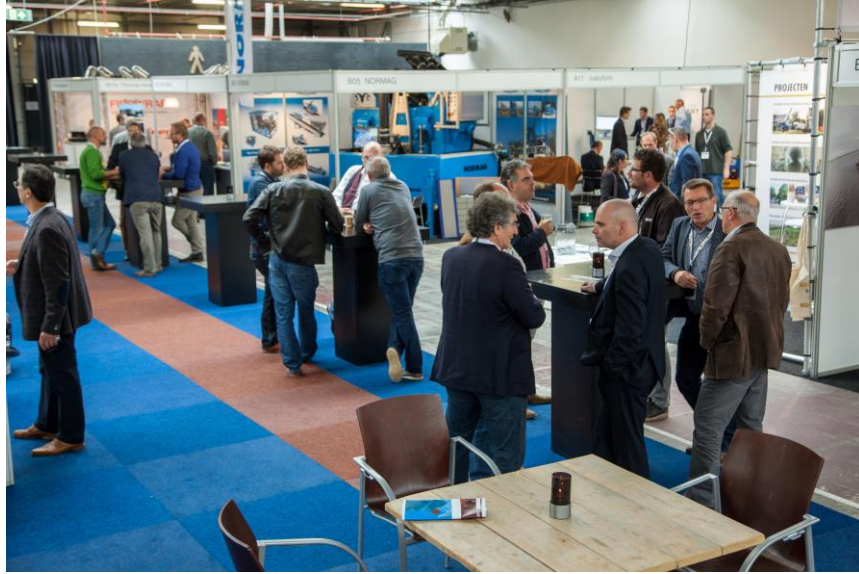


NSTT No-Dig Event 2017 Exhibitors Guide



Version 1.3

5 September 2017

Amendments:

Standbuilding times



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

Contents

Exhibiting at the NSTT No-Dig Event 2017	3
Venue	4
Access	5
Opening times, assembly and disassembly times	6
Indoor stands	7
Outdoor stands	8
Walk-in theatres	8
Live demonstrations	9
Facilities	10
Entrance tickets	10
Parking	10
Public transport / shuttle service	10
Catering	10
Accommodation	11
Waste disposal	11
WiFi	11
Night-time security	12
Prices	13
Promotion and sponsoring	14
Procedure and planning	16
Contact details of organisers	17
Conditions	18



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

NSTT No-Dig Event 2017

SEEING – LEARNING – EXPERIENCING

On 11 and 12 October 2017, the NSTT No-Dig Event opens its doors for the fifth time for the biggest trade fair in the Benelux in the field of trenchless technologies.

The theme for 2017: Seeing, learning and experiencing.

- **See** just how many trenchless technologies there are for laying, renovation and maintenance of cables and pipelines, at the countless indoor and outdoor stands
- **Learn** about the latest possibilities and innovations via the walk-in theatres
- **Experience** the technology via live demonstrations and the outdoor competitions.

After the NSTT No-Dig Event, visitors know that trenchless is sustainable, means no nuisance and is exceptionally financially attractive.

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

Naturally, your company should be among the exhibitors!

This Exhibitors Guide contains all the information you need. The latest version of the guide is available at www.no-dig-event.nl/exposanten.

If you have any further questions, please send an email to info@no-dig-event.nl or call +31 (0)6 44 39 66 90.

We look forward to seeing you on 11 and 12 October 2017 at Hart van Holland!

The NSTT is organising the NSTT No-Dig Event for the fifth time in 2017.

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

For more information, visit www.nstt.nl



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

1. Venue

Hart van Holland, Berencamperweg 4, 3861 MC Nijkerk.

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

The floor plan below shows how the NSTT No-Dig Event is divided over the site. A spacious exhibition hall plus two walk-in theatres in De Loods, the large outdoor site for the live demonstrations, competitions and, of course, the outdoor stands and the hotel and restaurant (Ampt van Nijkerk), for your trade fair staff and guests, for example. Naturally, there is also a large car park and, for your guests travelling by public transport, a shuttle service to and from the station.

