

To all Participants of
EUROSPoor2018, 9 – 11 November



Concerning : Information and organization
Date : October 2018

Dear Sir/Madam,

This year will be another super year for Eurospoor with high level exhibitions and many new commercial and non-commercial participants. It proves that Eurospoor still follows the right track after 26 years.

The holding dates of Eurospoor2018 are 9, 10 and 11 November at the Jaarbeurs in Utrecht. We thank you for your years of participation and confidence in our event.

Eurospoor2018 will be a feast for many who are already looking forward to the event. Eurospoor has inspired many to start with the model rail hobby and that is why the event is meaningful within the industry. On Sunday, the entrance fee for children up to and including 11 years has been reduced to € 0.00. We hope that means new growth for the hobby.

As you have come to expect from us, this year we are again going to do our utmost to have EUROSPoor be successful for all participants and visitors. Here below you will find the necessary information regarding the organization. From a practical point of view we have decided to send all participants the same information regardless of category (commercial, exhibitional, etc.). It is possible that not all the information is relevant for you.

Almost all participant information can be found on the Eurospoor website.
Go to www.eurospoor.nl => Exhibitors

You will find there:

1. This extensive participant instruction
2. Factsheet
3. Appendix 1: participant entry Saturday and Sunday morning
4. Appendix 2: map of the Jaarbeurs complex
5. Appendix 3: participants plan for halls 2, 3 and 4
6. Appendix 4: information about Eurospoor in 2019 and 2020

In addition, you will receive by regular mail:

1. Participants cards + clips
2. Participants plan indicating your stand number
3. Fact sheet with Factsheet with participants entrance info at the back
4. Admission tickets for your associates (if ordered)
5. Only for clubs and exhibitors: the agreed number of parking tickets can be collected at the management office in hall 3.
6. Hotel information (non-commercial only), if applicable

How to drive to the Jaarbeurs location.

On the motorways around Utrecht the Jaarbeurs is indicated on blue traffic signs. On Appendix 2 (Plan of the Jaarbeurs complex) you see the hallnumbers and traffic situation.

Halls with arrival routes

All halls and load- and discharge doors are numbered.

EUROSPoor2018 will take place in halls 2, 3 and 4.

The following doors are open on Thursday and Friday:

Hall 3 – door 207, take route 200
Hall 4 – doors 205, 303, take route 200

Open on Thursday only:

Hal 2 – door 307, take route 300

Building up of presentation on Thursday and Friday morning.

Bringing in material and building up your presentation can be done on Thursday 8 November from **10.00 a.m. till 20.00 p.m.** and on Friday 9 November from **06.30 a.m. till 10.00 a.m.**

On Friday morning after **07.30** no vehicles are allowed in the halls because after that time Jaarbeurs will start to place carpets. Driving across the carpet will destroy it.

Your stand space is marked on the floor in **YELLOW**.

As you know, the hall will be opened on Friday for public at 10.00 o'clock. Please wear your participants identificationcard also on the day of stand-building. In that way you will be identifiable and unauthorized persons will be prevented from entering the hall by Jaarbeurs security. Without a participants card nobody will be admitted.

You can drive into the hall. Your vehicle must leave the hall again within two hours. To guarantee this you will have to pay € 50,- surety at the barrier. This surety will be refunded to you if you leave the hall within the afore said two hours. This rule applies not only to private cars but also to trucks.

This rule has been drawn up by the Jaarbeurs (Royal Dutch Fair) to encourage a constant stream of cars. The rule applies to all participants. So equally for commercial participants, exhibitors and model railway clubs. This means: drive in, unload your car and drive out. It is forbidden to park cars in such a way that entrance to the halls is blocked. You may not place material, apparatus, packed goods, empty boxes etc. in the passageway. It is not allowed to deposit rubbish, waste etc. in the cable gutters and drains. Packing material must be deposited in the containers in the hall. Due to fire-regulations and other safety precautions it is not allowed to keep packing material in or around the stand.

