Eventmanual

Passenger Terminal Amsterdam





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PASSENGER TERMINAL AMSTERDAM

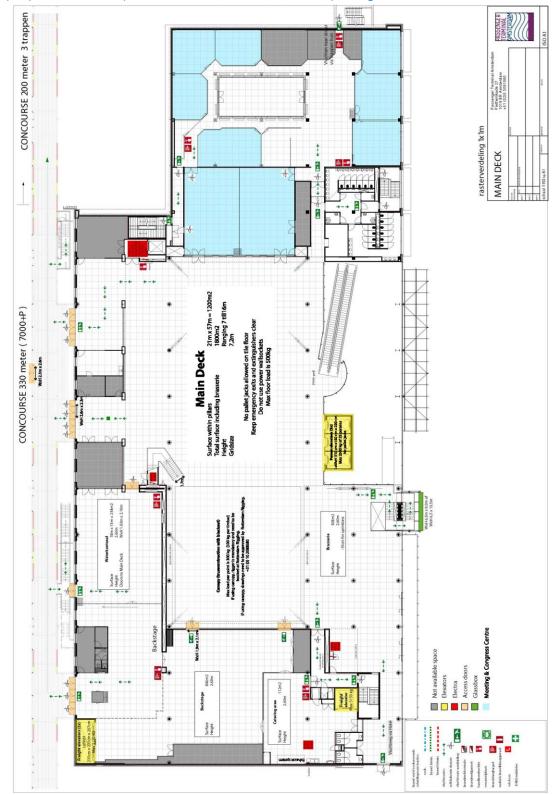
Floorplan Lobby * ă rasterverdeling 1x1m LOBBY 4





Main Deck - Download original floorplan in DWG at

http://ptamsterdam.vps26.unifact.eu/include/nl/decks/plattegrond_maindeck-v11-v2014.dwg

