



### Exhibitor-Appointed Contractors' Information

Advanced Maritime Technology 2026 - Useful information for exhibitor-appointed contractors. We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

#### Venue

Hall 8, Amsterdam RAI, the Netherlands

*Please note that security will be on-site and bag searches will be carried out for your safety.*

#### Show Dates

June 16,17,18, 2026 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

#### Build-up timetable

Sunday, June 14, 2026	08:00 - 20:00	Custom build booths with independent contractor ONLY - safety shoes will be required - Hard hats will be required whilst rigging is still being actioned within the hall
Monday, June 15, 2026	08:00 - 18:00*	Custom build booths with independent contractor ONLY Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths - safety shoes will be required - Hard hats will be required whilst rigging is still being actioned within the hall
Monday, June 15, 2026	18:00 - 20:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted - safety shoes will be required - Hard hats will be required whilst rigging is still being actioned within the hall

Venue contractors cease all building work at 18:00 on Monday, June15, 2026; it is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met. Please note that between 18:00 and 20:00, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

To order Safety shoes and hard hats please click [here](#)

### Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Sunday, June 14, 2026
- Safety shoes and hard hats must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period
- Monday, June 15, 2026 from 18:00 to 20:00 is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before Monday, June 15, 2026, as Shell Scheme booths may not be ready before this time.

The Organiser has appointed European International (Fairs) Ltd to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

Please ensure that you organise waste removal before the deadline via the Webshop. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

### Organiser's office opening hours

Sunday, June 14, 2026	08:00 - 18:00
Monday, June 15, 2026	08:00 - 18:00
Tuesday, June 16, 2026	08:00 - 18:00
Wednesday, June 17, 2026	09:00 - 18:30
Thursday, June 18, 2026	09:00 - 15:00

### Exhibition opening hours

Tuesday, June 16, 2026	10:00 - 18:00*
Wednesday, June 17, 2026	10:00 - 18:00
Thursday, June 18, 2026	10:00 – 15:00

\*Advanced Maritime Technology Awards starting at 17.00.

\*During the exhibition period, exhibitors will have access to the hall one hour before opening (two hours before on Tuesday, June 16, 2026) and one hour after closing hours to service your booths.

### Breakdown timetable

Thursday, June 18, 2026	15:30* - 22:00
Friday, June 19, 2026	08:00 - 16:00

### Breakdown information

\*Vehicle access will not start until all empties have been returned – this may take 2-3 hours.

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, June 18, 2026 nor

will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 15:00 hrs, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be between 2-3 hours. Exhibitors that require forklift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organiser if you would like to hire a security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 16:00hrs on Friday, June 19, 2026. Please ensure that you organise waste disposal, as the removal of set-ups and waste material is subject to a charge and will be invoiced directly to the exhibitor.

For further information regarding the exhibition timetable, please contact the Organizer: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

### **Venue Access and Parking Information**

RAI Amsterdam  
Europaplein  
1078 GZ  
Amsterdam  
The Netherlands  
Tel: +31 (0) 20 549 12 12  
Email: [info@rai.nl](mailto:info@rai.nl)  
Website: [rai.nl](http://rai.nl)

For more information on getting to the venue, please [click here](#).

### **Contractors**

It is each exhibitor's responsibility to ensure that all the contractors and agents they have appointed are familiar with the information and regulations contained within this manual.

As this exhibition is a space-only exhibition, exhibitors must notify the organiser of their booth plans and the details of any such contractors or agents, using the Booth Check Form. If an exhibiting company fails to submit a Booth Check Form and the resulting design or build affects the neighbour, venue or organiser, all associated costs such as new banners, paint, labour, and pillar covering and hanging costs will be passed along to the exhibitor.

If you/your freight agent are making a direct delivery or collection to the venue, you must contact the freight contractor in advance to book an offloading/reloading time slot.

