



**Tuesday - Thursday**  
**November 4-6, 2025**  
**Expo Greater Amsterdam**  
**Vijfhuizen, The Netherlands**



# **EXHIBITOR MANUAL**

**[www.iftf.nl](http://www.iftf.nl)**

## INDEX

<b>1.</b>	<b>EXHIBITOR PROGRAMME &amp; MORE</b>	<b>Page</b>
1.1	Organizers .....	5
1.2	Organizers address .....	5
1.3	Exhibition address & contact details .....	5
1.4	Bus Shuttle Services .....	5
1.5	Hotel information .....	5
1.6	Opening hours .....	5
1.7	Stand space rental .....	5
1.8	Stand space rental rules .....	5
1.9	Catering facilities / outlets .....	5
1.10	Clearance / Logistics agent .....	6
1.11	Show directory .....	6
1.12	Advertising .....	6
1.13	Exhibitor badges .....	6
1.14	Build up & dismantling badges .....	6
1.15	Customer invitation link .....	6
1.16	Extra promotion via <a href="http://www.iftf.nl">www.iftf.nl</a> / Website link .....	6
1.17	Internet Connection .....	6
1.18	Parking .....	6
1.19	Liability / Insurance .....	7
1.20	Age Limit .....	7
1.21	Animals .....	7
1.22	Smoking Policy .....	7
1.23	Privacy Statement .....	7
1.24	Directions to EXPO Greater Amsterdam .....	8
<b>2.</b>	<b>STAND BUILDING &amp; MORE</b>	
2.1	Build up time schedule .....	9
2.2	Stand maintenance .....	9
2.3	Dismantling time schedule .....	9
2.4	Stand building .....	9
2.5	Stand design .....	9
2.6	Stand building height .....	9
2.7	Floor load / Stand Floors / Decking .....	9
2.8	Stand ceiling .....	10
2.9	Floor covering .....	10
2.10	Stand displays .....	10
2.11	Construction of upper floor and/or grandstand .....	10
2.12	Stand construction rental packages options .....	10
2.13	Stand construction supplies .....	11
2.14	Banner Hanging / Hanging points & Suspension wires .....	11
2.15	Flower Designing .....	11
2.16	Audiovisual equipment .....	11
2.17	Electricity .....	11
2.18	Stand lighting .....	11
2.19	Stand cleaning .....	11
2.20	Storage of leftover stand building material .....	11
2.21	Removal of waste, dangerous waste .....	12
2.22	Compressed air .....	12
2.23	Live demonstration in stands .....	12
2.24	Obligatory soot filter .....	12

## INDEX

	Page
2.25 Impregnation of stand materials .....	12
2.26 Danger .....	12
2.27 Water supply and drainage .....	12
2.28 Legionella .....	12
2.29 Fire Policy .....	13
2.30 Noise .....	14
2.31 Projection and sound / Smoke machines / Travelling light / Advertising displays .....	14
2.32 Neon appliances .....	14

### 3. REGULATIONS

3.1 Admission prices and passes .....	15
3.2 Obligations to pay .....	15
3.3 Exhibit building .....	15
3.4 Dismantling and regulations .....	15
3.5 Risk and liability .....	16
3.6 Instructions from the organizer .....	16
3.7 Exhibition programme and exhibitors .....	16
3.8 Reservation of rights with regard to changes .....	16
3.9 Application .....	16
3.10 Special provisions .....	17
3.11 Obligatory provisions .....	17
3.12 Exhibitor Manual and regulations .....	18
3.13 Choice of law and forum .....	18
3.14 Final provisions .....	18

### ORDER FORMS

1. Show Directory Listing .....	20
2. Advertising .....	21
3. Build up & Break down badges .....	22
4. Costumer Invitation Link .....	23
5. Website Link .....	24
6. Exhibitors' Parking Passes .....	25
7A. Stand Construction Packages .....	26
7B. System Wall Stand Construction Package Specifications .....	27
7C. Luxury Wood Stand Construction Package Specifications .....	28
8. Additional Stand Furnishings .....	29
9. Flower Designing .....	30
10. Hanging Points & Banner Hanging (Rigging) .....	31
11. Audiovisual Equipment .....	33
12. Electrical Requests .....	34
13. Water Supply .....	36
14. Stand Cleaning .....	37
15. Containers .....	38

Amsterdam, June 26th, 2025

Dear Exhibitor,

Welcome to IFTF 2025 and thank you for exhibiting!

Enclosed you will find the exhibitor manual for IFTF 2025. The manual is made to facilitate your participation in the exhibition and contains all important information you need to know. Of course, you can always contact us for assistance by email or phone as well. Read it carefully and fill out all the forms that apply to you and which can be found in the order form section in the second half of this manual. Please note that there are both obligatory and non-obligatory forms inserted. There is a deadline so the various forms can be processed on time. After the deadline of September 26th, 2025, timely processing cannot be assured anymore, and forms will have to be processed on a standby basis.

If you want to distribute entry tickets by email, you can also use your personal link for inviting your customers. Our marketing department can be reached via email at [jasper@hpp.nl](mailto:jasper@hpp.nl) and the responsible person Jasper van Dijk will be happy to send you your very own personalized link to enable you to send digital entry tickets to your customers. These invitations are offered to you complimentary and are included in your participation fee.

In case you have any questions, doubts, or comments, please do not hesitate to contact us. We are here to serve you.

We wish you all a very successful exhibition and look forward to seeing you in November.

With best regards,

IFTF Expo Team  
Vijfhuizen  
Holland

## 1. EXHIBITOR PROGRAMME & MORE

### 1.1 Organizers

The conditions of participation in the 2025 IFTF can be found in the General Contract Conditions and in the General Regulations of this manual, which apply to all exhibitors of IFTF.

### 1.2 Organizers address

HPP Worldwide  
Saxen Weimarlaan 54H  
1075 CE Amsterdam, Holland  
T: +31-20-6622482  
F: +31-20-6752326  
E: [patricia@hpp.nl](mailto:patricia@hpp.nl)  
I: [www.hppexhibitions.com](http://www.hppexhibitions.com)

### 1.3 Exhibition address & contact details

The venue of IFTF Expo is:  
Expo Greater Amsterdam (formerly EXPO Haarlemmermeer)  
Stelling 1  
2141 SB Vijfhuizen, Holland  
T: +31-23-5660140  
F: +31-23-5660146  
I: [www.expogreateramsterdam.nl](http://www.expogreateramsterdam.nl)



Directions to Expo Greater Amsterdam by car and public transportation can be found on page 8, section 1.25 of this manual and on the website of IFTF: [www.iftf.nl](http://www.iftf.nl) / Route Description Information.

### 1.4 Bus shuttle services to and from Amsterdam

Bus shuttles, identified by "IFTF" signages will leave from Amsterdam's city center (van Gogh Museum / Stedelijk Museum) to IFTF during show days at 8:30, 9:00 and 9:30 hours.

Bus shuttles to Amsterdam's city center (van Gogh Museum / Stedelijk Museum) will leave from IFTF on Tuesday and Wednesday at 18:00, 18:30 and 19:00 hours, and on Thursday at 17:00, 17:30 and 18:00 hours; so you can easily book your room for your hotel stay in downtown Amsterdam without any problems.

### 1.5 Hotel information

Hotels in Amsterdam and near EXPO Greater Amsterdam can be found on the website of IFTF: [www.iftf.nl](http://www.iftf.nl) / Hotel Information.

### 1.6 Opening hours

Tuesday November 4	from 10:00 to 18:00 hours
Wednesday November 5	from 10:00 to 18:00 hours
Thursday November 6	from 10:00 to 17:00 hours

The building is open daily (for exhibitors only) as of 09:00 to 19:00 hours.

### 1.7 Stand space rental

The rent per square meter of floor space is € 180.00. In addition, exhibitors will be charged a one-time registration fee of € 195.00 per exhibiting company. The minimum space which can be rented for individual stands is 12 m<sup>2</sup> (please note that above mentioned prices are excluding 21% V.A.T., for all companies based in Holland only).

### 1.8 Stand space rental rules

Use of stand space is strictly personal and is limited to the duration of the exhibition. Sub-letting or use by third parties is forbidden without the explicit written permission of the organizer. The offering of items for sale may only take place in accordance with the guidelines of IFTF 2025. The presence of animals or dangerous and objectionable substances is prohibited. In the case of water features, written permission must always be obtained from the organizer of the exhibition. Prior written permission from the organizer is also necessary if demonstrations are to be given and if goods are to be made to function at the exhibition. The use of sound equipment is strictly forbidden.

The exhibitor must, on the first request, comply fully and immediately with all instructions from the organizer regarding the stand, the stand area, the use of the stand and the layout of the stand.

Stands, stand-products and stand-articles must be cleared and removed from all halls before 17:00 hrs on Friday November 7<sup>th</sup>, 2025.

All extra services requested will be invoiced to the exhibiting company. Please keep in mind that the organizer will not invoice any amount to third parties.

### 1.9 Catering facilities/outlets

Catering services are being provided by the official catering company of Expo Greater Amsterdam to exhibitors during the exhibition days of the fair. A full list of what can be ordered will become available nearer the exhibition dates. It is not allowed to distribute food and/or drinks outside the designated stand space of exhibitor, nor is it allowed to sell food and/or drinks at any location of the fairgrounds. For questions and/or remarks with regards to your catering needs, please contact Mrs. Patricia Peláez at T: +31-20-6622482 / E: [patricia@hpp.nl](mailto:patricia@hpp.nl)



### 1.10 Clearance / Logistics Agent

The organizer recommends IPHandlers as clearance/logistic agent in The Netherlands.

IPHandlers will take care of the customs and logistics procedure for your IFTF 2025 shipments.

We are ready 24/7 to support you with our excellent service:

- Airport collection
- Vacuum pre-cooling
- Temperature controlled temporary storage
- Phytosanitary inspection
- Customs import clearance
- Delivery to IFTF venue in Vijfhuizen

For all inquiries, please contact us in advance before shipping and we will happily assist with the rates and all required information, documentation.

For more specific questions concerning CITES, import duties, VAT, and phytosanitary documentation, etc. please contact:

IPHandlers  
Noordpolderweg 20  
1432 JH, Aalsmeer  
The Netherlands



**IPHandlers**  
Independent Perishable Handlers

T: +31-297-747270  
E: sales@iphandlers.nl  
I: www.iphandlers.nl

### 1.11 Show directory

A Show Directory will be published and distributed among trade visitors. It will contain company name, address and contact details of the company in alphabetical order. The English directory is a practical resource for visitors and is, above all, an intensively used reference work. Inclusion in this official directory is free and by advertising in it you can increase exposure for your participation in the fair during and after the event. See order form 1 on page 20 of this manual. Exhibitors are required to send back this form before September 26th.

### 1.12 Advertising

An additional way to highlight your presence at IFTF is to take an advertisement in the Show directory. For this option, order form 2 on page 21 must be filled out. Exhibitors are required to send back this form together with the artwork, before September 26th.

### 1.13 Exhibitor badges

Exhibitor badges must be applied for. Exhibitors can ask for the number of badges they need as long as they are for employees and official representatives of the exhibiting company. The badges state the name, company name and Country. The badges are a personal identification and will give access to the exhibition floor during set up, show hours and dismantling. For ordering Exhibitor badges, you will receive a separate email from us. Badges requested will be issued and ready for pick up at the registration counter of the hall as of Thursday October 30th.