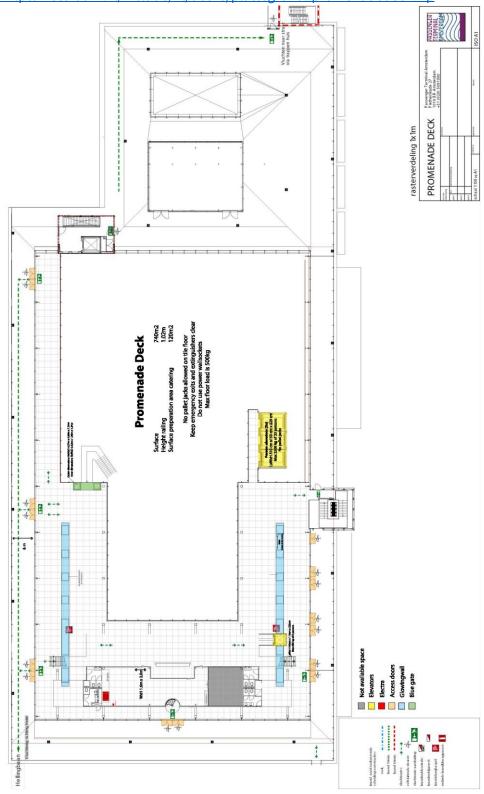






Promenade Deck - Download original floorplan in DWG at

http://www.ptamsterdam.nl/include/nl/decks/plattegrond_promenadedeck.zip

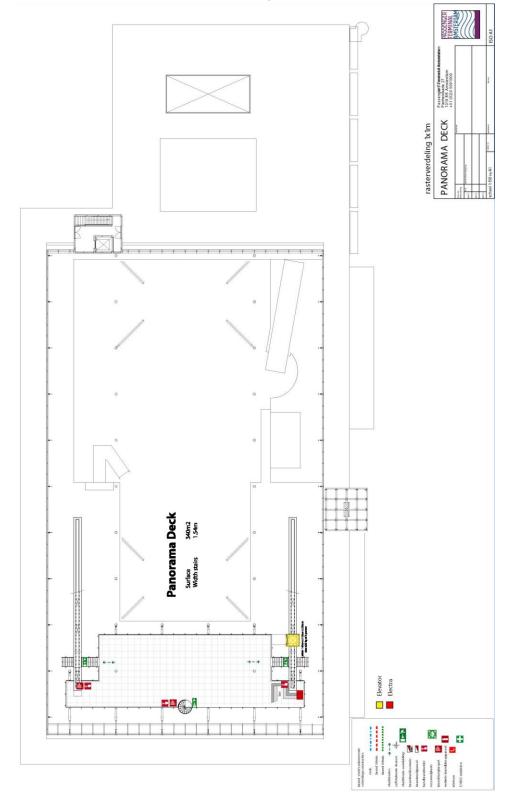






Panorama Deck - Download original floorplan in DWG at

http://www.ptamsterdam.nl/include/nl/decks/plattegrond_panoramadeck.zip

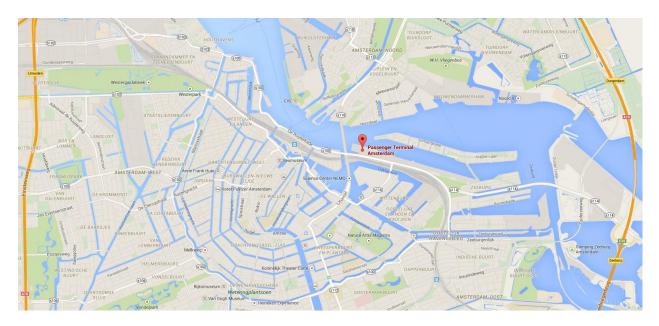






Directions and parking

Piet Heinkade 27, 1019 BR Amsterdam, Netherlands, T +31 (0)20-509 1000, <u>info@ptamsterdam.com</u> 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

Parking at PTA is well organized, you can park your car in the Piet Hein garage underneath the terminal, or you can use Parking Centrum Oosterdok or P + R Zeeburg.

Piet Hein Garage

The Piet Hein garage is located underneath Passenger Terminal Amsterdam. This garage is open 24 hours a day and secured with CCTV. You can pay with cash, debit card or credit card at the parking POS terminal. Rates are € 0.50 per 7 minutes or € 47.50 per day. There is also a special event rate. Between 17.00 and 03.00 hours there is a special rate of € 17.50. You will receive this when you first press the event button on the ticket machine when checking out.

You can also order parking tickets for your event in advance. You then pay € 2.00 per hour, rounded up to hours. You can order these cards with time slots. These cards can be ordered through verkoop@ivv.amsterdam.nl. If you list PTA in the cc, the parking garage knows that it is concerning an event with us. You can order up to 7 days in advance with a minimum of 10 cards. Cards that are left over after the event, can be returned within 7 days (€ 3.00 per card handling fee). For more information see: http://www.amsterdam.nl/parkeergebouwen/onze_garages/ amsterdam_centrum/ piet_heingarage.

Parking Centrum Oosterdok

Parking Centrum Oosterdok, at 10 minutes walking distance from PTA, offers 1,700 parking spaces. This garage is open 24 hours a day secured with CCTV. The garage provides after 5 hours of parking a rate of € 10.00 per day. For more information see: http://www.parkingcentrumoosterdok.nl/.

P + R Zeeburg

A good alternative is to park outside the city centre at P + R Zeeburg. From here you can take tram 26 to Passenger Terminal Amsterdam within five to ten minutes. The P + R parking fee depends on the entry time at P + R Zeeburg. For opening hours, prices, availability, terms and route see: http://www.parkeren-amsterdam.com/pr-zeeburg.





PTA bus terminal

Furthermore, there is the possibility to purchase additional parking spaces at PTA. Here you can park 50 cars in the bus terminal of PTA and 100 cars in Piet Hein Buildings (building next to PTA). All is based on availability and deployment of traffic supervisors. For more information about the possibilities and costs please ask us.

