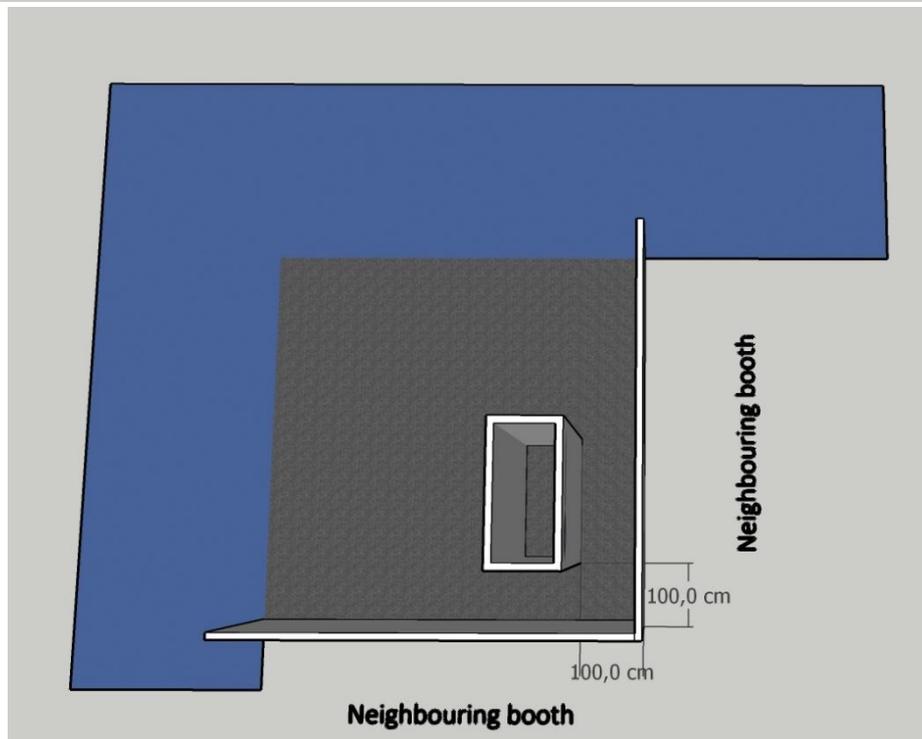
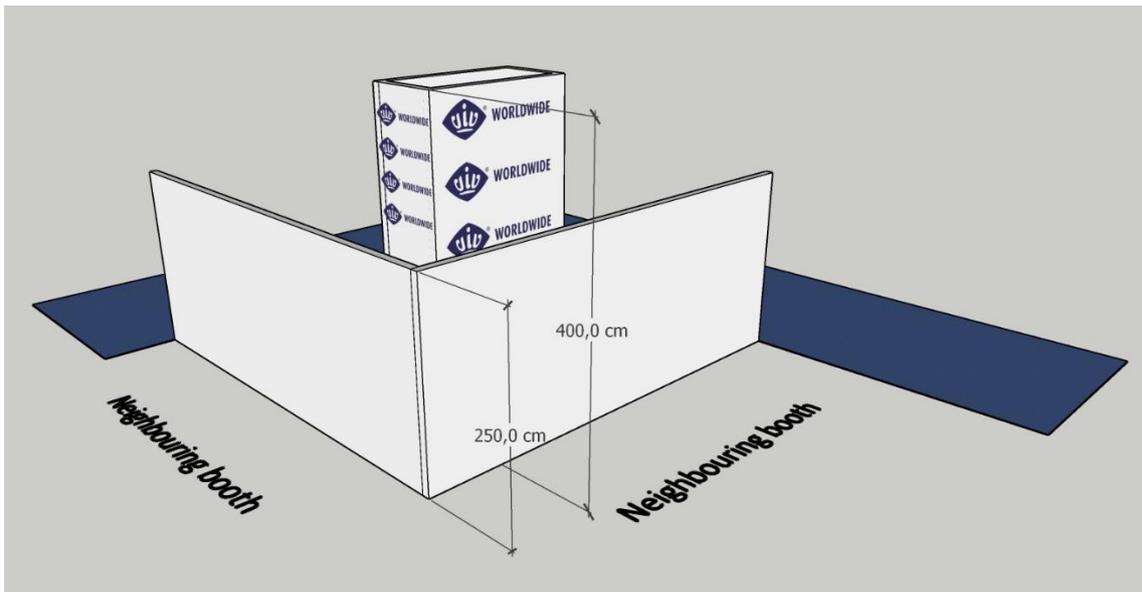
Exhibitors building their own stand are required to erect dividing walls at the back of the stand and the sides facing a neighboring stand. You are not allowed to use the back or side wall erected by your neighbor. Dividing walls between your stand and the neighboring stand should be at least 2.5m high and the floor area should be covered.