### 1.14 Build up & dismantling badges

Special building and dismantling badges can also be requested. These badges are a non-personal identification and will give access to the exhibition floor only during build up & dismantling hours. Build up, maintenance and dismantling schedules can be found on page 9, section 2.1, 2.2 and 2.3 of this manual.

For ordering Build up & dismantling badges, fill out order form 3 on page 22 of this manual. Exhibitors are required to send back this form before September 26th.

When requested upfront, Build up & dismantling badges will be sent to the exhibitor's office in advance. Otherwise, they can be picked up on site at the registration desk.

### 1.15 Customer invitation link

As an exhibitor you can use your personalized customer invitation link which you can forward to those who you want to invite to the trade fair. A simple click is enough for your client to register online.

After the online registration form has been sent, your customer will receive a personalized electronic entry ticket by email shortly afterwards. To have access to this service, please fill out order form 4 on page 23 of this manual.

Exhibitors requiring further information on these matters can contact Mr. Jasper van Dijk:

T: +31-20-6622482 / E: jasper@hpp.nl

### 1.16 Extra promotion via www.iftf.nl / Website link

The website www.iftf.nl is visited by many potential visitors before the trade fair. In this way they can prepare themselves better for this event and register in advance. The website is easily accessible and always up to date.

The organizer offers the exhibitor, free of charge, the possibility to have a website link to their own exhibitor's company website. Visitors of the IFTF website can click on the company name in the list of exhibitors and will be directly linked to that website/page. The link provides visitors an opportunity to get acquainted with the company and the line of products and/or services given. In order to have access to this service, please fill out order form 5 on page 24 of this manual.

### 1.17 Internet connection

Free WiFi is available inside the exhibition hall during show hours. If needed, you can request a dedicated internet line for your stand. If interested, please contact Mrs. Patricia Peláez at phone: +31-20-6622482 or email: patricia@hpp.nl

### 1.18 Parking

Parking is offered free of charge to both exhibitors and visitors. Expo Haarlemmermeer offers a total of 3600 parking spaces. Park stewards will be present in the parking area during exhibition hours, assisting and coordinating traffic in the parking lot. There will also be an exclusive parking area for exhibitors only, on the right side of the exhibition building. In order to have access to this area you need to have an Exhibitor Parking Pass. Passes are free of charge to all exhibitors and can be requested through order form 6 on page 25 of this manual. There is a limit of maximum 4 passes per stand.

### 1.19 Liability / Insurance

Goods are in the exhibition building or on the corresponding sites at the risk and expense of the exhibitor. The organizer is not responsible for insuring the goods. As a consequence, the organizer is not responsible for damage or injury sustained by goods or persons for any reason whatsoever, caused by or in connection with participation in the International Floriculture Trade Fair. Nor is the organizer liable for loss sustained by third parties, caused by an exhibitor or the use of the stand by an exhibitor, his personnel or visiting associates. The exhibitor will hold the organizer harmless against claims from third parties in this respect.

Exhibitor must insure himself against all liability and must produce the policy and the proof of payment when asked to do so by the organizer. The exhibitor will hold the organizer harmless against all rights which the exhibitor and others might be able to assert in this connection.

Stands and exhibition materials are not insured by the organizer. Exhibitors must take care of this themselves.

### 1.20 Age limit

During all exhibitions days and move-in/out days, minors (younger than 16 years) will not be allowed to enter. This also means that babies and small children cannot enter the show at any time! **No exceptions will be made!**

### 1.21 Animals

No animals, regardless the size, will be allowed into the Exhibition Halls at any time. **No exceptions will be made!**

### 1.22 Smoking policy

In compliance with the European anti-tobacco law, EXPO Greater Amsterdam is also smoke free as from 1 July 2008.

- The smoking ban is in force in the EXPO Greater Amsterdam building, including offices and covered car parks.
- Smoking is also not allowed during stand building and dismantling.

### 1.23 Privacy Statement

In accordance with the current European laws in place, our privacy statement is available for review on our website:  
[www.iftf.nl/privacy-statement/](http://www.iftf.nl/privacy-statement/)

## 1.24 Directions to EXPO Greater Amsterdam

### Directions by car:

#### From Amsterdam (A10)

- Head southwest on A10 toward Den Haag
- Take the exit on the left onto A4
- Take exit 2 to merge onto A9 toward Haarlem/ Alkmaar
- Take the N205 exit
- Follow signs for Hoofddorp/Heemstede/Lisse and merge onto Drie Merenweg/N205
- Follow signs for Vijfhuizen/Hoofddorp/ Lisse
- Take the right towards Vijfhuizen
- Take the 1<sup>st</sup> left onto G.J.M.Brakslaar
- You arrive at the parking lot

#### From Den Haag (The Hague)/Rotterdam (A4)

- Head northeast on A4
- Take the exit 3 (Hoofddorp)
- Keep left and follow the N201 to Heemstede
- Take right to N205 to Vijfhuizen
- Take right again to N205
- Turn left towards Vijfhuizen
- Take the 1<sup>st</sup> left onto G.J.M.Brakslaar
- You arrived at the parking lot

#### From Haarlem City Center (A9)

- Head southeast on Hoogstraat toward Spaarne
- Turn right at Spaarne
- Turn left at Gedempte Oude Gracht
- Take the 1<sup>st</sup> right onto Turfmarkt
- Slight left at Lieve Vrouwe Gracht
- Continue onto Schalkwijkstraat
- Turn left at N205/Schipholweg continue to follow N205
- Take the exit toward Hoofddorp/Lisse
- Merge onto Drie Merenweg/N205
- Turn right towards Vijfhuizen
- Take the 1<sup>st</sup> left onto G.J.M.Brakslaar
- You arrived at the parking lot

#### From Amersfoort (A1)/Almere (A6)

- Head west on A1/A6
- Take the exit A10/E35 toward Ring Amsterdam (oost)/Den Haag
- Continue to follow A10
- Continue onto A4/E19 (signs for E19/Haarlem/Den Haag/A4)
- Take exit 2 to merge onto A9 toward Haarlem/ Alkmaar
- Take the N205 exit
- Follow signs for Hoofddorp/Heemstede/Lisse and merge onto Drie Merenweg/N205
- Follow signs for Vijfhuizen/Hoofddorp/Heemstede/ Lisse
- Turn right towards Vijfhuizen
- Take the 1<sup>st</sup> left onto G.J.M. Brakslaar
- You arrived at the parking lot

#### From Utrecht/Den Bosch (A2)

- Head north on A2
- Take exit 2 to merge onto A9 toward Amstelveen/Haarlem
- Take the N205 exit
- Follow signs for Hoofddorp/Heemstede/Lisse and merge onto Drie Merenweg/N205
- Turn right towards Vijfhuizen
- Take the 1<sup>st</sup> left onto G.J.M.Brakslaar
- You arrived at the parking lot

#### From Zaandam/Leeuwarden (A10)

- Head southwest on A10 toward Rotterdam
- Take the exit on the left onto A5 towards Rotterdam
- Take exit A9 toward Haarlem/ Alkmaar
- Take the N205 exit
- Follow signs for Hoofddorp/Heemstede/Lisse and merge onto Drie Merenweg/N205
- Turn right towards Vijfhuizen
- Take the 1<sup>st</sup> left onto G.J.M.Brakslaar
- You arrived at the parking lot

### Directions by public transportation:

Bus connection: Schiphol, Airport → EXPO Greater Amsterdam

Bus Line/Number: 300

Bus Line Company: Connexxion

#### Monday – Friday

Hour	Minutes							
05	27	37	47	57				
06	07	17	27	37	47	59		
07	08	16	23	31	38	45	53	
08	01	09	16	24	31	39	46	54
09	01	09	17	25	32	40	48	56
10	03	11	18	26	33	41	48	56
11	03	10	18	25	33	41	48	56
12	03	11	18	26	34	41	49	56
13	03	11	18	26	33	41	48	56
14	03	11	18	26	33	40	47	54
15	01	09	16	24	32	40	47	55
16	02	10	17	25	32	40	47	55
17	02	10	17	25	32	40	47	55
18	02	10	17	25	31	39	46	54
19	01	09	18	28	38	48	58	
20	08	18	28	36	46	56		
21	06	16	26	36	46	56		
22	06	16	26	34	44	54		
23	04	14	24	33	43	53		
00	03	13	23	33	48			
01	03							

Step out at stop: Vijfhuizen,  
EXPO Greater amsterdam

Bus connection: EXPO Greater Amsterdam → Schiphol, Airport

Bus Line/Number: 300

Bus Line Company: Connexxion

#### Monday – Friday

Hour	Minutes							
05	02	11	21	31	41	51		
06	01	11	21	30	38	46	54	
07	01	09	16	24	31	39	46	54
08	01	09	16	23	31	38	46	53
09	01	08	16	23	31	38	45	52
10	00	08	16	23	31	38	46	53
11	01	09	16	24	31	38	46	53
12	01	08	16	23	31	38	46	53
13	01	08	16	24	32	40	47	55
14	02	10	17	25	32	40	47	55
15	02	10	17	25	32	40	47	55
16	02	10	17	25	32	40	47	55
17	02	10	17	25	32	40	47	55
18	03	13	23	33	43	52		
19	02	12	21	31	41	51		
20	01	11	21	31	41	51		
21	01	11	21	31	41	51		
22	01	11	21	31	41	51		
23	01	11	21	31	41	49		
00	01	11	26	41	56			

Step out at stop:  
Schiphol Airport



## 2. STAND BUILDING & MORE

### 2.1 Build up time schedule

Thursday	October 30	from 07:00 to 20:00 hours*
Friday	October 31	from 07:00 to 18:00 hours*
Saturday	November 1	from 08:00 to 18:00 hours*

\* Only for exhibitors who build their own stand.

### Stand Decoration and Flower Designing

Sunday	November 2	from 07:00 to 22:00 hours
Monday	November 3	from 07:00 to 17:00 hours

Stand construction and promotion material delivery will be done through a time schedule. Exhibitors will receive this schedule well in advance. Time limits will also be imposed on the loading and unloading of Lorries. The aisles, emergency exits, and supply doors must remain free at all times for the supply of materials. It is only possible to place large and/or heavy goods on stands during the first day of construction, in order to prevent hindering other exhibitors. The organisation has fork-lift trucks with drivers, which are available to exhibitors and stand builders at a fixed rate. It is not permitted to bring your own fork-lift or reach trucks. There are no loading docks available. Exhibitors requiring further information on these matters can contact Mrs. Patricia Peláez at: T: +31-20-6622482 / E: patricia@hpp.nl,

**Please Note: the stand must be ready by 17:00 hours on Monday November 3.**

### 2.2 Stand maintenance

Maintenance and stocking / refresh and redesign of flowers can be done in the following schedule:

Tuesday	November 4	from 09:00 to 10:00 hour from 18:00 to 19:00 hours
Wednesday	November 5	from 09:00 to 10:00 hours from 18:00 to 19:00 hours
Thursday	November 6	from 09:00 to 10:00 hours

### 2.3 Dismantling time schedule

Thursday	November 6	from 17:00 to 22:00 hours
Friday	November 7	from 07:00 to 17:00 hours

After the dismantling period, stand spaces must be left empty of any materials or waste. The floor itself must be left clean as well, including leftovers of any adhesive tape being removed completely. Any materials and/or refuse left behind in the stand space or inside the building will be disposed at the risk and cost of the exhibitor (€ 350.00 per m<sup>3</sup>) plus a standard fine of € 1.250,00 (excluding 21% VAT), at the discretion of the organizer.

