



RailTech®

EUROPE 19

UTRECHT

HOST:

ProRail

26 - 28 MARCH 2019

JAARBEURS UTRECHT

THE NETHERLANDS

FEATURING:

Live outdoor demonstration area
for tools & equipment

Career & Matchmaking

RailTech Europe StartUp Center

Over 100 different workshops

3-day conference programme:
ERTMS | Energy Saving | Predictive
Maintenance

Networking Dinner

RailTech Innovation Awards

ASSOCIATED EVENT:



SUPPORTING PARTNERS:



MEDIA PARTNERS:



WWW.RAILTECH.COM/EUROPE

Dear exhibitor,

Welcome to RailTech Europe 2018. The exhibitors manual and the [exhibitors portal](#) contain all the information needed to ensure your optimal participation in the event and also a successful common collaboration. If you have any questions that were not addressed in this manual, please contact us:

EXHIBITION ORGANISATION

Manouk Rietbroek-Brouwers - Senior Project Manager
 +31 (0)6 27841198
manouk.rietbroek@promedia.nl



Kim de Vos - Project Manager
 +31 (0)6 24853620
kim.de.vos@promedia.nl



Date	26 - 28 March 2018
Location	Hall 1, Jaarbeurs Utrecht Jaarbeursplein 3521 AL Utrecht
Setting up own booth	24 March 08:00 - 18:00 25 March 08:00 - 18:00
Furnishing standard booth	25 March 13:00 - 17:00
Dismantle booth	28 March 16:00 - 18:00 <u>Your booth space need to be empty except for the rented furniture on Thursday, March 28th at 18:00 at the latest.</u>
Dismantle own booth	28 March 17:00 - 22:00 29 March 08:00 - 12:00 <u>You have to ensure that the booth is fully dismantled at Friday, March 29, 12:00 o'clock at the latest.</u>
Opening time for visitors	26 March 10:00 - 18:00 27 March 10:00 - 20:00 28 March 10:00 - 16:00

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1. Own booth

1.1 MINIMUM REQUIREMENTS

For setting up your own booth you must first submit a design plan to the exhibition organisers (no later than January 31, 2019). Each exhibitor is required to place separation walls. The number of the separation walls depend on the type of the location provided. For an aisle location there are 3 separation walls required (one rear wall and two side walls). For a corner location there are 2 separation walls required (one rear and one side) and one separation wall for a stand located at the end of a row. Walls must have a minimum height of 2.50 meters. You can not use the back and / or side wall(s) of your neighboring stand(s). Island type booths have no wall placement requirements.

1.2 HEIGHT

The height of walls and objects in your booth is 2.50 meters. Building higher than 2.50 meters is solely permitted after written approval of the exhibition organisation. When designing your stand, take the maximum height of the hall of the rented stand location into consideration. Walls higher than 2.50 meters must be neatly finished on both sides. It is not allowed to place your logo on the back of your wall(s) unless you have written permission from the exhibition organisation. When placing an object in your booth that is higher than 2.50 meters, keep in mind that the object needs to be placed at least one meter away from the walls of your neighboring stand(s). Placement within one meter from the walls with the neighboring stand(s) is only possible after written approval of the exhibition organisation.

It is possible to deviate from the above mentioned aspects if the neighbouring stands are contacted and you have informed the organisation.

1.3 WALLS

Take into account that exhibitors with an island booth or a corner booth sometimes lack wall space. It is not allowed to create additional wall space by placing a wall along the aisles. Other exhibitors and visitors are then faced with the view on a blank wall. If you are short of wall space, you can add extra walls within your booth space at 1 meter inward from your stand. To maintain your booth position open.

NB. Each aisle side can have constructions build in with a max of 50%, with a max of 5 meters. Below the height of 1,5 meters you do not need permission.

