

PASSENGER TERMINAL AMSTERDAM

Event Manual - everything you need to know



EXCELLENCE IN HOSPITALITY

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DIRECTIONS AND PARKING

Adres:

Piet Heinkade 27

1019 BR Amsterdam

Passenger Terminal Amsterdam is easily accessible by car, tram, train and boat. There are also plenty possibilities for loading / unloading and parking. Please ask you PTA contact for the route planner.

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. You can pay at the ticket machine by card. It is not possible to make reservations. Rates: € 5 per hour or € 50 per day. This garage is property of Gemeente Amsterdam.

Rent out private parking at PTA

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

We have space for max. 140 cars. All is based on availability and with mandatory deployment of traffic supervisors (minimum of 5 hours a € 42,50 per hour).

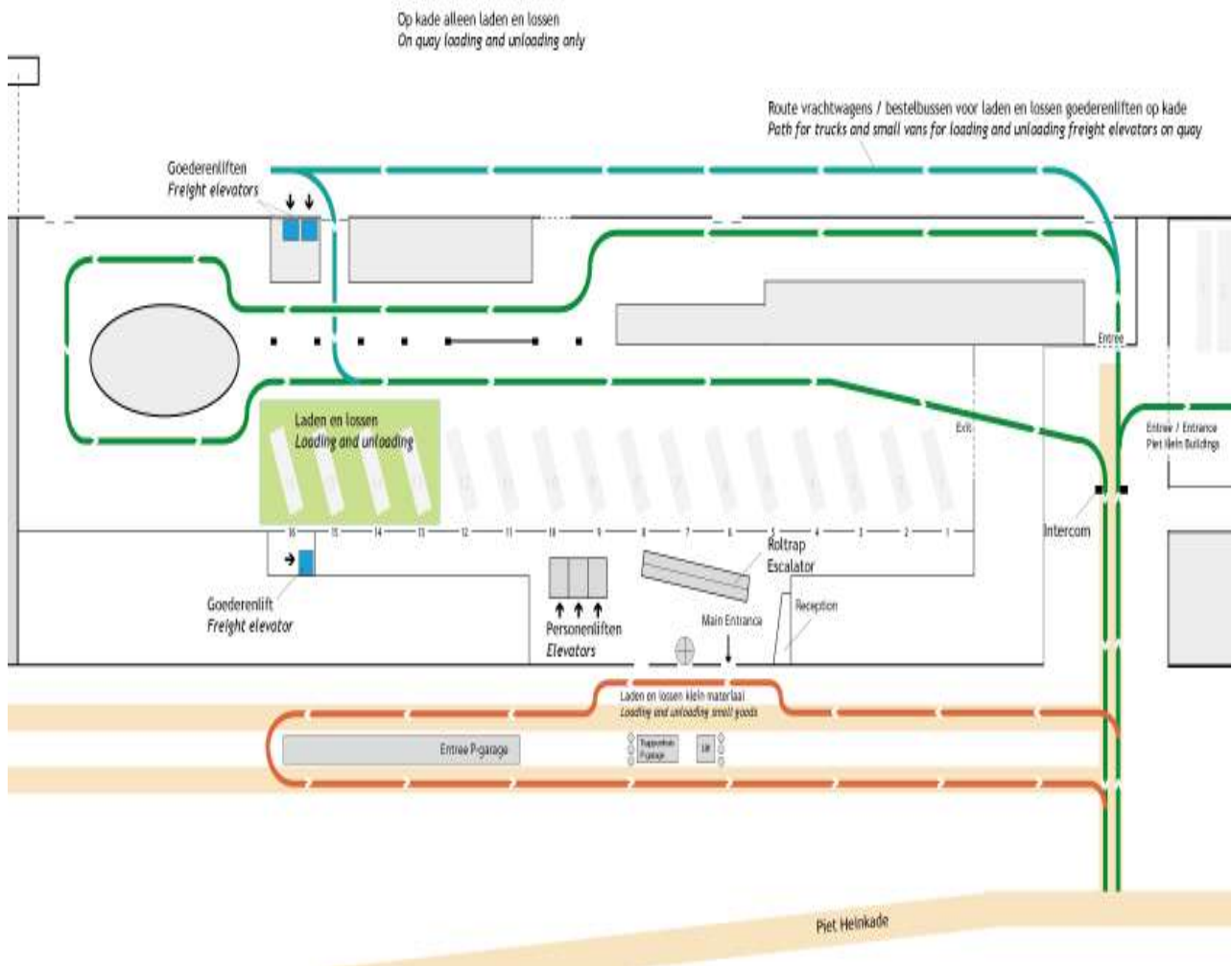
Rental of private parking amounts € 3.000 ex VAT.