### 2.4 Stand building

The Fire Policy must be taken into account (page 13, section 2.29). Floors, walls, roofs and other parts of the building must not be damaged by drilling holes or by nails, adhesive, etc. All Stands should be self-standing. Please keep in mind that all sides facing aisles must remain open. In the case of island stands, please note that it is not allowed to close or block more than 40% of any side facing aisles. It is not allowed to attach any kind of material to the columns of the exhibition hall. The organizer of the show must always be applied to for written permission for water features (see part 'legionella' on page 12, section 2.28). The stand

locations are indicated by marks on the floor. It is advisable to check in case of doubt.

**Please Note: No dividing walls will be erected by the organizer. All exhibitors must erect their dividing walls by themselves. The regular standard wall height is 2.75 meters. For additional height and option please see point 2.6 here below.**

### 2.5 Stand design

All stand designs must be in the possession of the organizer, complete with dimensions, no later than September 26<sup>th</sup>.

Please send your stand design to:

HPP Worldwide  
Contact: Mrs. Patricia Peláez  
Saxen Weimarlaan 54H  
1075 CE Amsterdam,  
The Netherlands  
T: +31-20-6622482  
E: patricia@hpp.nl

**Please Note: Exhibitors must possess a written approval of the organizers for building at all times, especially in case the stands are higher than 2.75 meters.**

### 2.6 Stand building height

The maximum construction height is 4 meters above floor level at those locations where the height of the hall permits. Small structures or name signs of any kind may not rise more than 6 meters above floor level if written permission has not been obtained. There has to be a minimum space of 1 meter between the stand construction (max. 4 meters) and the hanging object(s) (max. 6 meters). In case the structure is planned to be built higher than the standard of 2.75 meters, the exhibitor needs to contact Mrs. Patricia Peláez no later than September 26<sup>th</sup>, for further information: T: +31-20-6622482 / E: patricia@hpp.nl.

If stand structures are higher than the permitted wall height of 2.75 meters, the exhibitor must neatly finish off the sides on the adjoining stands. At places where the stand divisions border other stands, exhibitors are only allowed to erect sets or walls which are higher than the permitted wall height of 2.75 meters at a distance of 1 meter from the dividing wall. This rule may be deviated from, if exhibitors on adjoining stand state, in writing that they have no objections to structures higher than 2.75 meters inside the 1 meter referred to. In this event, the exhibitor must submit a copy of the signed permission to the organizer before stand building commences.

**Please Note: It is not allowed to build stands with a fully closed roof.**

### 2.7 Floor load/Stand Floors/Decking

The maximum permitted load on the floor is approx.: 2000 kg/m<sup>2</sup>. Point loading is not allowed; forces must always be distributed.

#### Decking

The following should be taken into account when decking is used on stands:

- Height cannot exceed 10cm., measured from the floor of the building up to and including the top side of the decking;
- The sides must be closed and finished neatly;
- Decking must be laid within the building lines of the stand;
- The height of the walls, including decking, must be 2.75 meters. Exhibitors who equip their stands with platform floors are requested to take the accessibility of their presentation into account, by means of chamfered sides or the making of ramps for example.

## 2.8 Stand ceiling

A set which visitors can walk under must have a clear height of 2.20 meters. The set or other stand materials used must not comprise any protruding parts which might cause personal injury. Exhibitors must remove or adequately cover dangerous points of this kind on the instructions of the organizer.

Building outside the stand area is not permitted, and 'floating' sections outside the floor surface of the stand are also forbidden. The use of ceilings covered with fabric, synthetics or suchlike is permitted, provided the fire regulations are complied with. Ceilings of this kind, which visitors can walk under, must be spanned by metal wires 35 cm apart or 70 cm crosswise. All ceiling plans must be submitted to the organization for approval. Note that no ceiling will be allowed without written approval from the organization. Ceilings will only be allowed when they cover limited sections of the stands note that **it is not allowed to have a fully closed ceiling.**

## 2.9 Floor covering

The floor of the stand must be properly finished by means of laying floor covering such as carpeting or carpet tiles. Exhibitors will receive an invoice for the costs of clearing up any adhesive tape left by carpet tiles, etc. on the floor of the hall after the exhibition.

Written permission must be obtained from the organizer for the use of special floor covering (concrete tiles, sand, gravel, etc.). Plastic sheeting must be laid on the floor before materials of this kind can be brought in. It is not allowed to paint the floors of the exhibition hall.

## 2.10 Stand displays

Goods being shown should not obstruct the view through the exhibition area and of the surrounding stands, or affect it as little as possible, and must be kept inside the building lines of the stand space, nor must moving parts of the goods extend beyond these lines, during a demonstration for example. Dangerous parts, such as sharp protrusions, must be adequately screened. In addition, the goods must not be covered during opening hours; the organizer is entitled to remove any covering without any liability whatsoever. Lighting displays of any kind with an area of more than 2.5 m<sup>2</sup> cannot be fully closed on the bottom unless and written approval is given by the organization. Unsightly items which are visible are not allowed on the stands. Exhibitors are not allowed to remove any goods on show from the stand during the exhibition, unless they have written dispensation to do so. If small items of stand inventory have to be taken outside the building, for urgent repair for example, the exhibitor can contact the organisers.

## 2.11 Construction of upper floor and/or grandstand

Construction of stands or grandstands requires the permission of the organizer if the part of the structure in which surfaces accessible to persons are constructed, is more than 4 meters above the surface of the fixed exhibition floor of EXPO Greater Amsterdam building or above ground level, as applicable.

An application can be filed with the organizer, contact:

Mrs. Patricia Peláez: T: +31-20-6622482 / E: patricia@hpp.nl

Exhibitors must submit their application before September 2. The application must be accompanied by the following documents:

- A correctly completed and signed application form;
- A structural drawing (elevations and cross-sections), to scale, and marked with the correct dimensions;
- Structural calculations and the associated drawings;
- The structural calculations and drawings must be submitted in properly legible form in Dutch or in English, and must comply with the relevant Dutch and European standards;
- The application will be assessed for compliance with Chapter 2 of the Building Decree (safety regulations). This involves the articles concerning existing buildings.

## 2.12 Stand construction rental package options

Exhibitors, who are wishing to do so, can order one of the rental stand construction options offered by the organizer via order form 7A. The stand construction packages facilitate exhibitors and offers various options to particularize their presentations. The stand is built by professional stand builders.

There are two stand construction rental packages available.

The **System wall stand construction rental package** includes:

- Back- and side system walls (white panels, 2.70 meters high)
- Fascia board with text;
- Gray carpet;
- 1 standard round table + 3 standard chairs per every 12 m<sup>2</sup>;
- 1 electricity outlet (1 Kw)
- 1m<sup>2</sup> storage with lockable door (stands of 18m<sup>2</sup> until 35m<sup>2</sup>).
- 2m<sup>2</sup> storage with lockable door (stands of 36m<sup>2</sup> and more).
- 1 spotlight per every 3 m<sup>2</sup>

Rental price per m<sup>2</sup> is € 115.00 for the full package. Prices are excl. 21% V.A.T. (applicable for Dutch companies only). In case you have already chosen for this stand construction package through your contract, please fill out order form 7B on page 27 of this manual. Exhibitors are required to send back this no later than September 26th.

The **Luxury wood wall stand construction rental package** includes:

- Wood construction walls, 2.75 meters high, painted in colour of choice;
- Fascia board with text;
- Carpet in colour of choice;
- 1m<sup>2</sup> storage with lockable door (stands of 18m<sup>2</sup> until 35m<sup>2</sup>).
- 2m<sup>2</sup> storage with lockable door (stands of 36m<sup>2</sup> and more).
- 1 standard round table + 3 standard chairs per every 9 m<sup>2</sup>;
- 1 electricity outlet (1 Kw)
- 1 spotlight per every 3 m<sup>2</sup>

Rental price per m<sup>2</sup> is € 185.00 for the full package. Prices are excl. 21% V.A.T. (applicable for Dutch companies only). In case you have already chosen for this stand construction rental package through your contract, please fill out order form 7C on page 28 of this manual. Exhibitors are required to send back this form no later than September 26th.

These stands include one, two, three or four fascia boards (depending on the location of the stand), which displays the company name. The text to be displayed on the fascia board can be requested on the order form. If you still like to order one of the stand construction package options please fill out Order Form 7A on page 26 or contact Mrs. Patricia Peláez at [patricia@hpp.nl](mailto:patricia@hpp.nl). Please note that it is not allowed to drill on the walls. Any damage to the supplied materials will be charged to the exhibitor. The organizer also offers personalized stand construction and rental of individual items, upon request.

### 2.13 Stand construction supplies

Stand Furnishings are available for rental. See order form 8 on page 29 of this manual for information and rates. Please make sure to send your requests to our offices before September 26th.

### 2.14 Banner hanging / Hanging points & Suspension wires

It is possible for exhibitors to hang one or more banners above their stand as well as to suspend stand elements from the roof at most places in the building. Any material hanging from the ceiling should be separated from any structure on the ground with at least 1 meter.

The maximum weight allowed is of 200 kg. per hanging point and the maximum height for hanging structures is 5.30 m. from floor level (top of truss).

The organizer has exclusive authorization to do this work. To apply for this option, see order form 10 on pages 31 & 32 of this manual for further information and rates. Forms must be sent before September 26th, together with a drawing of the structure and how the structure will be hanged, the weight on each hanging point and the total weight of the structure. Structure must be hung with rigging materials that receive an annual inspection, inspection report must be available upon request within 24 hours.

All rigging materials must have a label or marking with WLL (Work Load Limit) indication, no WLL means not suitable for rigging use. Requests must be submitted to Mrs. Patricia Peláez before September 26th; rates increase 25% after this date.

### 2.15 Flower Designing

You can request professional flower designing for your stand on IFTF 2025. HPP offers the services of its professional team of designers as an extra way to highlight your participation. The service includes: rental of wooden pillar on the color of choice, vase rental, flower designing, daily maintenance and disposal at the end of the exhibition.

To request flower designs, please fill out order form 9 on page 30 of this manual.

### 2.16 Audiovisual equipment

This manual contains information rental of audiovisual equipment, such as video systems, and screens. To order these fill

out order form 11 on page 33 of this manual. Exhibitors are required to send back this form before September 26th.

### 2.17 Electricity

The connecting of stands to the electricity grid of the building (voltage 230/400V at 50 periods) has been assigned to the organizer. Order form 12 can be found on page 34 & 35 of this manual. Exhibitors are required to send back this form before September 26th.

Exhibitors are not permitted to generate their own electricity. All stand systems must comply with the regulations as according to the most recent edition of NEN-1010, NEN-3111, NEN-EN 50110 and NEN-3140, and must be inspected by the organizer, irrespective of which registered fitter has been called in. The organizer can also fit the complete stand system if required. It should be noted with reference to the switchboard cabinets for the standard connections from the organizer, that it may sometimes be necessary for technical reasons to connect more than one stand to a single switchboard cabinet, or to fit the switchboard cabinet on a neighbouring stand. If this is necessary, participants are not permitted to switch the current for a neighbouring stand on or off. Exhibitors must inform the organizer of the power required and any provisions four (4) weeks before the start of the exhibition at the latest, complete with a sketch of the stand.

