

Exhibitors Guide

NSTT No-Dig Event

2019



October 10th, 2018

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NSTT No-Dig Event 2019

SEEING – LEARNING – EXPERIENCING

On October 9th and 10th, 2019 the NSTT No-Dig Event opens its doors for the sixth time for the biggest trade fair in the Benelux in the field of trenchless technologies.

The event is once again being held at Hart van Holland in Nijkerk. Just north of Amersfoort: centrally located and easy to reach, with ample parking spaces and a restaurant and hotel on the site.

In 2019, the event entails:

- An extra spacious trade fair, decided over two halls.
- An excellent knowledge program in two walk-in theaters, with over 20 lectures.
- Live demonstrations on the outside area.
- Active participation in a HDD drilling.

In 2019, the event offers to exhibitors:

- Direct contact to over 1200 professional visitors of the event, among which municipalities network operators, engineering and consultancy firms, contractors and suppliers.
- The possibility to give a lecture or a live-demonstration on the outside area.
- Exposure to all sections of the event, after registration.
- Attention before, during and after the event in several trade magazines and on social media.

For both visitors and exhibitors, the NSTT No-Dig Event in 2019 is a great opportunity to become up-to-date informed about the positive influence of trenchless techniques on sustainability, reduced nuisance and economic benefits, not to forget it's contribution to delivering a successful performance of the desired energy transition.

Naturally, your company should be among the exhibitors! This Exhibitors Guide contains all the information you need. The latest version of the guide is available at www.no-dig-event.nl/exposanten.

If you have any further questions, please send an email to info@no-dig-event.nl or contact our project leader Connie van der Meer: +31 (0)6 - 20 70 58 09.

In 2019 NSTT is organising the NSTT No-Dig Event for the sixth time.

NSTT is the Netherlands Society for Trenchless Technologies. We work with over 200 companies, government agencies and individuals on an underground infrastructure without disturbance.

For more information, visit www.nstt.nl



We hope to see you October 9th and 10th, 2019 in Hart van Holland!

1 Venue

Hart van Holland, Berencamperweg 4, 3861 MC Nijkerk.

The event venue Hart van Holland is centrally located near Amersfoort on the A28. It has spacious exhibition halls (in De Loods), an attractive outdoor site, the Hart van Holland as a congress venue and a hotel.

The floor plan below shows how the NSTT No-Dig Event is divided over the site. Two walk-in theaters integrated to the exhibition floor, outside terrain for the drill and live demonstrations and of course the hotel-restaurant (Ampt van Nijkerk), for your trade fair staff and guests. Naturally, there is also a large car park and - for your guests travelling by public transport - a shuttle service to and from the station.



1.1. Access

The Hart van Holland venue lies centrally in the Netherlands and is easily accessible both by car and by public transport.

By car

From Amsterdam (A1) and Utrecht (A28):

From the Hoevelaken junction heading towards Zwolle (A28), take exit 9, for Nijkerk. Turn right at the trafficlights towards Nijkerk/Putten. After about 900 metres, you will find the Hart van Holland on your right.

From Zwolle (A28):

Take exit 9, towards Nijkerk. Turn left at the traffic lights toward Nijkerk/Putten. After about 1 kilometre, you will find the Hart van Holland on your right.