In the adjoining Hart van Holland premises, there is space for a congress. The decision on whether to organise a congress will be taken no later than January 2017.





Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

1.1 Access

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

By car

From Amsterdam (A1) and Utrecht (A28):

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

From Zwolle (A28):

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

(NB: with navigation systems, enter: Berencamperweg 4, 3861 MC Nijkerk)

For loading and unloading

Address: De Loods, Gildenstraat 15, 3861 RG Nijkerk. Port 3 and 4.

From the A28, take exit 9 for Nijkerk. Berencamperweg. Take the second turn right onto Ambachtsstraat. After about 380 metres, turn left into Gildenstraat.

Parking

Parking is free for all visitors.

Public transport:

NS station Nijkerk can be reached with the slow train from Amersfoort and Zwolle (twice per hour, both directions).

Free shuttle buses will run between the station and Hart van Holland on 11 and 12 October.

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017



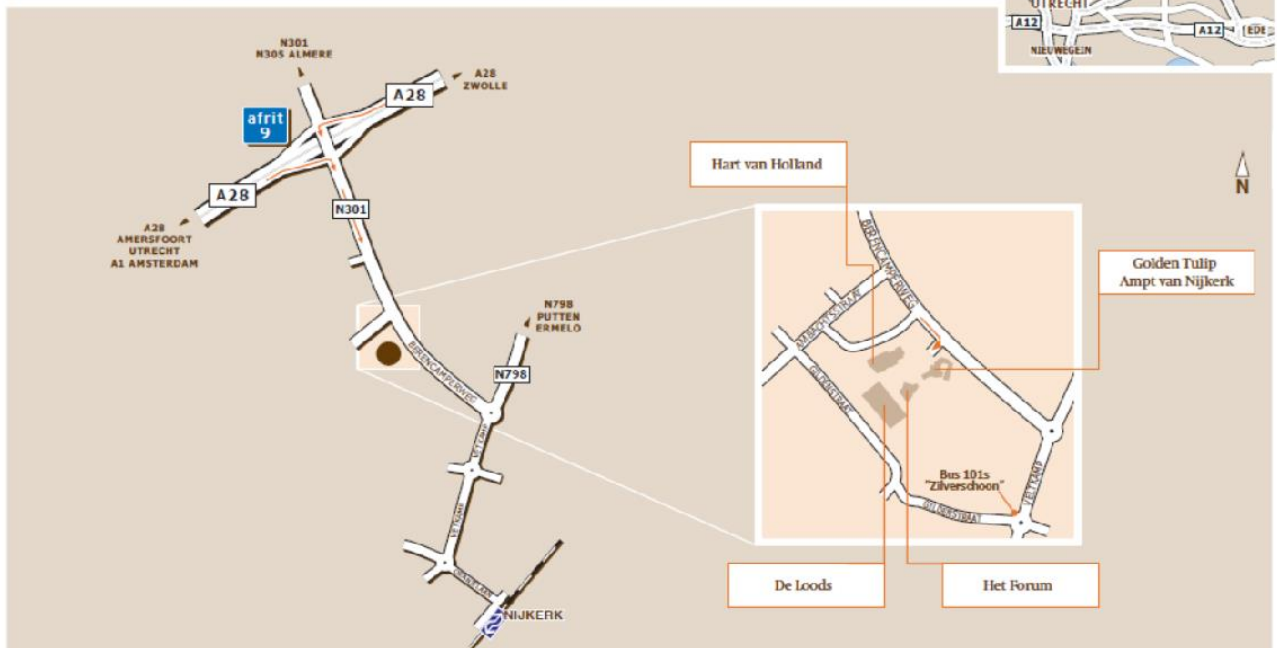
Hart van Holland
 Berencamperweg 12
 3861 MC Nijkerk
 Navigatiesysteem: Houd Berencamperweg 1,
 3861 MC Nijkerk, als adres aan.
 T (033) 247 14 14
 info@hartvanholland.nl
 www.hartvanholland.nl

Vanuit Amsterdam (A1) en Utrecht (A28):
 vanaf knooppunt Moevlieden richting Zwolle (A28) neem u afrit 9 Nijkerk. Bij de verkeerslichten
 rechtstaf richting Nijkerk/Putten. Weg volgen, na ca. 900 vindt u het Hart van Holland aan uw
 rechterhand.