A surcharge at the following rates will be made for main connections which are not applied for in time: 25% for applications after September 26th.

Peak electricity is switched on from half an hour before until one hour after the opening times of IFTF. It is advisable to apply for both peak current and off-peak current if security equipment is being used on the stand. This also applies to stands with operational computer equipment. Stand lighting must not be connected to the off-peak electricity grid. The electricity supply will be cut off for security reasons immediately after closing on the last day of the show.

### 2.18 Stand lighting

Stand lighting must use only peak electricity which is supplied to your stand as per request on Order form 12; making your own connections to the grid entails major risks.

The supplied electricity connection is clearly recognizable and is the only allowed connection to the grid.

### 2.19 Stand cleaning

The cleaning of the stands can be done by the exhibitors themselves, or they can use the order form for a specialized cleaning agency. Exhibitors requiring further information about stand cleaning or want to order this option can use order form 14 on page 37 in this manual to apply for details. Exhibitors are required to send back this form before September 26th.

### 2.20 Storage of leftover stand building material

The exhibitor must take stand building material and/or tools out of the EXPO Greater Amsterdam complex. Neither IFTF/HPP Worldwide nor EXPO Greater Amsterdam accepts any liability in the event of the disappearance of the said objects.

### 2.21 Removal of waste, dangerous waste

During show days, stand waste will only be removed if it is deposited in waste bags and is placed beside the stand every day after closing time. Refuse which is not in waste bags will not be taken away. Exhibitors / stand builders who have large quantities of refuse for daily removal should order extra containers for the stand from the Exhibitor Services department of the organizer. The charges must be paid by the exhibitor. Neither containers nor bags must contain any chemical waste. No containers other than containers from the organizer are allowed in and around the building, in the interests of efficient logistics. To order containers fill out order form 15 on page 38 of this manual. Exhibitors are required to send back this form before September 26th.

#### Dangerous waste

After such waste has been reported to the environmental management department (Milieubeheer), it must be placed in the special red containers for this purpose, preferably in the original packaging and bearing at least the product name. Empty paint tins, brushes, sealant guns, etc. should also be deposited in the special red containers for this purpose.

### 2.22 Compressed air

Compressed air is not allowed during exhibition/show hours.

### 2.23 Live demonstration in stands

If exhibitors wish to organize 'live' demonstrations and/or shows on the stand, the written permission of the organizer must be obtained in advance. There are strict regulations concerning excessive noise levels.

Furthermore, if a stage or demonstration area is used, it must be situated at such a position on the stand that the visitors do not have to stand in the aisles.

### 2.24 Obligatory soot filter

All lorries, vans and diesel-driven cranes entering the halls of EXPO Greater Amsterdam have to be provided with a soot filter. If the vehicle already has an effective soot filter, you will have to prove this to the responsible representatives of EXPO Greater Amsterdam by means of the vehicle registration papers.

### 2.25 Impregnation of stand materials

It may be desirable, also on the grounds of the Fire Regulations, to have stand material impregnated on-site. To have this done, the exhibitor or stand builder can contact:

Bolderdijk Brand Preventie  
Amsterdam RAI  
Wielingenstraat P9  
1078 KK Amsterdam, Holland  
T: +31-20-5491313  
F: +31-20-6610408  
E: info@bolderdijk.nl  
I: www.bolderdijk.nl



### 2.26 Danger

The following are not permitted inside the building:

- Highly inflammable or explosive substances, gases and dangerous goods including substances with a radiation hazard and chemical substances.
- Goods which constitute a nuisance as a result of an unpleasant smell or in some other way, or appliances which make an annoying sound or radiate light.
- Balloons.
- Goods which the exhibitor did not mention on the contract form sent in.
- All these things to be assessed by the organizer and/or fire brigade.
- Vehicles, watercraft, plant and equipment, etc.
- Vehicles, watercraft, plant and equipment, etc. with fuel engines, which are allowed onto the expo site, may only be brought into the building as exhibition goods with empty fuel tanks and lines, and sound, permanently closed tanks. This does not apply to vehicles etc. that run on diesel oil or another liquid with a flash point above 55 degrees Celsius. Battery clips must be loosened.
- When 220V lighting has been made inside vehicles which are being exhibited, a so-called plug connection has to be fitted, so that these are simple to disconnect from the electric mains in emergencies.
- Straw bales are not permitted inside the building.

### 2.27 Water supply and drainage

Connections for this can only be fitted by the organizer. Exhibitors can order via order form 13 on page 36 in this manual. Exhibitors are required to send back this form before September 26th.

No permanent gas connections are available in the halls. It is important to note that only so-called sanitary wastewater can be discharged, pursuant to municipal by-laws. Exhibitors wishing to discharge other wastewater must inform the organizer. There are regulations from the Fire Brigade concerning the use of flues. Only the designated fire hoses and other water tap points may be used. The other fire hoses must not be used, on account of the risk of legionella infection. There will be special water discharge wells in the halls for disposing of wastewater. These will be clearly marked. It is forbidden to throw water onto the floor.

### 2.28 Legionella

The following has been stipulated for the International Floriculture Trade Fair in consultation with EXPO Greater Amsterdam and KIWA (Water Supply Products Certification, Research and Consultancy Institute of the Netherlands), in order to keep the possible risk of infection with legionella bacteria to a minimum:

- The use of flowing, spraying or misted water is forbidden while the show is open.
- Water which is needed during both the construction phase and the exhibition days must only be taken from the tap points designated and marked for this purpose. This system of water pipes is inspected by the KIWA and certificated by the KIWA.
- Water from the fire hoses must not be used.
- Flowers brought onto the exhibition floor in water must be put in fresh water on your company premises. The temperature of this water must not be in excess of 20 degrees Celsius. Flowers supplied to your company in untraceable



water must be transferred to clean water before they are put on transport to the exhibition building.

- Old water in which you brought your flowers to the exhibition must be disposed of via the discharge locations designated for this purpose. This water must not be re-used, therefore, or thrown onto the floor.
- The use of humidifiers or sprinkler systems is forbidden at the exhibition. If you do have to spray your product, this must be done outside opening hours using fresh water from the designated tap points.
- All exhibitors must cooperate with the required testing, sampling or inspection of water, should the organizer consider this to be necessary. The costs involved will be at the expense of the exhibitor.

All water left after freshening up or after the end of the exhibition must be thrown into the discharge wells designated for this purpose. Exhibitors who throw water on the floor, in spite of this warning, may be refused participation in a following exhibition.

## 2.29 Fire Policy

Use of the following:

- Equipment for demonstrating, frying, roasting or deep-frying on electricity and/or bottled gas.
- Compressed gases or gases condensed into liquid; and
- Fire-accelerating liquids are only permitted in the building after written permission has been obtained from the organizer.

Contact Mrs. Patricia Peláez for the permission contract before September 1. T: +31-20-6622482 / E: patricia@hpp.nl. This also applies to the use of naked flames for demonstrations. Only non-combustible materials or the materials referred to in paragraphs 1 to 8 inclusive may be used for stand-building, provided the applications comply with the regulations stated in those paragraphs.

Officers from the fire brigade will check the stands that are present in the building throughout the construction period, the exhibition itself and the dismantling period.

### 1. Lighting

- *Units with light bulbs, halogen 12V and 220V are permitted subject to the following conditions:*
  - a) They must comply with the NEN 1010 standard;
  - b) They must be made of non-combustible material or of a not readily combustible synthetic material which forms no drops when heated, and if the fittings are of a type which is readily commercially available;
  - c) The arrangement must be stable;
  - d) The source of light must be located at least 15 cm away from any combustible material, or the reflected radiation must not be able to encounter any combustible materials within a distance of 30 cm as measured from the reflector.
- *Discharge lamps are permitted subject to the following conditions:*
  - a) They must comply with the NEN 3243 standard;
  - b) See the conditions above.
- *Fluorescent tube lighting units (plastic) are permitted, subject to the following conditions:*
  - a) The cover must be of a self-extinguishing type and, when burning, must release no gases or vapours which are irritating or harmful to health; the tube must also be of a type which is readily commercially available;
  - b) The distance between these units and the exterior walls of the stand must be at least 50 cm;
  - c) The total surface area of a number of contiguous units must not be in excess of 3.5 m<sup>2</sup>;

- d) The distance between two contiguous groups of units must be at least 1 m;
- e) The suspension fittings of the units must be made of metal or of wood which is at least 10 mm thick.

### 2. Wood, hardboard, three-ply, multi-ply, chipboard

These materials must be at least 3,5 mm thick and be suitable for classification in flame-spread categories I and II, as specified in NEN 6065; smoke production as specified in NEN 6066.

### 3. Soft board

All surfaces must be painted with a fire-retardant paint or varnish approved by an authorized body in accordance with the instructions for use or must have been made not readily combustible by impregnation in the factory. In addition, each sheet must have been clearly marked as such by the factory.

### 4. Cardboard, reed mats and straw mats

These materials must have been made not readily combustible through immersion in an impregnating agent for at least 24 hours. It must be possible to demonstrate this by testing.

It is forbidden to bring straw bales into the EXPO hall. (whether impregnated or not impregnated)!

### 5. Paper products

(Wallpaper, crêpe paper, photographic paper)

The paper must be fully affixed to a background of non-combustible material or on to one of the materials stated in paragraphs 1 to 3 inclusive, or it must have been made not readily combustible by means of impregnation.

### 6. Combustible drinking beakers

Are permitted on condition that sufficient flame-quelling metal refuse buckets are present, which must be emptied outside the building in time.

### 7. Fabric for vertical applications (hanging free)

- Non-combustible fabrics must not have become combustible as a result of processing for special purposes.
- Combustible fabrics must have been made not readily combustible through impregnation or have become not readily combustible by being affixed to a background of non-combustible material or to one of the materials named in paragraphs 1 to 3 inclusive. It must be possible to demonstrate this by testing. Neither type of material must release gases or vapours which are irritating or harmful to health, when they come into contact with fire or are exposed to high temperatures, and they must not trickle or drip.

### 8. Fabric for horizontal applications (velum)

- Not readily combustible natural fibre material and readily combustible synthetic fibre material (maximum 25 sq. meters) must be spanned with metal wires 35 cm apart or in two directions with a mesh size of 70 cm. The material must not release gases or vapours which are irritating or harmful to health, when it comes into contact with fire or is exposed to high temperatures, and it must not trickle or drip.
- Combustible natural fibre material must have been made not readily combustible through impregnation and must be spanned with metal wires in the manner described above.

### 9. Synthetic materials

- Film materials (whether provided with a fabric back or not) must be affixed to a background of non-combustible material or to one of the materials named in paragraphs 1 to 3 inclusive, in order to make the materials not readily combustible. The materials must not release gases or vapours which are irritating or harmful to health, when they come into contact with fire or are exposed to



high temperatures, and they must not trickle or drip. It must be possible to demonstrate the said qualities by testing.

- Sheeting materials must be not readily combustible, must not release irritating gases or gases harmful to health when they come into contact with fire or at high temperatures, and must not trickle or drip.
- What has been stated with regard to Sheeting Materials also applies to foam plastic and rubber (for letters, for example), unless no more than 2 dm<sup>3</sup> per m<sup>2</sup> of stand surface is present on the stand.