For loading and unloading

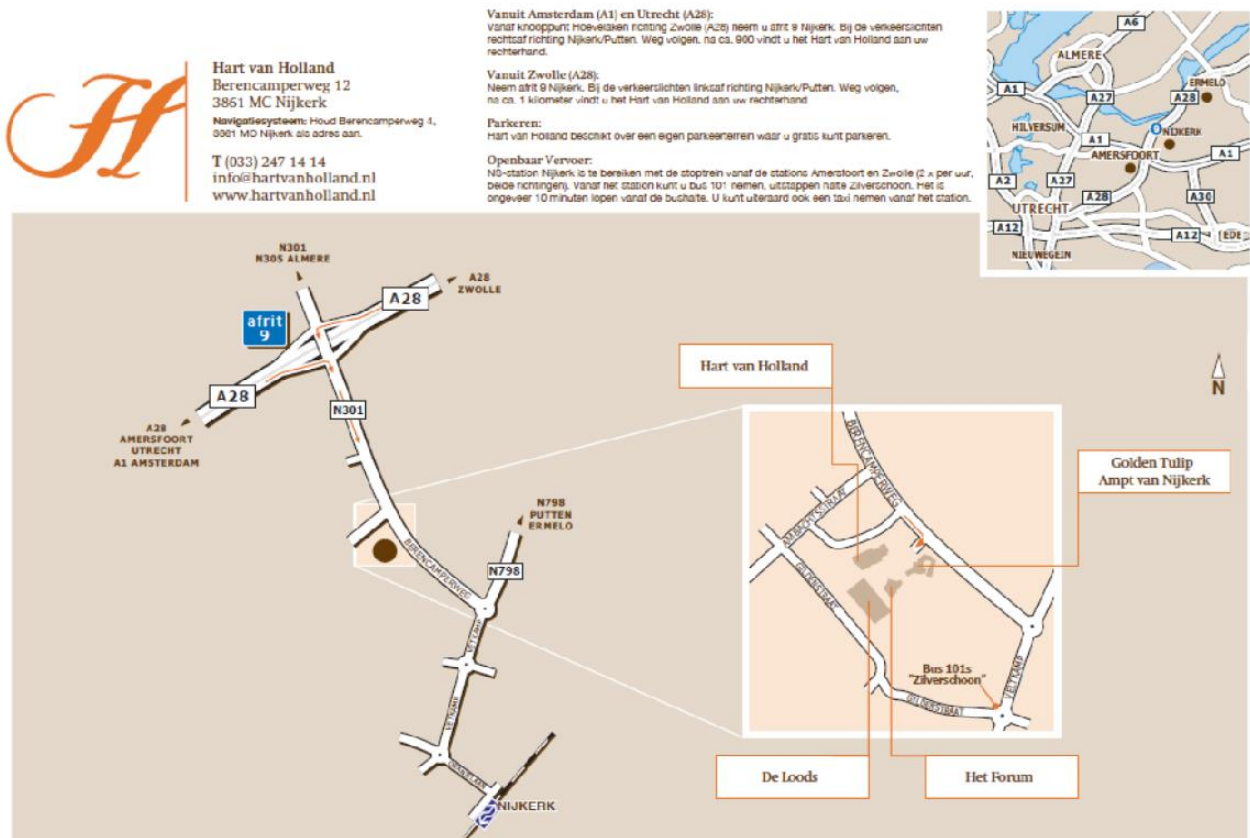
Address: De Loods, Gildenstraat 15, 3861 RG Nijkerk. Port 3 and 4.
From the A28, take exit 9 for Nijkerk. Berencamperweg. Take the second turn right onto Ambachtsstraat. After about 380 metres, turn left into Gildenstraat.

Parking

Parking is free for all visitors.

Public transport:

NS station Nijkerk can be reached with the slow train from Amersfoort and Zwolle (twice per hour, both directions). Free shuttle buses will run between the station and Hart van Holland on October 9th and 10th.



1.2. Opening times, assembly and disassembly times

Opening times for the public:

Wednesday October 9th, 2019 from 10.00 a.m. – 6.00 p.m.
Thursday October 10th, 2019 from 10.00 a.m. – 6.00 p.m.

Assembly times:

On Tuesday October 8th, 2019 from 08:00 a.m. - 10:00 p.m. there will be the opportunity to construct the 'self-assembly' stands and 'demo-stands'.

Disassembly times:

Clearing standard stands: Thursday October 10th from 6.00 p.m. – 7.00 p.m.
Disassembly of self-assembly stands and standard stands: Thursday October 10th, 2019 from 6.00 p.m-10.00 p.m.

2 Possibilities

2.1 Indoor stands

In response to the event evaluation of 2017, no space for outside stands has been included in 2019. However, companies that give demonstrations on the drilling site next to the hall, may choose to take a (limited) stand.