LOADING & UNLOADING

Loading for events takes place in the PTA Bus Terminal. During the rental period, section 16 to 6 included for loading & unloading, parking of suppliers and/or organization. These parking spaces are located near the freight elevators (see image).

If you need more space or you want to rent parking for your guests - see previous paragraph for info and costs.



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 has a modern WLAN infrastructure allowing us to offer a good and stable WiFi network. The total internet capacity behind the WiFi is 500 Mbit/s. If you have several networks created, they will therefore share the internet capacity. You can enter a network name and password yourself, taking into account the requirements below:

- The network name must be between 2 and 32 characters. Use only "-" as a hyphen and avoid using spaces and other special (punctuation) characters.
- The password must contain between 8 and 32 characters. Do not use spaces

The above information can be entered in the document provided by PTA.

Please email this document to events@ptamsterdam.com

Standard WiFi package (no extra costs)

- 500 Mbit/s bandwidth
- 1 SSID & password personalized
- Open connection to the internet
- Bandwidth limit of 5 Mbit/s per user

Additional options (ask for costs)

- Upgrade to 1 Gbit/s bandwidth
- Creation of a second SSID
- Direct internet connection to own router
- Installation of additional Access Points based on need

In addition to the WIFI network, additional fixed internet lines can also be requested, 1 device can be connected per fixed connection:

- 10 Mb
- 25 Mb
- 50 Mb
- 100 Mb
- 500 Mb

PTA provides the connection up to the nearest patch port (RJ45 connector). Up to this point the quality is guaranteed, after that you can extend the line at your own risk to the point (or booth) where the line is needed. Please note PTA does not have its own cables or routers.

If you require customization, we will gladly put you in touch with Overhoff Telecom & ICT. This company is our supplier of IT solutions. If necessary, they will supply a technician to provide IT support during your event. They will gladly make a tailor-made offer for you. Please involve Overhoff as early as possible.

- You are not allowed to put your own/other networks on the air, as this disrupts the spectrum and therefore our network.
- When there is a high concentration of users at 1 location, the internet connection can become slow. This can be prevented 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.

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 batter

ROOF

It is possible 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
- 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

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, for rigging, they should always contact HWM – they supply the mandatory rigger.

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 HWM.

