

# Participation Guide

**This is a guideline with important technical and background information for participants.**

**Version 16 October 2020, to be updated regularly.**

# PARTICIPATION GUIDE

Version 16 October 2020, to be regularly updated



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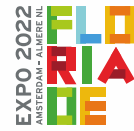


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## 1 Introduction

The Participation Guide is addressed to all participants, exhibitors, partners, suppliers, concessionaires and other institutions, as well as all employees involved in planning and operating pavilions and exhibition areas. Here, you will find all the key services to help you make your exhibition at the Floriade a success.

In this overview, you will find a list of the services and products offered to Participants completed with the contact details of the suppliers concerned. If Participants have specific questions or need services not mentioned in this overview, they can contact the Facilities department 24 hours per day.

**Contact Information:**  
Floriade Facilities Department  
[Facilities@floriade.com](mailto:Facilities@floriade.com)  
Part of the PSP (Participation Service Point)  
+telephone number xxxxxxxxxx

We have tried to be as complete as possible with regard to the services and products possible. All tariffs are quoted excluding 21% VAT (or food 9% VAT).

This Participation Guide is a document in development and will be regularly updated until the start of the Floriade. The most recent version of this guide is online available at [www.floriade.com/en/downloads](http://www.floriade.com/en/downloads). The main language is English, if you meet difficulties please contact **PSP** (Participation Service Point) for assistance. We apologise in advance for any typographical errors in this guide. Floriade Expo 2022 does not accept any liability for services offered by third parties.

Most services are generally ordered directly from contractors who will then bill the participants, exhibitors, partners, concessionaires, i.e. Floriade is usually not the contract partner, nor is it responsible for billing services. To provide a better overview, we have grouped the individual services into ten categories. Each category is divided into individual sections.

Each section begins with a short overview of the requirements, followed by a list of the individual services, giving their costs/prices. In the case of complex packages of services, sample billings are given to help you put prices in advance to the services you need.

Wherever possible we have already attached requirements forms or order forms. If you need additional forms, you are welcome to duplicate them or request more at PSP.

### **Contact address**

If you have any queries about individual services, please contact the Facilities team or the Participants Service Point (PSP) of Floriade.

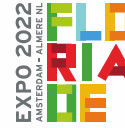
### **Postal and visiting address:**

Floriade Expo 2022  
P.O. Box 98  
1300 AB Almere  
The Netherlands

Floriade Expo 2022  
Archerpad 8  
1324 ZZ Almere  
The Netherlands

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## 2 Additional information on Floriade Expo 2022

### 2.1 Opening hours

#### Opening hours Floriade Expo 2022

##### During construction phase\* (until 7 April 2022\*\*)

Building activities	07.00 – 19.00 hours
Deliveries	24/7
Maintenance	24/7

\* All persons working on the Expo site must have valid accreditation. See chapter 4.1.

\*\* Special opening hours apply to the week prior to opening because of safety checks. Participants will be informed timely.

##### During Expo (14 April – 9 October 2022)

###### Regular Opening for Public

Week days	10.00 – 19.00 hours
Commercial facilities	10.00 – 19.00 hours

###### Extended Opening Weekends, July & August, Public Holidays

Exhibition area, pavilions*	10.00 – 20.00 hours
Commercial facilities, public*	10.00 – 22.00 hours

\* Participants are also allowed to extend their opening hours until 22.00 hours.

###### Access to Expo site by Participants

Deliveries	24/7 at postal address of Floriade Expo 2022
Maintenance	20.00 – 07.00 hours
Exhibition, light constructions	20.00 – 07.00 hours
Heavy construction activities	Not allowed
Vehicles, with accreditation	see chapter 4.3

### 2.2 'Barrier-free' Floriade Expo 2022

The Netherlands has a disability act enforcing rules and regulations in regards to barrier free entry to people with disabilities. Floriade shall be freely accessible to all visitors. All the typical attractions of the Expo, such as events, presentations by participants, exhibitions etc, will - to the maximum extent possible - be made equally accessible and enjoyable to disabled and able-bodied people.

#### The context

At Floriade around 2 million visitors are expected to visit the event. The organisers have a responsibility here to pay particular attention to the needs of special groups of visitors. These special groups include families with small children, older people and people challenged in some respect. It is very difficult to forecast the proportion of handicapped people in the total number of visitors to Floriade. According to one preliminary estimate, around X% of the visitors will be disabled. Then there is also the much larger group of older people and families with small children, which means that barrier-free accessibility is an important factor in designing the expo site.

#### Visitors

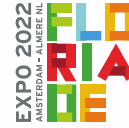
It is important to quote the maximum number of visitors that can fit onto your plot of land, and how many visitors are able to enter it at once.