### **10. Glass**

For external walls and dividing walls between stands: only security glass or reinforced glass with cast cross reinforcement.

- For ceilings: only reinforced glass with cast cross reinforcement.
- The authorities will impose penalties on persons and organizations that break the law. The EXPO Haarlemmermeer is punishable for breaches of the law, therefore, and will pass penalties on to organizations or individuals.

### **2.30 Noise**

The maximum noise level permitted is 65 dB(A) in the 'fast' meter position, measured inside the contours of the closest neighbouring stand. In doubtful cases, exhibitors should contact the organizer on-site, at least one day before the opening of IFTF.

### **2.31 Projection and sound / Smoke machines / Travelling light / Advertising displays**

The relevant regulations are contained in the General regulations. Written permission must be obtained from the organizer for the use of sound/visual/lighting equipment (including illuminated news trailers). Live music and performances will not be permitted under any circumstance. The use of so-called travelling light, smoke machines and laser projection is not allowed. No permission will be given for projection in the aisles or on walls and ceilings in the halls.

### **2.32 Neon appliances**

Neon appliances and/or systems must be compliant with the stipulations of articles 211.3/274.5.3 and 773 of NEN 1010 (Netherlands Standard). Contrary to these provisions, the following regulations apply to the connections and/or switching off:

- No more than 2 neon appliances compliant with the stipulations in article 773 paragraph 3.2 of NEN 1010 may be connected to the power supply by means of a socket connection within easy reach.
- If a number of neon appliances are installed directly beside each other, they must be fitted with one (1) central fire emergency switch. Neon appliances and systems that are difficult to reach or are incorporated into the structure of the stand must be fitted with a fire emergency switch.
- Neon appliances and systems which are not compliant with the stipulations of article 773 paragraph 3.2 of NEN 1010 must always be fitted with a fire emergency switch.

### 3. REGULATIONS

For exhibiting in IFTF by returning a fully completed contract form to the organizer, exhibitors of the IFTF undertake to comply with the regulations contained in this manual. Applicants declare that they accept the General Conditions of HPP Organisation for Foreign Trade Promotion BV, as well as the Regulations in this manual, which apply to the IFTF.

The information requested on the contract form must be provided in full by the exhibitor. The organizer is entitled to refuse products and services which have not been registered or which they consider impermissible on the grounds of the General Conditions of HPP Organisation for Foreign Trade Promotion BV and the General Regulations in this manual, without being obliged to pay any compensation. Such products and services will immediately be removed from IFTF at the exhibitor's expense. The conditions subject to which an exhibitor may take part in the IFTF are set out in the General Conditions, and in the General Regulations, which conditions and regulations have been issued to exhibitors by means of attachment to the contract form and the manual.

The Regulations have been included in the manual to this end and therefore apply in full to exhibitors. Should provisions in the Regulations in the manual conflict with provisions in the General Conditions or the General Regulations, however, then the provisions in the latter conditions and regulations shall prevail over those contained in the Regulations.

In these rules 'exhibitor' will be understood to be every individual or legal entity having entered his/its name as exhibitor of the exhibition by means of the application form. Organizer is held to mean the IFTF 2025.

#### 3.1 Admission prices and passes

- I. The organizer may fix a basic price of admission for the exhibition.
- II. Exhibitors will be provided with a number of free exhibitor badges which will be valid for the entire duration of the exhibition. Every exhibiting company will receive the number of exhibitor-badges they have requested.
- III. Exhibitor badges are the exhibitor's identification, and it will give access to the exhibition floor during set up, show hours and dismantling. They may only be applied for and made available to persons belonging to the exhibitor's company or organization.

#### 3.2 Obligations to pay

- I. For every square metre applied for or allocated, the exhibitor shall pay the stand rental due as set out in the 'General Conditions'.
- II. Payment of the stand rent plus the V.A.T. owed must be effected within 4 weeks after date of invoice. In the event of registration after the closing date, the amount owed must be paid in full immediately after the allocation of a stand site.
- III. If an exhibitor has not paid the amounts due by him within the periods stipulated, the organizer will be entitled, without prejudice to their claim for full payment of these amounts, not to proceed to the allocation of stand space for the

exhibitor, to withdraw an allocation of stand space already made and/or not to make any stand space available.

- IV. In the case mentioned above, under paragraph III., no refund of amounts already paid can be claimed by the exhibitors unless the first instalment of the stand rental due exceeds the total amount due for the allocated stand space.
- V. The cost of construction and fitting out of stands, of the installation at the stands of electric wiring, drainage, the use of electric power and all other additional costs will be charged to the exhibitor unless otherwise stipulated in the 'General Conditions'.

#### 3.3 Exhibit building

- I. The exhibition building is available for the construction and fitting out of stands as well as for the delivery of goods during a period mentioned in the 'General Conditions'. No work on the stands or delivery of goods will be permitted outside this period, unless alternative arrangements have been made explicitly and in writing between the exhibitor and the responsible member(s) of the organizer's staff.
- II. If, 24 hours before the time at which the exhibition is opened to the public, an exhibitor has not availed himself of the stand space allocated to him or if it has been definitely established before that time that the exhibitor will not avail himself of the space allocated to him and/or if he has failed to fulfil his financial obligations with regards to the exhibition, the organizer may dispose of the relevant stand space without any additional summons or notice of default, without the organizer having to refund payments already received and without the exhibitor as a consequence being discharged from his obligation to pay the amounts due.

#### 3.4 Dismantling and regulation

- I. Exhibitors will be given an opportunity to remove their goods from and to dismantle their stands in the exhibition building during a period of time as stated in the 'General Conditions'.
- II. Any goods belonging to exhibitors and any stand components still remaining on the premises of the exhibition building or on the adjacent grounds after expiry of the period referred to in paragraph I. may be stored at the expense and risk of the exhibitor concerned.
- III. At the end of the exhibition the exhibitor shall leave the stand space allocated to them in the same condition as it was when it was made available to them before the commencement of the period of construction referred to in 3.3. The exhibitor is obliged to sort his stand refuse in accordance with the regulations stated in the Exhibitor manual and to remove this refuse or have it removed, including the rented containers specified, if applicable. If the exhibitor fails to fulfil his obligations in this respect, the organizer shall be entitled to take the refuse away or have it taken away in accordance with the regulations and at the expense of the exhibitor.
- IV. If an exhibitor has failed to meet his obligations towards the organizer in respect of the exhibition, the organizer may:
  1. with a view to promoting payment of outstanding debts, without recourse to a court of law, take possession of any goods belonging to the defaulting exhibitor that may be present in the exhibition building or have them stored at the expense and risk of the exhibitor concerned.

2. delegate the collection of the amounts owed by the exhibitor to a third party and charge to the exhibitor any extrajudicial costs incurred.
3. charge the statutory interest on the amounts due as from the due date of the invoice in question, without this leading to lapse of the exhibitor's obligation to pay compensation for all loss suffered by the organizer.

### 3.5 Risk and liability

- I. Goods including packing are deemed to be in the exhibition building and on the adjacent grounds at the expense and risk of the exhibitor. The organizer does not undertake any insurance of the goods.
- II. The organizer, its director, proxies and personnel cannot be held liable for any damage to or loss of goods, nor for improper functioning of technical equipment and installations of the exhibition building or for any other defect of this building or adjacent grounds or for any form of damage whatsoever caused to goods or persons, unless there is a question of gross culpability on the part of the organizer.
- III. The exhibitor is liable for and must be adequately insured against any damage whatsoever caused by fault or default on the part of himself, his personnel, persons working for him or on his instruction in whatever capacity and holders of exhibitor badges made available to him or by his exhibits in any way whatsoever to goods and/or persons working with the organizer.
- IV. The exhibitor must indemnify the organizer against all claims arising from his actions or negligence that might be brought by third parties against the organizer.

### 3.6 Instructions from the organizer

The organizer will have the right to take the following action, without resort to a court of law and if necessary at the expense of the exhibitor, against him, his personnel, persons working for him or on his instruction, and holders of exhibitor badges issued to him, who act in contravention of any of the provisions of these rules or of the 'General Conditions', or who do not comply with a direction given by or on behalf of the organizer:

- I. withdraw exhibitor's badges furnished to him and refuse the person(s) involved admission to the exhibition and/ or the exhibition building with immediate effect.
- II. have his stand closed down or have it fully or partly cleared and make use of the space which thus becomes available.
- III. retain possession of the goods displayed as well as of anything built or installed by the exhibitor and store them at the expense and risk of the exhibitor without the latter having the right to claim a refund of sums already paid or compensation for damage incurred in whatever form and from whatever cause, all this without prejudice to the obligations entered into by him towards the organizer.
- IV. exclude the exhibitor in question from participation in exhibitions to be organized in the future.
- V. charge the exhibitor the admission prices applicable, with the possible addition of a fine to the amount of 100% of the said prices.

### 3.7 Exhibit of goods and services

- I. The goods and services to be displayed at the exhibitions hall are those described in the 'General Conditions'. The organizer shall have the right, without being liable to any damages, to refuse or immediately have removed from the exhibition any goods and services, which they consider inadmissible on the basis of:
  - the 'General Conditions' which have not been mentioned on the registration form or;
  - which are exhibited or used in violation of these rules or of the 'General Conditions';
  - goods and services that are, have been installed, or are being used in violation of statutory provisions, including safety, environmental and Netherlands ARBO (working conditions) regulations, or which can be considered defective, even if the goods and services in question have been listed on the application form referred to in 3.9.
- II. **(A)** The goods and services listed in the 'General Conditions' may be displayed (respectively offered for sale) by the enterprises, organizations or institutions specified in the 'General Conditions'.
- II. **(B)** Applications that cannot be honoured because of lack of space will be placed on a waiting list in the order in which they are received. A decision will be made about these applications on the basis of the number of available places, the order of preference listed under (A) and, finally, the date in which they are received. A decision on the reallocation of places that become available as a result of cancellation will be made on the same basis.

### 3.8 Reservation of rights with regard to changes

- I. The organizer reserves the right at all times to change the dates and/or location of the exhibition stated in 'General Conditions' or to cancel the exhibition altogether in the case of circumstances beyond their control (force majeure in the widest sense of the term, such as fire or national calamity) without the exhibitors having the right, irrespective of whether they have already been notified of the allocation of stand space, to claim any compensation for damage from the organizer, whatever the nature or cause of such damage may be.
- II. Changes in dates and/or location as referred to above do not give exhibitors the right to withdraw their entries in full or in part.
- III. In the event of the exhibition not taking place, the entries and any allocation of stand space already made will be considered cancelled and the exhibitors will be refunded any payments already made in respect of stand rental, after deduction of expenses already incurred for the organization of the exhibition; such expenses may be fully or partially apportioned among the exhibitors on the basis of the stand space applied for or allocated to them, as the case may be. Registration fee is always payable and will not be refunded. This refund shall be made within 60 days from the date of the decision to cancel the exhibition.

### 3.9 Application

- I. Application for participation in the exhibition shall be made on a contract form made available to the exhibitor.

