

**TERMS AND CONDITIONS FOR THE CONNECTION OF ELECTROTECHNICAL INSTALLATIONS
JAARBEURS B.V.**

Version 16-02-23

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In accordance with NEN publication 3140: The Technology Manager is responsible for the installation and contact person on behalf of Jaarbeurs.

Par. 1 - 1 – Terms and definitions Jaarbeurs

Term	Definition
Stand	A space intended for exhibition purposes or activities.
Energy network	The electrical installation, in the exhibition halls, intended for the connection of an electrical installation at a stand.
Participant	The natural or legal person on whose behalf an electrical installation is installed.
User	The person who uses an electrical installation.
Working voltage	The connection to the permanent building installation intended for the connection of electrical tools for building-related activities, designed as a 230V/10A wall socket. Not to be used for and by stand and exhibition purposes.
Service channel	Floor channel/gutter/tray in the exhibition floors housing the technical installations for the purpose of the connection of installations.
Aisle	The free space between stands.
Special production	Renting out one or more spaces to an organiser for an event other than a trade show with participants.
Electrical installation	The complete assembly of associated electrical devices, connectors and connections, which can be located in buildings, vehicles, vessels, aircraft, etc. The electrical installation for trade shows and events concerns the installation from the wall battery to the stand connection.
Wall battery	A wall battery is the distributor, distribution box, distribution board or switch box from where the stand connection is provided; this is the place from where the electrical energy is secured and distributed to the electrical installation on the exhibition floor.

Par. 2 – Statutory liability

Installer liability scheme versus Jaarbeurs:

Provision	Content
2.1	<p>Connecting third parties by means of a distribution group (electrical circuit that feeds one or more distributors) is the sole responsibility of the Jaarbeurs installer.</p> <p>In order to ensure that one responsible party can always be held liable in the event of calamities in an installation, the Jaarbeurs installer, as the responsible party on behalf of Jaarbeurs, is the sole provider of all connections in the electrical circuit up to and including the end user.</p>
2.2	<p>The installer is liable for personal injury and damage to property suffered by Jaarbeurs, insofar as this injury or damage is caused by the performance of the work and can be attributed to the installer or of mechanics or staff engaged by him, if and insofar as this liability is covered by his insurance. Liability insurance must demonstrably cover an amount of at least 4.5 million euros.</p> <p>As responsible party for the installations, Jaarbeurs must always give the Jaarbeurs installer the instruction to realise power supply to stands via the Installation Manager.</p> <p>The Jaarbeurs installer hires accredited installation mechanics and all are assigned in accordance with NEN 3140.</p>
2.3	<p>The Jaarbeurs installer is obliged to visually check all connections realised by third parties (installers) before supplying power to a stand or object.</p> <p>The installation technician carries out a partial inspection after his part of the installation has already been checked. Deviations during the partial inspection are communicated to the inspector.</p> <p>The independent inspector then carries out a full inspection.</p> <p>In order to ensure that one responsible party can always be held liable in the event of calamities in an installation, the Jaarbeurs installer, as the responsible party on behalf of Jaarbeurs, is the sole provider of all connections to the stands.</p>
2.4	<p>The costs of the inspection(s) or repairs of any defects by or on the instruction of Jaarbeurs are charged to the organiser.</p>
2.5	<p>The Jaarbeurs installer is the only party allowed to use the stand service channels and other systems of Jaarbeurs without asking permission.</p>
2.6	<p>The installer is obliged to take out liability insurance and must be able to demonstrate cover, according to customary practice in the sector. To this end, he will in any case take out corporate liability insurance (“AVB” policy) with an insured sum of at least €2,500,000 per event, whereby a series of related events counts as one event, and €4,500,000 per year.</p>