#### Accessibility

The entire terrain, including structures, should be accessible for visitors (that includes disabled visitors) and emergency services. The overall accessibility should meet the demands of "Bereikbaarheid Toegankelijkheid en Bruikbaarheid" according to 'ITS'-norms. The Dutch 'ITS' stands for 'International Accessibility Symbol'. All to the publicly accessible permanent buildings on the terrain are to fulfil all the criteria for acquiring the 'ITS'-symbol. For all non-permanent buildings it concerns an 'ITS'-symbol for events. Information and consultation about 'ITS' can be gained at Floriade.

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## The service

To help in developing suitable measures, a checklist will be prepared. There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 2.3 Natural conditions/ weather and geology information

Before calculation of the structure's foundation participants are required to have a foundation advice. Thus, having probing information of the location where the structure will be build. You need to acquire this information in consultation with Floriade, or when lacking such an advice, to ensure that a soil probing is performed. Existing sounding data of the terrain are available, which give an indication of the subsurface for the foundation of the wished building/construction. You can request these data from the Floriade.

There can only be built on the indicated area on the plot. The 4 meter strip around each plot will be designed as a floral boundary of the plots. There will be an entrance on at least one side of this floral boundary to be used to enter and exit the plot. It is recommend to realise up to 1 layer of construction with lightweight material, so that there is no need for pilling. The foundation of the building can then be made by "Stelcon" plates or similar materials.

If necessary, poles can be drilled, but that brings with it the necessary complications such as the removal of the poles afterwards in relation to the buildings to be built after the Expo for the city district. In addition, the poles cannot simply be removed afterwards in order not to get brackish water into the terrain (leakage of the closing clay layer in the deeper underground).

When you plan to design an artificial water body, we advise you to not dig deeper than 50 cm. You can request for a map of the underground infrastructure. Keep this in mind when you dig on your plot. If you would like to design a water body deeper than 50 cm, we advise you to heighten your plot with the outcoming soil form your plot.

## 2.4 Assistance for Least Developed Countries

Least developed countries will be offered an option to participate as part of a 'World pavilion' which is being developed. Floriade offers a space in the mentioned area, and assistance with the exposition such as displaying materials. There will be no financial assistance offered. More information will be available in the next edition of this Participation Guide.

## 2.5 Partners

Expo 2022 Floriade Almere is an A1 International Horticultural Expo, which takes place in the centre of Almere from 14 April – 9 October 2022. Floriade Almere 2022 B.V. is the organiser of this 6-months event, in close cooperation with the Municipality of Almere, the Province of Flevoland, the Dutch Horticultural council (NTR) and the government of the Netherlands. Besides that this expo can only be established together with the contributions of Official and Non- Participants, exhibitors, stakeholders, partners and volunteers.

## 2.6 List of suppliers

It might be useful and convenient to make use of local parties for your assignments. Therefore, we offer you a list with suppliers for several services needed. There is a lists of Floriade suppliers and a General list of Suppliers. The latter have not been selected by Floriade organisation. If you need a service not mentioned in the list, you can contact the Facilities team for assistance. The forms for ordering services from Floriade suppliers can be found in chapter 15.

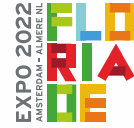
Most services are generally ordered directly from contractors who will then bill the participants, exhibitors, partners, concessionaires, i.e. Floriade is usually not the contract partner, nor is it responsible for billing services. To provide a better overview we have grouped the individual services into ten categories.

The Organiser shall provide Participants, for their selection and use, with a list of companies which can carry out the services listed below. The costs, in accordance with the local market rates, incurred for such services shall be borne by the Participants:

- o Exhibition area maintenance and cleaning;

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- o Installation of security devices;
- o Installation of fire protection devices;
- o Security service;
- o Architecture, garden design, construction and supervision;
- o Garden construction and material supply;
- o Exhibit decoration;
- o Legal services related to intellectual property rights, civil and commercial affairs;
- o Logistics and express delivery services of goods and commodities;
- o Other services requested by Participants and deemed appropriate by the Organiser.

Participants are allowed to select other companies outside this list. All companies need to comply with the relevant Dutch laws and regulations and in accordance with Special Regulation No. 13 concerning the regulations governing admissions, as mentioned in Article 41 of the General Regulations.

The information is not complete yet. It will be updated in the next edition of this Participation Guide.

## 3 Design and Construction

For the design and construction of the pavilion, Participants need to comply with the Dutch Laws and Regulations, described in Special Regulation No. 4 Concerning the Construction, Installation, Workplace Safety, Fire Prevention, and Environmental Protection.

Before the construction can start, participants need an 'Omgevingsvergunning' (Environmental permit). Floriade will arrange assistance on this. You can ask your focal point of contact in the Floriade organisation for the contact information of the municipality of Almere responsible for issuing this permit.