Contact HWM +31 (0)6-3303974

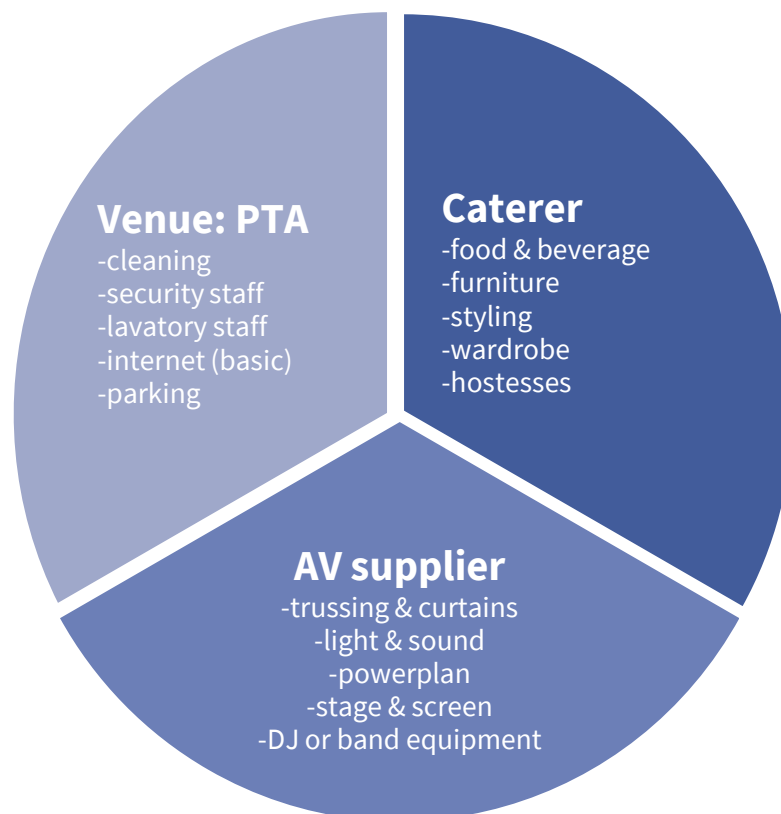
WORKING WITH SUPPLIERS AT PTA

PTA is an “empty” venue -this promotes completely customizing the venue.
The proposal of PTA includes rental fee, security, lavatory staff and cleaning costs. Using your own company for these services is not allowed.

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- when you don't work with our preferred partners a 10% commission fee (net invoice) is applicable.

YOUR EVENT IN PTA



WASTE CONTAINERS

The client and suppliers should bring their own waste after an event at PTA. It is advised to discuss per party how much waste is expected and how it will be disposed of. If required, containers can be rented from Renewi via PTA. Below you will find an overview of the different types of containers, the prices are on request and depend on the weight.

Container waste

1100 Liter



containers glass

1000 Liter



Big containers

6m³



10m³



15m³



FURNITURE PTA

25x Aluminum table, square
70 cm x 70 cm x 70 cm



800x Chairs
height: 78 CM seat: H 44 CM x B 40 CM x
D 40 CM back: 42 CM



Stanchions
3 meter



2x Pallet trucks air tires



12x PTA desk
70 cm x 146 cm, 103/132 cm high
(board is 150 x 118)



4x room divider green



SOUND RESTRICTIONS

A side effect of the convenient location is also a lot of neighbors. To avoid disturbance, we have the following maximum noise levels:

Measured in the middle of the Main deck:

Day (07:00 - 19:00) - 110 dB (A)

Evening (19:00 - 23:00) - 105 dB (A)

Night (23:00-01:00)* - 100 dB (A)

Other decks:

Day (07:00 - 19:00) - 100 dB (A)

Evening (19:00 - 23:00) - 95 dB (A)

Night (23:00-01:00)* - 90 dB (A).

*later than 01:00 is always in consult.

- No noise is allowed in the area of the roof vents;
- Windows and doors should be kept closed;
- If necessary, noise-reducing measures for the hotel and the surrounding area (such as, for example, the installation of acoustic walls and soundproof cloths);
- If there are complaints from the Movenpick Hotel or local residents, the noise level will have to be reduced.

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 & GLOWINGWAL

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 be set in a colour or design – just ask HWM for the possibilities.



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

- **Glowingwall:**

Dimensions coves	HxWxD 2.22m x 2.30m x 1.20m
Distance to outer wall	4.00m
Distance between balustrade	6.00m
- **Dimensions bar:**

Height (floor to worktop)	0.96m
Height (floor to bar top)	1.16m
- The catering areas are provided with electricity, water connections, exhaust system, and a beer pump unit is present.

Panorama Deck

- **Surface:** 11,5m x 28m = 340m²

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 2 special pallet truck with air filled wheels at your disposal.
- 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.
- 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.

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