

# Procedure and Planning

## Expo 2022 Floriade Amsterdam-Almere, the Netherlands

The procedure for approval on participation is a formal process, which is described underneath. Because participation is always tailor made, in most cases a period of informal consultation precedes. The complete procedure and conditions are described in the General Regulations and the Special Regulations available at the website [www.floriade.com](http://www.floriade.com).

### 1. Accepting the (official) invitation

The official invitation has been sent out by the Government of the Netherlands. We appreciate a formal confirmation of participation which can be done by sending an official letter by diplomatic channel to Her Excellency Carola Schouten, Minister of Agriculture, Nature and Food Quality, Bezuidenhoutseweg 173, 2594 AC The Hague, The Netherlands. We advise to send a copy of this letter by email to your point of contact at Floriade Expo 2022, or to [participants@floriade.com](mailto:participants@floriade.com).

### 2. Provisional choice of location

After receiving a confirmation of participation, the participant can express its preference for a plot in case of an outdoor exhibition. Participant can develop a plan for this location as described hereunder, however the allocation of a plot is only final after signing the participation contract. The allocation of outdoor plots has started in 2019. In case of an indoor exhibition, participant can make a request for a stand specifying the square meters needed. The allocation of stand locations will start by the end of 2020 according to the principle 'first come, first serve'.

### 3. Application and 'Theme Statement'

For approval on application, participants need to develop a Theme Statement in accordance with Special Regulation No.1. Together with the Application form, this Theme Statement and the other requested documents, can be sent by email to your point of contact at Floriade or to [participants@floriade.com](mailto:participants@floriade.com).

### 4. Informal Review Application and 'Theme Statement'

Team International Participants reviews the submitted draft 'Theme Statement' and provides participants with feedback. Based upon this feedback, participant adjusts the 'Theme Statement' where necessary and subsequently submits it for a formal assessment to the Review Committee.

### 5. Formal Assessment of 'Theme Statement' by Review Committee

The Review Committee assesses the submitted Theme Statement which needs to comply with the theme and subthemes of Floriade.

### 6. Elaboration of participation with Technical Team

Discussion and negotiation about participation between participant and Floriade organisation, concerning for instance the development of the exhibition plan, decision about the form, the use of material, location, required space and the process of gaining an environmental permit needed for the construction of a pavilion.

### 7. Working Permits and Housing

Participants are responsible for arranging legal documents proving all employer(s) are allowed to stay and work in the Netherlands. Participants are also responsible for arranging accommodation for all employer(s). There is no lodging foreseen at the Expo site itself and it is not allowed to spend the night in the pavilions. Organiser will provide participants with a list of suppliers they can contact for temporary rent of accommodation.

## 8. Signing Participation Contract

After approval of the Theme Statement and a positive result of the technical consultation, the reserved plot will be formally allocated to participant. The details of the negotiation will be recorded in the Participation contract. After confirmation of the request to participate, a point of contact shall be appointed by participant. In case of an Official Participant, countries must appoint a 'Commissioner General of Section'. In all other cases a pavilion director shall be appointed.

## PLANNING

### Decisions to make for participation in Floriade Expo 2022

#### 1. Decide on type of participation

- Outdoor As soon as possible\*
- Indoor As soon as possible\*

#### 2. Choose plot

- Outdoor Deadline June 2021 Advised before December 2020\*

*\* For all options applies, that there are limitations in numbers and allocation is first come, first served. Many countries made reservation already. We can do without obligation for next 2 months.*

#### 3. Application for stand

- Indoor Greenhouse Deadline September 2021 Advised before February 2021\*

#### 4. Allocate the budget

#### 5. Develop 'Theme Statement' (design and concept of exhibition)

- 6. Submit 'Theme Statement' Within 2 months after reservation

- 7. Sign Participation Contract 6 weeks later

#### 8. Develop the exhibition

- 9. Plots handed over from 1 July 2021

- 10. Indoor stands available 1 January 2022

#### 11. Procedure building permit (takes 4 months)

- 12. Construction work until 15 March 2022

- 13. Heavy vehicles until 7 April 2022

- 14. Official opening 13 April 2022

- 15. Floriade open to public 14 April 2022

- 16. Closure Floriade 9 Oktober 2022

- 17. Exhibitions dismantled before 22 December 2022

#### 18. Contract termination

More detailed technical and background information for participants can be found in the Participation Guide on the website [www.floriade.com](http://www.floriade.com)