### 3.1 Plot conditions

The plots will be delivered as a grass field with trees already being planted. The trees must be preserved, and participants need to incorporate them in their design plan (the position of these trees are visible in the Plot passport). After the Floriade Expo has finished, participants have to bring the plot back to its original condition.

### 3.2 Building materials and guideline

As stated in Special Regulation No.2, there are preferred materials to be used by Participants.

Concerning the sustainability, participants are asked to realise their building in an energy efficient manner and to imply innovative solutions in this field. Considering the temporary character of the structure you are required to take into account the usage of materials and installations, in association with dismantling it afterwards. The strain on the environment should be reduced to a minimum. No materials may be used on the outside of the building that are leachable like zinc, lead and copper. Asbestos has been banned in the Netherlands since 1993. In your building it is therefore not allowed to use asbestos materials.

### 3.3 Landscape design and maintenance

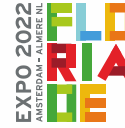
Landscape maintenance for Floriade Expo 2022 is being organised in cooperation with several suppliers providing the maintenance for the basic park. They also offer to do the design of gardens and maintenance for participants. See the List of Suppliers, Chapter 2.6.

### 3.4 Permits and assistance

When participants would like to realise a non-permanent structure on the Floriade premises, a building permit is required in accordance with Dutch law. Building plans need to consent to the Building Decree and Municipality Building regulations. It is understandable that questions may arise when dealing with the Dutch law and regulatory framework.

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## Assistance with the building permit request

Floriade Expo 2022 will acquire your building plans in an early stage. The goal is to review/check the building plans prior to filing the permit request, thus ensuring that the actual request is processed as efficiently as possible. We have an engineer, who will serve as a pre-office for the municipality of Almere. It is recommended that you utilise a Dutch architect or building firm during the building process.

## Filing the temporary design, final design and building permit request

The procedure of filing can be divided into 4 stages.

### Stage 1

The first stage of your building plan is the temporary design stage (Dutch: VO). In this stage, you submit a conceptual building plan to Floriade for approval. In the site plan, you indicate where the building will be situated. Floriade will judge your building plan on shape, colour and use of materials. For a proper assessment, it is important that you submit this required information.

### Stage 2

The second stage in submittal of your building plan to Floriade is the final design (Dutch: DO). Several requirements will be assessed in this stage. Your design must, at a minimum, consist of a situation sketch, floor drawings, façade drawings, sectional drawings and a number of detail drawings. Furthermore, dimensions like width, length and height are also required for this assessment. If necessary, adjustments will need to be made to the design. When the design is approved, technical specifications need to be added before the request for a building permit can be filed.

### Stage 3

The third stage of the building plan is the pre-assessment review, taking place before filing the request for a building permit. Your building plan will be tested on eligibility. The filed documents will be assessed on completeness. This will be done according to the added checklist (see p. 7). The documents will also be tested on demands by the Building Decree and Building regulation. Resulting from the assessment of the contents, it is possible that you will be requested to adjust certain documents in order to meet the Building Decree's demands.

### Stage 4

The fourth stage is filing the documents at the municipality of Almere. After our assessments and recommendations, you are to file the building plan at the municipality of Almere. You are required to do this yourself. The building plan will be accompanied by a form called "Aanvraag Omgevingsvergunning" (Request for environmental permit). In this form you are asked to fill in the specifics of the building plan. The municipality of Almere will then further settle the request and grant the building permit.

This 'environmental permit' is an integration of the aspects: building, living, monuments, space, nature and environment. This new permit will replace the former 'building permit'. When needed, we will also accompany you in filing the request for the building permit down this similar route.

To let the process progress as auspiciously as possible and to safeguard the quality, Floriade wants to screen and coordinate the request before it is officially filed at the municipality of Almere. Therefore, we will give you some directives and a checklist.

## Additional information

You are required to take in account the following points of necessity for the building permit

## Fees

In the Netherlands fees are due to a building permit. These fees are determined by the municipality of Almere.

Construction costs	Amount
< € 2.500,00	PM
€ 2.500,00 - € 12.500,00	PM
> € 12.500,00	PM of the construction costs



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During the actual filing of the request for an environmental permit for your structure at the municipality of Almere you will be kept informed throughout the process.

## Planning

Take in account a prompt filing of your building plan, see also 3.5 on technical documents.

### Procedure

- Pre-design stages are to be delivered to Floriade, time frame: approx. 8 weeks.
- formal filing of your final request at the municipality of Almere, time frame: apt. 6 weeks
- The realisation of the structure, time frame is dependent on the building.

