

Eventmanual

Passenger Terminal Amsterdam

EVERYTHING YOU NEED TO KNOW ABOUT
ORGANIZING AN EVENT IN PTA

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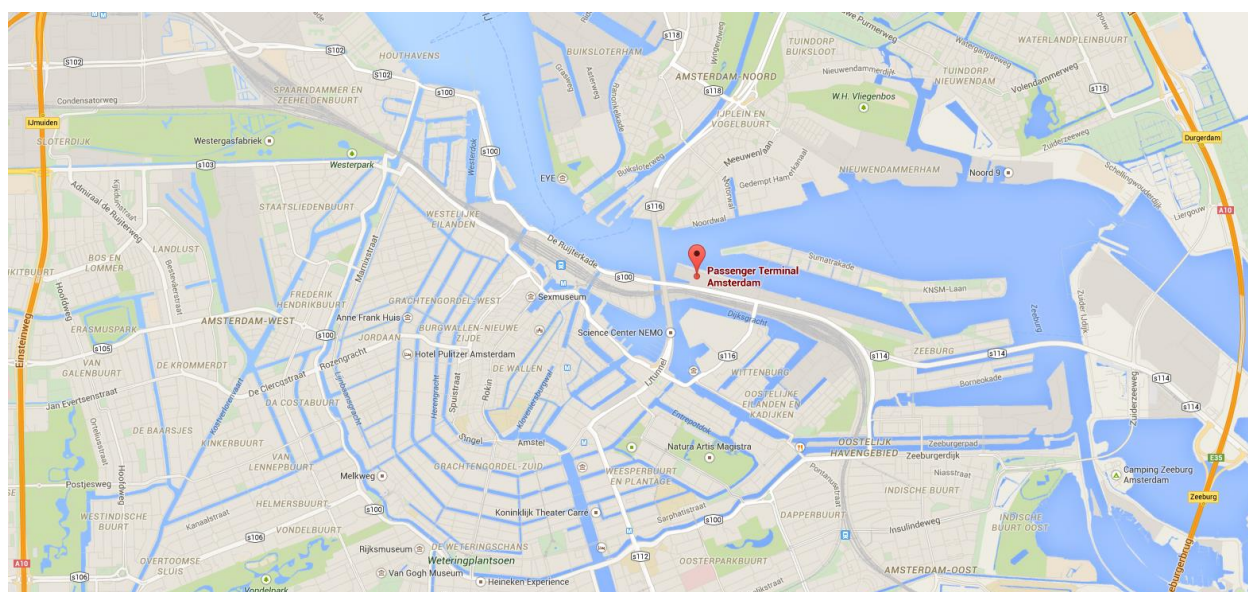


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DIRECTIONS AND PARKING

Piet Heinkade 27, 1019 BR Amsterdam, Netherlands, T +31 (0)20-509 1000, info@ptamsterdam.com
 Passenger Terminal Amsterdam is easily accessible by car, tram, train and boat. There are also plenty possibilities for loading / unloading and parking. See below for directions.



ROUTE

By car:**Coming from Schiphol International Airport / The Hague (Den Haag)**

From Schiphol take the A4 to Amsterdam and then the A10 Amsterdam ring road (north). Leave the A10 Amsterdam ring road (north) at the S114 junction (follow the signs for "Centrum, Zeeburg, Artis and IJburg"). Turn left at the end of the exit road. Follow the road until you have passed through the Piet Hein Tunnel. At the end of the tunnel turn right, following the signs for "Centrum and Centraal Station". You will pass two traffic lights; after the second light turn right at the second access road. The entrance to the Piet Hein parking is situated in front of the terminal.

Coming from Utrecht / Amersfoort

On the A1 and A2 follow signs A10 Amsterdam ring road direction Zaanstad until exit number S114 (sign "Zeeburg, Artis and IJburg"). From here follow directions as mentioned above.

Public transport:

Arriving at Central Station you will find the trams when exiting the building to the city centre. Here, you will also find tram 26 (IJtram) that passes the terminal frequently (take the first stop). You can also walk from Central Station. It is a 15-minute walk to the Passenger Terminal Amsterdam. Take the northern exit (opposite city centre) and turn right. Walk along the waterside and you will find the terminal at your left-hand side after having passed the bridge.

Taxi:

You can also take a taxi. Taxis are located in front of the Central Station at the city centre side. Taxi rides from Central Station to the Passenger Terminal will cost between € 7.50 and € 12.50.

