

Exhibitors Manual

Version: 4-1-2024

ASSICURO ASSURADEUREN AND CHUBB PRESENT

INTERCLASSICS CLASSIC CAR SHOW

MECC MAASTRICHT

11 | 12 | 13 | 14 JANUARY 2024



CELEBRATING 120 YEARS
FORD PERFORMANCE



CHUBB



RSM

GASSAN



Table of contents

1. EXHIBITION INFORMATION	4
Exhibition dates	4
Stand construction and set-up schedule by hall	4
Tear-down schedule	4
2. ACCESS	5
Loading doors during set-up and tear-down	5
Switching cars during exhibition period	6
Parking during the exhibition	6
Parking regulations for Trailers & Lorries	6
Lorries and vans during set-up period	8
Large and heavy goods	8
Storage during the exhibition	8
Wristbands during set-up and tear-down	8
Wristbands during exhibition period	8
Relation tickets	9
Legal identification	9
Foreign Nationals (Employment) Act (<i>Wav</i>)	9
3. STAND CONSTRUCTION	11
Stand construction: general information	11
Stand construction options	11
Own stand construction	13
Floor covering	13
4. WEB SHOP	14
Web shop orders	14
5. SAFETY AT WORK	15
MECC Maastricht safety regulations	15
6. GENERAL INFORMATION	16
MECC Maastricht liability	16
Hotel accommodation	16
Waste	16
Smoking policy	17
Distributing flyers	17
FIRST AID	17
Security	17
Exiting the property in cars	17
MECC WiFi	18
Toilets	18
Cloakroom	18
Noise policy: 'Less noise is a necessity!'	18
Heating the halls	18
7. MECC AND SUSTAINABILITY	20
MECC Maastricht and corporate social responsibility	20
Green Key	20

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

Environmental co-ordinator	20
Sustainable printed matter and merchandising	20
Exhibition stand materials.....	21
Stand lighting.....	21

PROJECTTEAM



ERIK PANIS
Manager Interclassics

+31 (0)6 2088 6094
Erik.Panis@mecc.nl



RAYMOND MINGELS
Sales Manager

+31 (0)6 5135 8742
Raymond.Mingels@mecc.nl



REGINALD WETS
Sales Manager

+31 (0)6 4616 3017
Reginald.Wets@mecc.nl



CAMIEL DE HOEN
Marketing &
Communication

+31 (0)6 4325 7739
Camiel.dehoen@mecc.nl



LEONIE CURVERS
Project Manager

+31 (0)6 1174 0758
Leonie.Curvers@mecc.nl

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

1. EXHIBITION INFORMATION

Exhibition dates

Exhibition location

MECC Maastricht; South, North, and West Halls and the Expo Foyer.

Opening hours

Wednesday, 10 January 2023	6:00 p.m. - 1:00 a.m. Preview Night (by invitation only)
Thursday, 11 January 2023	12:00 p.m. - 8:00 p.m. Preview day 4:00 p.m. - 8:00 p.m. Business Day event (by invitation only)
Friday, 13 January 2023	10:00 a.m. - 9:00 p.m.
Saturday, 14 January 2023	9:00 a.m. - 6:00 p.m.
Sunday, 15 January 2023	9:00 a.m. - 6:00 p.m.

On the days of the exhibition, the building is open to exhibitors **one hour before opening and for one hour after the close of the exhibition.**

Stand construction and set-up schedule by hall

South Hall

Tuesday, 9 January 2023	8:00 a.m. - 8:00 p.m.
Wednesday, 10 January 2023	8:00 a.m. - 4:00 p.m. (due to Preview Night)
Thursday, 11 January 2023	8:00 - 11:00 a.m. (wicket doors only)

North Hall

Tuesday, 9 January 2023	8:00 a.m. - 8:00 p.m.
Wednesday, 10 January 2023	8:00 a.m. - 8:00 p.m.
Thursday, 11 January 2023	8:00 - 11:00 a.m. (wicket doors only)

West Hall

Tuesday, 9 January 2023	8:00 a.m. - 8:00 p.m.
Wednesday, 10 January 2023	8:00 a.m. - 8:00 p.m.
Thursday, 11 January 2023	8:00 - 11:00 a.m. (wicket doors only)

Expo Foyer

Tuesday, 9 January 2023	8:00 a.m. - 8:00 p.m.
Wednesday, 10 January 2023	8:00 a.m. - 8:00 p.m.
Thursday, 11 January 2023	8:00 - 11:00 a.m. (wicket doors only)

Participants with a stand in the Expo Foyer must take into account that the Expo Foyer is located on the first floor and may only be reached via one cargo lift! The lift door opening is 2.48 m wide and 2.19 m high and the lift itself is 6.78 m deep. Maximum weight is 6,300 kg.

Note: On Thursday, 11 January, the overhead doors will remain closed; only the wicket doors will be open!