Maximum stand height

- The maximum height allowed for any form of stand fitting is **4m**.
 - Exception for multi-storey stand: see next paragraph.
- The backside of walls higher than 2.5m and directly connected to the neighbors must be free from text, logos or images and finished to high standards **in white color** by your stand builder. The organizer recommend starting with the backwall as soon as possible to avoid disturbing your neighbor during construction or once they've completed their set up. If the backside of the high wall is not finished in time and/or in good quality, the organizer may take initiative to correct this and charge the additional cost to the exhibitor.

Walls built higher than 2.5m that are at least 1m away from neighboring stand are not obliged to finish in white and may have commercial outings.



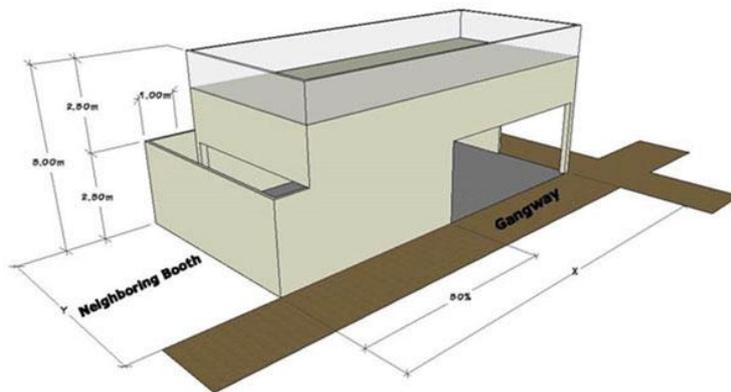
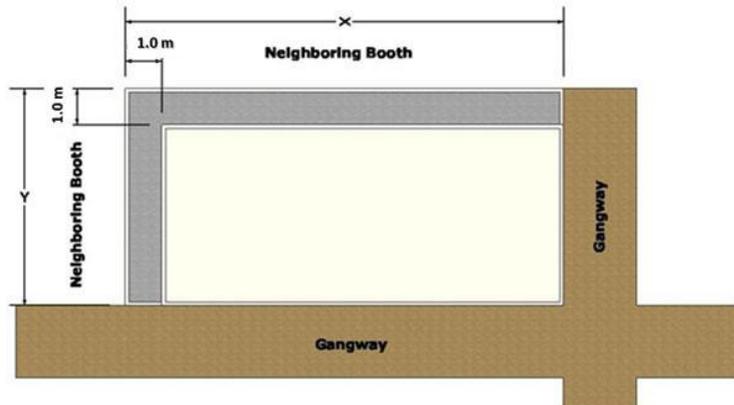


Attention! If you are putting down a raised floor and put a 4m high wall on top, your stand will be higher than 4m. If you are putting down a raised floor, deduct the height from the total wall height. This ensures the wall not becoming too high. In case the raised floor is higher than 40mm, please include a ramp for wheelchair access.

Multi-story stands

Multi-story stands are allowed as long as you have informed the organizer and Annemieke Timmers of your plans. Build-up of the top floor must be at least 1m away from the neighbouring booths. Maximum height for multi-storey stands is 5m. An adequate number of fire extinguishers must be provided on the mezzanine / first floor.

Additional approval from the exhibition centre, municipality and their fire department might be required. For more information see Part 4 “Summary of Jaarbeurs rules & regulations” or contact Annemieke Timmers (standkeuringen@jaarbeurs.nl).



Obstacle plan

CHECK if you have pillars inside your booth!

