

# Licences Manual

Licences at Amsterdam RAI



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# 1 Licences Manual

## 1.1 Introduction

### 1.1.1 Purpose of Licences Manual

The purpose of this manual is to provide a clear description of the regulations, procedures and forms governing the issuing of permits by Amsterdam RAI on the basis of the General Municipal Bye-Law (Dutch abbreviation 'APV'). As this manual is a living document its provisions can be amended or new provisions inserted over time.

### 1.1.2 The Licences Desk

The Licences Desk has been established to implement the so-called RAI umbrella licence decision (and the covenant that forms part of it between Amsterdam RAI, the municipality of Amsterdam and Zuid urban district council. The municipality has issued a decision that serves as an umbrella licence for events at Amsterdam RAI and related activities such as distributing flyers and constructing stands and grandstands. Under this decision Amsterdam RAI is the sole licence holder. Customers of Amsterdam RAI need no longer apply to the municipality/urban district council for separate licences for the activities listed in the umbrella licence decision. Instead, they can simply apply to the Licences Desk of Amsterdam RAI (below: **'the Licences Desk'**).

Each activity covered by the umbrella licence decision is subject to certain regulations. These regulations have to be complied with when the activity in question is carried out. The regulations originate in the General Municipal Bye-Law. The covenant and the accompanying decision have been digitally recorded and are under the management of the KAM-V (Quality, Safety, Health, Environment and Licences) manager and the Licences Officer of Amsterdam RAI (below: **'the Licences Officer'**).

It is the responsibility of the Licences Desk to check the applications of Amsterdam RAI's customers against the terms of the umbrella licence decision. Moreover, the Licences Officer must check that the activities are carried out in accordance with the regulations as contained in the decision.

In addition to the regulations specified in the decision, Amsterdam RAI must also comply with all kinds of requirements under various other statutory regulations in order to be able to carry out various event-related activities. This manual sets out and briefly explains the most important of these regulations.



## 2 Processes

### 2.1 Introduction

#### 2.1.1 Overview of processes

The umbrella licence decision includes a number of activities that are covered by the General Municipal Bye-Law. Examples are holding a lottery or collection in or near the Amsterdam RAI Convention Centre (below: '**Convention Centre**'), distributing flyers and samples, flyposting and pavement chalking, placing objects, constructing stands and grandstands and making music (barrel organs, percussion bands and so forth) on the RAI's outdoor site. In addition, a licence may be necessary under the General Municipal Bye-Law in order to hold certain events. All events held in the Convention Centre must also comply at all times with the terms of the licence for the use of the Convention Centre and the environmental licence granted to Amsterdam RAI.

The construction of a multi-storey stand, a grandstand or a stage (higher than 60 cm) is subject to the provisions of the Housing Act (*Woningwet*). The municipality of Amsterdam has made provision in the umbrella licence decision for the possibility of granting permits for this purpose. The structure is inspected by expert third parties acting on behalf or on the instructions of Amsterdam RAI to ensure compliance with the Building Order (*Bouwbesluit*) and the municipal building regulations (*bouwverordening*).

Provision for the use of a tethered advertising balloon (zeppelin) on the outdoor site is also made in the umbrella licence decision. This comes under the Aviation Act (*Luchtvaartwet*).

Some specific events are excluded from the umbrella licence decision, for example dance events and so-called high-risk events. In such cases the Organiser of the event (below: '**the Organiser**') is required to apply to the urban district council for an event licence. The Amsterdam RAI account managers can assist in making this application.

In principle, the application is submitted online and the ensuing correspondence with the applicant also takes place in digital form. The Licences Officer monitors the process and arranges for the correct and complete filing of all relevant documents.

#### 2.1.2 Applications for permits to Amsterdam RAI

A permit for the relevant activities may be applied for by the Organisers, exhibitors or other interested parties. The Organisers submit an application after consultation with the Account Management Department of Amsterdam RAI (below: '**Account Management**').