All indoor stands will be divided over the two halls. The following options are available:

- Standard stand of 8 m² (4 metres wide, 2 metres deep)
- Standard stand 16 m² (4x4 metres)
- Standard stand 32 m² (8 metres wide, 4 metres deep)
- Self-assembly stand 48 m² (8 metres wide, 6 metres deep)
- Demonstration stands for demo material 50 m² (5 meters wide, 10 meters deep). No self-assembly stands permitted.
- Outside stands on demonstration terrain.

Only in combination with live-demonstrations. Location and size are to be discussed.



The standard stands are offered including carpet, standard furnishings, frieze, two (with a corner stand) or three (with a row stand) solid walls and electricity (220 V / 3 kW).

2.2 Self-assembly stands

Self-assembly stands must comply with the following conditions:

- Exhibitors that hire a 48 m² stand must submit a building plan specifying the materials to be used to the organizers no later than August 13th, 2019.
- If required, we can put you in touch with a stand builder. Contact the organizers for this via info@no-dig-event.nl.
- For unloading (heavy) equipment, you must provide a suitable crane yourself.
- A fork-lift truck is available on request for driving in (heavy) equipment of up to 3,000 kg. You must send a 'Fork-Lift Truck Reservation' form (appendix) for this in advance to info@no-dig-event.nl. It is not possible to arrange this on the day itself.
- If you want to drive in equipment weighing more than 3,000 kg, you must provide for a fork-lift truck yourself. You must consult the organizers on this in advance.
- The organizers have the right to issue mandatory instructions on the assembly of a stand and the materials to be used for this.
- The organizers have the right to refuse to allow equipment to be driven in if it is too heavy or if no suitable transportation is available for this.
- The organizers have the right to refuse to allow equipment to be driven in if this creates a risk for the driver, the staff or other persons present on the exhibition floor.
- The back of self-assembled stands must be neatly finished.
- Special objects such as tents, stalls, etc may only be installed by agreement with the venue.
- It is not possible to leave materials without permission from the location in advance.

2.3 Demonstration stands for equipment and material

These stands are situated in hall 2 in the middle of the exhibition floor.

These stands are intended for exhibiting large equipment or material.

These stands will be separated by the organisation with low planting or bulkheads, max. 1,5 m high.

The outdoor stands must comply with the following conditions:

- Exhibitors who rent an outdoor stand must send the following to the organizers no later than August 17th, 2019:
 - Required dimensions of the material, with a maximum of 5m x 10m.
 - If applicable, a specification of equipment and equipment dimensions (length, width, height and weight).
- Only vehicles that are permitted on all Dutch roads can be placed.

- For unloading (heavy) equipment, you must provide a suitable crane yourself.
- The organizers have the right to issue mandatory instructions on the assembly of a stand and the materials to be used for this.
- The organizers have the right to refuse equipment if it is too heavy or if no suitable transportation is available for it.
- The organizers have the right to refuse to allow equipment to be placed if this creates a risk for the driver, the staff or other persons present at the location.
- Demonstration stands will be physically separated from other stands by the Organizers. For this reason they may not have side- or back walls.
- Material in the demonstration stand (inside) may not cause any nuisance (sound or smell) for visitors or other exhibitors. Besides that, due to safety reasons it may not contain revolving doors.
- Special objects such as tents, stalls, etc may only be installed by agreement with the venue.
- Damage on the terrain is on your own risk.

If you want to visit the location in advance, please contact Chris Jepkes, Hart van Holland.
Chris.jepkes@hartvanholland.nl

2.4 Floor plan

The latest version of the [floor plan](#) is available at our website:

2.5 Knowledge program

The knowledge program will be held in the walk-in theatres. These sound proof walk-in theatres will be situated on the exhibition floor.

Presentations in the walk-in theatres will be held at the invitation of the organizers or by exhibitors.

Exhibitors wishing to make use of this (free) possibility must register by the organizers **before June 1th, 2019**. The conditions will be announced on the website.



2.6 Live-demonstrations

The live demonstrations form part of the experience program. They take place on the outdoor site next to the exhibition hall.

Live demonstrations are held at the invitation of the organizers or by exhibitors.

