

Stand Building Regulations and Important Information

Jaarbeurs Utrecht – Halls 3 and 4

Jaarbeurs B.V.

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1 General

These regulations apply to the construction and use of stands in Hall 3 and Hall 4 of Jaarbeurs Utrecht during Victam International 2026. All exhibitors and contractors must comply with these regulations and with the safety and legal requirements of Jaarbeurs Utrecht at all times.

Any deviation from these conditions requires written approval from the organizer and Jaarbeurs.

2 Hall Specifications

2.1 Hall 3

- Gross surface area: 6,843 m²
- Clear height: 8.30 m (lowered areas 4.11–7.90 m)
- Floor load: 2,500 kg/m²
- Number of columns: 10
- Loading doors: 4 (approx. 4.4 m wide × 4.3 m high)
- Rigging: possible upon request

2.2 Hall 4

- Gross surface area: 7,138 m²
- Clear height: 7.05 m (lowered areas 3.70–6.94 m)
- Floor load: 2,500 kg/m²
- Number of columns: 33
- Loading doors: 5 (approx. 4.4 m wide × 4.4 m high)
- Rigging: possible upon request

3 Floor Load and Heavy Equipment

- A maximum floor load of 2,500 kg/m² is permitted.
- Heavy machines must be clearly marked on the stand layout.
- A technical floor plan and machine specifications (with photos or brochures) must be submitted for approval at least 60 days before build-up.
- If a heavy load is not approved in advance, it may be refused entry.

4 Stand Dimensions and Wall Construction

- Standard wall height: 2.50 m.
- Walls higher than 2.50 m must be neatly finished and painted on all visible sides.
- Walls above 3.50 m must be placed at least 0.5 m from any aisle.
- The maximum stand height (including structures or branding):
 - Hall 3 – 8.30 m
 - Hall 4 – 7.05 m
- Columns may be covered but nothing may be nailed, screwed, or glued to them.
- Closed walls longer than 3 m facing the aisles are not allowed unless set back at least 1 m from the aisle.

5 Rigging and Hanging Elements

- Rigging and suspensions are only allowed after written approval from Jaarbeurs and the organizer.
- Suspended banners or trusses must be at least 0.5 m away from aisles or neighbouring stands.
- The organizer reserves the right to remove or adjust any hanging object that is unsafe or exceeds the permitted height.

6 Multi-Level Stands

- Two-storey stands are allowed for areas of 50 m² or larger only.
- Written approval is required from:
 - Mansveld Expotech Infra
 - Utrecht Fire Department
 - Municipality of Utrecht (Dienst Stadsontwikkeling)
 - Jaarbeurs Venue Management
- The second level may not exceed 50% of the total floor space.
- An additional fee of €265/m² applies for the upper level.
- All documents must be submitted in English before the deadline set by the organizer.

7 Fire Safety and Emergency Rules

- Fire hose reels, sprinklers, and smoke detectors are installed in both halls. These must remain visible and accessible at all times.
- Vehicles on stands must contain only a minimum amount of fuel and, if no immobilizer is installed, the battery must be disconnected.
- All emergency exits must remain clear and visible.
- It is forbidden to block fire equipment or use open fire or gas cylinders without written permission.

8 Technical Installations

- Utility points (electricity, water, compressed air, drainage, internet) are located in floor ducts.
- Heating and ventilation are available in both halls.
 - Hall 3: heating, ventilation, and top cooling.
 - Hall 4: heating and ventilation (no cooling).
- Standard light intensity: 200–225 lux.
- Free Wi-Fi: “Jaarbeurs Hotspot.”
- Paid wired or wireless internet available on request.

9 Materials and Flooring

- Use only approved materials that meet Dutch fire safety standards (class B-s2, d0).
- Alternative floor coverings (sand, gravel, grass, etc.) are allowed only with written consent at least 45 days before build-up.
- All stand floors must be stable, safe, and finished with non-slip material.

10 Build-Up and Dismantling

- Entry during build-up and dismantling is only possible with a Build-Up/Break-Down Pass.
- One pass per person per day is required and must be shown at the entrance.
- Construction work is only permitted within official build-up hours.
- Waste, packaging, and materials must be removed after dismantling; any remaining waste will be charged to the exhibitor.

11 Stand Design Submission and Approval

- Exhibitors with space-only stands must submit their stand design, technical drawing, and contractor details for approval no later than 60 days before the exhibition.
- No stand construction may begin without written approval.
- The organizer reserves the right to alter, delay, or reject any design that does not comply with these regulations.
- All contractors must follow the organizer’s schedule and quality requirements.

12 Contact and Support

For technical questions or stand design approvals, please contact:

Jaarbeurs Technical Services

servicedesk.exhibitors@jaarbeurs.nl

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