The Organiser of an event decides first of all whether or not certain activities should be possible during the event (this does not, in fact, apply to the event itself, for which an event licence is necessary from the urban district council or through Amsterdam RAI). The Organiser also decides whether the requisite application forms should in that case be included in the event webshop (below: '**webshop**'). Exhibitors must use the forms from the webshop when applying for a permit. Other interested parties should request a permit directly from the Licences Desk. The Licences Officer checks whether the application is in accordance with the wishes of the Organisers.

## **2.2 Process descriptions**

### **2.2.1 Organising events**

The General Municipal Bye-Law provides that holding an event (or arranging for an event to be held) is prohibited without a licence issued by the Mayor of Amsterdam. This prohibition applies to both indoor and outdoor events.

Most events in the Convention Centre can be classified as perfectly straightforward events which are entirely suitable for a large, versatile Convention Centre. In such circumstances no separate application has to be submitted. However, things are different in the case of certain high-risk events, for which a permit must be requested. Any such application is then carefully considered with the urban district council.

#### **Procedure:**

As soon as an Organiser approaches the Convention Centre with the idea of holding an event at the Convention Centre that cannot be classified as a straightforward event as referred to in the previous paragraph, the Account Manager contacts the Licences Desk. The Licences Officer makes the initial decision on whether or not the event should be classified as high risk. If it is not a high-risk event the application can be submitted to the Licences Desk. Further consultation is then held with the Licences Officer about the application for the event.

If, however, the event is classified as high risk, the Licences Officer contacts the account holder at Zuid urban district council as quickly as possible in order to discuss the application.

On the basis of this consultation the parties may then decide either that Amsterdam RAI can grant consent or that the nature of the event is such that the urban district council should assume responsibility for dealing with the application. In an extreme case it may be decided that the urban district council should not grant a licence.

#### **Regulations:**

Every organiser of an activity/event should ensure that the arrival of the visitors is properly arranged and that both the arrival and the departure of the visitors is controlled in such a way as to minimise nuisance to local residents, particularly noise nuisance.

The Organiser should ensure that there are sufficient sanitary facilities and free drinking water facilities for visitors at the event venue and that access to these facilities is unimpeded.

If curtains, net curtains or other materials have been hung in front of exits or emergency exits, these should be attached in such a way as not to block the escape routes.

Emergency lighting, transparent light fittings and other signs indicating escape routes should be switched on and be visible at all times.

### **2.2.2 Construction of multi-storey stands, grandstands and stages**

Under the Housing Act, a structure may not be erected without the consent of the municipality. According to the building regulations of the urban district council, this prohibition includes temporary structures such as multi-storey stands, grandstands and stages (higher than sixty centimetres (60 cm)). As the construction of stands and stages lower than sixty centimetres (60 cm) is excluded, no licence need be applied for in such cases.

The umbrella licence decision provides that Amsterdam RAI may issue a permit for the structures described above. The applications should be carefully checked beforehand against the provisions of the Building Order. To carry out this check Amsterdam RAI may use the services of expert third parties. In the event of repeat applications, this can be indicated on the application form sending relevant data.

If TÜV-approved (Technische Überwachungs Verein) parts are used for a stage or grandstand, the applicable certificates should be sent with the application.

### Procedure:

Applications for multi-storey stand construction are submitted through the webshop to the Licences Desk, together with construction calculations and drawings. The application is checked by the Licences Officer to ensure that it is complete. If the application is not complete, the Licences Officer contacts the applicant to request whatever additional information is necessary.

As soon as the application is complete the Licences Officer forwards it to an external expert agency if it is necessary to assess appropriate construction and structural issues. Once the construction and structural data have been approved, the Licences Officer issues a permit. This is sent in the form of a PDF letter to the exhibitor.

While the stand is being built the Licences Officer inspects its construction. During the first inspection the emphasis is on the construction. The Licences Officer checks whether the stand is being or has been built in accordance with the application. The second inspection takes place before the stand is first used. At that time the emphasis is on the structural requirements such as stairs and railings.