By boat:

PTA is also easily accessible by water. Party ships can moor at the 600 metre quay at the river IJ directly behind the terminal for getting our guests on and off board. In front of the terminal is the newly constructed Zouthaven where canal boats can drop off your guests at the front door.

PARKING GARAGE**Piet Hein Garage**

The Piet Heingarage is located beneath the Passenger Terminal Amsterdam. This garage is kept under 24-hour-a-day CCTV surveillance. When you leave you can pay at the ticket machine by cash, bank pass or credit card. It is not possible to make reservations. Rates: € 3,80 per hour or € 38,00 per day. This garage is property of Gemeente Amsterdam.

Parking Centrum Oosterdok

Parking Centrum Oosterdok, which is just 10 minutes' walk from PTA, has 1.369 parking spaces. This garage is kept under 24-hour-a-day CCTV surveillance. It is not possible to make reservations. Rates: first 5 hours € 5,00 per hour or 5+ hours € 20,00 fixed rate. This garage is property of Inpublic.

PARKING RENT OUT FOR EVENTS

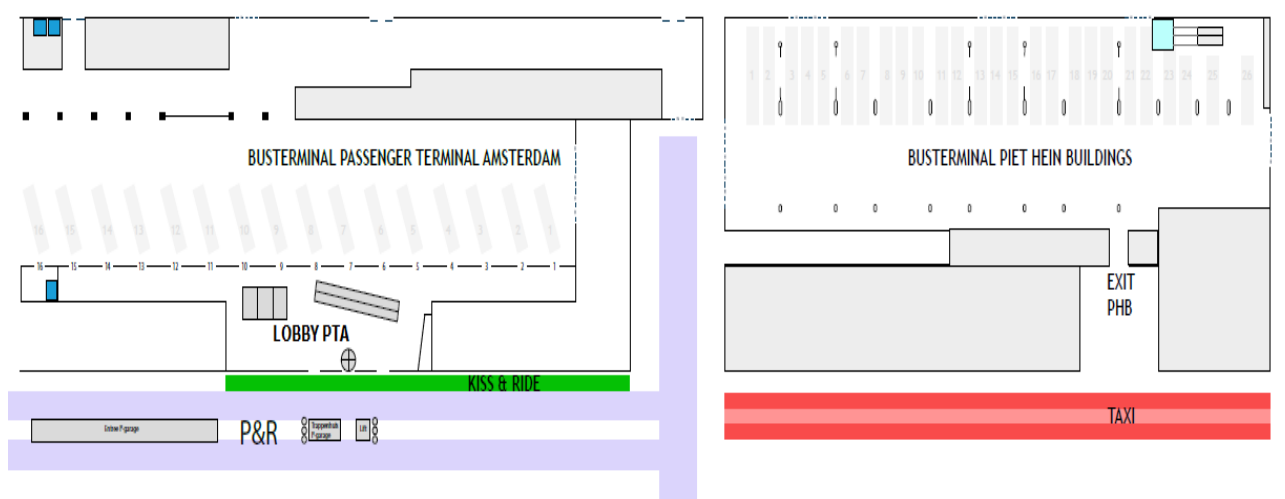
Rent out PTA Bus Terminal & PHB

For events we offer the possibility rent out parking for your guests or crew at PTA.

As for the PTA Bus Terminal we can park max. 40 cars, for PHB (located next to the PTA Bus Terminal) there is a max. capacity of 100 cars. All is based on availability and with mandatory deployment of traffic supervisors (minimum of 4 hours a €37,50 per hour).