To minimise congestion and to operate a smooth build-up and breakdown, target delivery dates will

be set and adhered to. Those who contact the freight agent in advance will be given priority. While the agent will endeavour to meet your needs, they cannot guarantee time slots for loading/off-loading.

### **IMPORTANT NOTE: Use of forklifts inside the hall**

The Organiser has appointed European International Fairs Ltd to be the official freight and on-site handling agent. It will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

All contractors/booth builders are obliged to read the following safety and working practice information: [CLICK HERE](#).

### **Access during build-up and breakdown**

To keep RAI Amsterdam safe for everyone, it is important that we know who is visiting us. We have also drawn up a few safety rules. The RAI is only accessible with a valid access badge.

### **Loading and Unloading**

RAI Amsterdam works with the [RAI Logistics Management System](#). Via this system you can easily reserve a time slot for loading and unloading at the RAI.

Upon arrival, the truck is scanned and sent directly to its reserved loading and unloading location. Using this system, it is possible to coordinate logistics movements better in and around the RAI during the complete build-up and break-down period.

### **Access and Badges during build-up and breakdown**

To keep RAI Amsterdam safe for everyone, the RAI has established a number of safety rules. One of these rules is that all transporters, stand builders, and exhibitors must be registered before accessing the build-up or breakdown periods of events.

### **Obligated registration**

Each transporter, stand builder, and exhibitor requiring access to the RAI during these periods must be registered in advance. Each person must be registered individually

- Register the planned build up and dismantling staff via the Workpass URL
- Each registered person will receive a personal QR code, which will be their access pass
- Scan your personal QR code at the entrance to gain access to the hall.

Please note a Workpass can only be requested one month before the first event day. This is to ensure that all passes are issued based on the most up to date event details.

Registration is easy and can be done via the following registration link:

**PLEASE CLICK [HERE](#) FOR REGISTRATION INSTRUCTIONS**

### **Parking at the RAI**

Are you planning to visit RAI Amsterdam by car? You can book and purchase your parking ticket in advance. This way, you are assured of a parking space and, having paid already, you can easily enter and exit the parking garage without pauses or delays.

Rai Web Shop offers two different types of tickets – a normal parking ticket and a parking permit.

The normal parking ticket is valid for a single day, and you can leave the garage only once within the estimated period of that one day.

The parking permit is valid throughout the entire exhibition period. With license plate recognition or the barcode on the permit, you are not limited in when you can enter and leave the parking facilities within the duration of the period presented on the permit.

Please book parking via the RAI Webshop.

#### **Floor-loading:**

The floor can carry a maximum total weight of 3000 kg per square metre in Hall 8.

#### **Build heights:**

Hall 8: Please note the maximum permitted build height is 4m

#### **Suspensions:**

The maximum height to suspend down from is 6m in hall 8.

#### **Rigging/Banners**

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

Please contact the Organiser for further information: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

#### **Raised Floors**

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20sqm. Ramps must not be greater than 10m or have a rise of more than 500mm. Ramps shall have a minimum, unobstructed width of 1.5m and must be slip resistant.

#### **Pop-up Displays**

If you are planning to bring a pop-up display, regardless of the size of your booth space, **it is compulsory that you order carpet and Shell Scheme partition walling from the Official Contractor** as we, the Organiser cannot guarantee the condition of the rear of your neighbour's booth structure.

Please note partition walling or carpet / flooring are not included as part of your booth space agreement nor any other services or items you may require for your booth space.

#### **Booth Perimeters**

No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

#### **Children Under 16 Years**

Please be aware that children under the age of 16 years are not allowed on-site during build-up, show days and breakdown.

#### **Floor loading and power supply**

The floor is concrete. Power supplies, telephone lines, plumbing and compressed air installations will,

where possible, all be run into your booth via the subfloor services duct set into the floor.

Please note that all power supplies come with a switchbox which may need covering. For further information, please contact RAI Exhibitor Services: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl).