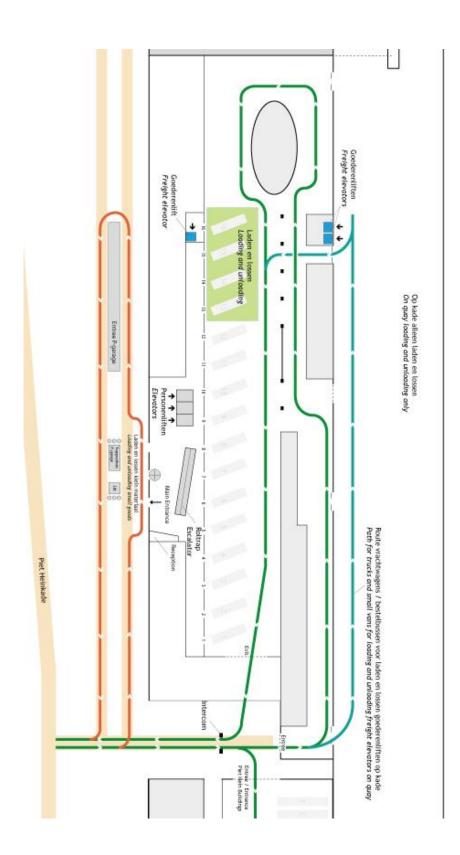
Loading & unloading

PTA has a bus terminal available. During events, there are 4 bus parking spaces reserved for your event. These can be used to load and unload materials. If you need additional bus parking spaces during your event, please contact us. Costs are € 60.00 per bus parking space, per day.

See below for the approach route for loading and unloading.



PASSENGER TERMINAL AMSTERDAM









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 connections220 Volt: 4 separate groups

Main Deck

125 Ampère: 3 fixed connections (2x power supply area, 1x wooden stairs)

63 Ampère: 2 fixed connections32 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 basic wireless internet network (WiFi) suitable for normal internet use of your guests at your event. Costs of the WiFi network per day are: € 500,00 excl. VAT. You can give your Wi-Fi network a network name and password. Please email the required name and password to events@ptamsterdam.com. The requirements of a network name are; minimum of 2 and maximum of 32 characters, no punctuation allowed. A password must consist of; minimum 8 and maximum 32 characters, no space and punctuation allowed.

In addition to the WiFi network, additional Internet lines can be requested, namely: 10 Mb a € 100.00 per piece
25 Mb a € 150.00 per piece
50 Mb a € 200.00 per piece

PTA installs the line to the port (wall PTA). You can then extend the line yourself to the point where the line is needed.

If you have more internet requests or wish to have custom IT network, we ask you to contact Overhoff Telecommunicatie BV. This company is specialized in providing IT solutions at PTA. If necessary, they can provide a technobutler to give full IT support during the event. The more fixed lines you need, the cheaper the IT support. Custom made orders have different prices for the standard fixed lines as shown above. Ask us for a quote.

Facts:

- An optical fibre connection of 30 MB up and download
- The basic connection is wireless but we also provide fixed lines at additional costs
- If you want to use wired internet, you must bring your own cables
- When sharing (wireless and wired) the 300 MB will be divided
- The building is equipped with various access points
- When no wired connections are used, up to 300-400 users can use the wireless internet at the same time
- When many users are close together, the internet can be slow. This can be avoided by placing additional access points (at additional costs)
- When using the wireless internet (in consultation) a self-selected username and password can be used

-for more information, please contact us on +31 (0)20-509 1000 or events@ptamsterdam.com-





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.





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 +31 (0)20-509 1000.
- no pallet trucks allowed on tile floors throughout the terminal!

A special pallet truck with pneumatic tires can be borrowed against a deposit of € 1.000.00. Ask the duty manager for the possibilities.

Roof

It is possible to black out a part of the terminal. There is a special truss construction of 21x21m (square construction) hanging above the Main Deck. This canopy is covered with black fabric, which keeps unwanted light out. In addition, you can attach silk curtains to create a black or white box. If you want an open construction, the canopy can be raised. Also the truss constructions 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 : € 1.250.00 per event per day including two

scaffolds and € 675,00 build-up day (excl. VAT)

• Rigger (is mandatory!) : € 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!!