Your building plan must be provided with a valid permit. The construction of your building without a permit is contradictory with Dutch law and regulations. We need to receive an overall planning of your building.

## Zoning plan

All buildings need to meet the demands as determined in the zoning plan. The zoning plan gives restrictions and regulations of what can be built, in association with the future city district. The zoning plan consists of three parts, a clarification, a map plan and regulations. Therefore, it is important to execute a test on your concept prior to the final design.

Whenever a structure is not in accordance with the zoning plan, this will influence the time to get a permit. Buildings need to meet the regulations of the zoning plan, map plan and regulations of Floriade Expo 2022. Our engineer can assist you on this.

## Rainwater discharge

It is not allowed to connect the rainwater pipe to the sewerage system, but it has to be drained into the soil. The demands concerning drainage are included in the zoning plan.

## Waste water disposal

The waste water should be connected to the connection points of the main sewerage pipes in the vicinity of your plot.

## Cables and pipes / Underground infrastructure

Throughout the entire Expo site cables and pipes have been installed underground. It is important to take this into account when building your structure and digging into the earth. Information about the cables and pipes is available in the drawing attached in chapter 16. This is part of the Plot passport.

## External safety

External safety applies to parts of the site. This means that it can affect the design and capabilities of your structure. This is part of the Plot passport.

## NoX deposition

PM

## Soil depot

Soil released by construction work can be stored elsewhere on the site. The costs for transport are for the account of participants.

## End of Exhibition

As the structure is of temporary nature, the structure needs to be disassembled or dismantled after the exhibition. The disassembly and dismantling are part of your own responsibility. There are costs involved with the dismantling and the removal that should be taken into account. It is possible that a request for a dismantling permit needs to be filed.

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## 3.5 Technical documents

### Checklist phase 1

#### Sketch (or Draft) Design (in Dutch: 'SO')

- Presentation booklet of the conceptual design
- Impression of the designed buildings with drawings of floor plans/façade drawings/cross sections
- Reference images, colour and use of materials
- Overall dimensions with scale

#### Preliminary Design (in Dutch: 'VO')

- Presentation booklet of the conceptual design
- Impression of the designed buildings with drawings, reference images, colour and use of materials
- Situation drawing, overview drawing of the plot with projected structures incl. building heights, scale at least 1:1000
- Drawings on a scale of 1:100
- Principle details, scale at least 1:10

### Checklist phase 2

#### Final design (in Dutch: 'DO')

##### Drawings:

- Situation drawing, overview drawing plot with projected structures incl. building heights, scale at least 1:1000
- Drawings scale 1:100
- Floor plans
- Façade drawings
- Cross-section and longitudinal section
- Principle details, scale at least 1:10
- Stairs and ramps
- Staircases and sloped surfaces
- Description of use of materials and colour usage

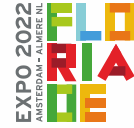
### Checklist phase 3

Before filing a request for an environmental permit it is of importance that the following documents are discussed.

- Filled form 'Aanvraag Omgevingsvergunning' / form environmental permit
- Situation sketch, maximum scale 1:1000
- Floor drawings, maximum scale 1:100
- All façade drawings of the building maximum scale 1:100
- Cross section and longitudinal section, maximum scale 1:100
- Detail drawings, scale 1:5, 1:10 or 1:20
- Utility function of the building
- Utility surface area
- Residential areas and residential compartments
- Occupation degree
- Description of use of materials and colour usage
- Height of the building and the number of construction layers
- Building specifics, calculations and drawings
- Ground analysis, 'soil probing report' and advice on foundation
- Ventilation provisions
- Connection points to sewerage system
- Accessibility of the building
- Dimensions of staircases, elevators and sloped surfaces
- Fire safety precautions, such as escape routes and firefighting equipment

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## 3.6 Construction management

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 3.7 Electrotechnical support construction phase

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 3.8 Planning

There are a number of important deadlines all participants must take into account in their planning.

### Issuing of permits

The planning concerning the issuing of permits is not available yet and will be updated in the next version of this Participation Guide.

<b>Handover Outdoor plot, from</b>	<b>1 July 2021</b>
<b>Handover stand for Indoor exhibition, from</b>	<b>1 January 2022</b>
<b>Construction works until</b>	<b>15 March 2022</b>

For all works applies, they are prohibited after 15 March 2022, such as

- Construction works
- Arrangements of large plants and objects
- Heavy vehicles heavier than 7,500 kilos

After this date, there are no vehicles allowed at the Expo site heavier than 7,500 kilos. There will be no exemptions made.

### Installation exhibits until **7 April 2022**

For both outdoor and indoor exhibits applies, the installation works on the exhibits is possible until 7<sup>th</sup> of April. After this date, only maintenance is allowed. This is due to safety instructions and preparation of the site for the official opening on 13<sup>th</sup> April.