Vanuit Zwolle (A28):
 Neem afrit 9 Nijkerk. Bij de verkeerslichten linksaf richting Nijkerk/Putten. Weg volgen,
 na ca. 1 kilometer vindt u het Hart van Holland aan uw rechterhand.

Parkeeren:
 Hart van Holland beschikt over een eigen parkeerterrein waar u gratis kunt parkeren.

Openbaar Vervoer:
 NS-station Nijkerk is te bereiken met de stoptrein vanaf de stations Amersfoort en Zwolle (2 x per uur,
 beide richtingen). Vanaf het station kunt u bus 101 nemen, uitstappen halte Zilver schoon. Het is
 ongeveer 10 minuten lopen vanaf de bushalte. U kunt uiteraard ook een taxi nemen vanaf het station.



1.2 Opening times, assembly and disassembly times

Opening times for the public:

Wednesday 11 October 2017 from 9.30 a.m. – 6.00 p.m.

Thursday 12 October 2017 from 9.30 a.m. – 6.00 p.m.

Assembly times:

Self-assembly stands: Tuesday 10 October 2017 from 8.00 a.m. – 10.00 p.m.

Disassembly times:

Clearing standard stands: Thursday 12 October from 6.00 p.m. – 7.00 p.m.

Disassembly of self-assembly stands and standard stands: Thursday 12 October from 6.00 p.m. – 10.00 p.m.

NB: Disassembly and/or clearance of stands is not permitted before 6.00 p.m.

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

2. Possibilities

2.1 Indoor stands

All indoor stands will be set up in De Loods. The following options are available:

- Standard stand of 8 m² (4 metres wide, 2 metres deep)
- Standard stand 16 m² (4x4 metres)
- Standard stand 32 m² (8 metres wide, 4 metres deep)
- Self-assembly stand 48 m² (8 metres wide, 6 metres deep)
- Self-assembly stand larger than 48 m² (by agreement)

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

Self-assembly stands must comply with the following conditions:

- Exhibitors that hire a 48 m² stand must submit a building plan specifying the materials to be used to the organisers no later than 15 August 2017.
- If required, we can put you in touch with a stand builder. Contact the organisers for this via info@no-dig-event.nl.
- For unloading (heavy) equipment, you must provide a suitable crane yourself.
- A fork-lift truck is available on request for driving in (heavy) equipment of up to 3,000 kg. You must send a 'Fork-Lift Truck Reservation' form (appendix) for this in advance to info@no-dig-event.nl
- If you want to drive in equipment weighing more than 3,000 kg, you must provide for a fork-lift truck yourself. You must consult the organisers on this in advance.
- The organisers have the right to issue mandatory instructions on the assembly of a stand and the materials to be used for this.
- The organisers have the right to refuse to allow equipment to be driven in if it is too heavy or if no suitable transportation is available for this.
- The organisers have the right to refuse to allow equipment to be driven in if this creates a risk for the driver, the staff or other persons present on the exhibition floor.
- The back of self-assembled stands must be neatly finished.
- Special objects such as tents, stalls, etc may only be installed by agreement with the venue.
- It is not possible to leave materials without permission from the location in advance.



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

2.2 Outdoor stands

The outdoor locations are situated in front of the entrance to the trade fair and next to the drilling site. This ensures that every visitor passes all the outdoor locations.