2. Standard booth

Standard booth(s) can be set up from **Monday, March 25th at 13:00 hours.**

Rear panels, a lockable pantry electricity and lighting are included in the stand. Please find more information about the features and specifications of the standard booth construction below.

2.1 BOOTH

The side and rear walls of the stand and the pantry consist of white panels. The rear wall will feature your company logo. The panels are not suitable to write, to drill or nail into. An alternative is to use steel suspension wires. Damaged panels must be paid by the exhibitor.

2.2 CARPET

All of the standard booths will be provided with carpet. [Here you can find our wide range of colors.](#)



2.3 ELECTRICITY

Each standard booth includes a power supply of 230v with a power of 3 kWh. For ordering additional electrical connections, [please visit the webshop of Jaarbeurs Utrecht](#). They will be able to order this for you.

2.4 LIGHTING

Each standard booth is equipped with pendulum spots. The number of spots depends on the stand size.

3. General Booth Information

Jaarbeurs Utrecht is responsible for all building-related services before, during and after the event. Therefore you order directly from Jaarbeurs Utrecht. You will receive a login code to make those orders on the [webshop of Jaarbeurs Utrecht](#). We would like to emphasize that ordering electricity, water, internet, parking etc. etc. is solely possible directly from Jaarbeurs Utrecht.

3.1 ELECTRICITY

An electrical connection can be ordered [here](#), via Jaarbeurs Utrecht.

3.2 WATER CONNECTION

Water connections and any additional materials can be ordered via the [webshop](#) of the Jaarbeurs Utrecht.

3.3 RIGGING

Rigging points are available on request. please visit the [webshop of Jaarbeurs Utrecht](#).

3.4 INTERNET

At Jaarbeurs Utrecht, you can use the open Wi-Fi. If you need a cabled internet connection or a more stable wireless connection, please visit the [webshop](#) of Jaarbeurs Utrecht.

3.5 FURNITURE

You can hire all of the furniture needed via the exhibition organisation. [Download the furniture brochure.](#)



3.6 CONDITIONS PRIOR TO BOOTH PRESENTATIONS

Sides of the booths should not be build close to the aisle. At least 50% of the aisle side of the stand must be open. All presentations should be kept within their own booth space and the aisles must be kept free. It is not allowed for products and / or advertising messages to be exhibited outside the fixed stand, if not explicitly agreed otherwise with the exhibition organisers.

It is not allowed for exhibitors outside their own booth and in and around Jaarbeurs Utrecht to hand out promotional materials, or other advertising efforts for the company to attract business, provided that these promotional efforts are otherwise agreed with the exhibition organisers.

The existing fire reels should always be freely accessible and visible. Emergency exits should remain at all times free, both on the inside and outside.

3.7 CATERING IN YOUR BOOTH

It is possible for your organisation to bring/ hire a refrigerator and coffee machine. So you can offer refreshments to your customer within your own booth. You can discuss these possibilities with the exhibition organisation.

Via the portal of Jaarbeurs Utrecht, that you can order all of the catering you need for during the exhibition days.

3.8 REGISTRATION EMPLOYEES / VISITORS

The link for the exhibitors registration and the link for the personal invitation for visitors will be available on January 18. There you can also register for the dinner and award show where various awards will be handed out. More information about the dinner and award show will be send to you on a later stage.

3.9 FLOOR PLAN AND BOOTH NUMBER

When laying out the floor plan, we take individual needs into consideration. The exact locations and dimensions of the stands are marked on the floor. [The floor plan is downloadable here.](#)

3.10 SOUND AND VOLUME

When using audio-visual presentations keep in mind it does not cause any noise disturbance to the surrounding booths.

3.11 BOOTH CLEANING

One-time cleaning before the first day of the event or/and the cleaning of your stand during the entire event period can be requested through the [webshop of Jaarbeurs Utrecht](#).



3.12 SECURITY

You can hire security for your stand. For inquiries, please visit the [webshop of Jaarbeurs Utrecht](#).

