

# EXHIBITOR MANUAL

HumanX Amsterdam 2026

September 22-24, 2026

RAI Convention Center

Amsterdam, The Netherlands



## Welcome to HumanX 2026

We're thrilled to have you as a sponsor of HumanX Amsterdam on Tuesday Sept 22 - Thursday, Sept 24, 2026 at RAI Convention Center in Amsterdam, The Netherlands. The Exhibitor Kit provides everything you need for pre-show and onsite planning, including details on official show contractors and vendors below.

## Show Floor Schedule

*(Dates/Times are subject to change)*

SUNDAY, SEPT 20	3:00 PM - 7:00 PM	EXHIBITOR BUILD: 100 sq ft (10'x10') & Larger Custom Booths Only
MONDAY, SEPT 21	9:00 AM - 7:00 PM	EXHIBITOR BUILD & MOVE-IN: All Turnkey Booths + All Custom Booth Builds Continued
TUESDAY, SEPT 22	9:00 AM - 7:00 PM	EXHIBITOR BUILD & MOVE-IN: Startup Kiosks, Pavilions, Meeting Pods/Cubes + All Custom Booth Builds Continued
WEDNESDAY, SEPT 23	9:00 AM - 5:30 PM	SHOW FLOOR OPEN - Exhibitor access at 7:00 am
THURSDAY, SEPT 24	9:00 AM - 5:30 PM	SHOW FLOOR OPEN - Exhibitor access at 7:30 am
THURSDAY, SEPT 24	7:00 PM - 11:30 PM	EXHIBITOR MOVE OUT
FRIDAY, SEPT 25	8:00 AM - 11:30 PM	EXHIBITOR MOVE OUT

*\*Exhibitor Booths must be completed and all freight must be removed from the show floor by Tuesday, Sept 22nd at 7:00 PM*

## To ensure the best experience at HumanX, please do the following as soon as possible:

1. Book [your hotel room here](#). The discounted room rates are expected to sell out early.
2. All attendees must be registered to attend HumanX. Please register your tickets as soon as possible using the discount code provided in your welcome email.
3. Review your Sponsor Portal to stay on track. Click [here](#) to view your task list. Please note you must activate your SponsorCX portal. Email [Sponsors@Humanx.co](mailto:Sponsors@Humanx.co) to be resent log-in information.
4. For FAQs - refer to our [website](#).
5. Follow & engage with our social networks: [LinkedIn](#) / [X](#) / [Instagram](#)
6. Questions? Contact Us: [sponsors@humanx.co](mailto:sponsors@humanx.co).

## HumanX Amsterdam 2026 Exhibitor Guidelines

In addition to the [Exhibitor Rules & Regulations](#), all exhibitors must also abide by the below guidelines.

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### Age Restriction

All exhibitor personnel entering the show floor must be 18 years of age or older. No one under the age of 18 years old will be allowed on the show floor at any time including move-in, show days and move-out.

### Balloons

At no time are exhibitors allowed to bring helium balloons into the facility.

### Booth Approval

All exhibitors with a custom booth 3'x6,5' (19m<sup>2</sup>) and larger, who are planning to build out their space, are required to submit the following: a rendering of their build with all dimensions, technical plans to include elevations (indicating maximum height of the build) and all materials used (+flame retardant certificates) to **Show Management at [sponsors@humanx.com](mailto:sponsors@humanx.com) for approval by 11 August, 2026.**

***This is a mandatory requirement and plans not received before move-in will not be allowed to start construction until Show Management has assessed these documents. This may lead to delays in your booth being built and restrictions on elements of your booth that are not approved to be in accordance with the show rules & regulations.***

### Exhibitor Booth Floor Covering

Exhibitors are responsible for providing or arranging their own carpeting/floor covering in the booth area, unless included in the Turnkey booth packages, Startup kiosks, or Pavilion kiosks.

### Stand Types and Guidelines for Stands (Custom-build only)

To help inform exhibitors on the various stand types that are common, RAI has put together a list of guidelines to make a stand accessible for visitors with a disability. You can review the page [here](#).