Par. 3 – Procedure for connection to the Jaarbeurs energy network

Provision	Content
3.1	<p>Construction and connection of electrical stand installations to the main connection at each stand supplied by Jaarbeurs, may only be carried out by persons who, in accordance with the provisions of NEN3140, last edition, can demonstrate sufficient professional competence.</p> <p>In order to ensure that one responsible party can always be held liable in the event of calamities in an installation, the Jaarbeurs installer, as the responsible party on behalf of Jaarbeurs, is the sole provider of all connections in the electrical circuit up to and including the end user.</p>
3.2	<p>A connection to the Jaarbeurs energy network can only be obtained by submitting an application to Jaarbeurs. Each connection can only serve as a supply point for a single stand.</p> <p>Connections to the Jaarbeurs energy network can be divided into the following two groups:</p> <p><u>Group A: Supply points</u> Supply points can consist of a:</p> <ol style="list-style-type: none"> 1. Power cable with a 230V socket; or 2. Power cable with a CEE form 16A, 32A, 63A or 125A. 3. Power cable with a distribution box and contacts; or 4. Connection intended for a capacity of 50 kW or more, for special productions, fitted to a CEE 125A or Powerlock. <p>All supply points are realised by or on the instruction of Jaarbeurs. An inspection report for each supply point can be requested from the Jaarbeurs installer, as indicated in the current NEN1010 / NEN 8020-20.</p> <p><u>Group B: Electrical installations</u> Electrical installations (stand installations starting from the main power supply) can be installed by or on the instruction of:</p> <ol style="list-style-type: none"> 1. Jaarbeurs; or 2. A tenant of Jaarbeurs; or 3. A participant for the purpose of a stand; <p>For installations that fall under Group B, Jaarbeurs (or a representative) will check compliance with the standards from the current NEN1010 / NEN 3140 / NEN 8020-20.</p>
3.3	<p>Expansion of or changes to an electrical installation, which adversely affects safety, after the inspection report has been drawn up, is not permitted.</p>
3.4	<p>The electrical installation at a stand that is part of Trade Mart Utrecht must be checked for electrical safety at least once per calendar year by or on behalf of the participant. An inspection report of this safety check must be drawn up and provided to Jaarbeurs; any defects found must be made safe and repaired.</p>
3.5	<p>Jaarbeurs employees are authorised to disconnect the connection or have it disconnected if the installation fails the inspection and/or if there are doubts about the safety of an electrical installation.</p>

3.6	<p>In the event of a dispute about whether or not the electrical installation complies with prescribed standards and regulations, as a result of which safety is adversely affected, an inspection will be carried out by an independent expert. The outcome of this inspection is binding on all parties.</p> <p>An expert in the field of electrical installation safety will be regarded as an independent expert. The expert will be appointed at the request of Jaarbeurs.</p> <p>The costs of this inspection are for the party found to be in the wrong.</p> <p>Neither party can claim damages arising from the dispute, in whatever form.</p>
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Par. 4 – Applicable standards and regulations

Provision	Content
4.1	<p>With regard to the general terms and conditions for the supply of electrical energy, the following applies:</p> <p>Terms and conditions for the connection of electrical installations. General provisions with regard to electrical installations of a non-temporary as well as a temporary nature, connected to the Jaarbeurs energy network. Including procedural and technical provisions with regard to systems and quality requirements for temporary electrotechnical installations, connected to the Jaarbeurs energy network.</p>
4.2	<p>With regard to the operation of electrical installations, the following applies:</p> <p>Current NEN-EN50110-1. Operation of electrical installations – General provisions</p> <p>Current NEN3140. Operation of electrical installations – Additional Dutch provisions for low-voltage installations.</p> <p>Operations is understood to mean the installation, management, maintenance and inspection of installations as well as providing instructions to the user of the electrical installations.</p>
4.3	<p>1. With regard to the electrical installation, the current NEN1010 “Safety regulations for low-voltage installations” and NEN 8020-20 “Events – Electrical installations” apply. Also applicable are the provisions of the NPR5310, the Dutch Practical Guideline for NEN1010.</p> <p>2. For existing removable prefab stands, the edition of NEN1010 that was applicable at the time the removable prefab stand was manufactured applies, but in any case NEN1010 applies.</p>
4.4	<p>With regard to the use of electrical equipment, products and electrical work equipment, the relevant electrotechnical product standards and European directives apply, in all cases the latest edition. The fact that the electrical devices, products and electrical work equipment comply with these product standards and European directives is evidenced by a CE marking on the device, the product or the electrical work equipment.</p>
4.5	<p>With regard to machines, the European directive applies. The electrical installation of these machines must comply with EN60204 “Electrical installations in machines”. The fact that the machine complies with the European machine directive and EN60204 is evidenced by a CE marking on the machine.</p>