[Electricity switchboard information \(English\)](#)

[Electricity switchboard information \(Dutch\)](#)

The floor can carry a maximum total weight of 3000 kg per square metre in Hall 8.

Please note that if a neighbouring booth requires access to services located within your booth space, you are obliged to allow them access, just as they would be obliged to allow you access to a supply point within their booth space. In some cases, this may require a raised floor installed on part or all of your booth space. The cost of this raised floor is not included in the booth space rental and it is your responsibility to negotiate with the neighbour requiring the connection regarding the cost.

## **VENUE RULES AND REGULATIONS**

Please note that all costs will be the responsibility of the exhibitor including any on-site costs.

[Build-up and Dismantling Rules and Regulations](#)

[Manual Safe Working Practices](#)

[Safe and Secure in RAI Amsterdam During Event Setup and Breakdown \(English\)](#)

[Safe and Secure in RAI Amsterdam During Event Setup and Breakdown \(Dutch\)](#)

[Electricity switchboard information \(English\)](#)

[Electricity switchboard information \(Dutch\)](#)

### **Organiser's Rules and Height Restrictions**

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

### **Important Notes**

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. It is compulsory for exhibitors bringing [pop-up displays](#) to order carpet/flooring and shell scheme partition walling from the Official Contractor as we, the Organiser cannot guarantee the condition of the rear of your neighbour's booth structure. Please note partition walling or carpet / flooring are not included as part of your booth space agreement nor any other services or items you may require for your booth space.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.
6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

7. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of April 27, 2026**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (April 27, 2026) above 2.5 meters will be subject to approval and may be refused.

8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

## **FLOORPLAN**

For a **technical floorplan** or a **pillar plan** please email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com).

## **OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES**

We are pleased to announce that RAI Amsterdam has been appointed as the official booth contractor for Advanced Maritime Technology Expo 2026.

To order a shell scheme package and for all other services please refer to the RAI Webshop

[How to create a new user within the RAI event web shop](#)

[How to request a \(new\) password for the RAI event web shop](#)

### **Deadlines:**

- **May 19, 2026 – Last day to order Stand packages**
  
- **May 19, 2026 – Last day to order Permits and Stand wall graphics**
  
- **May 19, 2026 – Last day 20% discount for Rigging and power connections**
  
- **June 11, 2026 – Last day to order furniture, flowers & plants, internet, cleaning & rigging**
  
- **June 15, 2026 – Last Build-up day: Last chance to order 3KW power and fire extinguishers**
  
- **June 11, 2026 – Last day to order Catering, small graphics, water, power, flooring, rigging, AV and Staff**

## **DELIVERIES**

We strongly advise against shipping goods via courier directly to Electric & Hybrid Marine Expo 2023 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Please contact [amtxops@european-intl.com](mailto:amtxops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited  
Tel: +44 1732 860330  
**Contact: Carly Willmott**

It is not compulsory that you use the official agent for transportation of your goods to Amsterdam however it is highly recommended that you do so. European International Fairs Limited are specialists in Worldwide transportation of goods for trade shows and have temporary importation arrangements with Dutch Customs for items being imported for the show.

## **USEFUL CONTACTS**

### **Organiser**

#### **Advanced Maritime Technology Expo 2026**

UKi Media & Events

Abinger House

Church Street

Dorking

Surrey RH4 1DF

UK

Tel: +44 1306 743744

Melissa O'Flynn - Operations manager

Tammie Atkins – Operations Executive

Email: [marine@ukimediaevents.com](mailto:marine@ukimediaevents.com)

### **Official Contractor for all Booth Services**

RAI Amsterdam

Tel: +31 (0) 20 549 12 12

Email: [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl)

Website: [rai.nl](http://rai.nl)

### **Official Freight forwarding Service**

European International Fairs Limited

Tel: +44 1732 860330

**Contact: Carly Willmott**

Email: [amtxops@european-intl.com](mailto:amtxops@european-intl.com)