- II. The organizer may decide, for exceptional or organizational reasons such as a real fear of public order disturbances or other impending danger to individuals and/or damage to goods located within the building, or damage to the building itself, to refuse to consider an application, or to allocate less or more stand space than has been applied for, or to revise the stand space already allocated. In addition the organizer may in exceptional cases withdraw an allocation that has already been made, refuse entry to the exhibition and/or terminate the 'General Conditions', without the exhibitor having the right to claim compensation. Exceptional circumstances shall be deemed to exist where the reputation of the exhibitor or of the item he is exhibiting or intending to exhibit is not (or is no longer) beyond reproach, as a result of which the good name of the organizer would or might be damaged. Examples of such circumstances are bankruptcy or the filing of a petition for bankruptcy, and/or suspension of payment by the exhibitor and/ or by the firm with which he is associated, and/or by the producer of the article, or criminal proceedings against said (legal) entities.
- III. When making their application, the exhibitors shall submit a complete list of the goods and/or services they intend to display. The details asked for on the contract form must in any case be given in full.
- IV. The organizer and the exhibitor will determine the location and size of the stand space to be made available to each exhibitor together. The allocation of stand space will take place as soon as possible and is binding upon the exhibitors with regards to both size and the location in the exhibition building.
- V. If the total stand space applied for exceeds the available space, the organizer may allocate less stand space than applied for or turn down applications altogether.

### 3.10 Special provisions

- I. to leave his stand closed or unattended during the hours that the exhibition is open to the public, to cover the goods displayed or part of them or to mark these goods as having been sold;
- II. to display, offer or advertise any goods and services which have not been specifically listed on the contract form, or have been refused or removed on the grounds of article 3.1;
- III. to sell goods for immediate delivery or in any way to receive cash for goods sold or offered for sale, or for services rendered;
- IV. to change or substitute, or cause to be changed of substituted, parts and accessories of exhibited goods within the exhibition building or on the adjacent grounds;
- V. to remove any goods from his stand during the exhibition;
- VI. to erect platforms or other raised structures on his stand, or to construct separate rooms such as offices or provide these with ceilings or any other form of capping;
- VII. to place or install displayed goods and/or publicity material of any nature outside or above his stand space;
- VIII. to make use of the walls of adjacent stands;
- IX. to have available within the exhibition building or on the adjacent grounds any highly inflammable or explosive substances, gases and dangerous goods (including chemical pesticides and insecticides), substances that give off a foul smell, as well as radioactive sources and/or to burn open fires there;

- X. Food and/or drinks:
  - to bring any kind of food and/or drink into the exhibition building, or to have them brought into the building by others and/or to store them on the premises, and therefore all food and/or drinks have to be supplied from the official catering company in the EXPO Haarlemmermeer;
  - to sell refreshments and/or stimulants within the exhibition building or on the adjacent grounds;
  - to provide food and/or drink free of charge within the exhibition building or on the adjacent grounds unless such food and/or drink is distributed from the exhibitor's stand and has been obtained from the official catering company in the EXPO Haarlemmermeer;
- XI. to project images, to amplify the spoken word by means of loudspeakers, broadcast music and/or produce any noise as a result of which the limit of 80 Decibels is reached, in such a way that any of these might constitute a nuisance, or to erect television sets or mobile merchandise other than those specified in the 'General Regulations';
- XII. to organize lotteries, run contests or 'hawk' his wares, to advertise goods and services which have not been admitted to the exhibition, or enterprises and institutions that do not have stand space at the exhibition;
- XIII. to conduct surveys among the visitors and exhibitors of the exhibition or to cause them to be conducted within the exhibition building or on the adjacent grounds.
- XIV. to use flowing, sprayed and/or atomised water at or in the vicinity of the stands during the exhibition; such water may occur, for example, in standalone air-conditioning systems, fountains, high-pressure cleaning systems, humidifiers, shower equipment, saunas and/or whirlpools. The (functional) use of 'open water' may be permitted by the organizer subject to certain conditions. If this is the case, the water must be obtained from a water connection fitted by the Organizer and provided with a legionella-free certificate issued by the KIWA. The organizer explicitly reserves the right to call in a certificated inspectorate to check compliance with the conditions specified. The costs involved will be charged to the exhibitor. Application for consent, including a clear description of the use of water, should be submitted to the organizer.

### 3.11 Obligatory provisions

The exhibitor is not permitted:

- I. to hire out or grant the use of the stand space allocated to him, in part or in full, to third parties or to exchange stand space with another exhibitor;
- II. to be engaged in activities which, in the opinion of the organizer, are injurious to or interfere with the exhibition as a joint manifestation, including when these activities are not directed against the exhibition as such but against one or more exhibitors or groups of exhibitors, in so far as such activities are not in keeping with accepted competitive practice;
- III. to exhibit, offer or advertise any 'dump' and/or 'rebuilt' merchandise;
- IV. to have any goods on the stand which, due to their offensive smell or in any other way cause a nuisance, or to operate or keep any device that produces objectionable noise or light effects;

- V. to make changes in or to the exhibition building and among other things to cause any kind of damage to floors, walls, ceilings, columns and the like, for instance by attaching items, cutting, breaking up, drilling, or hammering in nails;
- VI. to affix any posters or other publicity and advertising material on or outside his stand, to the columns, walls, ceilings, girders, etc. of the exhibition building;
- VII. to distribute advertising material having no or no direct relation to the goods exhibited by him or to the goods and services which have been admitted to the exhibition, or to distribute advertising material of any nature whatsoever, which might cause a nuisance or damage, both inside the exhibition building and in its immediate vicinity;
- VIII. to put up or make use of name or brand descriptions which might be misleading or objectionable for exhibitors at other stands and/or for visitors of the exhibition;
- IX. to exhibit or advertise at the exhibition merchandise bearing trademarks either on the item itself or on its packaging, which trademarks give the impression that these goods are sold on the Dutch market under a brand name that, in the organizer's opinion, enjoys prestigious brand recognition;
- X. to make use of his stand or to act in such a way that might, in the opinion of the organizer, results in offensive music, noise, obstruction of access, light or view, or hindrance, danger or damage, or gives rise to a situation amounting to the practice of unfair competition.

### **3.12 Exhibitor Manual and regulations**

- I. Exhibitors shall strictly comply with the regulations for stand construction, fitting out and disassembly as laid down by the organizer in the digital 'Exhibitor Manual', a copy of which will be sent to exhibitors;
- II. A design of the stand in the form of a clear scale drawing (in duplicate) or of a scale model accompanied by a scale drawing (single copy) shall be submitted to the organizer;
- III. The exhibitors shall comply with the directions given by or on behalf of the organizer, the municipal authorities, the fire department and other authorities in respect of the construction, fitting out, safety, maintenance and dismantling of his stand. To the extent that they deem it necessary for the proper running of the exhibition, the organizer reserves the right to give binding directions to the exhibitors as regards the execution of work in or at, as well as the use of, the exhibition building and the adjacent grounds;
- IV. The exhibitor is required to start the build-up and dismantling of his stand in good time so that he does not exceed the periods laid down for this purpose in the 'General Regulations'.
- V. Unless indicated otherwise in writing by the organizer, the aisles must be kept completely free during exhibit build up, dismantling and event days. The organizer is entitled, at the exhibitor's expense, to clear the aisles and keep them clear, or to have this done.
- VI. In case of noncompliance with a direction given by or on behalf of the organizer and/or the authorities mentioned in paragraph III., any provisions deemed necessary may be made by or on behalf of the organizer at the exhibitor's expense.

### **3.13 Choice of law and forum**

The Court in Amsterdam shall have exclusive jurisdiction in all disputes that may arise in connection with or in the execution of the 'General Conditions'.

### **3.14 Final provisions**

The organizer shall have the right to decide on all matters for which these regulations, the 'General Regulations', 'General Conditions' and 'Exhibitor manual contents', make no provision or are deemed to be obscure. The 'General Conditions for participating in the International Floriculture Trade Fair with HPP Organization for Foreign Trade Promotion BV.' have been filed with the Chamber of Commerce in Amsterdam under no. 5163.

The original Dutch text of these regulations will be binding.



# ORDER FORMS

## IMPORTANT NOTICE

The deadline for sending back all order forms is September 26, 2025.  
Please make sure to fill out all order forms in English and clear capital letters.

## ORDER FORMS INDEX

ORDER FORM 1	<b>OBLIGATORY</b>	SHOW DIRECTORY LISTING .....	20
ORDER FORM 2		ADVERTISING .....	21
ORDER FORM 3		BUILD UP & BREAK DOWN BADGES .....	22
ORDER FORM 4		CUSTOMER INVITATION LINK.....	23
ORDER FORM 5		WEBSITE LINK .....	24
ORDER FORM 6		EXHIBITORS' PARKING PASSES .....	25
ORDER FORM 7A		STAND CONSTRUCTION PACKAGES OPTIONS .....	26
ORDER FORM 7B		SYSTEM WALL STAND CONSTRUCTION SPECIFICATIONS.....	27
ORDER FORM 7C		LUXURY WOOD WALL STAND CONSTRUCTION PACKAGE SPECIFICATIONS	28
ORDER FORM 8		ADDITIONAL FURNISHING .....	29
ORDER FORM 9		FLOWER DESIGNING .....	30
ORDER FORM 10		HANGING POINTS & BANNER HANGING (RIGGING) .....	31
ORDER FORM 11		AUDIOVISUAL EQUIPMENT .....	33
ORDER FORM 12		ELECTRICAL REQUESTS .....	34
ORDER FORM 13		WATER SUPPLY .....	36
ORDER FORM 14		STAND CLEANING .....	37
ORDER FORM 15		CONTAINERS.....	38

<b>ORDER FORM 1</b>			<b>OBLIGATORY</b>
<b>SHOW DIRECTORY LISTING</b>			Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

The official show directory will contain contact details and products or services of all exhibiting companies. Therefore, please fill out this form with the company information you would like to have published.

<b>Company Name:</b>				<b>Stand number:</b>	
<b>Contact Person:</b>					
<b>Address:</b>					
<b>Zip Code</b>		<b>State:</b>			
<b>City:</b>		<b>Country:</b>			
<b>Phone 1:</b>		<b>Phone 2:</b>			
<b>Email:</b>		<b>Website:</b>			

The exhibition directory will also contain a product index. Please indicate by ticking (☑) the activities or services that apply to your company:

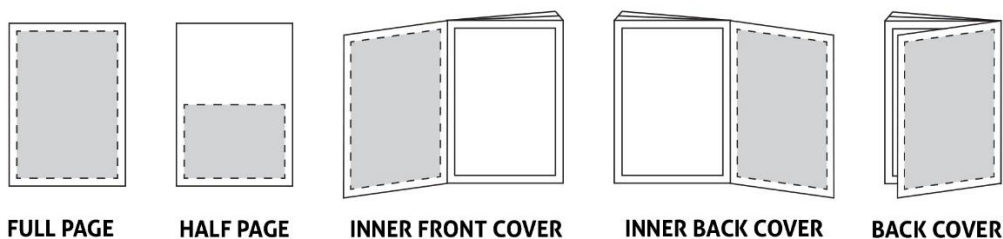
- |   |   |
|---|---|
| <input type="checkbox"/> Air, Road & Sea Transportation & Freight Forwarding                    | <input type="checkbox"/> Flower Importer/Exporter   |
| <input type="checkbox"/> Association / Government institution                                   | <input type="checkbox"/> Greenhouse Construction, Greenhouse equipment, climate control, internal logistics, irrigation |
| <input type="checkbox"/> Automation, Computerization, Software                                  | <input type="checkbox"/> Packaging  |
| <input type="checkbox"/> Consultancy / Education  | <input type="checkbox"/> Potted Plant Breeder / Propagator  |
| <input type="checkbox"/> Cooling, Refrigeration & Air Conditioning                              | <input type="checkbox"/> Potted Plant Grower / Exporter   |
| <input type="checkbox"/> Fertilizers, Crop Protection, Peat, Compost, Potting soil & Substrates | <input type="checkbox"/> Potted Plant Importer / Exporter   |
| <input type="checkbox"/> Floricultural & Horticultural Products /Services                       | <input type="checkbox"/> Preserved Flowers / Foliage  |
| <input type="checkbox"/> Flower Breeder / Propagator  | <input type="checkbox"/> Machines & Equipment   |
| <input type="checkbox"/> Flower bulb Breeder / Exporter   | <input type="checkbox"/> Trade magazines / Books / Publications   |
| <input type="checkbox"/> Flower Grower/Exporter   | <input type="checkbox"/> Others:  |

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 2</b> <b>ADVERTISING</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

As an exhibitor you can place an advertisement in the official exhibition directory. To advertise in it, please complete this form. Size of the official exhibition directory will be A5 standard size (150 mm. in width x 210 mm. in height). Please make sure you have an extra 3mm trim space all around.