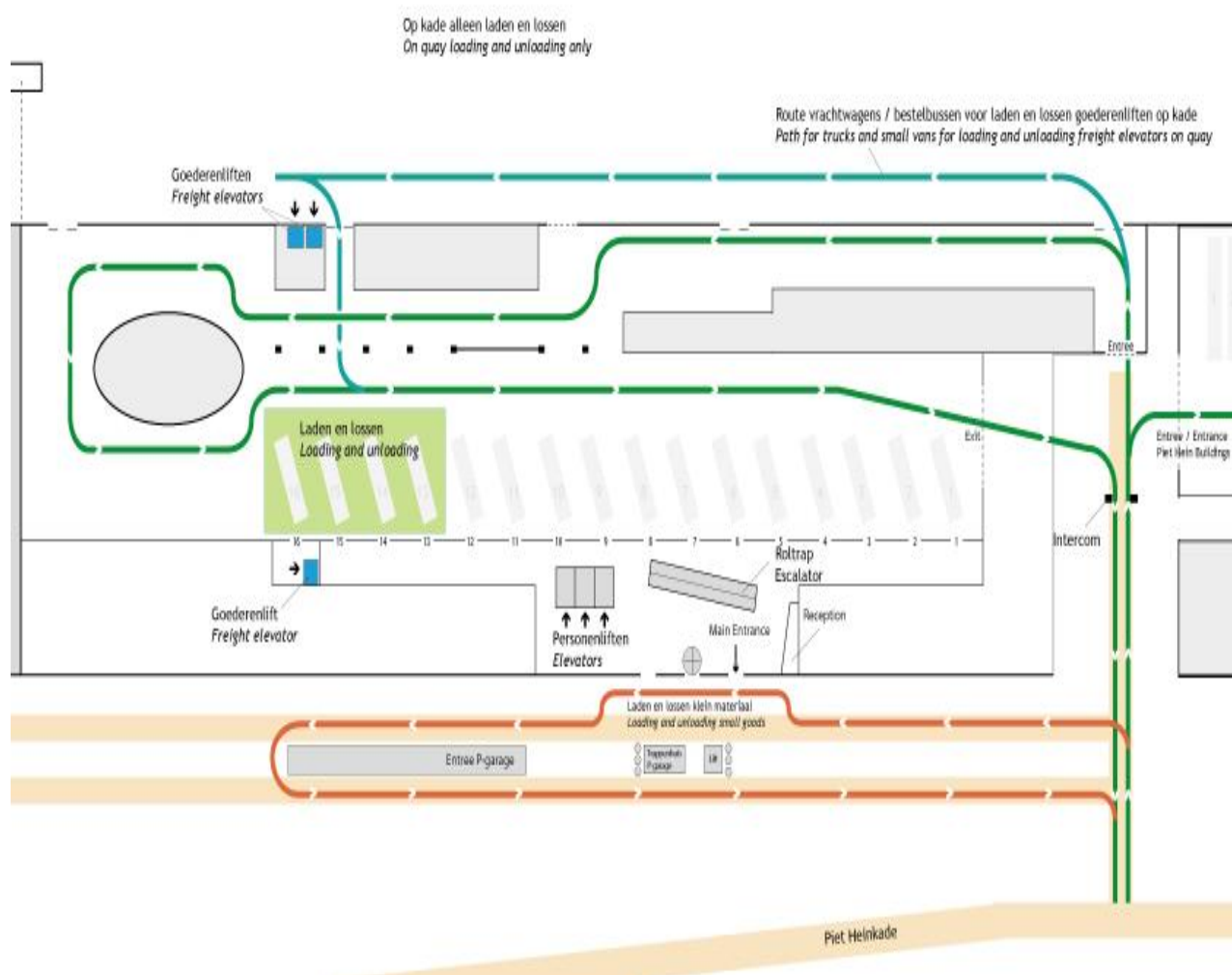
Indication of rental fees:

- PTA Bus Terminal 40 cars a **€ 500,00** ex VAT & traffic supervisors
- PHB 100 cars a **€ 1.250,00** ex VAT & traffic supervisors
- Combination of PHB and PTA Bus Terminal (140 cars) a **€ 1.750,00** ex VAT & traffic supervisors



LOADING & UNLOADING

PTA is equipped with a (un)loading area called the Bus Terminal. PTA always reserves 4 parking spaces for the trucks for the event. If you need additional truck parking spaces please contact us. Costs are € 60.00 per parking space, per day ex VAT. To rent out the whole PTA Bus Terminal to have your own private loading area the costs will amount € 500,00 per day ex VAT.



ELEVATORS IN PTA

See floorplan for exact locations of the elevators, shown as yellow squares.

Persons elevators (3 x) - Lobby

Length:	310 cm
Width:	150 cm, door opening 130 cm
Height:	220 cm
Maximum load:	2500 KG of 33 persons
Details:	no pallet trucks allowed!

Freight elevators waterkant (2 x) – Entrance by quayside

Length:	235 cm
Width:	235 cm
Height:	207 cm
Maximum load:	3150 KG – forbidden for persons

Freight elevator inside PTA – Entrance through door at parking spot 16

Length:	235 cm
Width:	235 cm
Height:	207 cm
Maximum load:	3150 KG – forbidden for persons

Persons/freight elevator - Promenade/Panorama Deck

Length:	140 cm
Width:	110 cm
Height:	220 cm
Maximum load:	630 KG of 8 persons

Attention! Load the elevators up to 10 cm in front of the doors. If there is anything in front of the sensor the elevator will stop! If the elevators doesn't work; check whether there are open doors on a floor, or if the red emergency button is pressed.