Tear-down schedule

Tear-down

Sunday, 14 January 2023	6:15 p.m. - 12:00 a.m.
Monday, 15 January 2023	8:00 a.m. - 12:00 p.m.

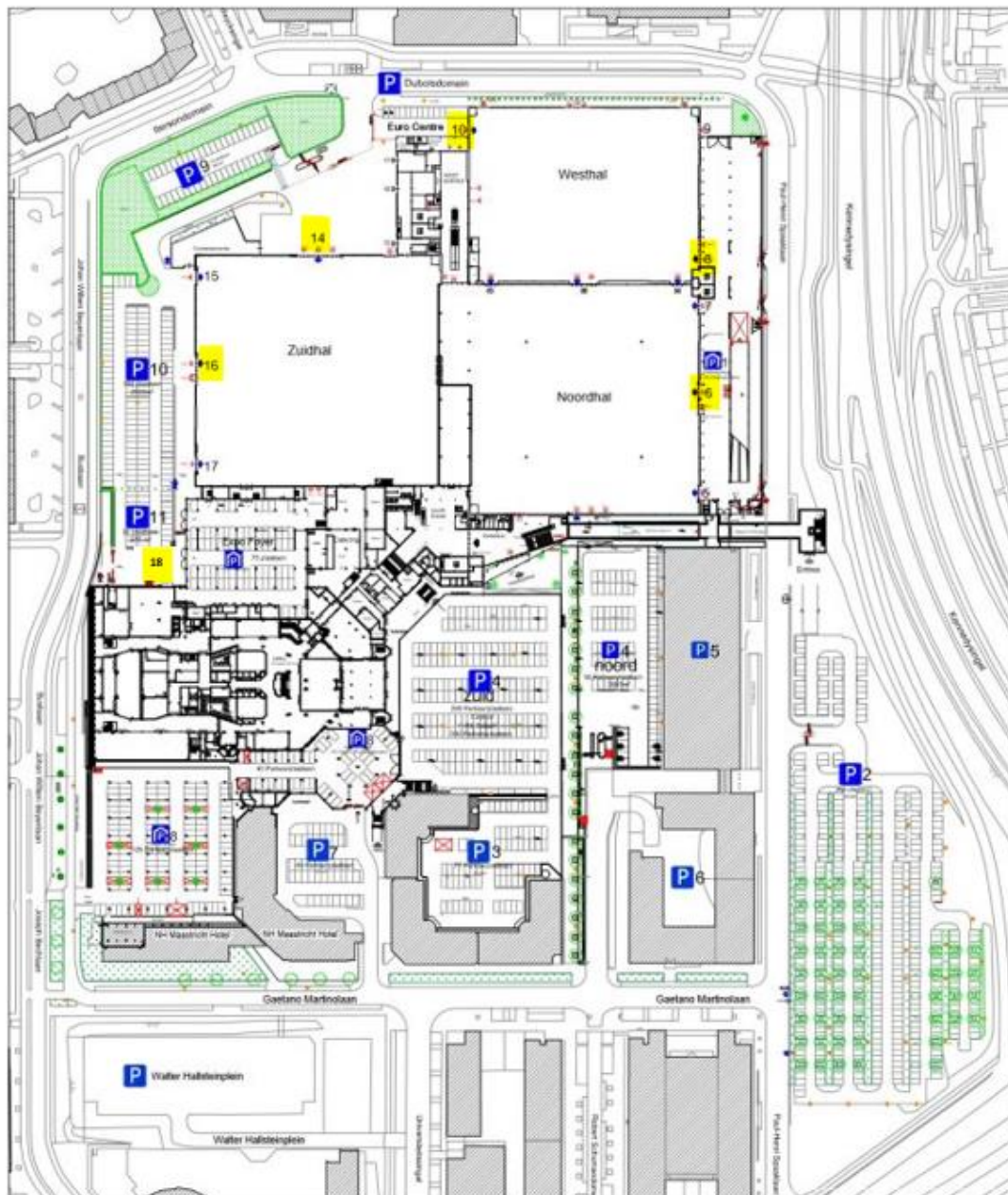
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
- The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

2. ACCESS

Loading doors during set-up and tear-down

The following loading doors will be open for the delivery of goods during set-up and tear-down.

South Hall	Door 16
North Hall	Door 6
West Hall	Doors 8 and 10
Expo Foyer	Door 18



Note: On Thursday, 11 January, the overhead doors will remain closed; only the wicket doors will be open!

- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
- The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

Switching cars during exhibition period

Before and after each exhibition day, there are times when exhibitors may change cars. This may be done at the following times through Gates 6, 8 or 16. Stallholders are asked to line up the cars in front of the gate so that we only need to open or close it once and maintain warmth in the halls.