All advertisements must be submitted according to the following technical specifications

**Format** : .TIFF, .PDF, JPG  
**Resolution** : 300 dpi (minimum)  
**Color Mode** : CMYK  
**Full Page** : 150mm width x 210mm height  
**Half Page** : 150mm width x 105mm height  
**Bleed** : 3mm all around

CODE	Description	Quantity	Unit price in €	Total Price in €
201	Full Page (Black & White Only)		€ 250.00	
202	Full Page (Full Color)		€ 450.00	
203	Half Page (Black & White Only)		€ 175.00	
204	Half Page (Full Color)		€ 300.00	
205	Inner Front Cover		€ 950.00	
206	Inner Back Cover		€ 950.00	
207	Back Cover		€ 1,500.00	
Total amount in €				

Artwork **MUST** be sent to our offices no later than September 26th.

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 3</b> <b>BUILD UP &amp; BREAK DOWN BADGES</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

Exhibitors can ask for the number of badges they need for the personnel who will be in charge of Building and dismantling their booth.

The badges are a non-personal identification and will give access to the exhibition floor only during set up, and dismantling. Set up & break down badges **WILL NOT** give you access to the hall during exhibition hours!

Please let us know how many Build up & dismantling badges you will need. No names are required.

Quantity	Description	Price in €	Total Price in €
	Build up & Break down Badges	€ 0.00	€ 0.00

To be sent to:

<b>Contact Person:</b>			
<b>Address:</b>			
<b>Zip Code</b>		<b>City:</b>	
<b>Country:</b>			

\*Build up badges will be sent by post to inside Europe only.

\*All other badges will be **ready for pick up at the registration counter of the hall** as of Thursday October 30<sup>th</sup>.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 4</b> <b>CUSTOMER INVITATION LINK</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			
<b>Email Address:</b>			

☐ **YES, I would like to receive my personalized customer invitation link**

You can order free of charge your Personalized Customer Invitation Link, which you can forward by email to any of your customers who you would like to invite to IFTF 2025.

By clicking on this link, the customer will go direct to the online registration form which must be filled out and sent back.

**Please note:** *Attending the Expo is open to trade visitors only and is subject to our admission policy. Registrants also need to be 16 years or older to attend the Expo.*

If you have any questions in regards to the personalized customer invitation links you can contact Mr. Jasper van Dijk directly at: jasper@hpp.nl

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.



<b>ORDER FORM 5</b>			<b>NON OBLIGATORY</b>
<b>WEBSITE LINK</b>			Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

HPP Exhibitions is pleased to offer you, free of charge, a link from our website to your own website.

Visitors of the IFTF 2025 website **www.iftf.nl** can click on your company name in the list of exhibitors and will be directly linked to your website.

This link provides the visitor an opportunity to get acquainted with your company and you line of products.

If you would like to have a link to your own website, please fill out this form.

☐ **YES, I would like to have my website linked on [www.iftf.nl](http://www.iftf.nl)**

<b>Website:</b>	<a href="http://www.iftf.nl">http://www.iftf.nl</a>
-----------------	---

#### ORDER CONFIRMATION

Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 6</b> <b>EXHIBITORS' PARKING PASSES</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

Exhibitors can ask for parking passes for personnel who will be manning their booth. These passes are offered **free of charge** to you.

The pass will give you access to an exclusive parking area for exhibitors only, located on the right side of the exhibition building. This parking is accessible **during show days only**. You can order up to 4 passes per stand, regardless of the size of your stand.

Please let us know how many Exhibitors' Parking Passes you will need.

☐ **YES, I would like to order parking passes (maximum 4 passes per stand).**

Quantity	Description	Price in €	Total Price in €
	Exhibitors' Parking Pass	€ 0.00	€ 0.00

To be sent to:

<b>Contact Person:</b>			
<b>Address:</b>			
<b>Zip Code</b>		<b>City:</b>	
<b>Country:</b>			

\*Parking passes will be sent by post to Companies in Holland only.

\*All other passes will be ready for pick up at the registration counter of the hall as of Thursday October 30<sup>TH</sup>.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 7A</b> <b>STAND CONSTRUCTION PACKAGE OPTIONS</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

**Please note:** This form only needs to be filled out if you have not ordered any of the stand the construction packages through your contract and would like to do so.

**Please select the stand construction package option you would like to hire:**

	System wall stand construction package	Stand size in m <sup>2</sup>	Price in € per m <sup>2</sup>	Total Price in €
<input type="checkbox"/>	Includes: back- and side system walls (white panels, 2.70m high), fascia board with company name, gray carpet, 1 standard round table and 3 standard chairs per every 9m <sup>2</sup> , 1 electricity outlet (1 Kw.), 1 spotlight per every 3m <sup>2</sup> . (Island stands will not have walls but only system structure with fascia name on all open sides)		€ 115.00	

\*If you choose the Standard System wall construction package, please fill out form 7B of this manual.

	Luxury wood wall stand construction package	Stand size in m <sup>2</sup>	Price in € per m <sup>2</sup>	Total Price in €
<input type="checkbox"/>	Includes: back- and side walls (height 2.75m on colour of choice), fascia board with company name, standard carpet (on colour of choice), 1 standard round table and 3 standard chairs per every 9m <sup>2</sup> , 1 electricity outlet (1 Kw.), 1 spotlight per every 3m <sup>2</sup> , 1m <sup>2</sup> storage with lockable door (stands of 18m <sup>2</sup> until 35m <sup>2</sup> ) or 2m <sup>2</sup> storage with lockable door (stands of 36m <sup>2</sup> and more). (Island stands will not have walls but only structure with fascia name on all open sides)		€ 185.00	

\* If you choose the Luxury wood wall stand construction package, please fill out form 7C of this manual.

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 7B</b>			<b>NON OBLIGATORY</b>
<b>SYSTEM WALL STAND CONSTRUCTION PACKAGE SPECIFICATIONS</b>			Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

**Please note:** This form only needs to be filled out only if you ordered the System wall stand construction package through your contract or through order form 7A of this manual.

**1. Company name as you want it to be mentioned on the fascia board:**

--

**2. Location of Storage (1m<sup>2</sup> storage for stands of 18m<sup>2</sup> until 35m<sup>2</sup> or 2m<sup>2</sup> storage for stands of 36m<sup>2</sup> and more):**

--

If you have currently only ordered floor space only and would like to also order one of the stand construction packages, please fill out order form 7A or contact Mrs. Patricia Peláez at patricia@hpp.nl.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 7C</b> <b>LUXURY WOOD WALL STAND CONSTRUCTION PACKAGE SPECIFICATIONS</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

**Please note:** This form only needs to be filled out only if you ordered the luxury wood wall stand construction package through your contract or through order form 7A of this manual.

**3. Company name as you want it to be mentioned on the fascia board:**

**4. Colour of your walls and fascia board:**

**5. Colour of your carpet (Black, Blue, Red, Gray, Green, Purple, Orange, Yellow, Cashmere, Cognac, Apple Green):**

**6. Location of Storage (1m<sup>2</sup> storage for stands of 18m<sup>2</sup> until 35m<sup>2</sup> or 2m<sup>2</sup> storage for stands of 36m<sup>2</sup> and more):**

If you have currently only ordered floor space only and would like to also order one of the stand construction packages, please fill out order form 7A or contact Mrs. Patricia Peláez at patricia@hpp.nl.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.



<b>ORDER FORM 8</b> <b>ADDITIONAL STAND FURNISHINGS</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

If you wish to rent any of these additional furniture or appliances for your stand, please fill out the form bellow:

CODE	Description	Quantity	Unit price in €	Total Price in €
801	1 Meter Shelve		€ 62.10	
802	Refrigerator - 140 liters (86 cm. high)		€ 102.00	
803	Standard Open Desk – 1 m. wide X 1 m. high x 50 cm. deep (black, white, maple)		€ 126.00	
804	Lockable Desk – 1 m. wide X 1 m. high x 50 cm. deep (black, white, maple)		€ 154.00	
805	Brochure Holder		€ 128.00	
806	Round Table (80cm diameter, 72cm. high)		€ 60.00	
807	Standard Chair		€ 33.00	
808	Bar Table (round top, 65cm diameter, 110 cm. high)		€ 85.00	
809	Bar Chair (black or white)		€ 41.50	
810	Wooden Pillar 40 X 40 X 50 (Color of choice)		€ 122.00	
811	Wooden Pillar 40 X 40 X 75 (Color of choice)		€ 133.50	
812	Wooden Pillar 40 X 40 X 100 (Color of choice)		€ 144.00	
813	Logo on Fascia (25 cm.)		€ 105.00	
814	Carpet tiles (per sqm. – Colors upon request)		€ 6.50	
815	Carpet on the roll (per sqm. – Colors upon request)		€ 10.50	
Total amount in €				

Additional furnishings, as well as structures are available for rental upon request. Please contact Mrs. Patricia Peláez:  
T: +31-20-6622482 / E: patricia@hpp.nl

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 9</b> <b>FLOWER DESIGNING</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

You can request professional flower designing for your stand on IFTF 2025. HPP offers the services of its professional team of designers as an extra way to highlight your participation.

The service includes: rental of wooden pillar (on the color of choice), vase rental, flower designing, daily retouching and disposal of the flowers at the end of the exhibition.

☐ **YES, I would like to order Flower designing. (fill out amount below)**

Quantity	Description	Unit Price in €	Total Price in €
	Flower Design(s)	€ 195.00	€

Additionally to the standard designing option above, you can also discuss special flower design needs with our design team. You will be contacted by our team once we receive this form from you:

☐ **YES, I would like be contacted for special flower designing needs and receive a quote**

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 10</b> <b>HANGING POINTS &amp; BANNER HANGING (RIGGING)</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

**Please note:** This form should be sent together with a detailed drawing on the following page, on how you need the structure to be hanged & the total weight of the construction.