POWER SUPPLY

For the exact locations of the power connections please see the floorplan. Power is shown in the red boxes.

Lobby

- 16 Ampère: 5 fixed connections
- 220 Volt: 4 separate groups

Main Deck

- 125 Ampère: 3 fixed connections (2x power supply area, 1x wooden stairs)
- 63 Ampère: 2 fixed connections
- 32 Ampère: 6 fixed connections
- 220 Volt: 4 separate groups and several connections in the production offices

Brasserie

- 125 Ampère: 1 fixed connection
- 16 Ampère: 4 fixed connections
- 220 Volt: 4 separate groups

Backstage Main Deck & preparation area caterer

- 32 Ampère: 5 fixed connections on the wall and underneath exhaust system
- 16 Ampère: 2 fixed connections on the wall
- 220 Volt: 7 separate groups in ceiling and several on the wall

Promenade Deck – preparation area caterer / bar

- 32 Ampère: 3 fixed connections on the wall and underneath exhaust system
- 220 Volt: Several separate groups on the wall

Panorama Deck – bar

- 16 Ampère: 2 fixed connections at the bar
- 220 Volt: 3 separate groups at the bar + 2 groups in bar

Attention! Do not use the fixed power sockets located in the walls of PTA!

INTERNET

PTA offers personalized standard WIFI 500 Mb suitable for normal internet use of your guests at your event. You can give your WIFI a custom network name and password. Please email the required name and password **two days prior to the event to operations@ptamsterdam.com**.
The restrictions for network name: minimum of 2 and maximum of 32 characters, no punctuation
Password: minimum 8 and maximum 32 characters, no space and punctuation allowed.

Basic WIFI package (no additional costs)

- 500 Mb bandwidth
- 1 personalized SSID & password
- no firewall
- limitation of 5 Mb per user

Custom requests (with additional costs)

- upgrade to 1 Gb bandwidth (2 x 500 Mb)
- multiple SSIDS
- 1 network name for WIFI and cabled internet
- Connecting with your own external router
- Expanding the limit of Mb per user
- Additional access points
- connect more than 1 device with a dedicated line

In addition to the WIFI network, dedicated Internet lines can be requested. Please note that you only can apply 1 device per connected line:

- 10 Mb a € 100,00 per line, ex. VAT per day
- 25 Mb a € 150,00 per line, ex. VAT per day
- 50 Mb a € 200,00 per line, ex. VAT per day
- 100 Mb a € 350,00 per line, ex. VAT per day
- 500 Mb a € 500,00 per line, ex. VAT per day

PTA patches the line to the nearest outlet (RJ45 connector). Till the outlet PTA can guarantee the quality. From the outlet you need to extend the line to the point where the line is needed yourself. There are no cables or routers available in PTA.

If you have other requests or wish to have custom IT network, we can bring you in contact with our IT supplier Overhoff Telecom & ICT. If necessary, they can provide a technobutler to give full IT support during the event. They will send the quotation and invoice directly to you.

Please communicate your special requests in time.

- It is not allowed to use other networks in addition to the WIFI, this will cause malfunction.
- The internet can be slow when there is a high concentration of users at the same place.
This can be avoided by placing additional access points

FLOOR & ROOF

FLOOR

The maximum floor load in PTA is 500 kg per square meter.

Attention!

- If heavy objects are placed on the floors in the building, you must always consult with Passenger Terminal Amsterdam.
- No pallet trucks allowed on tile floors throughout the terminal! A special pallet truck with pneumatic tires can be borrowed from PTA. Ask the Terminal manager for the possibilities.
- For a platform, like a stage or a grandstand, higher than 1 meter you need a special permit provided by the local authorities. The Terminal manager can provide you with the contact details. Please keep in mind that these kind of requests can take up to several weeks.