Removal of the canopy

If you do want to make use of the square without blackout fabric, or don't want to make use of the canopy at all, there is a disposal fee of € 2.600.00 excl. VAT.

For questions about truss construction, roof load and approval:

Contact Roterdam Rigging +31 (0) 10-208 8680 Contact HWM +31 (0)6-33039746





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 Icova. 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.

Roll containers waste

1100 Liter - € 97.50 excl. VAT



Roll containers glass

1000 Liter - € 105.00 excl. VAT



Waste containers

6m³ - € 385.00 excl. VAT

10m³ - € 475.00 excl. VAT





15m³ - € 695.00 excl. VAT







Lockers

On the Main Deck next to Oseven meeting centre there are 38 different lockers for luggage (30 large & 8 small).

Rates are per 24 hours, € 6.00 - for a large locker and € 4.00 - for a small locker. Opening the locker in between is NOT possible.







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), .GIF, .AVI, .MPG,

.VOB, .WMV, .SWF (t/m player 7)

.FLV, .SWV, .PPT



Glowingwall

In addition to the LCD screens, PTA also has two LED glowingwalls. These glowingwalls can be used to give extra atmosphere to your event. They can be set at a certain colour, or you can display short animations or images. If you would like to use these glowingwalls, please send us the desired artwork in the correct specifications as shown below.

Resolution: 120 x 30 pixels

Format: .JPEG (.JPG),

.GIF, .AVI, .FLA







Dealerframes - ImageBuilding

Together with Image Building PTA has developed a number of options to expose your event in a way that draws the attention of passers-by and visitors.

Prices

Banners glassbox (incl. installation and removal by cherry picker)

-	Banner 650 x 900 cm	€ 2.309,00
-	Banner 650 x 1350 cm	€ 2.993,00

Banners displays (incl. installation)

-	255 x 245 cm (10x)	1 piece	€ 199,00 (single sided)
			€ 375,00 (double-sided)

2-5 pieces € 179,00 each (single-sided)

€ 338,00 each (double-sided) 6-10 pieces € 169,00 each (single-sided)

€ 319,00 each (double-sided)

- 96 x 175 cm (6x) € 99,00 each (single-sided) (minimal order: 2 pieces) € 155,00 each (double-sided)

96 x 245 cm (7x) € 99,00 each (single-sided) (minimal order: 2 pieces) € 155,00 each (double-sided)

Trotter* (incl. installation and removal by crane)

-	Trotter 355 x 245 cm	1 piece	€ 800,00 (double-sided)
		5 pieces	€ 750.00 each (double-sided)

- Trotter 245 x 180 cm 1 piece € 700,00 (double-sided) (also vertically) 5 pieces € 650,00 each (double-sided)

The prices are excluding VAT and only valid with a correct delivery of the artwork according to the delivery specifications. When the delivery of the artwork does not meet the specifications Image Building will adjust the artwork at an additional charge of \in 75,00 per hour. Unless otherwise indicated, the banners will be thrown away after removal. It is only possible to use the options mentioned in Passenger Terminal Amsterdam via Image Building.









^{*}You need to apply for a permit for Trotters which will be placed in public area's in Amsterdam. This process will take 4 to 8 weeks, but we cannot guarantee that you will get the permit.



File specifications ImageBuilding

The delivery of digital material is not always as easy as it seems. Therefore, we will inform you about this. We are convinced that it leads to better results and that your files can be processed without delay. Image Building is not responsible for undesirable results if not met specifications below. Any additional adjustments can be charged.

1.Software

All digital files must be suitable for PC. Files designed on a Mac, need to be delivered to a PC compatible format. We cannot handle CAD/Cam, CorelDraw and Freehand files. We work with the most popular programs such as Adobe Photoshop, Illustrator, Acrobat and InDesign.

We prefer a PDF file with an embedded color profile, without crop marks on a scale of 1:10. Please ensure that the texts are always converted to outlines. This is to prevent text shifts and any font conflicts between PC and Mac.