If it transpires during one of the inspections that the stand does not comply with the requirements, the exhibitor or stand builder is contacted and a meeting is arranged at the stand to discuss how the requirements can be met. If a second inspection shows that the stand still does not comply with the construction or structural requirements, the RAI may take enforcement measures. In that case the Licences Officer contacts the building inspectors of the urban district council. Together the Licences Officer and the building inspectors then inspect the stand and discuss further measures and procedures.

As soon as the stand has been approved the PDF inspection letter is sent. If it is decided after consultation with the building inspectors that the stand may not be used access to the upper level is closed off. A PDF letter is also sent if it is decided as a result of the inspection that the stand may not be used.

### Regulations:

Temporary structures should always comply with the legislation and regulations in force at the time of the application (in mid-2011 this is, above all, the Building Order of 2003). More information can be obtained from the Stage, Multi-storey Stand and Grandstand Manual. This contains a number of regulations from the Building Order which specifically apply in the Convention Centre.

#### 2.2.3 Activities on Amsterdam RAI's outdoor site

Under the General Municipal Bye-Law distributing flyers and samples, flyposting, pavement chalking and making music in public places are all prohibited. However, the umbrella licence decision confers on Amsterdam RAI the right to permit these activities to be carried out on its outdoor site (see: Venue activities) on condition that an application is made for this purpose and is granted in writing by the Licences Desk. This does not apply where activities of this kind are carried out indoors at Amsterdam RAI, i.e. the Convention Centre. On this point, see the terms and conditions of participation for each event and, as regards the Organisers, the applicable standard terms and conditions of hire of Amsterdam RAI.

The purpose of these prohibitions is to prevent any adverse environmental impact and limit nuisance in public places. The licence/permit may also contain conditions to be fulfilled by the applicants. These conditions are listed in the decision. Amsterdam RAI includes these conditions unchanged in the permit which it issues on the basis of the umbrella licence granted to it.

Figuur 1

### General procedure:

Applications for activities can be submitted by the Organiser, exhibitors and/or third parties (in mid-2011 Faircom B.V. was contracted by Amsterdam RAI as media service provider). The Organiser and third parties are sent the application forms direct. The forms for the exhibitors are included in the webshop in consultation with the Organiser. This enables the Organiser to control what happens during an event.

The web forms are forwarded to the Licences Desk for processing. The Licences Desk checks the application and contacts the Account Manager, Organiser or other applicant if it has doubts or questions. If the application is approved, the permit is granted in writing within two or three (2-3) working days. If consent is withheld, this too is communicated to the applicant in writing.

Each category of permit is subject to various conditions. For example, flyers may be distributed only at specified locations (for an overview of possible locations see figure 3). Similarly, posters must be glued in such a way that they can easily be removed. These conditions are specified in the permit letter issued before the activity is carried out.

During the implementation of the activities an inspection is carried out by the Licences Officer and the Traffic Management Department of Amsterdam RAI (below: '**Traffic Management**'). In addition, the Enforcement Department of Zuid urban district Council always has the right to check whether the activities are being carried out in accordance with correctly issued licences/permits. For this reason those carrying out an outdoor activity must always carry a copy of the permit letter with them. This is also stated in the letter.

### General regulations:

The activities that take place in sectors 2 and 3 (see attached floor plan) must be related to an exhibition, event or other activity that takes place mainly in the Convention Centre.

Activities, events and exhibitions should always be terminated as soon as this is demanded by the Licences Desk. Similarly, they should also be terminated as soon as this is demanded by a police officer. A police officer will make such a demand only after consultation with the Licences Desk and in the name of the authority that has issued the decision (i.e. the municipality/Zuid urban district council).

The written permit issued by the Licences Desk should be shown on demand to staff of Amsterdam RAI and to police officers, fire service personnel and municipal officials.

