



EXPO I ♥ JAPAN



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Technical rider

Last update:



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# General Information

## General dimensions

The lessee provides an exhibition space of 1800 m<sup>2</sup>, spread over a rectangle of at least 60 metres on each side. This area does not include the exhibition shop, various storerooms or the exhibition reception area. The ceiling height of the exhibition space must be at least 5 metres.

## Load capacity

The minimum load-bearing capacity on the floor must be 500 kg/m<sup>2</sup>, and the floor must be capable of supporting the operation of Génie 1932-type scissor lifts.

## Thermal and humidity control conditions

The exhibition space must be equipped with an air-conditioning system, guaranteeing a minimum temperature of 18°C and a maximum of 22°C, as well as stable humidity levels between 45% and 55%.

## Brightness and lighting

The environment of the exhibition space should be dark, with windows blacked out or covered with a curtain or black aluminium foil. The space must also have overhead service lighting.

## Electrical connections

The lessee undertakes to supply two three-phase 125A CEE feeders at the locations defined on the site plan.

## Safety

The exhibition area must comply with current local regulations on fire, public health and safety. The space must be equipped with an intruder alarm system.

The site must comply with the standard Facility Report requirements.

## Audiovisual system

Europa Expo supplies and installs the entire audio-visual system required for the exhibition (Bridge, Exhibition Lighting, Projection, TV, Audio, etc.).

## Audioguide

The audioguide is an essential component of the exhibition project and is mandatory. It is essential for the staging and to ensure that the exhibition is fully understood by the public.

## **Intellectual property**

Depending on the visuals used for the exhibition, a licence may be required, in accordance with the legislation in force in each country. Any associated costs will be borne by the lessee.

## **Internet connection**

The lessee must provide free access to a secure Wi-Fi network in the exhibition area, as well as two RJ45 ethernet connections (one in the area defined as the "shop" and one in the area defined as the "technical storage space"). If there is a problem with the Wi-Fi or Ethernet network, the lessee must provide a qualified technician free of charge to resolve the problem as quickly as possible.

## **Parking and services**

The lessee undertakes to provide a parking space for a 20 m<sup>3</sup> van, another van and three cars. They must also ensure that there is access to toilets and a drinking water point for the entire duration that the Europa Expo team, its representatives or collaborators are present.

## **Storage space**

The lessee must provide, at their own expense, a secure, lockable storage area of at least 200 m<sup>2</sup> on the exhibition site. If on-site storage space is not available, then they must, at their own expense, provide secure, lockable storage space off-site but close to the exhibition area.

This space will be used to store the items required for the smooth technical running of the exhibition and for anything related to transport, such as shipping crates, storage racks, emergency lighting, emergency audiovisual equipment, etc. It is for the exclusive use of Europa Expo and may not be used to store other materials, such as shop merchandise. This space will be reserved for Europa Expo's private use, and if this is not possible, the lessee must inform Europa Expo immediately.

The storage space must comply with current local regulations on fire, public health (including pest eradication measures) and safety. It must be equipped with an intruder alarm system and be accessible to Europa Expo at all times.

Europa Expo undertakes to use this space solely for its intended purpose.

# Handling and Freight Volume

Minimum loading door width	2.20 metres
Minimum height of entrance/exit door	2.70 metres
Minimum length when using a goods lift	4.00 metres
Minimum lift capacity	3.50 tonnes

## **For the Toutankhamon Itinerant exhibition:**

The exhibition is being transported on a total of 8 tarpaulin-covered articulated lorries, which have to be unloaded from the sides.

## **For the I Love Japan Itinerant exhibition:**

The exhibition is being transported on a total of 6 tarpaulin-covered articulated lorries, which have to be unloaded from the sides.

## **Unloading and loading**

The lessee is responsible, at their own expense, for ensuring that the exhibition space is clean, air-conditioned and complies with electrical requirements before unloading begins. [Europa Expo undertakes to return the exhibition space to its original condition after the exhibition has run its course and has been loaded back into the means of transport.](#)

Europa Expo will need 1 to 2 days to unload and load the lorries. This time may vary depending on the conditions of technical access to the venue. Europa Expo reserves the right to adjust this schedule if necessary.

The loading bay will have to accommodate one lorry at a time. The lessee must ensure that there is sufficient space around the lorries to allow them to be unloaded from the sides. They must also be able to answer any technical questions about the venue, the building, the plans or the electrics.

The lessee must ensure that the exhibition area is flat and accessible using forklift trucks or, at the very least, electric pallet trucks.