2.WeTransfer

You can send your print-files via www.wetransfer.com.

3. Resolution

This depends strongly on which the image is going to be used. If it is used for an exhibition, it becomes a canvas that hangs on a wall somewhere or is it in a meadow along the highway? If the sight distance is less than 2 meters, then hold at 60-90 dpi. Is the sight distance greater than 2 meters, you can hold 30 dpi, and more than 50 meters visibility distance you can safely hold 15 dpi.

4. Color management

It is clear that color management gets our full attention. Make sure that you always have a color profile in your file. If this is not the case, we use our own color profile which might create color differences. The ax feathers of a color reference is recommended, because then we can more accurately approximate the colors you want. Please note that, due to the nature of the material, the color perception might vary. A color on PVC looks different than a color on textile or paper. PANTONE colors are converted to CMYK. We cannot work with RAL colors, you'll have to choose a PANTONE color matching the RAL color.

5. Effects, filters, gradients and transparency

The use of effects, filters, gradients and transparency can cause undesirable results. If these specific effects are desired, please use Photoshop and import them into your design program.

6.Trapping

Files must be less than 4 cm all around the net format in which the image or color just runs greater. In this space cloths folded and serves to reinforce the rings. In trotters this space is necessary to avoid white edges next to the caps. You want a canvas with a net size of 300 x 200 cm? You will provide a gross size of 308 x 208cm in length.





7. Rings (not for trotters)

Please note that rings will come on the banner, so make sure that any lyrics are at least 5 cm from the edge. The rings will then not come not through the text.

We assume that this information ensures an optimal cooperation. Should you have any questions, please do not hesitate to contact us.

ImageBuilding - Contactpersons; Ilse van Holsteyn of Anita Hanss

Wegastraat 15
2516 AN The Hague
+31 (0)70 315 10 90
+31 (0)70 427 33 97
info@imagebuilding.com
www.imagebuilding.com







Momice

PTA offers a free mobile website for your event. With Momice it only takes five simple steps to create a professional mobile website for your event in PTA. This way visitors are invited through a fun and clear way, guided and enthused through their smartphone or tablet. Momice is efficient and from the start of your event it offers a very neat appearance. Visitors are well informed on the road with clear directions, a clear program overview and a map of the location. They will have all the information at hand.

Momice looks like an app, but it is not. No worries for visitors who may or may not have Android, Apple, or another system. With a smartphone, tablet or computer, everyone simply visits the event site. Choose the colors of the style, add a logo and / or images and invite visitors by email easily with an Excel list.

Uncharted territory for the visitors? Provide them with suggestions for parking locations, bars, restaurants, hotels and more convenient places near the event location. Even sponsors and the organization can be put in the spotlight through an extra page. Momice offers many opportunities to promote your event and PTA offers this service with the value of € 350.00 for free!

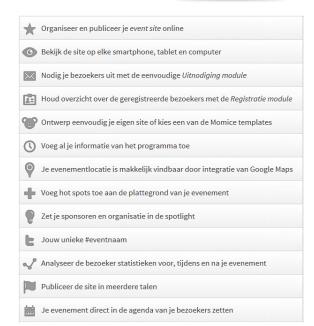
















Dimensions per floor

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:
Width main staircase:
1.20m

Width escalator:
 1.00m per escalator

Main Deck

• Surface within the pillars: $21 \times 57 = 1200 \text{m}^2$

• Total surface: 1800m²

Height: ranging from 7 to 16 meters

Length between the pillars: 21.30mWidth 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: $17.5 \text{m x } 14 \text{m} = 245 \text{m}^2$

• 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: 1.02mWidth 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





HxWxD 2.22m x 2.30m x 1.20m Glowingwall: Dimensions coves

> 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: $11,5m \times 28m = 340m^2$