### Opening and closure Floriade Expo 2022

- |                                      |                          |
|--------------------------------------|--------------------------|
| - Official opening date              | Wednesday, 13 April 2022 |
| - Open to public, first day          | Thursday, 14 April       |
| - Closing day                        | Sunday, 9 October 2022   |
| - Commercial activities public areas |                          |
| - Commercial activities Participants |                          |

For the list of opening hours, please see under 2.1 .

### Exhibition removal and premise restoration before:

Indoor exhibition 'Directly' (in 2 weeks) before	23 October 2022
Outdoor garden & pavilion	22 December 2022

## 4 Admission and Accreditation

### 4.1 Accreditation

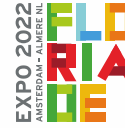
The rules for accreditation to the Expo site are described in Special Regulation No. 13 Concerning Admissions. The information in this PG is additional and practical, and sometimes it needs to be worked out further. The information in the approved SR always prevails upon information in this PG. When things are not clear to you, please contact the Participants Service Point.

All persons working on the Expo site must have valid accreditation. The passes make easy access to the site possible while ensuring a high standard of security. Application for passes must be submitted on an accreditation application forum and is only applicable for participants with a working permit.

The procedure and documents for accreditation are not available yet. As soon as they are, they will be available in the most recent version of this Participation Guide.

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The passes are personal and non-transferrable and must be worn and displayed visibly on the site. They show the individual access rights to selected areas of the site and their period of validity.

After the accreditation applications have been checked and processed, a copy of the application will be sent as evidence of confirmation. The passes can be collected on presentation of this copy and a passport or ID card at the accreditation office, part of the Participants Service Point. Loss of a pass must be reported immediately to the accreditation office.

## 4.2 Admission tickets

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 4.3 Admission of vehicles

Official Participants and their personnel can apply for a vehicle accreditation at the Organiser in order to have their vehicles admitted at the Expo Site at a specific time. It is not allowed to park vehicles at the Expo site. There will be parking facilities provided outside the Expo site, close to the entrance for personnel.

This information will be completed in the next edition of this Participation Guide

## 5 Accommodation

### 5.1 Housing

Almere is very centrally located in the Netherlands, close to Amsterdam. The supply of housing in Almere might therefore be limited and can sometimes be expensive. Almere has excellent accessibility and there are several options to rent accommodation within a short travel distance of Almere. An apartment building, the so called 'Expo Tower' will be built at the Expo site. We will also provide you with a list of providers you can contact for temporary rent of accommodation such as hotels, apartments, houses, campings etcetera. The list is not available yet.

#### Rental prices

The rental price for the accommodation in the Expo Tower is not available yet. This information will be completed in the next edition of this Participation Guide

### 5.2 Floriade office rental

Participants are offered the possibility to rent a locked office space next to the Floriade site, in the period before, during and after the Floriade. The offices can be made available from 1 July 2021 until December 2022. It is prohibited to stay overnight in these offices. The location is near the west entrance of the Floriade Expo.

Facilities available in rented Office:

- Inventory: cabinet, desk, chair and drawer unit;
- WiFi;

Central facilities:

- Copying and printing facilities;
- Coffee machine / soft drinks vending machine;
- Parking space

## 6 Safety & Security

### 6.1 Rules of behaviour

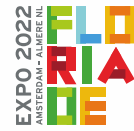
There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 6.2 Safety

The Floriade Expo has its own safety organisation to guarantee the safety at the Expo site. Participants can use the services and products of this organisation at their own costs.

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You can think of technical solutions such as camera surveillance and intrusion systems, structural solutions such as key management and services such as security personnel.

With regard to key management and company emergency services for your pavilion, your organisation must be affiliated with the central organisation of the Expo.

## Services

Security at the Floriade Expo 2022 is being organised in cooperation with the company 'Securitas Beveiliging BV'. This organisation provides the security personnel on the basic site. As a participant, you can source additional services from this supplier.

Some additional services are:

- Security Host
- VIP security
- Alarm response
- Cash transport
- Seal bag
- Break-in detection
- CCTV surveillance
- Security planning
- Access control
- Emergency lighting
- Locks
- Safes
- etcetera

For more information about the services of this company, see the attached SAFETY & SECURITY-FORM, Chapter 15. Regarding the optional CCTV surveillance and pricing, you'll find further information in the Appendix when available. In addition, Securitas can offer tailor-made products. For that purpose, feel free to contact Securitas or the Facilities department.