3.13 INSURANCE

Booth materials, booth construction and packaging materials in the building of Jaarbeurs Utrecht are for the cost and risk of the exhibitor. Exhibitors are required to insure their booth, booth design and packaging against liability and against damage and theft for the exhibition, setup and dismantling days. The registration for renting square meters in one of the Jaarbeurs Utrecht areas doesn't exempt the exhibitors from insurance obligations. Jaarbeurs Utrecht and the exhibition can not be held liable for any damages or other misappropriation, whatsoever. We advise exhibitors to order specific exhibition insurance for your stand.

4. Transport and Logistics

4.1 RULES FOR CONSTRUCTION AND DISMANTLING AT JAARBEURS UTRECHT

4.1.1 CONSTRUCTION

For construction, you or your suppliers/stand builders can register at P1 upon presenting a construction pass (entry route 300). You may then load and unload for a limited amount of time at the halls.

Passenger vehicles and small vans max. 60 minutes.

Light commercial vehicles max. 90 min.

Trucks max. 120 min.

If you exceed the allotted time, you will be charged for an entire day of parking.

Note: No trucks or detached trailers may be left behind in the parking lot. They will be removed and the associated expenses will be charged. During the event, trucks can be parked at the following locations:

- Streets: De Vlampijpstraat, Tractieweg and Gietijzerstraat at the Cartesiusweg
- Business park Lage Weide
- Business park Kanaleneiland-Zuid

4.1.2 DISMANTLING

Light traffic for removal is welcome at P1 (entry route 300) immediately after the trade show closes. Freight traffic may only arrive at P1 1 hour after the trade show is closed. Vehicles arriving too early are not allowed to enter the premises. Parking or waiting on public roads until you have access to the premises is not allowed. Public roads must always remain clear.

Are you an exhibitor, manning your own stand and using your own vehicle for deconstruction? Simply park at P1 in the morning and purchase an exit pass at the ticket machine.

4.2 LOGISTIC SERVICES

DB SCHENKER *fairs & events* is the logistic partner of RailTech Europe and can provide the following services:

- transport of the goods from the company to the event and vice versa
- unloading and/or reloading the goods at the venue
- temporary storage of the goods before or after the event
- storage of empty packing material during the event
- renting out various types of equipment (for example genie material lifts, etc.)

Do you have any questions about the logistical services before, during and/or after the event? Don't hesitate to contact DB Schenker.

Office

jaarbeurs.nl@dbschenker.com

Tel. +31 (0)30 4100 450

Roos de Wolff

Project Coördinator

Tel. +31 (0)30 4100 450

Roos.deWolff@dbschenker.com

4.3 WASTE

Waste at the exhibition must be removed by yourself. [Please visit webshop of Jaarbeurs Utrecht.](#)

4.4 POSITIONING VEHICLES

When you drive buses or other vehicles into the hall, you must take into account the maximum floor load of 2,000 kg / m². In addition, displayed vehicles must contain a maximum of 5 liters of fuel in the tank.

4.5 ROUTE

[Here you can find the directions to Jaarbeurs Utrecht.](#)

4.6 PARKING

For parking during RailTech Europe you can purchase a parking permit or parking ticket at Jaarbeurs Utrecht. For information and rates please [Please visit webshop Jaarbeurs Utrecht.](#)

5. Publicity

5.1 RAILTECH.COM

On www.railtech.com we publish all the exhibition related news, comments, videos and a photo report. The event website will be promoted on RailTech.com through a widget on the homepage, a banner and newsletters. All articles, videos and so forth will remain permanently available on SpoorPro.nl. Participating exhibitors get a license to distribute the media productions through their own media channels.

5.2 VIDEO INTERVIEW

The editorial team of RailTech.com will be present at the fair for a report of the event. It is possible to reserve an interview. You will then be guaranteed of your own news article on SpoorPro.nl in the form of a video interview. Please send in your request for a video interview to the exhibition organisation.