CODE	Description	Quantity	Unit price in €	Total Price in €
1001	Steel cable 4 mm suspension point Maximum load 25 kg.		€ 160.50*	
1002	Rental of manual hoist including suspension point Maximum load 200 kg.		€ 295.00*	
1003	Rental of electrical hoist including suspension point. Maximum load 250 kg.		€ 400.00*	
1004	Supplement for electrical cable via roof (Excl. Power connection and cable)		€ 141.50	
1005	Suspending sign/ banner (Rigging)		€ 243.00	
1006	Prerig (Support Truss)		€ 295.00*	
Total amount in €				

**\* Subject to the structural possibilities of the roof. Confirmation of the organizers is needed based on the exact drawing!**

**Explanation:**

Steel Cable:	Steel wires which are secured to the roof construction. They are used to suspend objects in a decorative or functional manner. It is not allowed to support trusses only on steel cables!
Suspension points:	These are secured to the roof construction. They are used for suspending hand or engine-driven tackles which lift large/heavy objects or rigs of trusses high in the roof construction.
Prerig (Support Truss):	The number of prerig (support trusses) will be determined by the organisation based on the rigging plan of the exhibitor/stand builder. This depends on the position of the stand in the hall.

Page 1/2 →

<p><b>ORDER CONFIRMATION</b></p> <p>Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.</p>
---

<b>ORDER FORM 10 (Continuing)</b> <b>HANGING POINTS &amp; BANNER HANGING (RIGGING)</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

Please draw your stand to scale and indicate where you would like to have your hanging point(s):


Scale  
1m<sup>2</sup> 1:100

Weight per point: \_\_\_\_\_ kg.

Total weight of the construction: \_\_\_\_\_ kg.

**Conditions for suspension points order form:**

1. The request for fitting suspension points applies exclusively for the stand number given.
2. Each request must be accompanied by a drawing showing the positioning of the materials requested in relation to the stand but also the hall.
3. All dimensions for the suspension points must be indicated on the drawing. The load in Kg. must be given per suspension points.
4. The Organizer reserves the right not to carry out requests on the basis of restrictions in the roof construction in the hall in which the stand will be located and/or on safety grounds.
5. The Organizer is not responsible for damage or consequential damage caused by incorrect information or handling of the suspension points by the applicant. The Organizer is not responsible for the construction suspended nor for the activities that the applicant himself carries out when suspending the construction.
6. By submitting the order form, these "conditions for suspension points" order form apply and by signing the order form they are binding on the participant.
7. Prices subject to 21% VAT for companies based in Holland. Orders need to be submitted before September 26, 2025. After this date a supplement of 25% applies. For applications fewer than 5 working days before the start of construction of the fair, please contact Mrs. Patricia Peláez: T:+31-20-6622482 / E: patricia@hpp.nl.

Page 2/2

<p><b>ORDER CONFIRMATION</b></p> <p>Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.</p>
---

<b>ORDER FORM 11</b> <b>AUDIOVISUAL EQUIPMENT</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

If you wish to rent any of these additional furniture or appliances for your stand, please fill out the form bellow:

CODE	Description	Quantity	Unit price in €	Total Price in €
1101	LCD /LED display 43", 16:9, including stand *		€ 570.00	
1102	LCD /LED display 55", 16:9, including stand *		€ 720.00	
1103	LCD /LED display 65", 16:9, including stand *		€ 960.00	
1104	LCD /LED display 75", 16:9, including stand *		€ 1,230.00	
1105	LCD /LED display 85", 16:9, including stand *		€ 1,560.00	
1106	LCD /LED display 98", 16:9, including stand *		€ 2,970.00	
For all screens, loudspeakers optional!!				
1107	Notebook (Specifications on demand)		Quote	
Total amount in €				

\* All LCD /LED displays come with a stand (included on the rental price).

\* LCD /LED displays have a USB media player included but NO smart TV functionality.

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 12</b> <b>ELECTRICAL REQUESTS</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

**Please note:** This form should be sent together with a detailed drawing on the following page, on where you would like to have your power supply installed.

CODE	Description	Quantity	Unit price in €	Total Price in €
1201	Power supply 230V 3 kW incl. double Schuko outlet		€ 226.00	
1202	Power supply 230/400V 9 kW incl. Cee 16A/5p		€ 508.00	
1203	Power supply 230/400V 18 kW incl. Cee 32A/5p		€ 720.00	
1204	Power supply 230/400V 40 kW incl. Cee 63A/5p		€1,082.50	
1205	Power Supply Unit (For use with 9kW connection)		€ 100.00	
1206	Power Supply Unit (For use with 18kW connection)		€ 157.50	
1207	Power Supply Unit (For use with 40kW connection)		€ 330.00	
1208	Double spotlight 120 W (Power not included)		€ 82.50	
1209	Single spotlight 120 W (Power not included)		€ 63.00	
1210	Transformer 230V to 120V 1,5 kW		€ 120.00	
1211	Adapter Schuko to USA/UK type		€ 40.00	
1212	Cable under raised floor (Power not included)		€ 55.50	
Total amount in €				

**Please note:**

- Prices include electrical consumption.
- Please do NOT forget to send us your detailed drawing on the next page.
- Prices are subject to 21% VAT for companies based in Holland.

Page 1/2 →

<b>ORDER CONFIRMATION</b> Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.
--

<b>ORDER FORM 12 (Continuing)</b> <b>ELECTRICAL REQUESTS</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

Please draw your stand to scale and indicate where you would like to have your power supply:


1m <sup>2</sup>	Scale 1:100
-----------------	----------------

**Conditions:**

Your order will be handled by the Organizer. The following conditions apply and by submitting this form the exhibitor agrees with those conditions:

- Prices subject to 21% VAT for companies based in Holland.  
After September 26, 2025 a surcharge of 25% will apply.
- Installations are subject to all applicable rules, in particular the electricity installation rules NEN1010.
- All works are carried out according to the general conditions of the Organizer, lodged with the Chamber of Commerce in Amsterdam.

Dutch law is applicable and parties agree that any disputes arisen shall solely be brought into the competent Court of law in Amsterdam, The Netherlands.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

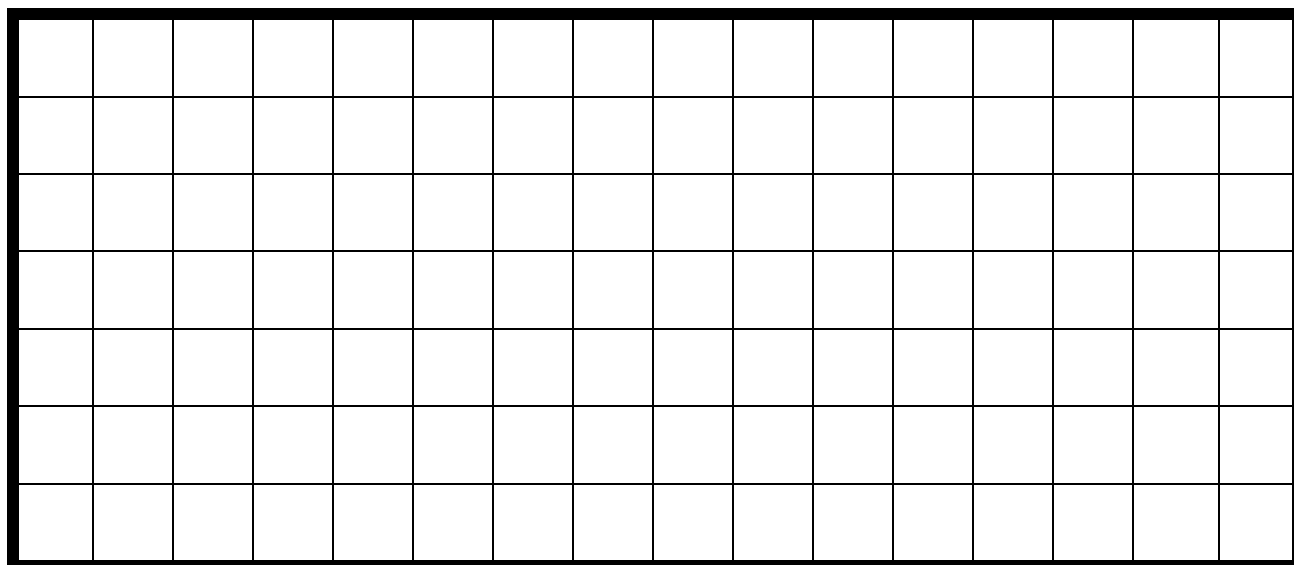


<b>ORDER FORM 13</b> <b>WATER SUPPLY</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

CODE	Description	Quantity	Unit price in €	Total Price in €
1301	Water supply and drainage **		€ 440.00	
1302	Water supply		€ 320.00	
1303	The attachment of a separate needed device (Except dishwashers)		€ 202.00	
1304	Kitchen Unit 90 X 50 with build in boiler 2KW 10 litres <i>Includes hot water faucet *</i>		€ 400.00	
Total amount in €				

Please draw your stand to scale and indicate where you would like to have your water supply:



Scale  
1m<sup>2</sup> 1:100

Orders need to be submitted before September 26, 2025.  
After this date a supplement of 25% will apply.

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.



\*



\*\*



\*\*\*

#### ORDER CONFIRMATION

Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 14</b> <b>STAND CLEANING</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

Please choose the cleaning option that matches your needs and make sure you write down the size of your booth on the space below:

CODE	OPTION	Price
1401	<b>Option1</b> One-time clean-up of your stand in the evening before the first day of the fair. Includes: <ul style="list-style-type: none"> <li>Cleaning the floor (Carpet / Linoleum / Similar)</li> <li>Wiping horizontal pieces (table, counters, chairs)</li> <li>Emptying the garbage can</li> </ul>	€ 1.55 per m <sup>2</sup>
1402	<b>Option 2</b> Clean-up of your stand in the evening before the first day of the fair <u>and</u> the following 2 show days. Includes: <ul style="list-style-type: none"> <li>Cleaning the floor (Carpet / Linoleum / Similar)</li> <li>Wiping horizontal pieces (table, counters, chairs)</li> <li>Emptying the garbage can</li> </ul>	€ 3.10 / per m <sup>2</sup>
1403	<b>Option 3:</b> Additional cleaning activities including the extensive cleaning of glass, carpet, glass window displays, cleaning exhibited goods, walls etc. <u>You will be charged per hour for this activities</u>	€ 36.00 per hour

Size of your stand: \_\_\_\_\_ m<sup>2</sup>.

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.

<b>ORDER FORM 15</b> <b>CONTAINERS</b>			<b>NON OBLIGATORY</b> Deadline: September 26, 2025
<b>CONTACT</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Mrs. Patricia Pelaez	patricia@hpp.nl	+31-20-6622482	+31-20-6752326

<b>Company Name:</b>		<b>Stand number:</b>	
<b>Contact Person:</b>			

Please indicate the type of container you would like to rent for your garbage disposal:

CODE	Description	Quantity	Unit price in €	Total Price in €
1501	Sorted Flowers & Plants waste container of 1 m <sup>3</sup>		€ 125.00	
1502	Sorted Wood waste container of 1 m <sup>3</sup>		€ 125.00	
1503	Sorted Paper & Carton waste container of 1 m <sup>3</sup>		€ 125.00	
1504	Unsorted and other waste (incl. floral foam) container of 1 m <sup>3</sup>		€ 243.00	
Total amount in €				

**Date and time of requested delivery of each container:**

---



---



---



---

**Please note:** Prices are subject to 21% VAT for companies based in Holland only.

<b>ORDER CONFIRMATION</b>
Please note that, if applicable, sending back this order form automatically means that you agree that the order will be placed and/or invoiced.