Thursday 11 January:	11:15 & 20:15
Friday 12 January:	08:15 & 21:15
Saturday 13 January:	08:15 & 18:15

The gates will only open on request. This can be done by calling Leonie Curvers +316 - 1174 0758 (organisation).

Parking during the exhibition

The parking rate at MECC Maastricht is €15.70 (excl. VAT) per stay for visitors.

Special parking passes are available for exhibitors. The price of a parking pass for standard vehicles is €62.80 during the days of the exhibition and during the set-up and tear-down periods (09 Jan. – 15 Jan). Parking passes may be ordered in the [webshop](#). These will be ready for collection starting on the first set-up day at the Exhibitor Services desk in the main entrance area. Extra parking passes are also available here.

A parking pass is a means of payment and does not entitle the user to a parking space. MECC Maastricht does not accept any liability for theft or damage that is incurred or arises in or around the parking facilities. Purchased parking passes may not be returned.

The prices indicated above are subject to change.

Parking regulations for Trailers & Lorries

During previous editions of InterClassics, it proved to be extremely difficult not to have trailers parked in the parking areas of MECC Maastricht during the event.

Of course, we do not want this because we desperately need all the parking spaces for our visitors.

Therefore, an external area will be made available where trucks & trailers can park. This is site P69, on the left side of the Volvo, at the Grain Mill.

As this area is not unlimited in size, the trailers will be brought to that area, under the supervision of Parking Management.

The driver can then ride back with Parking Management after parking, if necessary.

To use this external terrain, you need to report to the Service Desk during the periods mentioned below. One can then agree on meeting time and place with the parking lodge during these times.

A charge will be made for taxiing persons and stabling during the set-up and take-down and exhibition period. People can pay for this service by cash or pin at the Service Desk.

The parking service operates within the time block of

Tuesday from 9:00 - 21:00

Wednesday from 9:00 - 21:00

Thursday from 9:00 – 14:00

On Sunday, 15 January, the reverse unaccompanied and limited pick-up and drop-off service will be in force during the period from 15:00 - 19:30h.

We request the owners as much as possible, to go on site with their own transport to pick up the trailers.

Address is to the left of the Volvo premises (Graanmolen 9).

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

The site will be closed as much as possible.
However, stabling and parking remains at "your own risk".
There is no security on the premises.

On the MECC grounds, it is strictly forbidden to leave trailers, trucks and/or trailers behind during the event. These will be removed at the owner's expense.



The sign below will be placed at the entrance to P2, P4 and P10 from 10 January.



- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
- The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

Lorries and vans during set-up period

During the other set-up and tear-down periods, you may only drive onto the show floor in small vehicles, except for Thursday. The organisation reserves the right to refuse lorries if it deems necessary, for example in order to prevent damage to the venue. You may use non-motorised handtrucks/pallet jacks or trucks. Please contact CEVA Showfreight by telephone on +31 88 0283 117 or email mecc@cevalogistics.com for all logistics questions or orders (shipments, assistance with loading/unloading, storage, etc.).

Loading and unloading is not permitted in front of the MECC Maastricht main entrance. The main entrance must always be freely accessible for emergency services.

Large and heavy goods

As a rule, large and/or heavy goods may only be brought to the stands in consultation with the organisation in order to avoid creating problems for other exhibitors.

Storage during the exhibition

Please contact Exhibitor Services regarding the storage of your property during the exhibition days.

Wristbands during set-up and tear-down

During the set-up and tear-down periods of the exhibition, stand builders will be given access to the exhibition area using a **RED** wristband. You will receive your allotted wristbands when you arrive at MECC Maastricht. Our staff will first verify that your invoice has been paid, and if so, you will receive your wristbands. In the event your invoice has not been paid, you will have the opportunity to pay on the spot after which you will receive your set-up wristband(s).

The wristbands are only valid for employees working at the stand. Unauthorised or improper use of wristbands will result in their confiscation at the checkpoint.

Wristbands during exhibition period

You will receive the wristbands that you are expected to wear during the exhibition when you report to the reception desk in the main entrance area.

During the first day of the exhibition Thursday the wristbands will be **YELLOW**, the second day (Friday) they will be **ORANGE**, the third day (Saturday) **GREEN**, and the last day (Sunday) they will be **BLUE**. The number of day wristbands that will be made available by the organisation per day is determined based on the size of your stand:

Size of stand	Wristbands included	Max. extra that may be ordered
1 - 20 m ²	2	3

- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
- The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

21 - 50 m ²	3	5
51 - 100 m ²	4	8
>101 m ²	5	10

The wristbands are only valid for employees working at the stand, and are strictly personal and non-transferable. Unauthorised or improper use of the wristband will result in its confiscation at the checkpoint.

If the above number of wristbands is insufficient, you can order extra wristbands (at €10.- excl. VAT each per day) via the [webshop](#). As indicated above, there is a maximum number of wristbands per stand surface.