The orders or instructions given by police officers, fire service personnel and municipal officials should always be obeyed promptly and to the letter. The issuing of the permit does not in any way limit or detract from the liability of the permit holder towards third parties.

Ambulances, police vehicles and fire appliances should be able to have unimpeded access to the site of the Convention Centre (minimum width of three and a half (3.5) metres and minimum clearance of four metres and twenty centimetres (4.2m) for vehicles). This means that:

- the emergency route must be kept clear;
- the arrival and positioning of vehicles and other equipment of the police and fire service may not be obstructed in any way whatever;
- objects placed wholly or partly on the roadway should be positioned in such a way that a lane of at least three and a half (3.5) metres wide is left free;
- objects should be placed at least three (3) metres from external walls that have windows and/or door openings, unless notice has been given in accordance with the licence for the objects concerned and a written permit has been issued;
- the location should be kept free of obstacles in order to ensure accessibility for ambulances, police vehicles and fire appliances.

If and in so far as the location may be sealed off for vehicles with the express consent of the Licences Desk, this may be done only by means of light, removable barriers.

The objects, barriers and traffic equipment should be positioned in such a way as to ensure that pedestrians and cyclists have free and safe passage.

The pavement may not be damaged. The ground may not be broken open unless written approval has been obtained beforehand from the Licences Desk on the basis of the licence for the object concerned.

In the event of emergencies the route of gas pipes and the surrounding area must be kept clear at all times.

When activities, events and exhibitions are held in the vicinity of trees, measures should be taken to protect the trees at all times. Materials and other objects may not be placed under the crown of the tree and there should be a minimum distance of two (2) metres from the trunk.

A naked flame may not be used on the roadway, although permission for a barbecue may be given in writing by the Licences Officer.

### **2.2.3.1 Distributing flyers and samples, flyposting and pavement chalking**

Flyers and samples may be distributed and flyposting and pavement chalking carried out only after a written application has been granted by the Licences Desk. The Organiser of an event determines whether such activities can and may be carried out. If the Organiser authorises such an activity, a permit should be requested from and granted by the Licences Desk.

#### **Procedure:**

Application forms for flyer and sample distribution and for flyposting and pavement chalking are provided at the request of the Organiser. When the application is made it should be clearly stated on which part of the RAI site the activity is to be carried out.

#### **Regulations:**

Flyers and samples may be distributed only in the sectors explicitly specified by the applicant (see figure 3 for a total overview of the possibilities). Flyposting and pavement chalking with materials that are easy to remove may take place only in Sector 2. It is expressly prohibited to carry out any of these activities in the underground car parks or other car parks of Amsterdam RAI.

Staff who distribute flyers and samples or who are engaged in creating pavement chalk logos or attaching footstep stickers should carry the permit letter with them. This must be produced on request to staff of Amsterdam RAI or municipal officials.

Immediately after termination of the distribution of flyers and samples the area around the distribution point should be cleaned at the expense of the permit holder. If the Licences Officer, the Traffic Management Department or the Enforcement Department of Zuid urban district council so requires, cleaning must also be carried out even before termination.

Immediately after the event concerned, the stickers or pavement chalk logos should be removed or hosed away, as the case may be. This also applies to reverse graffiti.

If Amsterdam RAI or the urban district council incurs cleaning costs as a result of the flyer or sample distribution, flyposting or pavement chalking, the total costs will be recovered from the permit holder or the person carrying out the activity concerned.

### **2.2.3.2 Placing of objects on the RAI's outdoor site**

The General Municipal Bye-Law provides that an object may not be placed in a public place without a licence from the Mayor. An object may generally be placed after a licence has been granted. Such a licence may never be granted for a period in excess of thirty-one (31) days. The most common objects placed in the vicinity of the Convention Centre are advertising signs and columns, cars and trailers (with or without advertising), tents and boats.

The umbrella licence decision provides that Amsterdam RAI may grant a permit for the placing of an object.