ROOF

It is possible to create a box for your plenary session or dinner. There is a special truss construction of 21x21m (square construction) hanging above the Main Deck. Other rigging points are spread throughout the terminal. Also the truss construction can be used to hang light- and sound equipment, decoration and curtains

Facts

- | | |
|------------------------------------|--|
| • Canopy | : 21x21 meters |
| • Theatre setup | : up to 500 guests |
| • Suspension | : 12 winches |
| • Maximum load kg | : 300 kg per point in canopy, 500 kg per timber |
| • Maximum height | : 11 meters |
| • Minimum height | : 2,5 meters |
| • Rent | : € 1.500.00 per event per day including two scaffolds and € 750,00 build-up day (excl. VAT) |
| • Rigger (<i>is mandatory !</i>) | : € 400.00 for minimum of 10 hours (excl. VAT) |

Additional facilities

For additional services such as light, sound and / or AV equipment, contact HWM. You are allowed to work with other technical suppliers. However, if they make use of the canopy, they should always contact HWM.

Point Load Calculation

Because of the maximum load of the truss construction, there needs to be a point load calculation made when you use the canopy. All calculations must be approved by Rotterdam Rigging. It is for audio-visual companies required to book a rigger at Rotterdam Rigging, if they want to make use of the truss construction and / or roof!!

Contact Rotterdam Rigging +31 (0) 10-208 8680

Contact HWM +31 (0)6-3303974

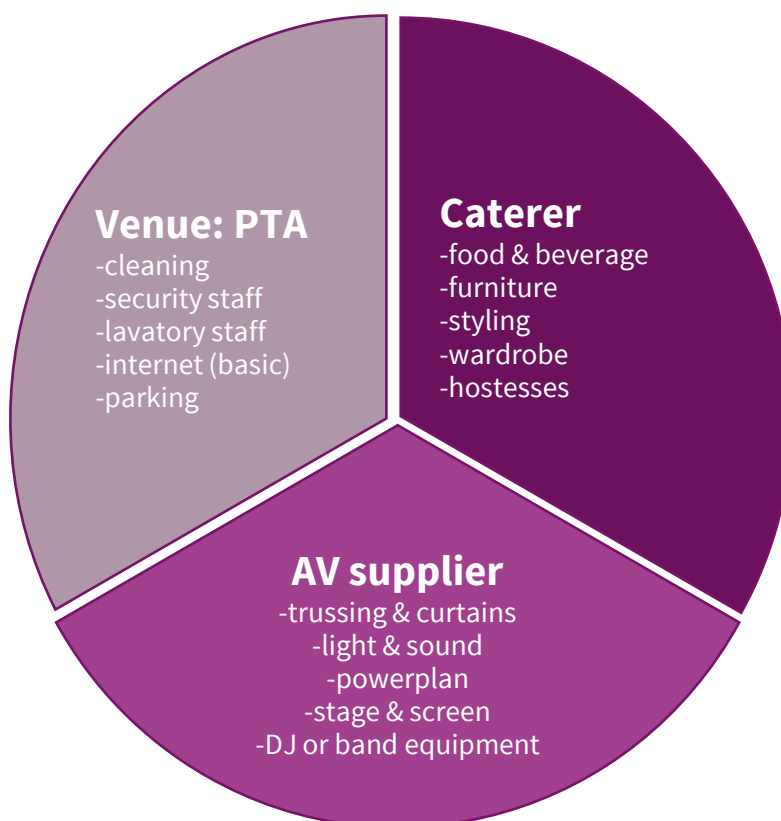
WORKING WITH SUPPLIERS AT PTA

At PTA you rent out an “empty” venue. This offers you the liberty to customize the venue to your needs. A proposal by PTA includes as well as rental fee the security staff, lavatory staff and cleaning costs. Using your own company for lavatory staff and cleaning is not allowed. Using your own security company is allowed in case you hire a security coordinator of PTA.

Other services like catering (also provides furniture, styling and wardrobe) and AV needs to be brought in by our preferred suppliers.

If in exceptional circumstances -and always by consulting PTA- the services of other suppliers are used PTA will charge a commission fee. By use of another caterer PTA charges **10% commission** fee for F&B. By use of another Av supplier PTA charges **10% commission** fee for AV equipment.