Relation tickets

You can order customer tickets if you would like to invite your customers and business associates to attend the event. Customer tickets are an important part of your promotional strategy. Research has shown that exhibitors sending their business associates invitations get a 40% higher return from their exhibition participation.

The customer tickets are supplied in digital form. You can order the quantity of tickets you need via the [webshop](#). Before the event, you will receive the requested number of codes and a link sent via email. You can then download the tickets.

- customer ticket for admission on Thursday (preview day): €15.- excl. VAT
- customer ticket for admission on Friday, Saturday or Sunday: €10.- excl. VAT
- these customer tickets are supplied in digital form

NOTE: unused customer tickets or codes may not be returned after receipt.

Legal identification

Every participant must have a legal form of identification with him or her during their stay at the MECC Maastricht. This identification must be in the form of a passport or ID card and must contain a recent photo, name and signature. We apply this policy because we would like to know who is working at MECC Maastricht, and within the scope of the Foreign Nationals (Employment) Act, we are required check all personal data, and also to enable us to take adequate action in the event of an emergency. For this reason, during the set-up period, we will ask everyone to present proof of identification at the doors. After presenting identification, people will receive their wristbands enabling them to enter the halls.

Foreign Nationals (Employment) Act (*Wav*)

Procedure for recording personal data for (contracted) labour & the Foreign Nationals (Employment) Act (*Wav*)

On 1 January 2014, the procedure for recording personal data for (contracted) labour changed. Within the scope of the Personal Data Protection Act, it is no longer permitted to receive and file copies of all information on (contracted) workers. This is only allowed if the workers are employed by the organisation itself (in which case it is even required) or if contracted workers fall under the Foreign Nationals (Employment) Act. The current procedure for recording personal data of (contracted) workers follows below. MECC Maastricht expects you to follow this procedure to the letter.

Effective today, we expect you to register the following information for each (contracted) worker:

- Name, address and city;
- Date of birth;

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

- Citizen service number;
- Specification of the hours worked;
- Nationality;
- Type of proof of identification (no driving licences!), the number and the period of validity;
- If applicable: copy of an A1 certificate, residence permit, work permit, notification or declaration of independent contractor status including number and period of validity;
- Name, address and city of the contracting party and their Chamber of Commerce registration number;

The administrative system must also include an adequate procedure stipulating a method for establishing the identity of the worker, verifying their proof of identification and recording their personal data. This procedure must satisfy, at a minimum, the provisions of the Personal Data Protection Act and the Guidelines of the Dutch Data Protection Authority. We also expect you to instruct your employees and (contracted) workers who will be carrying out work at MECC Maastricht to carry a valid proof of identification with them at all times and notifying them that you, as the employer/principal, will verify this on site.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

3. STAND CONSTRUCTION

Stand construction: general information

The costs of stand construction and design, technical connections and the use of these connections are at the exhibitor's expense to the extent they are not included in the description of the stand construction that MECC Maastricht arranges for you based on orders. Guidelines provided by the fire brigade must be taken into account; it may be necessary for certain stands to satisfy special requirements. The organisers cannot accept any liability for any costs arising from the mandatory satisfaction of any additional requirements.

It is prohibited to damage floors, walls, roofs and other parts of the building through the use of drills, nails, paint, glue, tape, etc.

Markings on the floor indicate the front and side borders of the stands; in the event of doubt or the need to deviate from these borders, it is advisable to contact the organisation of the exhibition for further information.

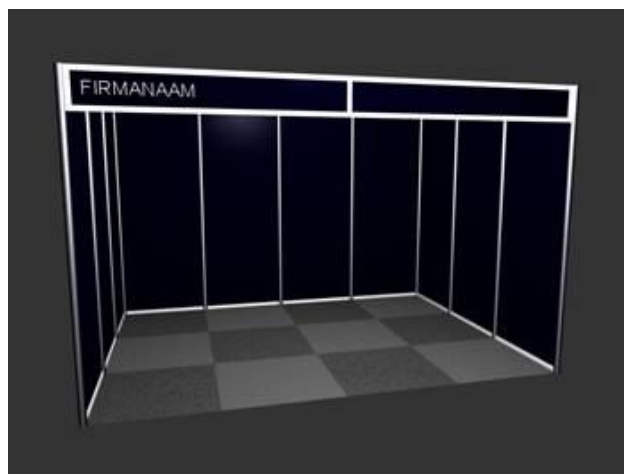
Stand construction options

Would you like a professional, ready-to-use stand? If so, order your uniform stand package here! This package will help make your exhibition experience as easy as possible. Thanks to this convenient and budget-friendly package, all you have to do is add your products and promotional items. The stand package can of course be adapted to your personal preferences. Contact the Exhibitor Services department to find out more about the comprehensive options we offer: +31 (0)43 38 38 308 or es@mecc.nl.