### Supplier

Contact: Securitas Beveiliging BV – Marco van Tongeren

Telephone: 06-25008706

Email: marco.van.tongeren@securitas.nl

## 6.3 Emergency & First aid

Emergency response and first aid services at the Floriade Expo 2022 are being organised in cooperation with Securitas Beveiliging BV. This organisation provides the training courses and evacuation plans on the basic site. Participant can source additional services from this supplier. In addition, there is the option to hire/purchase materials.

The Floriade site is equipped with AED systems and an emergency response organisation has been set up in cooperation with the various participants. Each participant must provide for adequate first aid and evacuation arrangements for the pavilion/stand concerned.

When you are interested in services on Emergency and/or First Aid, please fill in the EMERGENCY&FIRSTAID-FORM, Chapter 15. In addition, Securitas offers various resources to support the emergency response and first aid organisation. See the Appendix for more information, when available.

### Supplier

Contact person: Securitas Beveiliging BV – Marco van Tongeren

Telephone: 06-25008706

Email: marco.van.tongeren@securitas.nl

## 6.4 Food Security

As mentioned in Special Regulation No. 10 on General Services, there are strict Safety Laws and Regulations in the Netherlands for offering or selling food, or operating restaurants, with which participants have to comply. During hours of operation, it is required that at least one staff member holding the appropriate certifications is present at the pavilion.

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## 6.5 Pharmacy

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 7 Transport and Traffic

### 7.1 Direct deliveries

Direct deliveries and entry to Floriade Expo Site are possible from 01 July 2021 on, if the relevant requirements are met without using the services of the EXPO forwarding agent warehouse or the shuttle services of the Official EXPO Forwarding Agent.

Floriade is in the process of commissioning the organisation to manage the logistics traffic.

Direct entry requires a permit which is subject to certain conditions. Uncontrolled entry to the site is not possible. The Requirements Entry of transport and other vehicles with permits to the World Exposition site is possible during the construction period in principle 24/7.

During the operation of the Expo, entry by transport and other vehicles with permits is only possible between 20.00 - 07.00 hours. All deliveries and regular maintenance, service and cleaning work must in principle be carried out during these hours.

### 7.2 Storage and goods transport

With regard to the participants' material and resources, we offer the following options.

Near the staff entrance, there is space for placing storage containers for material for the garden and pavilion of participants. The location for the containers is provided by Floriade organisation free of charge, and will be accessible 24/7. The storage containers can be rented by participant. The list of suppliers is not available yet.

With regard to the receipt of goods during the expo, participants can use the Floriade Expo postal address. This differs prior to, and during the Expo!

#### **Postal Address prior to Expo until 13 April 2022:**

Floriade Expo 2022  
Archerpad 8  
1324 ZZ Almere, The Netherlands

#### **Postal Address DURING the Expo:**

Floriade Expo 2022  
De Steiger 77-Floriade  
1324 ZZ Almere, The Netherlands

Packages will then be delivered to the accreditation desk after which addressee will receive a message to pick it up. Therefore, it is important to have a clear and legible address with name and plot number on the package. Without legible notification on the package, we cannot inform the addressee, and the package will remain in storage until it will be requested for. We cannot take responsibility for timely delivery. With regards to sending packages, please find below an overview of possible providers.

#### **Suppliers**

PostNL <https://www.postnl.nl/en/>  
DPD <https://www.dpd.com/nl/en/>  
DHL <https://www.dhlparcel.nl/en/>  
TNT - FedEx [https://www.tnt.com/express/en\\_nl/site/home.html](https://www.tnt.com/express/en_nl/site/home.html)

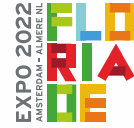
## 8 Technical support

### 8.1 Electricity connection

As described in Special Regulation No.10 concerning the General Services, participants have the possibility before, during and after the Floriade to use the central energy supply of Floriade expo 2022. Electricity is available in outdoor pavilions and indoor exhibition spaces. The use of electricity will be charged to participant. The use of diesel aggregates is prohibited.

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There are two options. Depending on the expected usage of the electricity, either a meter will be installed at the participants' exhibition Area, or the usage and costs will be estimated beforehand, which will be paid in advance by the participant.

In order to give you an insight into the costs, please fill in the Electricity-Form. With this information we can give you an indication of the costs for the usage of electricity. Based on this information, you can decide to have a meter installed or to pay the estimated electricity usage in advance. The costs for installing the meter will be borne by the organiser, the monthly fixed costs for the usage of the electricity-meter will be paid by participants on top of the costs for the actual consumption.

Please fill in the "ELECTRICITY-FORM".

## 8.2 Water connection

In the Netherlands, water from the tap is drinkable. To save drinking water, a separate sprinkler system will be installed for the watering of plants and gardens. This water is not suitable for drinking. Further information will be available later.