YOUR EVENT IN PTA



WASTE CONTAINERS

Each supplier must take care of its own waste disposal. At PTA there are no waste containers available. If desired, containers can be rented through PTA at Icovia. Below is an overview of the different types of containers and prices. If you wish to order a container, please contact us. For the interim emptying of your rented containers, please contact the duty manger. All prices below are including transportation, placing and disposal.

container waste

1100 Liter - € 97,50 excl. VAT



containers glass

1000 Liter - € 105,00 excl. VAT



Afzetcontainers

6m³ - € 385,00 excl. VAT



10m³ - € 475,00 excl. VAT



Afzetcontainer

15m³ - €695,00 excl. VAT



FURNITURE PTA

10x Aluminum table, round
80 cm x 75 cm



10x Aluminum table, round
80 cm x 75 cm



30x Aluminum table, square
70 cm x 70 cm x 70 cm



800 White chairs connectable
140 mm x 70 mm



100x Folding chair black
88 cm



33x PTA counter
70 cm x 146 cm, 103/132 cm
(board 150 x 118)



2x Pallet truck
(plastic wheels)



105 x Stanchions
blue ca 3m



7x Stanchions
blue



10x Stanchions
red/white



Furniture for events will be supplied by the caterer, however If you would like to use furniture of PTA please ask us for costs and conditions.

CARS / HEAVY OBJECTS ON MAIN DECK

At PTA it is possible to lift heavy objects such as cars on to the Main Deck. PTA collaborates with VCK Logistics, who can provide the crane, equipment and professional staff.

Conditions of the objects:

- max. width 2.30m & 2.60m high
- max. weight 2.000 kilo
- max weight floor 500 kg per m2
- max. 5 Liter gasoline
- If possible disconnect the battery

SOUND RESTRICTIONS

Due to the fact that we are located in the city and next to an hotel we have sound restrictions. To avoid complaints, we use the following restrictions:

	Evening (19.00 - 23.00)	Night time (23.00 - 01.00)
Main deck	105 dB	100 dB
Other floors (Lobby, Promenade- Panorama Deck)	95 dB	90 dB

During the event the Terminal Managers of PTA will do the measurements. The above enumeration of dB's, the following principles are leading:

- No loud music at the height of our rooftop windows.
- Windows and doors needs to be closed
- Reduce the use of a bass
- When we do get complains the Terminal Manager has the authority to lower the sound.

TOILETS

PTA has 28 toilets in total- please see the floorplans where they are located. At the Main Deck are 20 toilets and 2 disabled toilets located at the Promenade deck 8. During events the toilets are being cleaned by the lavatory staff.

BRANDING

Due to the large amount of glass, the PTA terminal offers many branding possibilities. PTA works together with a very professional partner: Faircom.

They can take care of the complete process, ask us about the possibilities and contact person.

It is not allowed to sticker or fix things on the glass balustrade or trussing without consulting us. We like to think along with you!

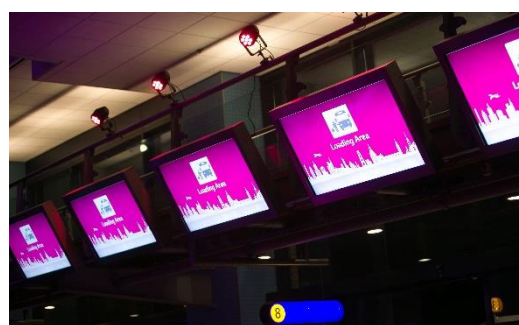
LCD SCREENS & GLOWINGWALL

LCD SCREENS LOBBY / MAIN DECK

In PTA there are 5 LCD screens in the Lobby and 2 on the Main deck. These screens can be used to display information or logos of your event. If you would like to use these screens, it is important that the desired artwork is provided with the correct specifications, so that it can easily be programmed;

Resolution: 1920 x 1080 pixels

Format: JPEG (.JPG)



GLOWING WALL

In addition to the LCD screens, PTA also has two LED glowing walls. These glowing walls can be used to give extra atmosphere to your event. They can only be set in 1 certain colour.



DIMENSIONS PER FLOOR

All of the dimensions below are also shown in the floorplans. Each square on these floorplans resemble 1m².

Lobby

- Surface: +- 550m²
- 16 doors from bus station to the lobby: 2.12m each. Height is 2.54m
- 2 doors from sidewalk to the lobby: 2.08m each
- Width main staircase: 1.20m
- Width escalator: 1.00m per escalator

Main Deck

- Surface within the pillars: 21 x 57 = 1200m²
- Total surface: 1800m²
- Height: ranging from 7 to 16 meters
- Length between the pillars: 21.30m
- Width stairs to Promenade Deck: 1.70m
- Doors concourse for cars: Width 2.30m & 2.60m high
- Doors concourse to Main Deck: Width 2.60m & 2.30m high
- Doors Main Deck to backstage: Width 1.93m & 2.10m high
- Brasserie height: 2.60m note -10 cm for sprinklers

