

EXHIBITOR MANUAL



Organization contact details

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Accessibility

Rotterdam Ahoy is easily accessible and ideally located near the motorway, close to the Zuidplein metro and bus stop, and a short distance from Rotterdam The Hague Airport.



By car

Rotterdam Ahoy is accessible via the Rotterdam Zuidelijke Ringweg (A15). For the most accurate and up-to-date traffic information and route guidance, we recommend using Google Maps. If there are special circumstances or roadworks, this is often indicated on the [Rotterdam Ahoy website](#). Before getting in your car, always check [AanarBeter](#) or [Rotterdam Bereikbaar](#) (these websites are in Dutch only) to avoid unpleasant surprises.

With more than 2,500 parking spaces, Ahoy offers plenty of space to park your car. The parking spaces are accessible via the Ahoyweg and the Zuiderparkweg. The Ahoyweg is generally the fastest way to park. Want to be sure of a parking space when you arrive? Then **book** in advance. This guarantees access to the car park, even if the signs in the area indicate "FULL". A parking guarantee ticket is valid on the day of the event from 05:00 to 05:00 the following day.

By public transport

Rotterdam Ahoy is easily accessible by bus, metro and train. From the Zuidplein bus and metro station, it is only a 5-minute walk to Ahoy. For the most recent information about public transport, please refer to the websites of the [Dutch Railways](#), the [RET Rotterdam](#), or use the general overview [public transport](#). For taxi services, visit www.rotterdamtaxicentrale.nl

Accessible Access

Rotterdam Ahoy has several facilities for disabled visitors. These include an area for taxis in front of the main entrance which can also be used to drop off disabled visitors. There are also disabled parking spaces close to the main entrance. A parking spot costs €19.50. We have wheelchairs available free of charge at the porter's lodge in Ahoy Plaza (please bring your ID as a security). There is lift access throughout the venue. Our disabled toilet facilities are fitted with an alarm.

If you require assistance, please contact us in advance via +31 10 467 3188 or by e-mail at info@ece-rotterdam2026.eu

***Want to be sure
of a parking space
when you arrive?
Then book in
advance.***

On-site schedule

The construction of custom stands begins on 3 November at 08:00 and must be completed on 4 November by 20:00.

- Exhibitors must complete the set-up and decoration of their stands before the opening of the exhibition on Thursday, 5 November at 12:00.
- Stand clearance (removal of goods, items, and special decorations) begins on 6 November at 18:30 and must be completed by 23:00.
- Custom stands must be fully dismantled and the space cleared on Saturday, 7 November 2026 by 12:00 and handed over in a broom-clean condition.
- Access to the stand will only be granted once all payments for stand rental or construction have been fully settled.
- The exhibitor is responsible for the materials and items brought onto the stand, including in the case of theft.
- Exhibitors must strictly adhere to the regulations regarding the use of transport and access to the exhibition grounds to ensure smooth operations.
- Everyone is responsible for complying with all safety regulations during stand construction to avoid accidents and damage.
- Exhibitors must dispose of all packaging material properly and in accordance with the guidelines to ensure a clean and safe exhibition environment - these services can also be arranged through the online shop.

	Setup		Exchange days		Dismanteling
	Teusday, 3 November 2026	Wednesday, 4 November 2026	Thursday, 5 November 2026	Friday, 6 November 2026	Saturday, 7 November 2026
07:00					Dismanteling Custom stands 07:00 - 12:00
08:00	Setup Custom stands 08:00 - 20:00	Setup Custom stands 08:00 - 20:00	Setup 08:00 - 12:00	2nd Exchange day 09:00 - 18:00	
09:00					
10:00					
11:00					
12:00			1st Exchange day 13:00 - 18:00		
13:00					
14:00					
15:00					
16:00					
17:00					
18:00	Gala dinner 19:30 - 23:30				
19:00					
20:00	Dismanteling 18:30 - 23:00				
21:00					
22:00					
23:00					
00:00					

We wish you a wonderful 66th European Commodity Exchange!

Planning and deadlines

Below is an overview of the deadlines and key dates for your participation in the 66th European Commodity Exchange. Strict adherence to the deadlines is required to ensure the smooth organisation of the event.