- Booths that are 42m<sup>2</sup> (6,5'x6,5') + above are permitted to a max height restriction of 275 cm, and no walls may be erected on the building line. Any requests for exemption should be submitted together with the stand design. Free-hanging ceilings (i.e. ceilings suspended entirely from the roof of the building) are permitted after the approval has been obtained of the relevant RAI department and the RAI's designated supplier which must attach the suspension wires ([see also the Rigging Manual, Annex 3](#)).
- If your booth does not meet these height requirements, you must submit a rendering of your booth, with dimensions to show management for approval by **11 August, 2026.**
- All booth displays and businesses must be conducted within your booth space and arranged in such a manner so as to not obstruct sight lines of neighboring exhibitors.

- Displays shall not block or obstruct the view of a neighboring exhibitor. If such protocol is not adhered to, HumanX has the right to remove the item in question unless pre-approved prior.

## Code of Conduct

Please review HumanX's [Code of Conduct](#).

## Dress Code

During move-in and move-out closed-toe shoes with metal toe must be worn at all times in the exhibit hall and docks. No open-toed footwear, sandals or flip flops allowed. Additionally, hard hats and high visibility vests are required during setup/breakdown.

During show hours exhibitor personnel must be dressed appropriately and confine their activities on behalf of the exhibitor to their space. The dress code is business casual.

## Food & Beverage

Food & Beverage will be available to all sponsors on our show floor and Grab n Go cafes.

***No outside food and beverage is allowed; RAI works with an exclusive catering partner. If you wish to order any F&B at your stand or meeting location, please [complete this form](#) so we can give you access to the Exhibitor Portal so you can send a request.***

## Insurance Requirements

For Exhibitors: As a sponsor benefit, HumanX will be including liability insurance which meets all insurance requirements for HumanX Amsterdam 2026. This benefit only applies to the exhibitor contracted directly with HumanX. Exhibitors are not required to submit their own compliant insurance.

However, if the exhibitor hires an outside Exhibitor Appointed Contractor (EAC) for any services used other than the in-house general stand contractor that HumanX uses, they must comply with the below liability request.

All Exhibitor Appointed Contractors (EACs) must maintain the following insurance from the first day of their move until the last day of their move out at HumanX Amsterdam. No access to the floor will be granted without insurance coverage.

- COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of \$3,000,000 per occurrence.
- WORKERS' COMPENSATION INSURANCE with statutory limits as required by law and Employer's Liability Insurance with minimum limits of: \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
- AUTOMOBILE LIABILITY INSURANCE covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle with minimum limits of \$1,000,000 per accident.
- UMBRELLA/EXCESS LIABILITY INSURANCE with minimum limits of \$4,000,000 per occurrence.

- All required insurance policies shall name as Additional Insured: The City and County of San Francisco/SMG/ASM Global Parent, Inc. EACs must name HumanX and T3 Expo, LLC as additional insured.

## Internet

Complimentary WiFi will be provided on the show floor, however, HumanX cannot guarantee uptime consistency throughout the duration of the event. We strongly recommend a dedicated internet connection if you intend to stream audio/video content or conduct live demonstrations/presentations within and around your exhibit. **If you wish to order wired internet at your stand or meeting location, please [complete this form](#) so we can give you access to the Exhibitor Portal so you can submit a request to the RAI Exhibitor Services.**

## Lighting

All turnkey booths are equipped with lighting. No lighting, fixtures, lighting trusses, or overhead lighting may be hung or shined outside the boundaries of the exhibit space so as not to be distracting to adjacent exhibitors.

Exhibitors may not shine logos onto the ceiling, aisles, facility wall or adjacent booths and spotlights may not be mounted to the ceiling outside the boundaries of the exhibit space. HumanX reserves the right to remove/turn off any lighting that does not comply and the exhibitor will be responsible for any charges related to this action.

## Multi-Level Booths

Multi-level exhibits are permitted. Custom builds are subject to approval by HumanX and RAI Convention Center.