## 8.3 IT-Services and products

The ICT services at the Floriade Expo 2022 are being organised in cooperation with the company "Dare IT". This organisation will supply the technical implementation on the basic site. As a participant you can source additional services from this supplier.

The Floriade site is equipped with a wireless network with a shared internet connection for participants. In addition, there is a wireless network for visitors. These two basic networks are available free of charge, have limited 'space' and cannot be guaranteed.

When participants have specific needs with regard to their own (stable and guaranteed speed) connection, they can order this at cost from the provider Dare IT. Pavilions can have their own cable connection. With regard to this connection, participants can contact Dare IT, also at cost.

### Services

- |             |               |
|-------------|---------------|
| - Internet  | - Fibre Glass |
| - Telephony | - Hardware    |
| - WiFi      | - Computer    |

### Supplier

Contact person: Stanley Numan Dare IT  
Telephone: +31(0)88-5321000  
Email: info@dareit.nl

## 8.4 Mobile telephone

There are several suppliers in the Netherlands for mobile telephony by prepaid card with a monthly cancellation option. Floriade has an agreement with Vodafone for the temporary use of mobile telephony for participants during the Floriade. This information will be updated in the next edition of this Participation Guide.

## 8.5 Hygiene, waste disposal and safety

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 8.6 Waste disposal

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 8.7 Cleaning services

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 8.8 Staffing

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

# 9 Legal, Intellectual Property Rights

## A. IPR related International treaties to which the Netherlands has ratified:

1. Lisbon Agreement for the Protection of Appellations of Origins and their International Registration (Stockholm text);
2. Strasbourg Convention on the Unification of Certain Points of Substantive Law on Patents for Invention;
3. Locarno Agreement establishing an International Classification for Industrial Designs;
4. Washington Convention on Cooperation regarding Patents;
5. European Patent Convention;
6. Hague Agreement concerning the International Deposit of Industrial Designs (Hague text and Stockholm integration);
7. International Convention for the Protection of New Varieties of Plants;
8. WIPO Performances and Phonograms Treaty;
9. Geneva Act of the Hague Agreement concerning the International Registration of Industrial Designs;
10. Brussels Convention relating to the Distribution of Programme-Carrying Signals Transmitted by Satellite;
11. Singapore Treaty on the Law of Trademarks;
12. Agreement on the application of article 65 of the Convention of the Grant of European Patents.
13. TRIPS Agreement (attachment to the WTO);

## B. Relevant European intellectual property legislation applicable in the Netherlands:

1. Regulation (EC) No. 1610/96 of the European Parliament and of the Council of 23 July 1996 concerning the creation of a supplementary protection certificate for plant protection products.
2. Directive 2004/48/EC of the European Parliament and of the Council of 29 April 2004 on the enforcement of intellectual property rights;
3. Council Directive 92/100/EEC of 19 November 1992 on rental right and lending right and on certain rights related to copyright in the field of intellectual property (neighbouring rights);
4. Council Directive 93/98/EEC of 29 October 1993 harmonising the term of protection of copyright and certain related rights;
5. Directive 2001/29/EC of the European Parliament and of the Council of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society;
6. Directive 2001/84/EC of the European Parliament and of the Council of 27 September 2001 on the resale right for the benefit of the author of an original work of art;
7. Directive 2006/115/EC of the European Parliament and of the Council of 12 December 2006 on rental right and lending right and on certain rights related to copyright in the field of intellectual property;
8. Directive 2006/116/EC of the European Parliament and of the Council of 12 December 2006 on the term of protection of copyright and certain related rights;
9. Council Regulation (EC) No. 2100/94 of 27 July 1994 on Community plant variety rights;
10. Commission Regulation (EC) No. 874/2009 of 17 September 2009 establishing implementing rules for the application of Council Regulation (EC) No. 2100/94 as regards proceedings before the Community Plant Variety Office;
11. Council Regulation (EC) No. 207/2009 of 26 February 2009 on the Community trade mark;
12. Commission Regulation (EC) No. 2868/95 of 13 December 1995 implementing Council Regulation (EC) No. 40/94 on the Community trade mark;
13. Directive 2008/95/EC of the European Parliament and of the Council of 22 October 2008 to approximate the laws of the Member States relating to trademarks;
14. Directive 98/44/EC of the European Parliament and of the Council of 6 July 1998 on the legal protection of biotechnological inventions;
15. Council Regulation (EC) No. 6/2002 of 12 December 2001 on Community designs;