	Responsible	September	October
Mandatory formalities			
Stand booking	Exhibitor	Sep 1	
Submission of final exhibitor details	Exhibitor	Sep 8	
Submission of stand building plans (custom stands)	Exhibitor	Sep 8	
Submission of graphics (standard stands)*	Exhibitor	Sep 8	
Submission of final hall plan and stand numbers	ECE 2026	Sep 15	
Feedback on stand building plans (custom stands)	ECE 2026	Sep 22	
Start registration of build-up and dismantling times (custom stands)	Exhibitor	Sep 24	
Submission of final stand building plans (custom stands)	Exhibitor		Oct 6
Submission of the names of the stand personnel	Exhibitor		Oct 20
Optional Services			
Submission of rigging plans, including weight and position	Exhibitor	Sep 8	
Booking of additional stand materials and services:	Exhibitor	Sep 24	
• Furniture			
• Technical equipment			
• Electricity			
• Water supply			
• Internet connection			
• Stand cleaning			
Permission request for own stand catering	Exhibitor	Sep 24	
Stand catering	Exhibitor		Oct 8

*If no graphic has been supplied by 8 September, we will provide the stand with a standard graphic.

Tickets & Access

Visitors

For the exhibition, there are two different ticket types available

- 2-Day exchange ticket - for visitors to the exhibition (grants access during official opening hours)
- Gala dinner ticket - for attendees of the Gala dinner on the 5 November, from 19:30 - 23:30 at Laurenskerk in Rotterdam

Exhibitors

Exhibitors (custom stands) and their service providers will be granted access without a ticket to the exhibition hall on the build-up and dismantling days:

- 3 November - from 08:00 - 20:00 (build-up)
- 4 November - from 08:00 - 20:00 (build-up)
- 6 November - from 18.30 - 23:00 (dismantling)
- 7 november - from 07:00 - 12:00 (dismantling)

During official opening hours, stand personnel must hold a valid Exhibitor Ticket. This ticket grants access to the exhibition hall on 5 and 6 November from 08:00 onwards.

The number of complimentary Exhibitor Tickets depends on the stand booked:

- Standard stand 3 x 3 metres - 1 person free
- Standard stand 5 x 3 metres - 2 persons free
- Standard stand 6 x 6 metres - 3 persons free
- Custom stand up to and including 50 m² - 3 persons free
- Custom stand larger than 50 m² - 4 persons free

Please book the required number of Exhibitor Tickets via the ticket shop. Exhibitors will receive an email when the Exhibitor Tickets are available.

Please note that regular 2-Day Exchange Tickets only provide access to the exhibition grounds during official opening hours.

Safety

Fire Extinguishers and Emergency Exits

Each exhibitor is required to familiarise themselves with the locations of the nearest fire extinguishers and emergency exits. They must not be blocked or obstructed. In the event of a fire, the instructions of the security personnel must be followed without fail.

In Case of Fire

In the event of a fire, remain calm and immediately activate the nearest fire alarm. All persons must evacuate via the designated escape routes. Unauthorised attempts to extinguish the fire should be avoided unless they can be carried out safely.

Emergency Contact for Ahoy:

External: +31 10 2933 112

Internal: 3112

Emergency Procedures

All exhibitors and booth staff should familiarise themselves with the emergency procedures in advance. An overview of emergency contacts and behavioural guidelines is always available at the Information Point. Cooperation with the security personnel is mandatory.

Medical Service

A medical service is available during event hours in Ahoy Plaza. Telephone Contact: +31 (0)10 293 3410.

Safe working manual & Safety rules

To ensure a safe and smooth build-up and dismantling process, the regulations issued by Ahoy apply. These can be found at the following link: https://www.ahoy.nl/files/files/Ahoy_Handbook_For_Working_Safely_EN.pdf

A wide range of materials and services including infrastructure supplies can be booked through the ECE2026 webshop.

Webshop

A wide range of materials and services including infrastructure supplies can be booked through the ECE2026 webshop. You will receive a personal link by email that provides access to the webshop.

Please also pay attention to the deadlines for orders, which are specified within the webshop for each product and service.

Logistics

Deliveries by Service Providers and External Stand Builders

Deliveries by external service providers, stand builders, and suppliers can be made on 3 and 4 November from 08:00 - 20:00 via the loading zone of Hall 1 (P4). Access for dismantling is available on 6 November 2026 between 19:00 - 23:00 and on 7 November 2025 between 07:00 - 12:00. Access is via the loading zone of Hall 1 (P4).

Individual Deliveries on the First Exhibition Day

If you have only small quantities of materials that need to be delivered to the stand on the morning of the first exhibition day, this can be done via the main entrance of Ahoy or the loading zone of Hall 1 (P4). It is not possible to book (motorized) forklift service in the hall on this day.