To place an object, an application must be made by the Organiser, exhibitor or third parties. Objects may be placed only after a written permit has been obtained from the Licences Desk. The Organiser of an event determines whether such an activity can and may take place. If the Organiser permits such an activity, an application should be submitted for each activity to the Licences Desk through the webshop.





### Procedure:

The web forms and attachments are sent to the Licences Desk. The Licences Desk checks the application and, in the event of doubts or questions, contacts the Account Manager or applicant. If agreed, the written permit is sent within two to three (2-3) days.

The Licences Desk does not authorise the placing of an object if this would obstruct free movement. Objects should never be placed within three (3) metres of a tree. Nor should they be placed in such a way as to obstruct access for pedestrians. Objects may not be placed on a cyclepath or roadway.

During the implementation of the activities an inspection is carried out by the Licences Officer. In addition, the Enforcement Department of Zuid urban district council always has the right to check whether the activities are being carried out in accordance with a correct permit.

### Regulations:

Objects may not be placed on or against municipal property such as fire hydrants/fire hydrant pits, cable houses and transformer columns and kiosks. Access to connection points for municipal and other services and businesses and telecom operators such as valves, water pipes, fire hydrants, extinguisher pipes, inspection pits and junction boxes should remain unobstructed, with a radius of at least one metre (1m) being left free around each connection point. The minimum space to be left free around electricity supply poles is sixty centimetres (0.60m) and around manhole covers for underground telephone or telecom cables or pipes is fifty centimetres (0.50m). Fire hydrant signs should always be left visible.

Stays/anchors may not be used to secure property on the site around the Convention Centre.

Crane gantries, scaffolding, decking, containers, huts and building material stores must be kept clear of gas mains as it must always be possible for the energy company to reach the mains in the event of faults or breakdowns. The full width of entrances, exits, passageways and so forth should always be kept free of obstacles and other objects.

An object should be placed and removed in such a way as not to endanger the free and safe passage of traffic, obstruct the free flow of traffic or cause nuisance to local residents.

Where a generator is used, both the generator and the oil storage tank should be positioned above a drip tray to prevent any soil contamination. In order to avoid noise nuisance, generators should be positioned as far as reasonably possible from residential properties. The equivalent noise level (LAeq) caused by any generator may not exceed sixty decibels (60 dB(A)) during the day when measured at the front of residential properties.

### 2.2.3.3 Launching of advertising balloons

The Organisation and Use of Non-Designated Airfields and the Tethered Kites and Small Balloons Order, made under the Aviation Act (*Luchtvaartwet*), provides that a tethered balloon may not be launched without a declaration of non-objection from the Air Traffic Control Service (RLVD) and the municipality.

The umbrella licence decision provides that Amsterdam RAI may authorise the use of tethered advertising balloons on its site on condition that all regulations have been complied with. A tethered advertising balloon may be launched only after a written permit has been obtained from the Licences Desk. The maximum permitted height of such a balloon is fifty (50) metres.

### Procedure:

To obtain consent to launch a tethered advertising balloon, the operator concerned should submit a fully completed application form to the Licences Desk. This is then assessed by the Licences Officer, who forwards the form to the Air Traffic Control Service and consults with Event and Traffic Management. The Licences Desk grants a written permit by PDF letter.

### 2.2.3.4 Market stall pitches

Under the General Municipal Bye-Law a market stall pitch may not be occupied without a licence issued by the executive board of the urban district council concerned.



The umbrella licence decision provides that Amsterdam RAI may grant a permit to a stall holder for the use of a pitch at locations designated by the municipality/urban district council. In consultation with the Organiser prospective stall holders may be invited through the intermediary of the Service Management Department of Amsterdam RAI (below: **Service Management**). The contacts with stall holders are arranged through Service Management.

### **Procedure:**

Applications are submitted by the prospective stall holder by means of a PDF form. Service Management sends the PDF application forms. These must be returned to the Licences Desk, either directly or through Service Management, together with a copy of registration with the Market Department (Amstel 1, 1011 PN Amsterdam) and an extract from the register of the Chamber of Commerce.