Backstage

- Surface: 958m², (catering area 112m²)
- Height: 2.60m

Waterkant

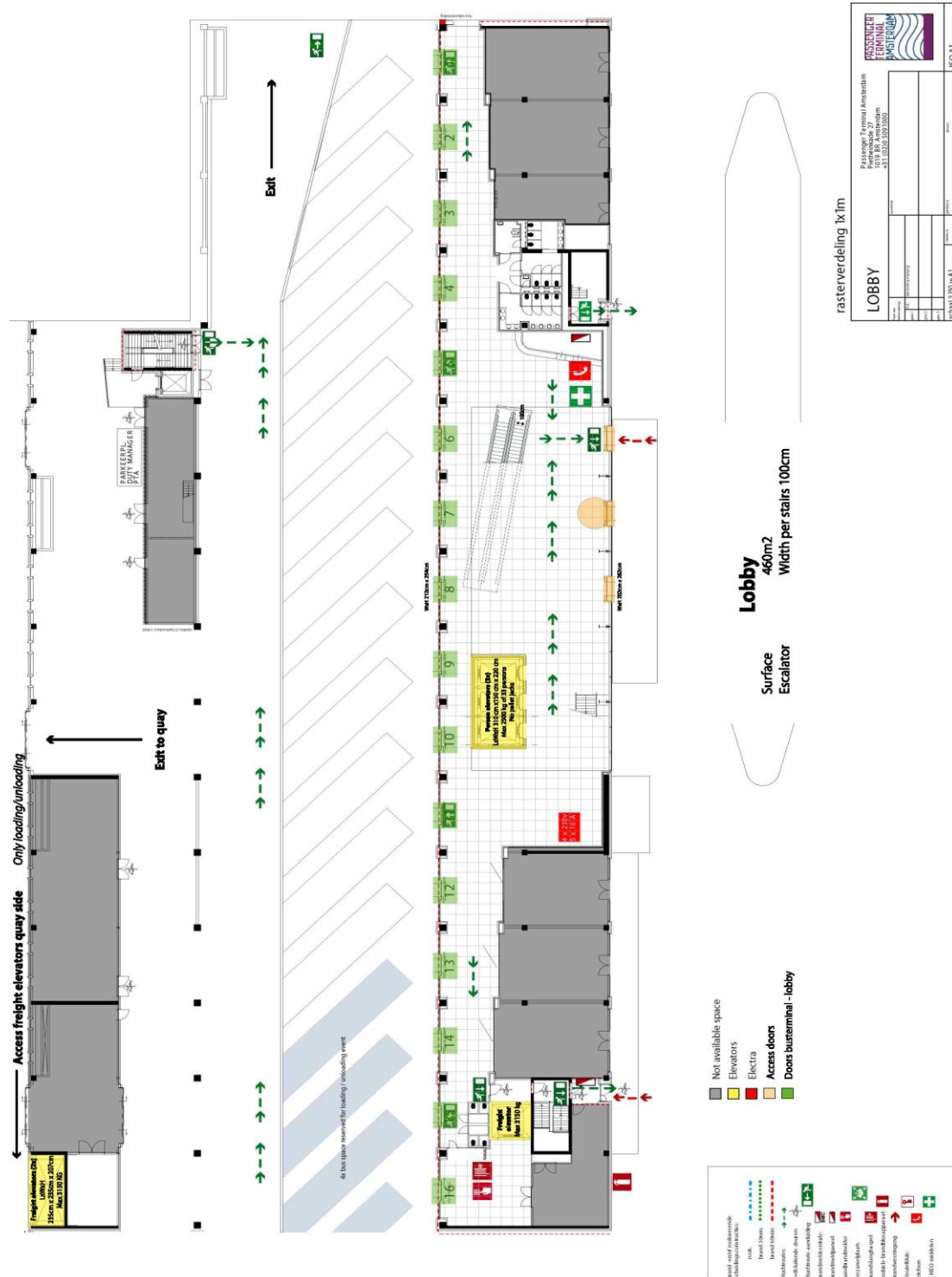
- Surface: 17.5m x 14m = 245m²
- Height: 2.60m

Promenade Deck

- Surface: 1130m², (catering area 120m²)
- Doors to kitchen Promenade deck: 1.60m x 2.00m
- Balustrade outside: HxW 1.00m x 1.70m - 10 cm between railing and glass
- Height balustrade inside: 1.02m
- Width stairs to Panorama Deck: 1.54m
- Blue portal: Outer dimensions HxWxD 4.27m x 4.38m x 1.24m
Inner dimensions HxWxD 3.03m x 1.90m x 1.24m