Uniform stand construction:

The InterClassics uniform stand construction package consists of the following:

- partition walls 250 x 100 cm (black);
- aluminium standards, height: 250 cm, and aluminium baseboards, height: 10 cm;
- frieze panel, height: 30 cm;
- lettering on every frieze panel: company name (as stated on your registration form), max. 21 characters;
- lighting; 1 spotlight mounted on a rail (230 V, 100 W) for every 3 m² of stand space, including electricity consumption;
- electrical connection up to a max. of 3,5 kW including double wall socket and consumption of aforementioned spotlights;



Example of Uniform stand construction

Please note: the package above comes standard with a wall socket with 1 kW of power for use in your own stand. You can place orders in the [web shop](#) for higher voltage or any other extra requests.

The price per m² is €80.- excl. VAT. To request a customised quotation, please contact us at es@mecc.nl or +31(0)43 38 38 308.

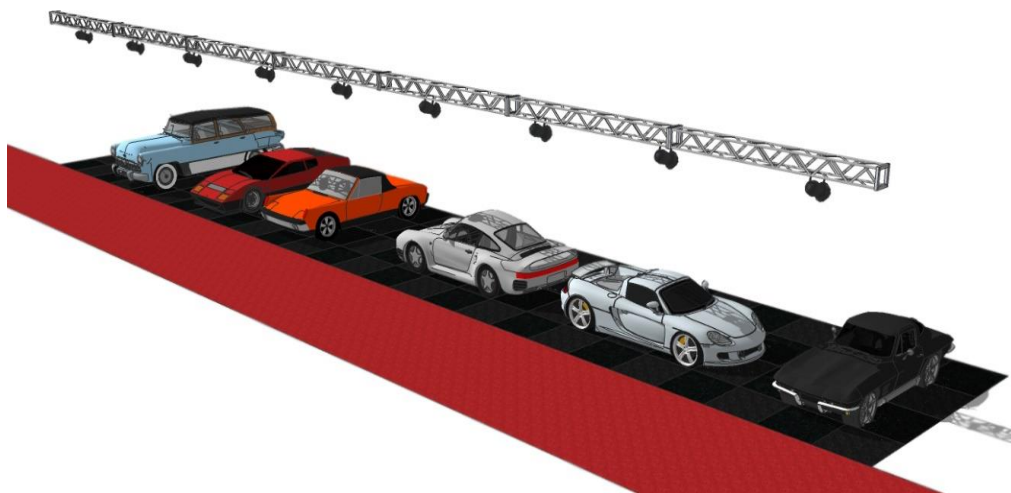
-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

Professional lighting/truss stand

An alternative stand construction option is a truss structure. This option is ideally suited to the illumination and presentation of:

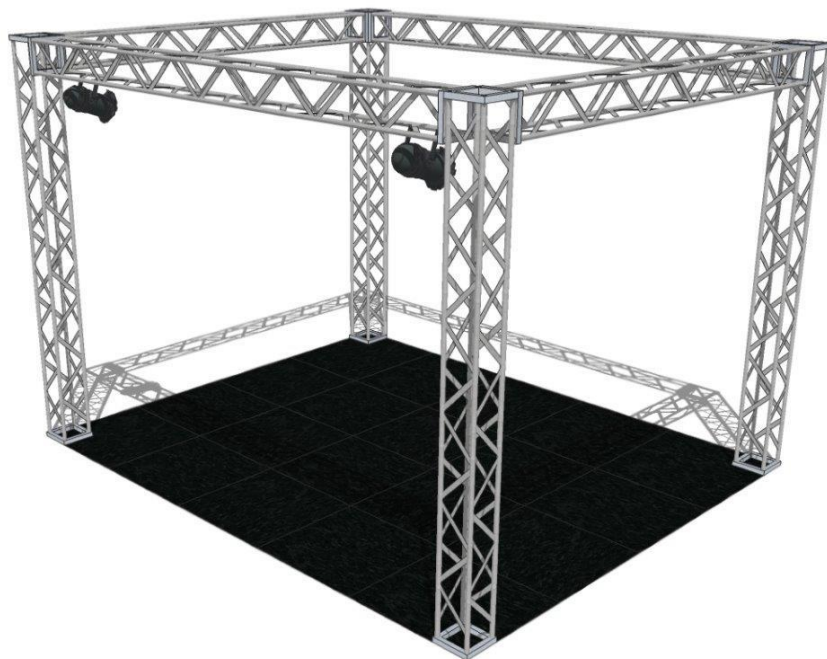
- Products
- Machines
- Cars

Example:



It is also possible to order a truss stand.

Example:



To request a customised quote, please contact us at es@mecc.nl or +31(0)43 38 38 308.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

Own stand construction

It is not mandatory to use a stand construction at InterClassics Maastricht. Should you wish to do this, the following criteria must be met: Your stand must be fully and neatly finished at the front but also the back of the stand.