General access for all Europa Expo staff and subcontractors must be free and available at least 12 hours a day during the unloading and reloading period. The lessee must also provide sufficient parking space for a 20m<sup>3</sup> lorry, another van and three cars.

## **Materials and equipment**

The lessee undertakes to provide, at their own expense, five pallet trucks (two large and three small) for the duration of the unloading and loading operations. In addition, they must provide a 3.5-tonne forklift equipped with pneumatic sideshift, fork adjustment, extended forks and an approved driver for the loading/unloading day(s).

If the destination exceeds a certain number of kilometres (to be defined), the lessee may be billed for the additional cost of transporting the technical equipment used for set-up and return.

# Set-Up and Dismantling

## Access

General access to the site and storage for all Europa Expo personnel and its subcontractors must be free and available at least 12 hours a day (**define time slot**) and 6 days a week (Monday to Saturday) throughout the set-up and dismantling period. The lessee must also provide sufficient parking space for a 20m<sup>3</sup> lorry, another van and three cars.

In the event of delays, Europa Expo staff and subcontractors must be able to work on Sundays and/or evenings and nights. The lessee therefore undertakes to authorise access during these periods, in accordance with the provisions set out above.

## Technical assistance

The lessee must be able to answer any technical questions about the venue, the building, the plans or the electrics.

It may be necessary for the lessee to provide, at their own expense, an interpreter or a person fluent in the local language (if this is not French) throughout the exhibition set-up process (unloading, set-up, dismantling and loading) and during working hours.

## Materials and equipment

The lessee undertakes to provide, at their own expense, five pallet trucks (two large and three small) for the duration of the set-up and dismantling. They must also provide, at their own expense, three Génie 1932 or equivalent gondolas for use by Europa Expo staff, subcontractors and collaborators for a minimum of 12 hours a day, 6 days a week.

On-site supplies may be required for carpentry or other work to customise the exhibition to suit the venue. These needs will be assessed and determined on a daily basis.

## Security

Access to the exhibition area will be refused to any person not in possession of an accreditation validated by Europa Expo and the appropriate protective equipment, as well as in the absence of Europa Expo personnel on duty in the exhibition area.

## Recycling waste

The lessee is responsible, at their own expense, for the complete recycling of all waste generated during the unloading, set-up, operation, dismantling and loading of the exhibition.

## Accommodation and Travel Expenses

The lessee shall bear the following relative costs:

- Airline tickets for Europa Expo staff: economy class for flights within Europe, business class for flights outside Europe.
- Single room in a 3-star hotel, plus per diem for the duration of the set-up and dismantling processes.

Any costs due to the presence of the exhibition curator, lenders and curators will also be borne by the lessee.

Europa Expo is responsible for creating a team dedicated to the set-up and dismantling of the exhibition, consisting of personnel recruited directly by Europa Expo or by its subcontractors. The costs of managing this team, including accommodation, daily expenses and travel, will be invoiced to the lessee.

# Labour and Planning

The lessee will be informed of any changes made by Europa Expo before the contract is signed.

TOUTANKHAMON LOAD IN															
TEAM	Nbr.	D-1	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13
A1. Project manager - follow up (see pre-production) (Alexandra)	1														
A2. Production Manager (Julien)	1														
A3. Build Manager (Laurent)	1	Travel									Travel				Travel
A3. Team leads molleton/décor/walls (Renovix)	2	Travel											Travel		
A3. Team hands walls	4														
A3. Team hands déco	2														
A3. Team hands molleton	6														
A3. Team hands Logistic	2														
A4. Technical manager (Reno)	1	Travel													Travel
A4. Team lead electro (Boris ou Renovix)	1	Travel											Travel		
A4. Team hands electro	1														
A5. Artistic manager (Elena)	1							Travel				Travel			

D-1 Assembly of truss

D12 ; Public opening

D11 ; Press & Exhibition launch

TOUTANKHAMON LOAD OUT																
TEAM		Nbr.	D-1	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13
A1. Project manager - follow up (see pre-production) (Alexandra)		0														
A2. Production Manager (Julien)		0														
A3. Build Manager (Laurent)		1	Travel													
A3. Team leads décor/walls (Renovix)		2	Travel								Travel					
A3. Team hands walls		4														
A3. Team hands déco		2														
A3. Team hands molleton		0														
A3. Team hands Logistic		4														
A4. Technical manager (Reno)		1	Travel													
A4. Team lead electro (Boris ou Renovix)		0										Travel				
A4. Team hands electro		1/2		2	2	2	1	1	1	1						
A5. Artistic manager (Elena)		1	Travel				Travel									
															D8 Loading trucks	
															D1 De-assembly of truss	