The Licences Officer assesses the application and consults with Service Management and Traffic Management about the location of the pitch and, if the application is granted, sends a PDF letter to the applicant.

The scope and precise location of the pitch and the period for which it is granted are reported annually to the account manager of Zuid urban district council to enable the rents to be invoiced by the municipality of Amsterdam.

### **2.2.4 Collections**

Under the General Municipal Bye-Law it is prohibited to hold a public collection of money or goods or to circulate subscription lists for this purpose without a licence issued by the municipal executive (mayor and aldermen). This prohibition applies regardless of whether the collection takes place indoors or outdoors.

Under the umbrella licence decision an Organiser or exhibitor may submit an application to Amsterdam RAI for a permit to hold a collection.

### **Procedure:**

Applications to hold a collection are submitted by an Organiser or exhibitor. The Organiser may request an application form from the Account Manager. The forms are available for exhibitors in the webshop if provision for them has been made by the Organiser. All applicants should ensure that the application is accompanied by (1) a recent extract of an entry in the register at the Chamber of Commerce (or a similar organisation abroad) and (2) a copy of the articles of association/constitution of the organisation.

The web forms and attachments are forwarded to the Licences Desk for processing. The Licences Desk checks the application and contacts the Account Manager, Organiser or other applicant if it has doubts or questions. If the application is approved, the permit is granted in writing within two or three (2-3) working days. If consent is withheld, this too is communicated to the applicant in writing. The Licences Officer notifies the Event Manager of the permits granted.

During the implementation of the activities an inspection is carried out by the Licences Officer. In addition, the Enforcement Department of Zuid urban district council always has the right to check whether the activities are being carried out in accordance with correctly issued licences/permits.

### **Regulations:**

This licence applies only to collections held in and around the Convention Centre. Collections in sector 2 (see figure 3) may only be held during daylight hours.

A collection may be held only with closed and sealed containers which are clearly marked with the name of the charity and the purpose of the collection, in accordance with the regulations of the executive board of Zuid urban district council.

The collectors must at least have reached the age of fourteen (14) years and must wear a sufficiently large and clearly visible badge, on either their arm or chest, stating the name and purpose of the collection.

The lists of collectors should be provided in good time at the request of the urban district council and/or Amsterdam RAI. The contents of the containers should be counted under the direction and responsibility of



the executive board of the collecting institution or, if this is not established in Amsterdam and also does not have any branches in Amsterdam, by a committee of three (3) persons appointed by the executive board of the charity.

The attention of the collectors should be expressly drawn to the fact that the information they provide to the public should be clear in terms of the name and purpose of the collection. The collection should not cause nuisance to those in the vicinity.

### 2.2.5 Lotteries

Lotteries held during events in the Convention Centre generally meet the following definition: 'the provision of opportunity, in the course of a promotional activity, to compete for prizes or premiums in circumstances in which the winner is designated by some chance determination over which the participants can generally not exert any significant influence'. Promotional games of chance may only serve to promote a product, service or organisation and may not be arranged as an independent activity.

The upper limit is the economic value of the total prize money, which may not exceed four thousand five hundred euros (€4,500) inclusive of VAT. This amount is also inclusive of any sponsored prizes. If the total prize money is higher, the umbrella licence decision does not apply and application for a licence must be made to the Ministry of Justice in The Hague.

#### Procedure:

The procedure for lotteries is the same as for collections (see above).

#### Regulations:

Both the lots and all announcements should, as far as practically feasible, clearly state:

- the name of the licence holder and the address where information can be obtained;
- the purpose described in the licence;
- the number and price of lots;
- the time and place of the draw.

The lottery must be held for a good cause. At least fifty percent (50%) of the proceeds of the lots sold must be allocated to the good cause.

Only necessary expenses may be incurred. Any commission to sellers of lots should be confined to ten percent (10%) of the sales of lots.