Those who have hired a Eurospoorstand can start to install it at 10 o'clock on Thursday morning (as you know, you have time for this on Thursday till 08.00 p.m. and on Friday from 6.30 a.m. till 10.00 a.m.). Because of the large number of participants, and therefore cars, we advise you to drive your car outside again as quickly as possible in order to allow

your colleagues also to bring in their goods.

Empty halls invite speeding, but this is extremely dangerous. In the halls you may not drive harder than at a footpace. This avoids damage and injuries.

Should you have heavy goods to bring in, we advise you do so on Thursday. It is uncertain whether you will be able to drive (far) into the hall on Friday owing to model railways, etc. which have already been laid on.

During the standbuilding you must also wear your participants' badge. As noted, this is for safety reasons and in your own interest. There will be no trolleys etc. offered for use for transport etc. by the organization. It is not allowed to use empty containers of suppliers for this purpose. You will have to take transport material with you. But you can drive next to your stand in the hall.

Catering during construction and during the fair with a 20% discount

During the buildup you can go to the restaurant Speys (at entrance East) for catering. Here you will receive 20% discount on the catering offer on presentation of your participants card. During the event, you will receive a 20% discount in the Speys restaurant and at the catering points in the hall upon presentation of your participants card (Not valid at the waffle stall and at the ice cream stall).

Parkingtickets for clubs

Clubs have tickets provided by the organization. When you enter the car park, you will receive a parking ticket. You dispose of this ticket and when you leave the lot (1 time per day) you use one of our tickets.

Issue of tables, chairs, barriers

Previously ordered tables and chairs can be collected in the space near the infostand in hall 3 (see plan) by the representative of your club or stand. He/she must be able to identify him-/herself and must sign a form for reception of goods after which the materials can be received.

As an experiment, the clubs and exhibitors can take the ordered barriers from

the container. On the map you can see where the container is located. Of course, you will not take more than the ordered amount. If you need more items, please contact our organization. When dismantling on Sunday, please return the barriers to the place where you picked them up.

Tables, chairs, barriers can be collected:

Thursday from 10.00 – 20.00 p.m.

Friday from 06.30 – 08.00 a.m.

Please be as careful as possible with these materials. You are responsible for any damage incurred.

Showcases, which have been ordered, will already be at your stand. We do not advise you to move these showcases. Here, too, applies: you are responsible for any damage incurred.

After the show we would be very grateful if you would bring back the barriers, tables and chairs that you collected at the start of the show.

Heating

During the building period when all the doors stand open the heating will not go on. We request your clemency for this situation. Depending on the weather it could be cold in the halls. Please give this your consideration. It is important that all cars will be unloaded as quickly as possible and removed from the halls on Friday morning so that the doors can be closed and the heat remains inside.

Openingtimes on Friday

From 10.00 morning till 18.00 the event will be open to the public.

It is not allowed to bring in or remove goods for the duration opening times of the Fair.

Please take notice of the following:

- * Come to the event with a clear head
- * Consider your Dutch- and German-speaking visitors when displaying your promotion material.
- * See that you have food and drink with you
- * Keep food and drink within your own area
- * Keep the area in and around your stand clean and tidy

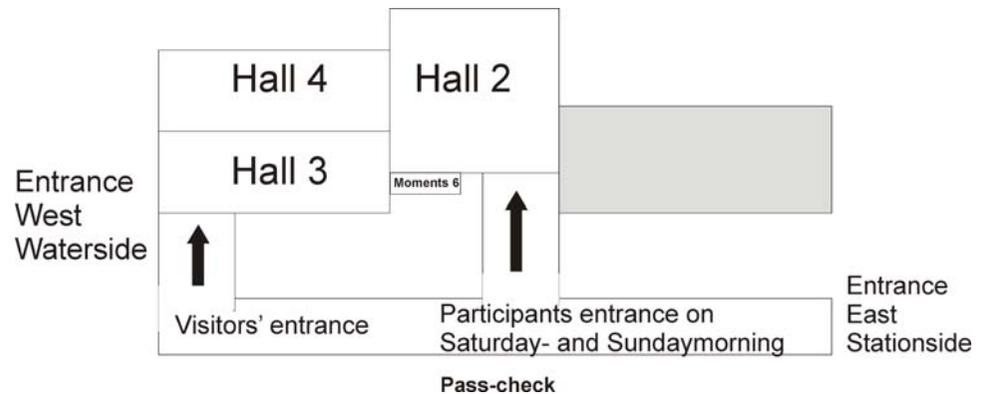
- * See that you have sufficient change
- * Be alert for thieving
- * Draw your visitors' attention to the fact that they can "pin" money In Entrance East of the complex.