Flammable decorative materials such as cheesecloth, stretch fabric ceilings or burlap used as a wall decoration must be impregnated or treated. The fire brigade can ask you to present a certificate attesting to the fire safety of these materials.

Floor covering

Floor covering is included for classic car and restoration companies and private classic cars. Floor covering is not mandatory for the display of old spare parts, new spare parts and other products. **Permanent floor covering is laid in the Expo Foyer (Club Hall).** Floor covering for expositions must satisfy the standards stipulated by the fire brigade, specifically: in accordance with NEN 1775 T1 and NEN-EN 1350 1-1 fire class Cfl and smoke class S1fl.

If you will be using your own stand, this must be equipped with floor covering that satisfies these fire-safety requirements. MECC Maastricht can arrange for this type of floor covering for you at a **rental fee**. Please see the webshop for the possibilities. **Please note: you are renting this carpeting; it does not become your property.**

In the unlikely event tape from carpet tiles and the like should be discovered on the exhibition hall floor after the exhibition, the cleaning company will invoice the exhibitor for the costs of removal and cleaning. You can avoid these costs by only using fibreglass tape.

If you will be preparing food in your stand, floor covering is not permitted for hygiene reasons. The Dutch Commodity Inspection Department will be closely monitoring stands. Vinyl with welded seams is permitted.

Written permission from the organisers is necessary for the use of special floor covering (cement tiles, sand, gravel, etc.). A plastic cover must be laid on the floor before bringing in these materials.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

4. WEB SHOP

Web shop orders

If you would like to order extra products and/or services for your stand, you may do this via the specially designed [InterClassics Maastricht webshop](#).

As of today, you have access to our web shop, where you can order all kinds of items easily and quickly. You will also find extensive information on stand construction, assembly and disassembly and technical details of the location.

Login

Username: Your e-mail address

Password: If this is the first time you are logging in, click on 'no password yet or forgotten password' and you will receive an e-mail containing your personal 5-letter password within seconds.

Check carefully whether the correct company details are listed in the web shop. These are also your invoice details. *If you want to make changes after receiving the invoice, an administration fee will be charged.*

The earlier you place your orders, the better. Please note that an early booking rate (25% discount) applies up to 3 weeks before the start of the build-up. The early booking rate ends on 21 December 2023. From this date, it is also no longer possible to order on account. From 22 December 2023, orders via the web shop must be paid directly by credit card or Ideal.

Special requests can be made at all times via es@mecc.nl.

If you are looking for information or wish to place an order for a product you cannot find in the web shop, please contact us using the details below.

Exhibitor Services MECC

E: es@mecc.nl

T: +31 - (0)43 38 38 308

!!Change in payment method!!

From 1 June 2023 it is no longer possible to order on account. It is only possible to pay directly by means of IDEAL or credit card (American Express, MasterCard or Visa).

The address in your webshop account is also the address that will be shown on the invoice, please check this well before placing an order.

After payment, you will receive the invoice by e-mail within a few working days. Changing your order or invoice details after payment is possible, however, €35.00 administration costs will be charged.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

5. SAFETY AT WORK

MECC Maastricht safety regulations

Working safely is an important theme at MECC Maastricht, and not only for us, but also in order to guarantee the safety of you, your employees, stand builders and exhibitors. MECC facilitates and organises conferences, events, expositions, exhibitions, dinners and overnight stays. The MECC is a continuous company that works year-round, and where a great diversity of national and international people and resources intersect and interact.

The logistics involved in the set-up and dismantling of trade shows are dynamic by nature. This does not change the fact that all safety guidelines must also be followed during these phases in order to prevent accidents and incidents. Stand builders and suppliers must navigate this complex working environment together with organisers, exhibitors and MECC employees during set-up and tear-down.

You will find the Safe Working Practices Manual [here](#). We kindly request that you forward the link to the manual and the link to the safety regulations to your staff (and any other parties you are hiring). You can also send an email to safety@mecc.nl for any questions you might have.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

6. GENERAL INFORMATION

MECC Maastricht liability

Goods which are found at the exhibition venue or adjoining properties are placed there entirely at the exhibitor's risk and expense. The organisers are *not* responsible for insuring these items. The organisers are not responsible for damage, regardless of the cause, to goods or for injuries to persons caused by or in connection with participation in the exhibition. The organisers are also not liable for damage to third parties caused by the use of the stand by the exhibitor or its personnel. The exhibitor indemnifies the organisers against any claims from third parties pursuant to the above.

The exhibitor is liable for and is required to be insured for every type of damage, caused through its own fault or negligence, that of its personnel or product submissions, regardless of the manner in which this occurs, and/or caused by persons employed by or outsourced to the organisers. The exhibitor indemnifies the organisers against all claims to compensation third parties may be able to assert.