The outdoor stands must comply with the following conditions:

- Exhibitors who rent an outdoor stand must send the following to the organisers no later than 15 August 2017:
 - notice of the required stand dimensions, with a maximum of 11 m by 3 m;
 - if applicable, a specification of equipment and equipment dimensions (length, width, height and weight).
- Only vehicles that are permitted on all Dutch roads can be placed.
- If required, we can put you in touch with a stand builder. Contact the organisers for this via info@no-dig-event.nl.
- For unloading (heavy) equipment, you must provide a suitable crane yourself.
- The organisers have the right to issue mandatory instructions on the assembly of a stand and the materials to be used for this.
- The organisers have the right to refuse equipment if it is too heavy or if no suitable transportation is available for it.
- The organisers have the right to refuse to allow equipment to be placed if this creates a risk for the driver, the staff or other persons present at the location.
- Special objects such as tents, stalls, etc may only be installed by agreement with the venue.
- Damage on the terrain is on your own risk.
- If you want to visit the location in advance, please contact Chris Jepkes, Hart van Holland. Chris.jepkes@hartvanholland.nl

For other conditions, please see Section 8, Outdoor locations.



2.3 Floor plan

The latest versions of the floor plans of the exhibition hall and the outdoor site are available at www.no-dig-event.nl/english-information

2.4 Walk-in theatres

The walk-in theatres form part of the knowledge programme. These are located in the area next to the trade fair.

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

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

Exhibitors wishing to make use of this (free) possibility must register with the organisers for this **no later than 1 June 2017**. See Appendix 2 for the conditions.



2.5 Live demonstrations

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

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

Exhibitors wishing to make use of this (free) possibility must register with the organisers for this **no later than 1 June 2017**. In connection with the available space, live demonstrations are always subject to agreement with the organisers. See Appendix 3 for the conditions.



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

3. Facilities

3.1 Entrance tickets

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

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

Exhibitors can register their stand staff via the organisers. They can also register their visitors via the organisers.

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

- entrance to the exhibition on 11 and 12 October 2017
- entrance to the presentation of the NSTT No-Dig Award
- entrance to the outdoor competitions
- entrance to the walk-in theatres, where a knowledge programme on drilling and relining will take place on both days
- free parking and catering facilities in the catering square on 11 and 12 October 2017

3.2 Parking

Parking is included for all participants and visitors.

3.3 Public transport / shuttle service

Free shuttle buses will run between Nijkerk station and Hart van Holland.

3.4 Catering



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

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

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

- In the afternoons, soft drinks and low-alcohol drinks will be available for everyone in the catering square.

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

3.5 Accommodation

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

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

Hotel rooms must be reserved directly with the Ampt van Nijkerk, citing 'NSTT No-Dig Event 2017'. Payment must also be made directly to the Ampt van Nijkerk.



3.6 Waste disposal

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

3.7 WiFi

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

3.8 Night-time security

Security guards will be present on the nights of 10 to 11 October and 11 to 12 October.

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

4 Prices

4.1 Stand prices

Stand dimensions	Including	Stand price NSTT company members	Stand price Non-NSTT company member
Standard stand 8 m² (4x2 m)	Stand assembly and fittings and furnishings Electrical connection 220 V / 3000 W Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€2,700	€3,000
Standard stand 16 m² (4x4 m)	Stand assembly and fittings and furnishings Electrical connection 220 V / 3000 W Electrical connection Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€4,150	€4,500
Standard stand 32 m² (8x4 m)	Stand assembly and fittings and furnishings Electrical connection 220 V / 3000 W Fees for catering and parking Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€4,950	€5,500
Self-assembly stand 48 m² No stand assembly and fittings and furnishings	Fees for catering and parking Electrical connection 220 V / 3000 W Unlimited number of entrance tickets to the event Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date	€5,400	€6,000
Outdoor stand* Max. 11 x 3 metres No stand assembly and fittings and furnishings	If required: electrical connection 220 V / 3000 W Fees for catering and parking Unlimited number of entrance tickets to the event	€3,150	€3,500

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

	Possibility of presentation in the walk-in theatre Possibility of live demonstration Presentation of logo/company name on site and in other publications from the registration date		
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Prices are shown exclusive of VAT