16. Commission Regulation (EC) No. 2245/2002 of 21 October 2002 implementing Council Regulation (EC) No. 6/2002 on Community designs;
17. Directive 98/71/EC of the European Parliament and of the Council of 13 October 1998 on the legal protection of designs;
18. Directive 2005/29/EC of the European Parliament and of the Council of 11 May 2005 concerning unfair business-to-consumer commercial practices in the internal market and amending Council Directive 84/450/EEC, Directives 97/7/EC, 98/27/EC and 2002/65/EC of the European Parliament and of the Council and Regulation (EC) No. 2006/2004 of the European Parliament and of the Council (“Unfair Commercial Practices Directive”);
19. Directive 2006/114/EC of the European Parliament and of the Council of 12 December 2006 concerning misleading and comparative advertising;
20. Regulation (EU) No. 608/2013 of the European Parliament and of the Council of 12 June 2013 concerning customs enforcement of intellectual property rights (and repealing Council Regulation (EC) No. 1383/2003);
21. Directive 2012/28/EU of the European Parliament and of the Council of 25 October 2012 on certain permitted uses of orphan works (Text with EEA relevance).

## List of Responsible Agencies and assistance offered to Participants on issues pertaining to the protection of IPR

1. Official Participants can consult with the [Netherlands Patent Office \(NPO\)](#), a department of the Netherlands Enterprise Agency. The NPO implements (inter)national patenting regulations within the Netherlands and promotes the use of patents as a source of information and inspiration. It advises free of charge about any patent-related queries or other ways to protect intellectual property (IP), or alternatives, in every development stage.
2. [Dutch Institute of Patent Attorneys](#)
3. [Okkerse en Schop](#)

## 10 Banking and Insurance

### 10.1 Financial services

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 10.2 Insurance

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 11 Catering, commerce and services

### 11.1 Food wholesale

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 11.2 Non-alcoholic beverages and water

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 11.3 Catering

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 11.4 Cash register systems

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

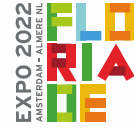
## 12 Fixtures and fittings, lay-out

### 12.1 Guidance system / building signs

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

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## 12.2 Furniture

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 12.3 Commercial catering facilities

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 12.4 Washroom hygiene and dirt retention mats

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 12.5 Presentation technique

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 12.6 Professional sound

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

## 13 Areas for events

### 13.1 Meeting rooms for special events

There will be several facilities available for organising events during the Expo. This information will be updated in the next edition of this Participation Guide.

At Expo site

- Pavilion of the Province of Flevoland
- Aeres University of Applied Sciences
- Conference building (TBD)

City Centre of Almere (15 minutes by boat)

- KAF (Theatre of Almere with 4 halls for organising events from 100 – 1000 persons)
- Library Almere (several smaller meeting rooms)
- The View (restaurant and meeting rooms)

Nearby in Almere

- Van der Valk (restaurant and meeting room facilities)
- Hotels
- City estate De Kemhaan

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## 13.2 Performance areas

The expo organisation presents an extensive cultural programme throughout the Floriade 2022 site. The Cultural & Event programme consists of daily music entertainment at the food pavilions, a daily closing show at the main theatre, street theatre at the central square, art in public space, art exhibitions, a short film programme and a children's programme.

The Floriade Main Theatre is an outdoor stage located at the Central Square and can seat up to 1000 visitors. In case of bad weather, the main stage programme will be presented at the indoor theatre that can seat up to 360 visitors. There are several small performance areas throughout the Floriade site. Each performance area has its own character. One performance area is designed especially for children, another is equipped for small music groups and our Beach club hosts DJs only. We are still working on the designs of the stages. Stage specifications will be available from June 2021.

Floriade invites every official participant to organise a National Day. During a National Day we welcome your delegation at the Main Stage where we engage in a ceremony of raising flags and playing the national anthem. Floriade provides the stage host. The ceremony is followed by a short speech and a short cultural performance of a maximum of 15 minutes. In the afternoon the Main stage is available for an extended Cultural show. Both the Welcome ceremony and the Cultural performance in the afternoon are accessible for Floriade visitors. Most official participants choose to organise cultural activities at the pavilion as well as during their National Day. The decision on the date of the National Day will be made together with you. Let us know as soon as possible what date you prefer.

Contributions to the Cultural programme, other than National Days, are also very much appreciated. There are endless possibilities. Please contact our Head of Cultural programme, Sandra van Beers, for more information. [culture@floriade.com](mailto:culture@floriade.com).

## 14 Press, PR and Communication

### 14.1 Press centre

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 14.2 Official publications

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 14.3 Languages

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 14.4 Licensed products

There is no information available yet. This information will be updated in the next edition of this Participation Guide.

### 14.5 Use of the exposition symbols

Referring to article 24 of Special Regulation No.9, without the approval of the Organiser, Participants are not allowed to use in their commercial activities the emblem, flag, mascots or other symbols of the Expo for which the Organiser holds intellectual property rights.

### 14.6 Press accreditation

There is no information available yet. This information will be updated in the next edition of this Participation Guide.