Hotel accommodation

MECC Hotel Services is the official housing partner for InterClassics Maastricht. Thanks to our close partnership with the hotels in Maastricht and the local area, we can offer you the best available rates. As an exhibitor at InterClassics Maastricht 2019, you can profit from these special rates. Our handy reservation system makes it fast and easy to book a hotel. Do be sure to book your hotel as soon as possible to ensure a suitable location.

Benefits for you:

- guaranteed best room rate;
- book now, pay later;
- free cancellation up to 48 hours before arrival;
- no booking fees.

Book your hotel now [via this link](#).

Would you like to make a group reservation (for more than 9 rooms) or do you have a question? If so, please contact us by email on hotelservices@mecc.nl or telephone: +31(0)43 38 38 361.

We hope you enjoy your stay in Maastricht!

MECC Hotel Service Team

Waste

MECC Maastricht has a system of waste separation in place. Exhibitors are responsible for their own waste. MECC Maastricht can handle the removal and disposal of waste for you. To facilitate this, waste must be deposited in bin liners or containers ordered from MECC Maastricht (available in the [webshop](#)) and then placed next to the stand after closing time. You must also separate waste for collection.

NOTE: waste that is not presented for collection in the bin liners supplied by MECC Maastricht will not be removed after the end of the exhibition day. Since MECC Maastricht cannot process chemical waste, you will be responsible for disposing of this yourself. Exhibitors will be invoiced for any costs of removing any waste left behind after the end of the event.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

Smoking policy

Following the European Tobacco Act, MECC Maastricht has also been smoke-free since 1 July 2008. The smoking ban applies in all MECC buildings, including offices and car parks. Even during construction and dismantling, smoking is not allowed inside!

To facilitate smokers, MECC Maastricht has created a smoking zone at one outdoor location. This is located near the main entrance. You will need a stamp to leave and return to the indoor area. You will receive this from security at the main entrance and the Expo foyer.

Smoking columns have been placed away from the entrances for exhibitors and visitors. Separate locations have been designated for MECC employees and suppliers.

Please note that the government imposes fines on persons and organisations that do not comply with the law. MECC Maastricht is therefore liable to penalties in the event of violations. We will therefore actively enforce the law. We also count on your cooperation in complying with and enforcing the law.

Distributing flyers

Flyers or other advertising materials may not be distributed outside of your own stand. It is also prohibited to distribute flyers or other advertising materials in the parking facilities of the MECC Maastricht.

FIRST AID

During the times the exhibition is open, a first aid station will be set up in the West entrance. In the event of accidents outside of the hours the exhibition is open, you can contact the Duty Manager on +31(0)43 383 83 90.

Security

In spite of the *general* security hired by the organisation for the set-up, event and tear-down periods, you will be responsible for the security of your own stand and stand design. In addition to stand insurance, MECC Maastricht can also provide stand security services. You can submit requests for these services via the webshop.

Submitted requests may be cancelled up to two weeks before the start of the event; any cancellations received after this deadline will not be honoured. Requests can be honoured up to four weeks before the start of the event. MECC Maastricht may not be held liable for missing or damaged property.

Exiting the property in cars

To ensure the safety of your car as much as possible, we operate a special exit system using an exit card handed out by the relevant Sales Managers or available at the Information Desk.

The following steps are required:

- Fill in your ID number on the exit ticket
- Fill in all your personal details (twice)
- Tear off the bottom section with the personal details and give this to the organisation (information desk)
- Place the large sticker (A) in a visible location behind the car's windscreen
- Affix the small sticker (B) in the box on the ticket and be sure to show this ticket to the security personnel as you exit the premises.

- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
- The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

MECC WiFi

As an organiser, MECC Maastricht offers you free WiFi in both the conference centre and exhibition hall complex. To use this service, please complete the following steps:

- select our free network, MECC_FREE_WIFI in your device settings;
- click 'Continue' to accept the terms and conditions;
- the MECC website will automatically open, indicating you are now online.

Our free WiFi network is ideal for simple Internet use and email traffic.

The maximum bandwidth is 2 Mbps per client. There is a 60-minute idle time, and we do not offer a coverage or connection guarantee.

Disclaimer

MECC Maastricht offers this wireless internet facility as a service for organisations and visitors and does not guarantee that the wireless connection is secure, nor that the privacy of users can be protected. Use of this wireless network is entirely at the user's own risk. MECC Maastricht is not responsible for any loss of information or damage or injury as a result of the use of the wireless connection. We recommend using a VPN if you connect to the internet via public WiFi networks and to regularly change your password.

The information below applies to the use of the free MECC WiFi facility.

SSID: MECC_FREE_WIFI
No password required

Toilets

Using the toilets at MECC Maastricht during InterClassics 2023 is free of charge.

Cloakroom

A cloakroom is available in the entrance of MECC Maastricht. There will be a charge for this, namely:

- Jacket/Baggage €2.50
- Small item (hat/umbrella) €1.00

Noise policy: 'Less noise is a necessity!'