Persons who have not yet reached the age of eighteen (18) years may not take part in a lottery. If the winner of a prize is nonetheless a person under the age of 18, the person concerned will not qualify and the lot will be disregarded.

### 2.2.6 Unamplified music

If it is desirable to play unamplified music on the RAI's outdoor site, for example by means of a barrel organ, a written permit must be obtained from the Licences Desk.

#### Procedure:

Application forms for the playing of unamplified music are available. Such forms are provided on request and on condition that the Organiser does not have any objection to this activity. The fully completed application

The image shows a Dutch application form titled 'Aanvraagformulier voor het houden van loterij' (Application form for holding a lottery) from RAI Amsterdam. The form is a grid with various fields for personal and organizational details, including name, address, phone, and email. It also includes sections for 'Doel van de activiteit' (purpose of the activity) and 'Prize details' (total prize money, number of prizes, etc.). At the bottom, there is a section for 'Overige informatie' (other information) and a footer with contact details for the Licences Desk.

Figuur 2



form should be sent to the Licences Desk. If the application is approved, the permit will be given within two to three (2-3) working days. If consent is withheld, this will be notified to the applicant by letter.

**Regulations:**

Performances may be held only between 09.00 hrs and 23.00 hrs. If, say, a barrel organ is used, the same regulations govern its positioning on the RAI site as those applicable to other objects.

**2.2.7 Amplified music**

If it is desired to play amplified music in the Convention Centre or on the outdoor site, the regulations of Amsterdam RAI's environmental licence must be observed.

**Procedure:**

Applicants should contact the Licences Desk through the intermediary of the Organiser of the event. The Licences Desk can advise on the possibilities, which differ from location to location.

**2.3 Other activities under the Umbrella Licence Decision**

**2.3.1 Advertising message**

Under the General Municipal Bye-Law, property owners or others with a legal right to property in Amsterdam may not use the building or anything on it for advertising purposes (or allow others to do so) , for example by displaying a sign, announcement or picture in any form whatever which is visible from the road or from another public place accessible to the public.

Nor is advertising permitted which:

- is unsightly or detracts in some other way from the quality of the public space;
- jeopardises traffic safety;
- causes disproportionate nuisance to the surrounding area.

Under the Umbrella Licence Decision, Amsterdam RAI is permitted to display advertising messages, for example advertising banners on the building.

**2.3.2 Temporary traffic measures**

If a road has to be closed off or parking spaces are occupied by a maintenance vehicle or other object, a temporary traffic measure is needed. Such a measure applies where the normal traffic conditions are disrupted by works.

The Umbrella Licence Decision provides that Amsterdam RAI (i.e. Traffic Management) can take measures in and around the Convention Centre to regulate the traffic flow.

**2.3.3 Exemption under the Shop Opening Hours Act (*Winkeltijdenwet*)**

On 17 February 2010 the Amsterdam municipal council passed a motion permitting all shops in Amsterdam to open on Sundays from the end of February 2010. This means that, until further notice, there is no further need to request an exemption.



## 2.4 Locations for activities

The RAI site has been divided into three zones:

- the Convention Centre (including Halls 1 to 11, meeting areas and the auditorium etc. with lobbies);
- the RAI outdoor site (the blue area shows how far Amsterdam RAI's responsibility extends beyond the halls);
- the external car parks (although these sites are regularly used by Amsterdam RAI no permits may be issued under the Umbrella Licence Decision for activities such as flyer distribution, market stall pitches etc.).

There also some specific locations on the RAI site.

### Station area:

No permits can be issued by Amsterdam RAI for this area.

### Flyer and sample distribution locations:

The distribution of flyers and/or samples is permitted only at the designated locations (see figure 3).



Figuur 3

### Market stall pitches:

A pitch may be occupied by a market stall holder only on the locations coloured yellow on the RAI site (see figure 4).