Please check the [floorplan](#) for marks indicating obstacles in your stand. You will have to keep this in mind when designing your stand. A detailed floorplan can be accessed through the [Exhibitor Portal](#). All obstacles are indicated on this floorplan. You are allowed to build around the obstacles, as long as any fire hoses remains visible and accessible. It is prohibited to mount anything to the pillars. For more information contact Annemieke Timmers (standkeuringen@jaarbeurs.nl).

Stand number

The stand number must be prominently displayed. If this requirement is not observed, the organiser reserves the right to affix stand numbers.

Sustainability

As part of the organizer’s continued efforts to improve sustainability practices, the following recommendations can help you in creating a more sustainable stand and participation. Please take these into consideration:

- Use recycled and/or recyclable materials and furniture;

- Build a re-usable stand, which can be deconstructed and moved to your next exhibition participation;
- Save energy by using LED lighting;
- Offset the carbon emission of your team's flights – most airlines offer this option in the booking process, or you may consider donating to the organizer's partner [Trees for All](#);
- Switch printed flyers and brochures in your stand for digital screens and scannable QR codes;
- Check your catering order – avoid waste by ordering the correct amounts, order locally produced items;
- Present the diversity and inclusivity of your company by having a diverse workforce on your stand.

Technical facilities

Technical facilities (electricity, water and compressed air) are located in the trays or holes in the floor. Make sure you know where they are located on your stand. This way, you prevent unnecessary wiring. Another solution is putting down a raised floor, which gives you the opportunity to hide wires underneath. Make sure you adjust your stand lay-out, to prevent loose-hanging cables and wires. For more information about the technical facilities inside your booth area, please contact Annemieke Timmers via standkeuringen@jaarbeurs.nl.

Walls

Stand construction should not obstruct accessibility from the aisles: every side of the stand facing the aisle should have at least 50% visibility clearing from floor level up to the maximum of 4m - i.e. if a stand is 12m wide a maximum of 6m of full walling will be permitted.

Continue with PART 3 on the next page →

PART 3: The approval process.

Approval of the stand design

It is mandatory for all exhibitors with their own stand construction to submit the stand design to our partner Annemieke Timmers for assessment. She assesses whether the design meets the VIV Europe stand construction regulations and whether the design is suitable for placement in the concerned hall. Exhibitors are responsible and liable for their own appointed contractor's observance of all rules and regulations.

In order to be able to assess your stand design, we ask you to submit the following documents:

- Visual(s) of the stand design, including a technical drawing with all dimensions
 - *Perspective view*; showing the stand view from all sides, plus materials specifications and also the equipment inside. 3D visuals, technical drawings confirming all dimensions and materials;
 - *Scaled floorplan*; utilities points showing the power and water supply and the location of larger equipment;
 - *Dimensions plan*; showing the length, width and height of each part of the stand construction.
- Risk assessment
Please explain briefly how you will ensure that the safety of your own staff, other exhibitors, visitors and VIV staff is always guaranteed, both during construction and dismantling and during the exhibition days. This includes, for example, approved sockets, fall protection, working safely at height, the use of certified ladders and forklifts and arranging relevant insurances. It is important to have a clear understanding of the risks involved.
- Method statement
We would like to receive a work instruction statement, also known as a safe working method statement or SWMS or a safe working procedure. This is part of a workplace safety plan. Among other things this must include who is ultimately responsible, what the set-up and dismantling schedule is, whether and how hazardous substances are used, which external parties will perform work on the stand and what general safety measures you take.

Submission procedure

Stand Plan submissions (along with all health and safety completed forms) are to be submitted latest 8th of May 2026 to Annemieke Timmers via email standkeuringen@jaarbeurs.nl

IMPORTANT:

- The deadline for stand approval is the 8th of May 2026.
- Without written approval from Annemieke Timmers, contractors will not be allowed to access the hall.
- Late submissions may be subject to a longer period of approval.
- Any booth design that is modified after its initial submission must be resubmitted with details of all modifications for an official re-approval. Not building according to the approved stand drawing can result in a fine of € 100 per square meter.