You are requested to end your activities at 06.00 p.m. (and not sooner or later). Jaarbeurs security will then enter the halls and you are requested to leave the halls before 6.15 p.m.

During all nights all halls will be under guard, except sunday night.

Saturday and Sunday:

On Saturday and Sunday the halls will be open for participators from 08.45 a.m. but we advise you to come some earlier (we start at 08.00 hrs) so that we can check your pass already and you can get in directly at 08.45. You only can enter the halls through the participants entrance. This is located at the entrance of Hall 2, see drawing underneath. Please wear your participants identification card. Without one you cannot enter the halls.



The opening hours Saturday are: 09.30 - 17.30 hours and Sunday from 09.30 - 17.00. All participants are expected to leave the halls on Saturday before 17.45.

Stand dismantling:

Sunday from appr. 17.00 until 22.00 hrs.

No dismantling on Monday.

Waste disposal

The exhibitor is expected to take waste or other objects back and to not leave it in the halls. Should the exhibitor following clearing of the exhibition space, leave behind waste or other objects, Eurospoor is entitled to have this removed at the exhibitors expense.

Expenses:

Expenses for clubs will be paid in the course of the day on Saturday and Sunday. Clubs should appoint a member of the committee to whom the expenses can be paid.

DIVERSE

Liability

The participant him/herself is entirely responsible to his/her taking part in the event. The organization is not responsible for any injury to participants of damage to participants goods.

Fair guides

After the show you might get confronted with Expo Guide services who send forms which you 'should' fill out or complete. Although the name of Eurospoor might be mentioned in this form we don't have anything to do with these companies. We advise you not to fill out these papers preventing you in entering into an advertisement contract.

Smoking

Smoking inside the building is not allowed

Prospects

Promotional materials may only be handed out in and from your own stand. Not in the corridors and certainly not at the entrance.

Commercial activities

For clubs and other non commercial participants it is not allowed to trade or engage in commercial activities like f.i. selling and doing promotion for third parties.

Keeping order

Should a participant, his staff, people who are commissioned to work for him and holders of participants' cards issued to him (1) refuse to follow instructions from the organization or from persons acting on behalf of the organization or (2) be guilty of theft, the organization is authorized, without legal intervention, to take one or more of the following measures or provisions if necessary at cost to the participant:

- a. to withdraw to him provided service and participants' cards and to deny the person(s) concerned admittance to the fair.
- b. to close his stand c.q. presentation or to have it vacated wholly or partly and to dispose of the unoccupied space.
- c. to hold in its management the exhibited goods and also everything built up or placed by the participant and to store them, all this at participants' full cost and risk, without participant having right to any refund of already paid sums or - right to any amount still to be paid to him/her (for model railway clubs and exhibitors) c.q. damage in which form or by whatever cause this may have been incurred and participant has the undiminished duty to fulfill all obligations towards the organization.
- d. In case of theft the organization always notifies the appropriate authorities.

In all cases for which in this letter no provision has been made the decision of EUROSPOOR is final.

WE WISH YOU A SUCCESSFUL EVENT AND A SAFE TRIP!

EUROSPOOR
Leo Hendriksen
Chitra Hendriksen-Gopal

Next Eurospoor will take place in November 2020 (See Appendix 4).