I LOVE JAPAN LOAD IN																			
Team	Nbr.	D-1	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17
A1. Project manager - follow up (see pre-production) (Alexandra)	1																		
A2. Production Manager (Julien)	1																		
A3. Build Manager (Laurent)	1	Travel										Travel			Travel				Travel
A3. Team leads molleton /d�cor/walls (Renovix)	2	Travel														Travel			
A3. Team hands walls	4																		
A3. Team hands d�co	2																		
A3. Team hands molleton	6																		
A3. Team hands Logistic / Run	2																		
A4. Technical manager (Reno)	1				Travel														Travel
A4. Team lead electro (Boris ou Renovix)	1	Travel											Travel						
A4. Team hands electro	1																		
A5. Artistic manager (Sophie)	1										Travel					Travel			
A5. Artistic crew hands	1																		

D-1 Assembly of truss

: E.E. Team

: Renovix or Local Crew

: Local Crew

D16 : Public opening

D15 : Press & Exhibition launch

I LOVE JAPAN LOAD OUT																			
Team	Nbr.	D-1	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17
A1. Project manager - follow up (See pre-production) (Alexandra)	1																		
A2. Production Manager (Julien)	1																		
A3. Build Manager (Laurent)	1	Travel											Travel						
A3. Team leads decor/walls (Renovix)	2	Travel										Travel							
A3. Team hands walls	4																		
A3. Team hands déco	2																		
A3. Team hands molleton	0																		
A3. Team hands Logistic / Run	4																		
A4. Technical manager (Reno)	1	Travel											Travel						
A4. Team lead electro (Boris ou Renovix)	0																		
A4. Team hands electro	2																		
A5. Artistic manager (Sophie)	1	Travel					Travel												
A5. Artistic crew hands	1																		

D1 De-assembly of truss

D10 Loading trucks

: E.E. Team

: Renovix or Local Crew

: Local Crew

## Hire of local labour

The lessee undertakes to provide, at their own expense, the minimum number of local workers required by Europa Expo, as specified in the table below. These workers will be required to assist Europa Expo staff and collaborators throughout the exhibition set-up and dismantling process.

Europa Expo must be informed, within a reasonable time, of the name of the company offering these workers' services before beginning the set-up and dismantling processes, and reserves the right to review the personnel suggested by the latter and initially agreed to by the lessee. If the lessee is not using the services of just one company, but several companies or freelancers, Europa Expo must be informed in exactly the same way.

If, within 72 hours of taking up their post, one or more local workers are judged to be insufficiently qualified or not to have sufficient/appropriate skills, Europa Expo reserves the right, with or without the agreement of the lessee and at the latter's expense, to:

- Not use workers who do not meet the required criteria without replacing them;
- Hire additional workers to complete the set-up and keep to the schedule.

## Local workforce requirements

Each worker must be able to lift a load of at least 35 kg (+/- 75 lbs) and work **10-hour days**, with the possibility of overtime.

In the event of delays, Europa Expo staff and local workers must be able to work on Sundays and/or evenings and nights. The lessee therefore undertakes to authorise access during these periods, in accordance with the provisions set out earlier in this rider.

The local workforce must meet the requirements specified in the table below, concerning both the number of workers and the qualifications required for each position. Any worker whose skilled work requires a permit/accreditation must hold this permit/accreditation in accordance with local regulations.

**For the I Love Japan Itinerant exhibition:**

<b>Title and role</b>	<b>Set-up</b>	<b>Dismantling</b>
<b>Team Hands Walls (1)</b> <i>Assembly of partitions and display cabinets</i>	2 x Carpenter (2) 2 x Fitters (2)	4 x Fitters (2)
<b>Team Hands Deco (1)</b> <i>Assembly of set elements</i>	2 x Fitters/Assemblers (2)	2 x Fitters/Assemblers (2)
<b>Team Hands Molleton (1)</b> <i>Stretching of fleece to create partitions</i>	6 people	0
<b>Team Hands Logistic</b> <i>Transport of elements from A to B.            Follow-up of shop organisation with fly case and equipment emptying.            May also be called upon to provide additional support for jobs with similar skills.</i>	2 people	4 people
<b>Team Hands Electro (1)</b> <i>Installation of audiovisual equipment according to a pre-established plan and laying of cables.</i>	1 person	2 people maximum
<b>Artistic Crew Hands</b> <i>Assistance with displaying and placing items in display cases.</i>	1 person	1 person

(1) Each worker in this category must be able to drive a cherry picker and a pallet truck.