Continue with PART 4 on the next page →

PART 4: Summary of Jaarbeurs rules and regulations.

Multi-storey stands

In addition to including the details in the stand plan submission to Annemieke Timmers, multi-storey stands must be reported to the Utrecht Fire Brigade and the Municipality of Utrecht. Contact details are as follows:

1. Brandweer Utrecht (fire brigade Utrecht)
Afdeling Pro-actie en Preventie (department of pro-action and prevention)
Attn. sir T. Leppers
Mailbox 3025
3502 GA Utrecht
T: +31 (0)88 878 3857
Email: t.leppers@vru.nl
2. Dienst Stadsontwikkeling gemeente Utrecht (urban development department of the municipality of Utrecht)
Afdeling Bouw- en Woningtoezicht (building and housing supervision department)
Attn. sir René de Boer / Serhan Haliloglou
Mailbox 8406
3503 RK Utrecht
T: +31 (0)30 286 4124 / +31 (0)30 286 4381
Email: rene.de.boer@utrecht.nl / s.haliloglou@utrecht.nl

Stand ceilings

In order to maintain full ventilation in the stand and to comply with fire safety provisions, a fully enclosed ceiling inside the stand is not permitted. The only exception is the use of patented sprinkler cloth that is properly installed and meets the requirements set forth below.

Material including any decorations used in the stand must be impregnated in advance with a fire retardant or consist of fire-resistant class B1 fibre. Users must be able to present the appropriate certificate.

Working safely, PPE

Carefully read all documents listed on the Working Safely at Jaarbeurs webpage [here](#) for all requirements from the venue regarding PPE and working safely. Together with this document, share the webpage/documents with your stand constructor.

A short summary is included on the next page.

SAFETY RULES AT JAARBEURS

A complete overview of the safety rules can be found in the Jaarbeurs Manual for Safe Working Practices. In addition, the venue regulations and the 'General terms and conditions participation in exhibition' apply.

1. ACCESS

The Jaarbeurs complex may only be entered with a valid permit, in combination with a valid identification document. A body search and/or bag check may be part of the access procedure.

2. SMOKING, ALCOHOL AND DRUGS

Smoking and the use of alcohol and drugs are not permitted. It is not permitted to work under the influence of alcohol, drugs, or medication that may affect the ability to drive, the capacity to react quickly, and competence.

3. SAFETY SHOES

It is mandatory to wear safety shoes type S3 during the assembly and disassembly of the event.

4. SAFETY HELMET

It is mandatory to wear an approved safety helmet when there is a danger of falling objects and/or while working at height.

5. WORKING AT HEIGHT

- The use of (mobile) scaffolding or an aerial work platform (man bucket) is mandatory if work at height takes longer than 2 hours. The use of fall protection and a helmet for work at 2.5m or higher is mandatory.
- Ladders, stairs and other equipment for lifting of ascending must comply with applicable standards and bear a valid inspection sticker.

6. FIRE EXTINGUISHERS

It is mandatory to keep fire extinguishers free of obstacles and accessible at all times.

7. EMERGENCY EXITS

It is mandatory to keep emergency exits and yellow transport paths free of obstacles at all times.

8. TRANSPORT

- Only authorised and certified persons may operate a forklift or aerial work platform.
- It is not permitted to use a (mobile) telephone while operating a forklift or aerial work platform.
- The maximum speed in the complex is 5 km/h, on the outside grounds the maximum speed is 10 km/h.
- Do not allow forklift forks to rise higher than 15cm above the ground.
- It is prohibited to lift up persons with a forklift.
- Drive across cable ducts diagonally.

9. UNDERAGE CHILDREN

Persons under 16 years of age do not have access to the Jaarbeurs complex during the setup and breakdown periods.

10. MATERIALS AND TOOLS

Only approved materials and tools may be used.

Any instructions given by event managers, duty managers, prevention officers, security personnel, traffic controllers and other authorised Jaarbeurs personnel are to be followed at all times.

For first aid, equipment failure or to report an unsafe situation or (near) accident:

Emergency number Jaarbeurs control room: +31 (0)30 296 6333


JAARBEURS

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veiligheid@jaarbeurs.nl

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