Exhibitors wishing to make use of this (free) possibility must register with the organizers for this **not later than June 1th 2019**. In connection with the available space, live demonstrations are always subject to agreement with the organizers. Depending on the amount of live-demonstrations, these will be programmed by the organisation at fixed times. This is done in consultation with the demonstration givers. The conditions will be announced on the website.

3 Facilities

3.1 Facilities

Entrance tickets are available free for all visitors and stand staff.

Visitors can register via www.no-dig-event.nl.

Exhibitors can register their stand staff via the organisation.

Every (registered) visitor and all stand staff will receive a badge with their name on it on arrival at the NSTT No-Dig Event. This badge entitles them to:

- entrance to the exhibition on October 9th and 10th, 2019
- entrance to the presentation of the NSTT No-Dig Award on October 9th, 2019
- entrance to the live demonstrations on October 9th and 10th, 2019
- entrance to the walk-in theatres, where a knowledge program on drilling and relining will take place on both days
- free parking and or free use of the shuttle bus from and to the NS-station
- free catering facilities in the catering square on October 9th and 10th, 2019
- entrance to the networking drinks on both days

3.2 Catering

Catering is available free for all participants (including stand staff) and visitors. In order to ensure that this proceeds smoothly, catering will be organized centrally:

- At the start of the event days and immediately after midday, Thermos jugs of coffee and tea will be provided to each stand. Empty jugs can be switched for full ones in the catering square.
- Coffee and tea will be available for everyone at the catering square throughout the event.
- At lunch time, lunch will be available for everyone in the catering square.
- In the afternoons, soft drinks and low-alcohol drinks will be available for everyone in the catering square.

NB: Participants may not bring their own food and drinks onto the Hart van Holland site. This also applies for all stands. If you have special catering requests please contact Hart van Holland in advance.

3.3 Accommodation

It is possible to reserve one or more hotel rooms in the Ampt van Nijkerk Hotel, which is also located on the Hart van Holland site. Special prices apply for exhibitors and visitors:

- Standard hotel room on the basis of: 1 person occupancy € 79.00 (inclusive of VAT), including breakfast and excluding € 1.80 tourist tax per person per night
- Standard hotel room on the basis of: 2 person occupancy € 89.00 (inclusive of VAT), including breakfast and excluding € 1.80 tourist tax per person per night



Hotel rooms must be reserved directly with the Ampt van Nijkerk, citing 'NSTT No-Dig Event 2019'. Payment must also be made directly to the Ampt van Nijkerk.

3.4 Waste disposal

As an exhibitor, you are required to remove your own waste. If the organizers are required to provide for waste disposal, this will be charged on the basis of subsequent costing.

3.5 WiFi

Free WiFi is available for exhibitors and visitors throughout the location. Although the WiFi facilities are good, exhibitors are advised to use stand-alone versions for any presentations.

3.6 Night-time security

Security guards will be present on the nights of October 8th and 9th and October 9th and 10th.

4 Prices

4.1 Stand prices

Stand dimensions	Including	Stand price NSTT company members	Stand price Non-NSTT company member
Standard stand 8 m² (4x2 m)	Stand assembly and fittings and furnishings Electrical connection 220 V / 3000 W Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€ 2.700	€ 3.000
Standard stand 16 m² (4x4 m)	Stand assembly and fittings and furnishings Electrical connection 220 V / 3000 W Electrical connection Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€ 4.050	€ 4.500
Standard stand 32 m² (8x4 m)	Stand assembly and fittings and furnishings Electrical connection 220 V / 3000 W Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€ 4.500	5.000
Self-assembly stand 48 m² No stand assembly and fittings and furnishings	Fees for catering and parking Electrical connection 220 V / 3000 W Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€ 5.400	€ 6.000
Demonstration stand* max 50 m² (10 X 5 m) No stand assembly and fittings and furnishings	If required: electrical connection 220 V / 3000 W Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€ 4.050	€ 4.500
Outside stand on demonstration terrain No stand assembly and fittings and furnishings. Location on assignment at demonstration.	Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre <u>Required to give live demonstration</u> Presentation of logo/company name on site and in other publications from the registration date	€ 3.150	€ 3.500

Prices are shown exclusive of VAT

- Stands of 8 m², 16 m² and 32 m² are equipped with floor covering (color: anthracite), furnishings and a company name on the frieze, as a standard.
- Furnishing in a stand of 8 m²: counter and two bar stools.
- Furnishing in stands of 16 and 32 m²: counter, table and four chairs.