## Power

Power is not included with space only exhibit spaces (does not apply to turnkey packages). Power must be ordered separately via RAI Exhibitor Services. If you wish to order power at your stand, please complete [this form](#) so we can give you access to the Exhibitor Portal so you can submit a request to the RAI Exhibitor Services. All power cords must be confined to the Exhibitor's space. Exhibitors are not permitted at any time to run power cords across or underneath the exhibit hall aisle carpet or any area outside of their allocated space.

## Promotional Materials/Activities

All promotional materials/activities must be confined to your booth and/or meeting space. Exhibitors are not permitted to distribute promotional materials in any areas outside of their allocated space without prior approval from HumanX.

## Registration

Every attendee must be registered and is required to wear a HumanX badge in order to access any part of the HumanX event including sessions, meal functions, networking receptions, meeting rooms, and the show floor. Anyone who requires access to your booth during show hours must be registered for HumanX.

## Selling Products or Services

Selling exhibited products or services will not be permitted. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. HumanX reserves the right to prohibit the sale of any product for any reason.

## Signage

Hanging signs/banners are only allowed above booths that are 6,5'x9' (58m2) or larger. Hanging signs can only be ordered through HumanX who will also coordinate rigging with the RAI. More information can be found [here](#).

*Exhibitors are not permitted to display signage in any areas outside of their allocated booth/meeting space without prior approval from HumanX. Popup banners are not permitted in kiosk or pavilion areas. No outside decor or signage is allowed to be affixed to the physical kiosk structure.*

## Sound

Sound must be maintained at a level that is not disruptive or is determined offensive to neighboring exhibitors.

## Shipping Information

DSV Logistics is the official logistics partner of HumanX RAI Amsterdam 22-24 September 2026 and is handling all the services.

DSV can arrange for you, among other things, the transport of the goods from your company and delivery in your booth. Think also about small packages, flyers delivered via UPS, Fedex, PostNL etc.

[In this folder](#) you can find the order form, shipping instructions and tariffs, as well as the Shipping Label.

You can obtain a quote from DSV by filling out the order form and sending it to their email address at [Fairs.amsterdam@dsv.com](mailto:Fairs.amsterdam@dsv.com)

**Goods need to be sent by **September 4th** at the latest**

### **Shipment Address:**

#### **Parcel, Courier and Land transport:**

Consignee: DSV - Fairs & Events

Ankerweg 18 - door 103

NL- 1041 AT Amsterdam

Notify: < Name of exhibitor >

c/o Name of exhibition

< hall / booth >

**Airfreight (cargo, no parcels):**

Consignee: DSV - Fairs & Events

Fokkerweg 300

NL – 1438 AN Oude Meer

Notify: < Name of exhibitor >

c/o Name of exhibition

< hall / booth >

**Seafreight (cargo, no parcels):**

Consignee: DSV - Fairs & Events

Scheepsbouwweg 65

NL- 3089 JW Heijplaat-Rotterdam

Notify: DSV Logistics Nederland B.V.

< Name of exhibitor >

c/o Name of exhibition

< hall / booth >

**PARKING**

Planning to come to RAI by car? Book and purchase your parking ticket in advance to be sure of a space through [this page](#).

**Key Contacts**

Service	Vendor	Contact Information
Show Management / Sponsors	HumanX	sponsors@humanx.co
Lead Retrieval	HumanX Event App	sponsors@humanx.co
Exhibitor Services	RAI	<a href="mailto:exhibitorservices@rai.nl">exhibitorservices@rai.nl</a>
Stand Contractor	Sfeer op Maat	joost@sfeeropmaat.nl

**RAI Fire and Safety Regulations**

## Fire Regulations

All exhibitors must comply with Fire Regulations and safety rules as communicated by the RAI in this document. Custom-build exhibitors must carefully review the information as outlined on [this page](#).

## Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

## Fire Department Permits Required For:

7. Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
8. Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
9. Use or storage of inflammable liquids and dangerous chemicals.
10. Display any internal combustion engine (special requirements available upon request).
11. Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

## Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles.

## Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

## Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area.

**Storage behind booths is strictly prohibited.**