Please note that access to the loading zone of Hall 1 (P4) is only possible after booking a time slot in advance via our partner DSV (available from September 24). Contact details DSV:

Fairs.Rotterdam@DSV.com

T. +31 (0)10 494 0100

Stand Deliveries

The specified time slots apply to all stand

deliveries. Please note that each delivery must be personally received and acknowledged by a representative of your company. Deliveries cannot be accepted by the logistics team without your representative present. Deliveries and collections are only possible during the official build-up and dismantling times. Please ensure that a contact person from your stand is on-site during these times.

For the delivery and handling of packages, we recommend engaging DSV, the official logistics partner of Ahoy, who is authorized to carry out deliveries on the exhibition grounds. Further information on this and the deposit regulations can be found on the [DSV website](#).

Loading and unloading

Loading and unloading materials is your responsibility and must be done without motorized equipment. Only DSV is authorized to unload and deliver materials on the exhibition grounds using mechanized equipment such as forklifts.

Forklift traffic is not permitted in the halls during the two days of the exhibition.

Storage

No storage space is available on site. Please ensure that all packaging materials are removed from the stands by Wednesday, 4 November 2026, 20:00 PM.

Throughout the duration of the event, our logistics partner DSV can provide storage for both full and empty goods. The disposal of single-use packaging (crates, boxes, etc.) and, in the case of custom-built stands, all materials including carpets and adhesive, is the exhibitor's responsibility.

Customs Formalities

Each exhibitor is responsible for completing all necessary customs procedures for materials and products imported from abroad. The organiser cannot be held liable for any issues that may arise during the custom process.

Collection at the end of the event

The organiser accepts no responsibility for packages left on site. Any packages that are not collected by either you or our official logistics partner will be disposed of.

Stand construction partner / own stand builder

If you would like to use your own standbuilder, please inform the organizer no later than September 8 2026 at exhibitors@ece-rotterdam2026.eu. In this case, your project must be approved by the organiser and, if necessary, authorized by Ahoy Rotterdam.

Forklifts and elevating platforms

Only DSV is authorized to operate forklifts and mobile elevating work platforms in and around the halls complex. Any exception must be coordinated with the event organization.

Architectural Regulations

Each exhibitor is required to comply with the general safety regulations to ensure the smooth running of the event. Adherence to escape routes and emergency exits is of the highest priority. All materials used for stand construction must meet the applicable safety standards and must not pose a fire hazard.

The maximum construction height is 5 metres. The rear sides of walls must be finished in a neutral colour (or otherwise in consultation with the neighbouring exhibitor).

The maximum height of the truss (rigging) is 7 metres, measured to the top edge of the truss. It is therefore not permitted to suspend/hang any materials higher than 7 metres above the stand.

Objects higher than 2.50 metres are permitted, subject to the following: objects higher than 2.50 metres at the rear must be finished in a neutral colour (or otherwise in consultation with the neighbouring exhibitor). It is not permitted to place logos or other advertising materials on the rear sides of walls, truss structures, or other objects adjacent to a neighbouring stand. When using a truss, it must remain at least 1 metre away from walls bordering neighbouring stands.

Each open aisle side of a stand location may be built solid for a maximum of 5 metres. Open aisle sides of less than 10 metres wide may be built solid for a maximum of 50%.

Fire hose reels within the stand location must always remain accessible (including outside exhibition opening hours).

Stand construction that crosses the aisle boundary and second floors are not permitted.

Technical Guidelines

Please make sure to adhere to the technical guidelines provided by Ahoy.

The locations of all catering areas and service points can be found on the exhibition hall floor plan.

Catering

Guest catering

Throughout the official opening hours, multiple service points and food corners will be available in the exhibition hall, offering visitors continuous access to food and beverages.

On Day 1 (Thursday), sweets, bites and drinks will be served during the afternoon, from various food corners spread across the exhibition floor. The beverage selection includes coffee and tea, soft drinks, mineral water, beer (including 0.0%) and a selection of wines. Please note that alcoholic drinks will only be served in the main catering area.

Day 2 begins with coffee, tea and a variety of sweet bakery items. From 12 p.m. onwards, an extensive lunch will be served at both the main catering area and the networking plazas. In the afternoon, additional drinks and savoury bites will be served.

The locations of all catering areas and service points can be found on the exhibition hall floor plan.

Stand Catering

Stand catering can be ordered in the ECE2026 webshop.

On Thursday, November 5, it is possible to continue having drinks at the stands until 20:00. If you would like to make use of this option, please contact the organization team in advance to arrange it.