- **No** standard fittings and furnishings are placed on the floor area of a stand of 48 m². As an exhibitor, you are responsible for the fittings and furnishings yourself.
- The maximum stand height is 4 meters (available working height: up to 4.45 meters high - in connection with cranes, etc). Maximum floor load: 2,000 kg/m²
- Only vehicles that are permitted on all Dutch roads can be placed on the outdoor locations. (See explanation in the conditions on page 18.)
- The stand price includes:
 - 2 stand staff cards for stands of 8 m²
 - 3 stand staff cards for stands of 16 m²
 - 4 stand staff cards for stands of 32 m² and 48 m²
 - Unlimited number of invitation cards for your guests
 - Electricity (220 V – 3 kW)
 - Free catering and parking for your stand staff and visitors
 - Logo in the exhibitor list on the website www.no-dig-event.nl
 - Logo and company name in the event catalogue

4.2 Electricity

Day power* (from 1 hour before the trade fair opens until 30 minutes after closing time). Prices exclusive of 21% VAT.

2 Days	
Electrical connection 220 V 3000 W	Included
Electrical connection 16 A 380 V	97,00
Electrical connection 32 A 380 V	135,00
Electrical connection 63 A 380 V	225,00
Electrical connection 125 A 380 V	295,50

* prices per connection, including consumption

On the spot changes

Electrical changes on the spot	€ 40,00
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5 Promotion and sponsoring

The NSTT No-Dig Event offers you plenty of opportunities for maximum profiling of your company, products and/or services before and during the NSTT No-Dig Event 2019. The list below provides an overview of the possibilities. If you want something special, please contact us to discuss the possibilities.

Sponsorship item	Costs
1/4-page advertisement* in the event catalogue	€ 250
1/2-page advertisement* in the event catalogue	€ 450
Full-page advertisement or advertorial* in the event catalogue	€ 800
Item in the event bag (maximum of 1 brochure per organisation)	€ 800
Banner at the entrance	€ 250
Key cords (1,250 items, to be provided by yourself)	€ 750
Flag outside (flagpoles present)	€ 500
Giveaways, specialties	in consultation

*The sponsor is responsible for timely submission of advertisements/advertorials in accordance with the specifications of the organisers. These will follow later.

Do you have other ideas or requirements?

A great deal is possible by agreement. Please contact the organizers via info@no-dig-event.nl

6 Procedure en planning

6.1 Registration as an exhibitor

If you are interested in exhibiting at the NSTT No-Dig Event, please complete the attached exhibitors contract and return it to us. This can be done by email, to info@no-dig-event.nl

If you have any questions, please can contact the organizers, via info@no-dig-event.nl

Once we have received your exhibitors contract, we will contact you for further coordination. You can then choose a specific stand position. Your choice will be taken into account as far as possible. However, due to circumstances, the NSTT may decide to change the layout. Choices for stand location will also be awarded in order of registration.

In the interests of good organisation, please register before 1 July 2019.

After registration, you will receive an invoice. The payment term is 30 days.

6.2 Planning

We have set out the schedule for you below:

Action	Deadline
Close of advance registrations by exhibitors*	December 21th, 2018
Close of registrations for presentations/workshops in the walk-in theatre	June 1 th , 2019
Close of registrations for live demonstrations	June 1 th , 2019
Close of exhibitor registrations	July 1 th , 2019
Submission of stand drawings	August 17 th , 2019
Submission of advertisements	September 1 th , 2019
Hand in flags, banners, posters and leaflets at Hart van Holland (citing No-Dig Event)	October 7 th , 2019
Assembly of self-assembly stands (by agreement)	October 8 th , 2019, 8.00 a.m. – 8.00 p.m.
Disassembly	October 10 th , 2019, 6:00 p.m. – 10:00 p.m.