4.6	If machines, which are exhibited or used for demonstrations, can pose a danger to persons or property, additional safety measures must be taken so that the danger is eliminated. Additional measures can be extra screens or fences for persons, to ensure they keep their distance from the source of danger.
4.7	If machines, electrical appliances, electrical products and electrical work equipment that are exhibited or used for demonstrations do not bear a CE marking, safety measures must be taken to ensure the same level of safety as if the measures are taken on the basis of which a CE marking is affixed. The connection of the machines must be completely safe. Machines must be equipped with a selective residual-current device (RCD, 300mA) and also with necessary frequency inverters.
4.8	If additional measures are taken in accordance with 4.6 or 4.7, Jaarbeurs must always be informed in writing in advance about the nature of the additional measures. If necessary, Jaarbeurs will carry out an inspection and possibly prescribe additional measures. These measures must be carried out before the machine, product or electrical work equipment is exhibited or used for demonstrations.
4.9	The EMC directive applies to electrical appliances, products, machines and electrical work equipment. The fact that the electrical devices, products and electrical work equipment comply with these product standards and European directive is evidenced by a CE marking on the device, the product or the electrical work equipment.

Par. 5 – Points of attention from the standards and regulations

NEN 1010 – Safety regulations for low-voltage installations

The electrical installation at a stand must comply with the provisions in the current NEN1010. The provisions of this standard listed below require additional explanation or an interpretation tailored to the situation.

Part 2: Terms and definitions

Provision	Content
21.2	Supply point (of an electrical installation). See Main connection (Group A, link Chapter 3.2). <i>Note: The connection material supplied by Jaarbeurs, to which the electrical installation of a stand is connected, counts as a “supply point”.</i>

Part 3: General characteristics

Provision	Content
312.2	Method of earthing the system. <i>Note: The electrical installation at a stand may only be implemented out as described in provision 312.2.1a (TN-S system).</i>
313.1.1c	(Power sources) <i>Note: When determining the excess current and overvoltage protection, the short distance between the transformer and supply point and the large core cross-section of the supply cables must be taken into account.</i>
314.2	(Construction of installations) <i>Note: The “Elements of installations” described here can only consist of electrical equipment with a connected capacity of 20 kW or more.</i>
33.2	(Chapter 33 – Compatibility) <i>Note: Measures must be taken to in any case prevent harmful consequences of the characteristics referred to in this provision in installations other than those in question.</i>

Part 4: Protection measures

Provision	Content
412.2.2	Enclosures <i>Note: Distribution boxes “Class I” must be provided with enclosures with sufficient mechanical strength due to the expected external influences. (Also see provision 413.2)</i>
44	Overvoltage <i>Note: Jaarbeurs has a completely underground low-voltage grid.</i>

Annex 729B	Escape routes and entrances <i>Note: The area in a stand where the switching and distribution equipment is installed, is regarded as an “escape route”. Code BD2 applies in this area.</i>
422	Areas where there is a risk of fire due to processed or stored material. <i>Note: The area in a stand where the switching and distribution equipment is installed, is regarded as a “space with easily flammable material”. Code BE2 applies.</i>

Part 5: Selection and installation of electrical equipment

Provision	Content
513	Accessibility <i>Note: Connections under raised floors of stands may only be regarded as accessible connections if these floors can be opened with common hand tools and the wells must also be accessible at all times.</i>

Part 6: Inspection

Provision	Content
	Chapter 61 – First inspection <i>Note: Inspections of the installation must be carried out as appropriate and relevant.</i>
61.4	(Report on the first inspection) <i>The prescribed inspection report can be requested by Jaarbeurs for inspection and must be submitted on request. The inspection report is requested by Jaarbeurs from the person responsible for the construction of the installation. If necessary, Jaarbeurs can demand a second inspection. If the inspection report cannot be submitted, Jaarbeurs has the right to disconnect the installation from the energy network. See Par. 3 of these terms and conditions for the procedure for connecting the installation to the Jaarbeurs energy network.</i>

Part 7: Supplemental and special provisions

Note: The areas or situations mentioned in this section can be part of a stand. In those cases, the relevant provisions will remain in full force.

Category 701 – Wet rooms

Provision	Content
701.11	General <i>Note: This category applies if baths or showers are supplied with water (wet rooms).</i>

Category 713 – Furniture

Provision	Content
713.1	Subject, scope and fundamental principles <i>Note: This category applies if the said furniture is actually connected.</i>

Category 724 – Electrolysis rooms

Provision	Content
	The referred standards apply. <i>Note: Jaarbeurs equates a stand where “accumulator batteries with open cells are set up” with an electrolysis room.</i>