(2) Each worker must be able to use electroportable woodworking tools, such as compressors, screwdrivers, jigsaws, plunge saws and mitre saws.

**For the Toutankhamon Itinerant exhibition:**

<b>Title and role</b>	<b>Set-up</b>	<b>Dismantling</b>
<b>Team Hands Walls (1)</b> <i>Assembly of partitions and display cabinets</i>	2 x Carpenter (2) 2 x Fitters (2)	4 x Fitters (2)
<b>Team Hands Deco (1)</b> <i>Assembly of set elements</i>	2 x Fitters/Assemblers (2)	2 x Fitters/Assemblers (2)
<b>Team Hands Molleton (1)</b> <i>Stretching of fleece to create partitions</i>	6 people	0
<b>Team Hands Logistic</b> <i>Transport of elements from A to B.            Follow-up of shop organisation with fly case and equipment emptying.            May also be called upon to provide additional support for jobs with similar skills.</i>	2 people	4 people
<b>Team Hands Electro (1)</b> <i>Installation of audiovisual equipment according to a pre-established plan and laying of cables.</i>	1 person	2 people <i>maximum</i>

(1) Each worker in this category must be able to drive a cherry picker and a pallet truck.

(2) Each worker must be able to use electroportable woodworking tools, such as compressors, screwdrivers, jigsaws, plunge saws and mitre saws.

# Operations Logistics

The lessee is entirely responsible for the logistics of running the exhibition throughout its duration. This responsibility includes finding, training and managing staff on a day-to-day basis, as well as covering the associated costs. Opening hours will be established in agreement with Europa Expo and in accordance with local standards. Entrance ticket prices will be agreed between Europa Expo and the lessee.

## Compliance with General Information

In addition to this section, the lessee must comply with the general information concerning the exhibition venue, as set out in the first part of this rider.

## Management before the exhibition opens

The lessee is responsible, at their own expense, for preparing the exhibition space before the start of the set-up and for cleaning it before the opening and official opening to the public. They must also provide and manage, at their own expense, a sufficient number of staff, whom they have trained in advance in the technical and logistical running of the exhibition.

## Management from the opening of the exhibition

### Cleaning – Cleaner

The lessee is responsible, at their own expense, for daily and on-the-spot cleaning throughout the period of operation of the exhibition. This includes, among other things, cleaning the exhibition space and preventing the accumulation of dust. Specifications covering the tasks to be carried out may be drawn up in consultation with Europa Expo.

All cleaning must be carried out using the appropriate equipment and products for the type of material or surface concerned. It is essential that the Plexiglas is cleaned daily to ensure that there are no lasting marks on the Plexiglas or any other similar element.

### Technical maintenance – Floor manager

The lessee undertakes to provide, at their own expense, for the entire duration of the exhibition, the staff required for daily technical supervision. Among other things, these staff will be responsible for replacing light bulbs if necessary, ensuring that the audiovisual system is working properly, and keeping the texts and hanging exhibits in the correct position so as to preserve the general appearance of the exhibition as it was when it opened.

The lessee undertakes to contact Europa Expo as soon as possible with any questions or problems relating to the objects exhibited or the decorative elements (display cases, Plexiglas, etc.). No display case, Plexiglas stand or other decorative or audiovisual element may be opened, moved or modified in any way whatsoever without the prior agreement of Europa Expo. If Europa Expo deems it necessary to call in a specialist technician to the exhibition site, the associated costs will be borne by the lessee.

**Exhibition supervision**

The lessee undertakes to provide, at their own expense, the staff required to supervise the exhibition throughout its period of operation. These staff will be responsible for making regular daily rounds of the exhibition to maintain order and ensure that visitors comply with the rules.

**Receptionist – Shop and box office**

The setting up of a shop in the exhibition is entirely the responsibility of the lessee. Europa Expo may, at the express request of the lessee, suggest suppliers and items to be offered for sale to visitors. This list will only include items that were available in the exhibition shop when said shop was available at Gare de Liège-Guillemins.

**Visitor statistics**

The lessee undertakes to send the detailed exhibition attendance figures on a daily basis after the exhibition closes for the day or on the morning of the following day. If this is not possible, a detailed weekly report must be provided.



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