**Before final registration, a declaration of intent can be signed. See the letter of intent on the website appendix. The exhibitor's logo will be included in the flyer, on the website, etc for a fee of €350. If a final registration then follows before 31 December, this fee will be deducted from the total price. If the declaration of intent is not followed by registration, the logo will no longer be included after January 1th, 2019.*

7 Contact details of organizers

The NSTT No-Dig Event is organised by:



Netherlands Society for Trenchless Technology (NSTT)

PO Box 79, 3769 ZH Soesterberg - The Netherlands

Email info@nstt.nl

Website www.nstt.nl

Eventmanager:

Mw. C.M. van der Meer, Telephone +31 (0)6 – 20 70 58 09, info@no-dig-event.nl

E-mail info@no-dig-event.nl

Website www.no-dig-event.nl

8 General conditions

Allocation of stands

You can express a preference for a stand position. This will be taken into account if possible. However, stand positions are allocated by the organizers. No correspondence can be conducted on this. We will announce your stand position at least two weeks before the start of the trade fair.

Reglement Hart van Holland

Delivery, assembly and parking

The address details for loading and unloading are: Gildenstraat 15, port 4 and 5, Nijkerk. You must also park here. If you arrive with a trailer, please park this as efficiently as possible, so that it takes up as few parking spaces as possible. No storage is possible at the location. Trailers have to leave instantly after delivery.

Construction site

During assembly and disassembly, the exhibition hall is a construction site. You are advised to wear safety shoes.

Safety

- In connection with fire safety, no packaging materials (including boxes/cardboard) may be stored in or behind your stand.
- Emergency exits must be kept clear at all times, on both the inside and the outside of the building. Hart van Holland has the right to move or remove materials when blocking the emergency exits. Fire extinguishers must be accessible.
- All suspended equipment must be fitted with extra fall prevention devices (safety). It must also be certified and its application must comply with the NEN 8020-15 standard (events lifting and hoisting technology). A certificate must be provided on request.
- The stand assembly materials that you use must be fire-safe. In the event of doubts, the venue will request a safety certificate or conduct a test.
- If the safety requirements are not met, you will be required to remove the relevant materials.
- Open flames are not permitted.

Security

De Loods is equipped with an alarm system. If theft and/or damage nevertheless occur, Hart van Holland is not liable.

Internet connection

You can make use of free WiFi in De Loods. You can log in for this without using a password.

Outdoor locations

The paving of the outdoor site is suitable for all vehicles permitted on Dutch roads.

This is recorded in the description below:

The load below one (single) axle may not exceed:

- tons for a non-driving axle
- 11.5 tons for a driving axle
- 12 tons for an axle of a machine (in the Netherlands only)

The permitted load for an axle system with two non-driving axles is:

- 11 tons if the distance between the axles is <1.00 metre
- 16 tons if the distance between the axles is ≥1.00 metre and <1.30 metres
- 18 tons if the distance between the axles is ≥1.30 metres and <1.80 metres
- 20 tons if the distance between the axles is >1.80 metres

The permitted load for the axle system of a trailer or semitrailer with three axles:

- 21 tons if the distance between the axles is <1.30 metres
- 24 tons if the distance between the axles is \geq 1.30 metres and <1.40 metres

In the Netherlands, these costs are developed in more detail for different types of axle systems.

The permitted load for an axle system with two axles, as least one of which is a driving axle:

- 11.5 tons if the distance between the axles is <1.00 metre
- 16 tons if the distance between the axles is \geq 1.00 metre and <1.30 metres
- 18 tons if the distance between the axles is \geq 1.30 metres and <1.80 metres
- 19 tons with a distance between the axles of \geq 1.30 metres and <1.80 metres, if the driving axle is fitted with dual tyres and pneumatic suspension
- 19 tons with a distance between the axles of \geq 1.30 metres and <1.80 metres, if both driving axles are fitted with dual tyres, and the load beneath none of the axles is more than 9.5 tons