Category 718 – Meeting buildings, sports buildings and station buildings

Provision	Content
718.55.3	Emergency lighting for safety purposes. <i>Note: All areas of Jaarbeurs accessible to the public are equipped with general emergency lighting based on the lux value at floor level prescribed in the current NEN1010. Where necessary, the installer will have to provide additional autonomous emergency lighting in such a way that the prescribed lux value is still met.</i> <i>Where a stand is only accessible via one or more reduced entrances, such as doors, the installer must install autonomous emergency lighting above each of those entrances, provided with an escape route indication in accordance with NEN6088 (icons).</i> <i>Autonomous emergency lighting will remain illuminated for at least one hour.</i>

Category 711 – Events and stands

Provision	Content
711.4	(Protection measures) see also 415.2 <i>Note: Metal parts of a stand should be regarded as “foreign conductive elements”.</i>
711.5	(Selection and installation of electrical equipment) <i>Note: The use of so-called “extension lines” is permitted provided the length is limited to 5m.</i>
711.52	(Selection and installation of pipe systems) <i>Note: Code AG2 applies to stands at Jaarbeurs.</i>

Par. 6 – Additions to the standards and regulations applicable to the Jaarbeurs complex

Provision	Content
6.1	Wall sockets of the building installation intended for operating voltage may not be used as a power supply point for an electrical installation. The use of these wall sockets for carrying out work is also at your own risk.
6.2	No work may be carried out on pipe systems in the service channels except by or on behalf of authorised Jaarbeurs personnel. Manhole covers may not be moved. These gutters/channels/trays must be accessible at all times in case of malfunctions.
6.3	No changes of any kind may be made to the supply points except by or on behalf of authorised Jaarbeurs personnel.
6.4	Parts of an electrical installation may not be separated by an aisle or cross an aisle.
6.5	The connected simultaneous capacity must be distributed as evenly as possible over all phases.
6.6	The power factor ($\cos \Phi$) of the entire electrical installation must not be below 0.85 at the supply point.
6.7	Electrical equipment must bear a current CE mark, be suitable for the application and be adequately protected against the expected external influences. (See also Par. 4)
6.8	Water treatment units must be connected to separate terminal groups. The temperature must not be set below 60 °C.
6.9	Light rail systems may only be composed of original and factory components that belong to the system.
6.10	Light rail systems may only have one power supply point and may not be used as a conduit for powering (wall) sockets, unless the system is suitable for such use in its factory setting.
6.11	Low-voltage lighting systems must be connected by means of special transformers intended for this purpose, fitted with protection.
6.12	Transformers intended for low-voltage lighting systems must bear information such as nominal voltage, power capacity and required protection measures.
6.13	Transformers intended for low-voltage lighting systems must be installed out of reach in accordance with the installation guidelines of the relevant manufacturer and must comply with the applicable standards. <i>Note: Transformers must be (installed) contact hazard-protected. They may not have open live contacts.</i>

6.14	Electronic ballast must form one whole with the associated light source.
6.15	Showcases, text panels, logos, etc. with internal lighting must be in a closed, fire-retardant housing. Electrical components must be mounted fireproof.
6.16	Text panels or light fixtures with the standard text EXIT, EMERGENCY EXIT, etc., respectively corresponding icons, intended as exhibition items, must be installed in such a way that they cannot cause confusion among the public.
6.17	<p>The use of heating appliances as exhibition items is only permitted if the following conditions are met:</p> <ul style="list-style-type: none"> • Maximum achievable surface temperature is 40 °C; and • The appliance is connected to a separate terminal group of the distribution box; and • The appliance is free-standing and cannot radiate any flammable materials directly or indirectly, which could cause a fire.
6.18	<p>All metal parts, as well as all trusses and platforms, must be earthed. <i>Note: Earthing is done by means of a fixed connection; use of a earthing adapter is not allowed.</i></p>
6.19	<p>Cables underneath raised floors must be uninterrupted and have a minimum core cross-section of 2.5 mm². According to the Dutch Building Decree, from 1 July 2017 all cabling must comply with Euroclass B2ca and NEN 8020-20. Interconnections via multiple distribution blocks for infrastructural stand installation is not permitted. The use of splitters and non-earthed sockets/extension cords is not permitted.</p>
6.20	<p>Installers and installation other than the Jaarbeurs installer or installations installed by the Jaarbeurs installer must comply with (additional) conditions and rules. These rules can be requested from the Jaarbeurs Installation Manager. New trade shows and organisers are not eligible for deviations from the rules, and must meet the aforementioned conditions. Use of the Jaarbeurs installer is mandatory.</p>