- Surface: $11,5\text{m} \times 28\text{m} = 340\text{m}^2$

FLOORPLANS



HOUSE RULES

SET UP AND DISMANTLING

- Persons are not allowed to go in the freight elevators. Persons caught in the freight elevator will be denied further entrance to Passenger Terminal Amsterdam.
- It is not allowed to use normal pallet trucks on the Main Promenade and Panorama Deck and in the Lobby. PTA has 1 special pallet truck with air filled wheels at your disposal.
- PTA provides four bus parking spaces. These places are intended for loading and unloading materials. It is up to the tenant whether the vehicles may remain in the bus terminal during the event. Renting extra bus parking places is done in consultation with PTA. If one wants to park normal cars at the places offered, this must be submitted. A traffic supervisor may be required for this. Other cars can park in the Piet Heingarage.
- It is not allowed to store anything after the rental period, unless PTA has given permission for this. PTA is not responsible for damage to, theft or loss of these goods. In addition, it is not permitted to have deliveries at PTA prior to the rental period. All shipments that are delivered during the rental period must be received by the tenant at all times. PTA does not receive shipments and does not sign for this either.

THE TERMINAL

- It is not allowed to attach stickers, tape or glue to posts, walls, ceilings and floors without prior consultation. By the use of carpet in the terminal, gaffer tape is mandatory. The tenant is responsible that all items confirmed in consultation will be removed afterwards.
- It is not allowed to remove ceiling plates.
- It is not allowed to walk on the glowing walls or to confirm things here.
- Smoking is only permitted in the designated area for the entrance.
If smoking is allowed on the Promenade terrace, the wooden floor must be covered with carpet. The bus terminal and concourse is not allowed.
- Open candlelight is not allowed. Candlelight is only possible if a protective cap is fitted around the candle that is higher than the flame.

- Helium balloons are allowed, if they are properly attached. If they nevertheless come loose and end up in the roof and you cannot remove it yourself, then we are forced to charge costs, at € 150.00 per balloon.

CLEANING

- The tenant is at all times responsible that the terminal will be swept clean before leaving. The cleaning that is included in contract is applicable on a swept clean terminal. This contains that the floors have been swept and are free of other waste (cardboard, paper, signage, waste, etc.)
- All suppliers clean their own working space (swept). All other waste must be taken along. AV is responsible for removing all tape from the floor and throwing it away. Catering for cleaning out the beer taps.
- Coffee cups, food scraps, etc. must be deposited in the designated waste bins, including cigarette butts in the ashtrays.
- There are no standard waste containers available, this can be rented extra.

SAFETY

- All fire doors must be able to open and close at all times.

Pay particular attention to the doors from the Main Deck to the backstage area.

- All escape routes indicated on the maps of PTA must at all times remain free of furniture or other matters. This also applies to the specified fire reels. The width as described in floorplan indicated escape routes must be maintained at any time.

- When deploying external security (only in exceptional cases), a security coordinator must be hired from PTA.

OTHER

- PTA is not responsible for malfunctions and/or non-functioning of the internet lines installed by the client itself.

- The tenant is responsible for applying for permits at the municipality of Amsterdam. This is necessary for, for example, placing platforms higher than one meter where it is likely that people will sit/walk on them and for all activities/objects on public roads.

PTA would like to receive a copy of the permit.

Contact: a.naaktgeboren@oost.amsterdam.nl

FIRST AID

All operational managers are in possession of a first aid certificate. They are also qualified and they have the skills to deal with emergencies effectively. In the small production office and at the reception desk are complete first aid kits located. An AED is located at the reception.

If you want official and specialized first aid service present at your event or need special equipment, Medic Event Support can arrange this. This company specializes in providing trained rescuers and equipment for your corporate event, trade show, or party.

Collaboration

Medic Event Support works with the Trimbos Institute. This makes MES always up to date with the latest trends in drugs and alcohol.

For a quote, contact Medic Event Support via the contact details below:

Contact: Francesco Determann
Dorpsdijk 40-A
3161 KG Rhoon -NL
T: +31 (0)84 - 003 35 58
F: +31 (0)84 - 003 51 05
@: info@mediceventsupport.nl
W: www.mediceventsupport.nl