Please note that it is not permitted to provide your own food and drinks for distribution to guests. Exceptions are made for stand personnel and samples, such as giveaways. Exceptions and deviations from this rule are only possible with prior consultation and written confirmation from the organizing team.

Additional Information & Services

Cloakroom

A general cloakroom is available for visitors and exhibitors. Luggage can also be stored. However, it is requested that as few suitcases as possible are brought. Larger pieces of luggage should remain at the hotel whenever possible to ensure smooth use of the cloakroom. Lockers are not available on the exhibition grounds.

Cleaning During the Event

Prior to the first and second day of the show, the exhibition floor will be vacuumed as standard. This service is included. Additional cleaning services can be ordered through the ECE2026 webshop.

Please place the garbage bags in the aisles at the end of the first day of the show.

Waste Disposal During Set-Up and Dismantling

Waste separation and disposal are mandatory. Each exhibitor is responsible for removing all waste generated during set-up and dismantling. Waste containers will be provided by the organizers and placed at various locations

throughout the hall. Waste streams that must be separated: paper & cardboard, plastic, wood, glass, swill (organic/food waste), and residual waste. Hazardous (chemical) waste may not be placed in containers or garbage bags.

Any waste not placed in the designated waste container will be disposed of at the exhibitor's expense.

Internet

If you require Wi-Fi or LAN connection at your stand, this can be booked through the ECE2026 webshop for a fee. This is especially relevant if you plan to use internet applications or display presentations.

Electrical Supply

Depending on the stand configuration, each modular stand is equipped with one or two 230 V connections (3.5 kW, 1 socket). For custom stands or for additional power requirements at modular stands, further electrical connections must be booked through the ECE2026 webshop for a fee. Electrical connections and installations must comply with the technical guidelines and must be carried out by certified professionals. Unauthorized modifications to existing installations are strictly prohibited. To prevent overloads, only tested devices should be used.

Working with (electrical) tools

Only CE-approved and well-maintained tools may be used. Electrical tools must comply with the required standards. To prevent injury, wearing rings, piercings, watches, bracelets, or necklaces while working with moving parts is not permitted. When working with rotating parts, wearing jewellery and loose clothing is strictly prohibited in any case. Before use, (electrical) tools must be inspected. The use of damaged (electrical) tools is prohibited. When electrical

tools are no longer in use, devices must be completely switched off; this also applies during breaks. Work equipment must be periodically inspected, and the re-inspection date must be clearly visible on the equipment.

Water Connection

A permanent water connection is only possible for custom stands. If you require a permanent water and wastewater connection for your stand, you can order this through the ECE2026 webshop

Suspension points

To order suspensions for your exhibition stand, you must order a corresponding number of suspension points the ECE2026 webshop. Suspensions must maintain a minimum distance of 500 mm to the maximum construction height of 5 meter. A directly connection to the construction height is not permitted - the structure must be suspended freely. Additionally, the suspension must be recessed by 1 meter to the neighboring stands.

Audio

Keep audio functional and non-disruptive to neighbouring stands/visitors (otherwise the organiser may require adjustments or stop it).

Sampling and activities outside the stand

Sampling, promotional activities, and any form of visitor engagement outside your designated stand space are prohibited. All marketing, product demonstrations, distribution of promotional materials, and brand activations must take place within the boundaries of your allocated stand area. Exceptions and deviations from this rule are only possible with prior consultation and written confirmation from the organising team.

Liability and Insurance

The organiser accepts no liability for damages or losses caused by non-compliance with the regulations. Each exhibitor is responsible for ensuring adequate insurance coverage for their stand, exhibits, and staff. A confirmation of insurance coverage can be requested in advance of the event. Valuables should not be left unattended, and any valuable, unsecured items should be taken with you at the end of the event or secured accordingly. Video surveillance of the stand is only permitted with prior written approval.

Conduct on the Exhibition Grounds

Behaviour on the exhibition grounds should always be professional and considerate of other exhibitors and visitors. Disruptions to the event due to inappropriate advertising or loud presentations are not permitted. The use of electronic devices and loudspeakers should be conducted in a manner that does not disturb other exhibitors. The organiser may set volume limits if necessary. Please also take note of the house rules of Ahoy.

Data Protection Guidelines

Data protection guidelines must be followed, especially when personal data of visitors is collected or processed. It is the responsibility of the exhibitors to ensure that all collected data is handled in compliance with the relevant data protection laws.