- Stands of 8 m², 16 m² and 32 m² are equipped with floor covering (colour: anthracite), furnishings and a company name on the frieze, as a standard.
- Furnishing in a stand of 8 m²: counter and two bar stools.
- Furnishing in stands of 16 and 32 m²: counter, table and four chairs.
- **No** standard fittings and furnishings are placed on the floor area of a stand of 48 m². As an exhibitor, you are responsible for the fittings and furnishings yourself.
- The maximum stand height is 4 metres (available working height: up to 4.45 metres high - in connection with cranes, etc). Maximum floor load: 2,000 kg/m²
- Only vehicles that are permitted on all Dutch roads can be placed on the outdoor locations. (See explanation in the conditions on page 18.)
- Exhibitors that rent an indoor and an outdoor stand pay €2,500 for the outdoor stand (€2,250 for NSTT company members) instead of €3,500.
- The stand price includes:
 - 2 stand staff cards for stands of 8 m²
 - 3 stand staff cards for stands of 16 m²
 - 4 stand staff cards for stands of 32 m² and 48 m²
 - Unlimited number of invitation cards for your guests
 - Electricity (220 V – 3 kW)
 - Free catering and parking for your stand staff and visitors
 - Logo in the exhibitor list on the website www.no-dig-event.nl
 - Logo and company name in the event catalogue

4.2 Electricity

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

2 days	
Electrical connection 220 V 3000 W	Included
Electrical connection 16 A 380 V	€97.00
Electrical connection 32 A 380 V	€135.00
Electrical connection 63 A 380 V	€225.00
Electrical connection 125 A 380 V	€295.50

* prices per connection, including consumption

On the spot changes

Electrical changes on the spot	€40
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Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

5. Promotion and sponsoring

The NSTT No-Dig Event offers you plenty of opportunities for maximum profiling of your company, products and/or services before and during the NSTT No-Dig Event 2017. The list below provides an overview of the possibilities. If you want something special, please contact us to discuss the possibilities.

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

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

Do you have other ideas or requirements?

- A great deal is possible by agreement. Contact the organisers for this via info@no-dig-event.nl



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

6. Procedure and planning

6.1 Registration as an exhibitor

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

Naturally, if you have any questions, you can contact the organisers, via info@no-dig-event.nl

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

In the interests of good organisation, please register before 1 July 2017.

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

6.2 Planning

We have set out the schedule for you below:

Action	Deadline
Close of advance registrations by exhibitors*	31 December 2016
Close of registrations for presentations/workshops in the walk-in theatre	1 June 2017
Close of registrations for live demonstrations	1 June 2017
Close of exhibitor registrations	1 July 2017
Submission of stand drawings	15 August 2017
Submission of advertisements	1 September 2017
Hand in flags, banners, posters and leaflets at Hart van Holland (citing No-Dig Event)	9 October 2017
Assembly of self-assembly stands (by agreement)	10 October 2017, 8.00 a.m. – 8.00 p.m.
Disassembly	12 October 2017, 5.00 p.m. – 10.00 p.m.

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



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

7. Contact details of organisers



The NSTT No-Dig Event is organised by:

Netherlands Society for Trenchless Technology (NSTT)
PO Box 79, 3769 ZH Soesterberg

Email info@nstt.nl

Website www.nstt.nl

Event Manager:

Ms N. Elenbaas, Telephone +31 (0)6 44 39 66 90, info@no-dig-event.nl

Email info@no-dig-event.nl

Website www.no-dig-event.nl

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

8. Conditions

Allocation of stands

You can express a preference for a stand position. This will be taken into account if possible. However, stand positions are allocated by the organisers. No correspondence can be conducted on this.

We will announce your stand position at least two weeks before the start of the trade fair.

Hart van Holland Regulations

Delivery, assembly and parking

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

Construction site

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

Safety

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

Security

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

Internet connection

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

Outdoor locations

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

Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

This is recorded in the description below:

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

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

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

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

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

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

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

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

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



Exhibitors Guide

NSTT No-Dig Event 11 and 12 October 2017

Appendices:

1. Declaration of intent
2. Conditions for walk-in theatre
3. Conditions for live demonstrations
4. Conditions for drilling contest
5. Exhibitors contract
6. Reservation form for fork-lift truck