The first priority on the show floor is to do business. This is made impossible if people can no longer hear one another because of the noise being produced in neighbouring stands.

We urgently ask all exhibitors to take their fellow exhibitors into account. Measurements will be taken on the show floor so that we can quickly determine the decibel levels. The organisation will take swift action against 'decibel violators'.

Heating the halls

On the last set-up day (Thursday), the exhibition halls are no longer accessible for lorries/cars in connection with the heating of the halls.

During the other set-up days, only small vehicles may be driven onto the show floor. The organisation reserves the right to refuse lorries if it deems this necessary in order to prevent damage.

From the time the heating is switched on in the halls (Thursday at 7:00 a.m.), one wicket door in one of the overhead doors will remain open for the delivery of goods (hand-luggage). Loading and unloading

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

is not permitted in front of the MECC Maastricht main entrance. The main entrance must always be freely accessible for emergency services.

In connection with the TopMobiel Preview Night, all exhibitors with stands in the South Hall must have completed their stand preparations by Wednesday, 9 January at 4:00 p.m.

Any orders for electricity will not be operational during the aforementioned set-up days. **Electricity will not be turned on until the last set-up day. During the set-up days, the only operational wall sockets are those near the fire hose reels.** If you require electricity in your stand during this period, you must request set-up and/or tear-down electricity via the webshop.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

7. MECC AND SUSTAINABILITY

MECC Maastricht and corporate social responsibility

In MECC Maastricht's rich history, business decisions have never been taken on purely commercial grounds. The social impact on the city and the region has always been explicitly taken into account. In these times of sustainable investment in the future, social and environmental considerations also play an important role. MECC Maastricht has translated these points of departure into an up-to-date CSR policy.

An involved MECC, inside and outside

MECC Maastricht defines CSR for its own business operations as 'taking business decisions on the basis of a good balance between economic, social and ecological aspects'. Using this balance as a starting point, concrete projects and goals have been formulated for both inside and outside of the MECC, or which emphasise MECC Maastricht's social involvement.

Green Key

MECC Maastricht has been awarded the Gold level of Green Key certification.

Gold is the highest attainable level for this international certification programme that stands for sustainable operations in the hospitality industry. This is once again confirmation that, in its business operations, MECC Maastricht takes optimal account of the consequences of its actions for People, Planet and Profit, without sacrificing comfort and quality.

We aim to get exhibitors involved in our vision on sustainability and make them aware of the sustainable options for their participation in an event and/or trade fair. Sustainability reduces energy, water and gas consumption, limits the production of waste, and therefore contributes to a better environment.

MECC Maastricht uses as many sustainable materials as possible. We also incorporate this approach in our (standard) uniform stand construction, and ask exhibitors to also take this into consideration within the context of their own trade fair participation. Several ideas on sustainability may be found below.

Environmental co-ordinator

Within the scope of the recently obtained Green Key Gold Label, on 1 January 2011, MECC Maastricht implemented a renewed system for waste separation based on 'the polluter pays' principle. The waste that is produced during set-up and tear-down as well as the exhibition itself must be removed entirely at the expense of the party producing the waste. The environmental co-ordinator will notify you of the new operational aspects of this system and will also be responsible to a large degree for the proper implementation of this system. If you fail to follow the environmental co-ordinator's instructions, he or she will call you to account for this failure and take anticipatory measures. If MECC Maastricht must subsequently remove your waste, the costs will be charged to the **exhibitor, including a surcharge of around 50%** in excess of the normal rate. You can hire containers and purchase bin liners via the webshop. These will be removed by MECC Maastricht.

Sustainable printed matter and merchandising

Brochures, flyers and other printed advertising materials may only be distributed **at the stand**. Printed materials may be printed on recycled paper using sustainable ink. When purchasing other merchandising materials, make a conscious decision to learn about the entire product life cycle of the product, from start to finish, thus taking the balance between people, planet and profit into consideration.

- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
- The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.

Sustainable stand construction

Sustainable materials can be used to build the exhibition stand, such as:

- system construction walls
- truss construction
- reusable and/or renewable materials
- reuse of previously constructed exhibition stands used at other events
- paints that are less harmful for the environment and which bear a quality mark

Sustainable carpeting

Consider re-using your carpeting (such as carpet tiles) or use carpeting that is produced in a sustainable manner.

Stand lighting

To create a special atmosphere in the exhibition stand and/or to illuminate products, energy-efficient lighting is also possible. PL, TL, SL and LED lighting are all considered to be energy-efficient lighting. Halogen lighting and bulbs do not comply.

-
- All of the prices contained in this manual are expressed in Euros and are exclusive of VAT unless otherwise specified.
 - The General Regulations for participation in trade fairs and exhibitions organised by or in cooperation with MECC Maastricht, a copy of which has been supplied to you via the back of your registration form, may also be requested free of charge from the exhibition organiser.