5.3 EXHIBITION CATALOGUE

Each exhibitor gets an attribution in the exhibition catalogue with company details and logo, which should be provided by the exhibitor. The company details can be uploaded [via this form](#). Please send your high resolution logo in eps format to manouk.rietbroek@promedia.nl

It is possible to purchase additional advertising space in the exhibition catalogue by contacting the exhibition organisers.

Providing business information and advertising material for the exhibition catalogue can be done until **February 1, 2018**.

!! PLEASE NOTE: If the material is not in before the deadline, only your logo, company name and website will be mentioned in the exhibition catalogue.

All images must be in EPS or PDF formats and must be supplied with a minimum resolution of 300 dpi.

5.4 ARTICLE ON RAILTECH.COM

RailTech Europe 2019 offers exhibitors the opportunity to publish news on Railtech.com twice a year. [Please see the conditions and specifications of the articles.](#)

6. General information

6.1 WORKSHOPS

There is time scheduled in between two workshop sessions for the next speaker to prepare their presentation and gather the audience. Make sure your workshop doesn't have any delays, so that the next speaker has enough time to prepare before the next workshop starts. Laptop, projector and a screen are available. Sound is also available in the large workshop spaces. In order to conduct a workshop or take special requests, please contact the exhibition organisation.

6.2 AWARDS

There are three railway awards at RailTech Europe 2019:

- **Innovation Award;** best innovative product or service. This awards will be awarded in four different categories.
- **Startup Award;** young company with the latest and most innovative development, product or service
- **RailFreight Award;** best innovative product or service in rail freight sector.
- **Industry choice award:** best innovative product or service that is chosen by the industry. This is an overall award that contains all categories.

Do you wish to participate in one of the Innovation Awards 2019, which will be presented at the VIP-dinner on 26 March 2019? [Please fill in the application form.](#)

6.3 OUTSIDE DEMONSTRATION AREA

At RailTech Europe 2019 it is possible to demonstrate your products / services on the specially designed demonstration square, which is located outside, immediately next to hall 1. If you are interested, please contact Rob Vos (rob.vos@promedia.nl).

6.4 GET MORE OUT OF YOUR PARTICIPATION:

- Furniture, practical desks or eye-catching sofas - ask for the furniture brochure
- Full-color walls, stickers or printed on reusable cloth frame: €95, - / sqm
- Advertisement in exhibition catalogue: on request
- TV, LCD or Plasma display with base plate: from € 420, -
- Promotion licence for promotion and sampling outside your stand: on request
- Item placed on outside area: on request
- Workshop 45 min.: € 1250, -
- Sponsorship of keycards, lunch: on request
- Lead generating via a Scan App (information and conditions will be send to you)
- Let your clients and employees know that you are taking part in RailTech Europe 2019 and use the RailTech Europe 2019 banner in your e-mail communication and on your website ([the media kit can be found here](#)).
- Follow the latest news through social media: #RailTech2019
- Attract more customers by using brochures, business cards and an eye-catching company presentation
- Invite your contacts through your unique registration link
- Send in your article for www.RailTech.com

For more information and ordering additional items please contact:

Rob Vos - Project Sales Manager

+31 (0)6 12989286

rob.vos@railtech.com

Manouk Rietbroek-Brouwers - Senior Project Manager

+31 (0)6 27841198

manouk.rietbroek@promedia.nl

Kim de Vos - Project Manager

+31 (0)6 24853620

kim.de.vos@promedia.nl

DEADLINES
Send a copy of your booth plan for approval to the exhibition organisation, if applicable (no later than January 31, 2019)
Submit company information (max. 50 words) and logo (no later than February 1, 2019)
Submit company logo in high resolution (no later than February 1, 2019)
Submit advertisement, if applicable (no later than February 1, 2019)
Sign-up booth employees (no later than March 8, 2019)