House Rules

- Persons are not allowed in the freight elevators. Persons caught in the freight elevator will be denied further entrance to Passenger Terminal Amsterdam.
- The use of pallet jacks is prohibited onto the tile floor at the Main Deck, Promenade Deck, Panorama Deck and the Lobby.
- If carpet is used on any floor of the terminal, client must first use 'gaffer tape' before using duplex tape (also carpet tiles).
- It is not allowed to attach any materials or stickers on walls, ceilings, floors and pillars without consulting PTA first.
- It is not allowed to remove ceiling plates.
- It is not allowed to walk on or attach anything onto the glowing walls.
- Coffee cups, leftovers, garbage etc. must be thrown away in the assigned garbage cans;
 cigarettes in the assigned ashtrays.
- Trees and other plants may only be removed after approval of PTA.
- Candlelight in PTA is not permitted, candlelight is only possible if it is placed in a protective glass.
- Caterers and tenants must leave the used areas sweep-clean and waste has to be taken away.
- After the rental period has ended, it is not allowed to leave materials behind, unless PTA has approved it.
- Smoking is only allowed in the designated smoking areas.
- If smoking is done on the terrace at the Promenade Deck, the wooden floor needs to be covered with carpet.
- All fire doors in PTA need be able to open and close at all times.
- The use of confetti or similar material is prohibited unless PTA has given permission.
- Helium balloons are allowed provided they are securely fastened. If they do come loose and end up in the roof and you cannot remove themselves, we are forced to charge a fee of € 150.00 per balloon.
- There are 4 bus parking spaces available in the bus terminal on the ground floor for the organization. These spaces are intended for the loading and unloading of materials. Only vans, lorries and coaches have access to the bus terminal. It is up to the organization to determine which vans, lorries and coaches may enter the bus terminal. Additional bus spaces may be hired in consultation with PTA. If the organization wants to park cars, this should be consulted with PTA. Possibly traffic supervisors need to be hired. Other cars can park in the Piet Hein garage located underneath the PTA.





In case of emergencies

IN CASE OF FIRE

- 1. Stay calm
- 2. Report the fire at the reception or call +31 (0) 20-509 1006 and if necessary activate the nearest hand detector
- 3. Warn other people in danger
- 4. Secure any casualties
- 5. Prevent expansion by:
 - a. use the extinguisher
 - b. close doors and windows
- 6. In case of fire alarm, exit the building via the nearest escape route, together with your colleagues.
 - a. never use the elevator
 - b. stay low to the ground if there is smoke
- 7. Go to the assembly point
- 8. At all times follow the instructions of the emergency response person / emergency services

IN CASE OF AN ACCIDENT

- 1. Stay calm
- 2. Please report the accident at the reception or call +31 (0) 20 509 1006
 - a. location and type of accident number of victims
 - b. state your name
 - c. particulars and dangers
 - d. stay on the phone for further instructions
- 3. Reassure victim and stay with him / her

IN CASE OF FIRE/EVACUATION ALARM

- 1. Stay calm
- 2. Exit the building according evacuation plan
 - a. never use the elevator
 - b. stay low to the ground if there is smoke
- 3. Go to the assembly point
- 4. At all times follow the instructions of the emergency response person / emergency services





First aid

All duty 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.

Staff

All emergency staff are from the field / or have extensive experience in the ER. They attend regular training in the field of emergency event, such as First Aid for Sport Accidents (EHBSO) and First Aid for Drug and Alcohol (EHBDA). At risks-events Medic Responders are deployed. They work according to the applicable protocols. Among this professional staff are, Medic Responders, ambulance drivers, nurses and doctors.

Material

Medic Event Support offers professional equipment that can be used, depending on the size of an event. In addition to an ambulance there is a Medical Unit, a mobile first aid station, available. This includes (related) materials, mobile treatment tables and an AED. On a large event area flexible bike teams and / or an ambulance can be deployed.

Stages

A good start helps to ensure smooth process. MES will give helpful input before, during and after the event to ensure a complete advice. From layout of the script until evaluations afterwards. If desired MES will communicate with the 'Medical Assistance Organization' (GHOR) in your area.

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

@: <u>info@mediceventsupport.nl</u>
W: <u>www.mediceventsupport.nl</u>