Figuur 4



## **2.5 Correspondence**

### **2.5.1 Forms**

Specific application forms are available for each type of permit. The forms clearly indicate what documents should be lodged.

The application forms are included separately for each event in the webshop set up for this purpose. In this way the Organiser can determine what is or is not permitted at an event.

### **2.5.2 Letters**

The permits are recorded in a letter which is sent in PDF form to the applicant. If the application is submitted by a business or institution not established in the Netherlands (or if a business established in the Netherlands explicitly requests), the correspondence will be conducted in English.

### **2.5.3 E-mail**

For e-mail contacts the e-mail accounts 'vergunningen@rai.nl' and 'licences@rai.nl' have been established.

## **2.6 Inspections**

### **2.6.1 Construction of multi-storey stands, grandstands and stages**

Structures such as multi-storey stands and grandstands are inspected at least twice (2x) by the Licences Officer. The first inspection takes place during the construction stage when the structure is still open and easily visible, and the second before the event starts. On this occasion the Licences Officer pays particular attention to structural aspects such as railings. The drawings and construction calculations serve as a checklist for the purposes of inspection. An inspection letter is always sent after an inspection.

If the inspection reveals that the structure does not meet the requirements, it can be modified by the builder in order to comply. If it is not possible to modify the structure or it is not modified in time, an order may be made barring its use. If the applicant/exhibitor nonetheless wishes to use the structure, enforcement action can be taken in cooperation with Zuid urban district council.

### **2.6.2 Flyposting, pavement chalking and the distribution of flyers and samples**

The inspection of these activities is carried out by Traffic Management, Event Management and/or the Licences Officer. The Public Space Enforcement Department (HOR) of Zuid urban district council and the police also have the power to inspect these activities. To facilitate the inspection, the person carrying out the activity should always carry the permit letter and be able to produce it together with the usual identity documents.

If the letter cannot be produced, the person or persons concerned must cease their activities. If a request to cease the activities is ignored, enforcement action can be taken and the offender or offenders will be fined.

### **2.6.3 Other activities**

These are inspected by the Licences Officer before or during an event, depending on the type of activity.



## **3 Event-related environmental activities**

### **3.1 Introduction**

#### **3.1.1 Basic principle**

The regulations under Amsterdam RAI's environmental licence apply during events/activities. The general regulations apply to everyone who is present in or near the Convention Centre. The aim of the regulations is to prevent nuisance for third parties and environmental harm. Examples are the cleaning of the Convention Centre and measures to prevent litter. There are also various specific environmental aspects.

#### **3.1.2 List of environmental aspects**

- Fire prevention and firefighting (approved portable and mobile fire extinguishers)
- Noise restrictions (to prevent nuisance to other exhibitors or local residents)
- Air pollution and odour nuisance (food preparation)
- Storage and use of waste substances and dangerous substances (waste separation, storage and disposal in accordance with CPR-15-1 / PGS 15)
- Above-ground tanks (use of flammable liquids in tanks CPR-9-6 / PGS 30)
- Storage and use of gas cylinders
- Soil protection (use of soil protection measures, reporting of unusual occurrences and measures to be taken)
- Industrial effluent (requirements for discharge of effluent).

#### **3.1.3 Information**

Activities which involve the environmental aspects referred to above should be notified to Amsterdam RAI well in advance. The possibilities can then be discussed with the notifier and information provided about the specific regulations.

Inspections concerning events-related environmental aspects are carried out by different departments. The information about their findings is passed to the Event Manager, who records the information.

If an activity which can have environmental consequences is not reported beforehand or if the measures specified in the advance consultations are not taken, Amsterdam RAI has the right to close down this activity immediately.

## **4 Other legislation and regulations**

### **4.1 For organisations**

If you have any questions about activities and the applicable legislation and regulations, you should contact the Account Manager of Amsterdam RAI who can provide you with further information.

### **4.2 For exhibitors**

If you have any questions about activities and the applicable legislation and regulations, you should contact the event organiser.

