

Eventmanual

Passenger Terminal Amsterdam

EVERYTHING YOU NEED TO KNOW ABOUT
ORGANIZING AN EVENT IN PTA

Waterkant CV, tevens h.o.d.n. Passenger Terminal Amsterdam
Piet Heinkade 27 – 1019 BR Amsterdam – T +31 (0)20 509 10 00
KVK Amsterdam 34139219 – btw nr. NL 809081489B01
IBAN NL32 RABO 0192316044
Beherend vennoot is Waterkant B.V. – KvK Amsterdam 3413921

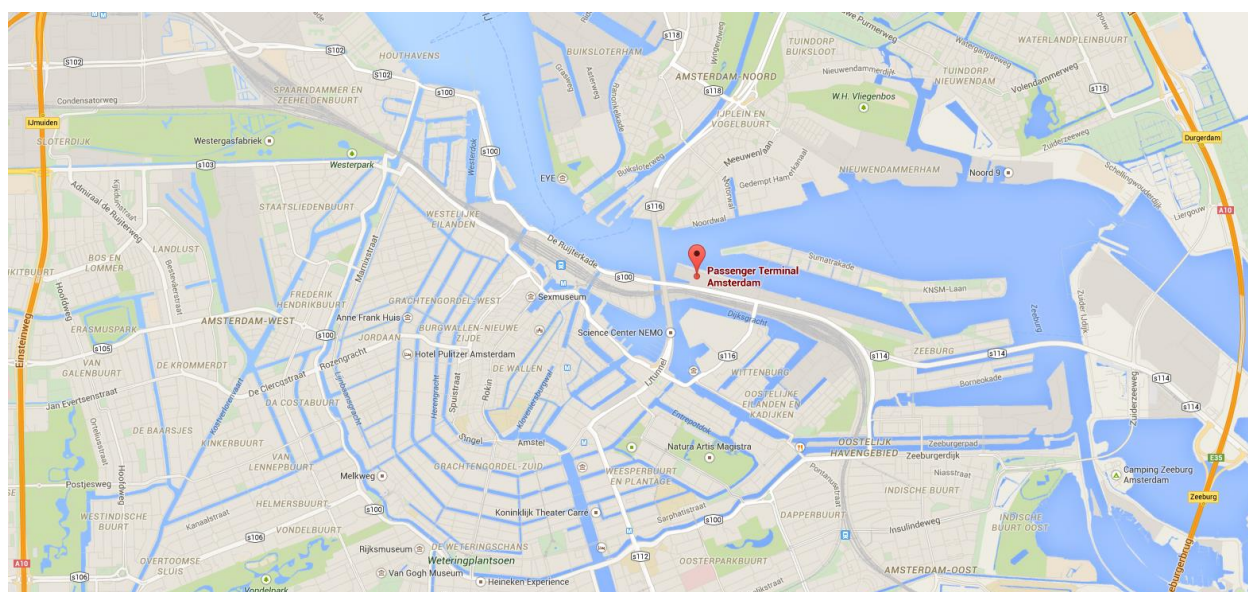


INDEX

Directions and parking	2
Loading & Unloading	5
Elevators in PTA	6
Power Supply	7
Internet.....	8
Floor & roof.....	9
Working with suppliers at pta.....	11
Waste containers.....	12
Furniture PTA	13
Sound restrictions.....	15
Toilets	15
Lockers	15
Dimensions per floor.....	17
Floorplans	19
House Rules.....	23
First aid	24

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

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 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. The usual rate amounts €0,50 per 7 minutes up to maximum €47,50. For more information see: <https://www.amsterdam.nl/parkeren-verkeer/parkeergarages/parkeergarages/parkeergarage-piet/>

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 offers a parking rate for the first 5 hours, €1 per 12 minutes. After 5 hours (max. 24 hrs.) you pay a fixed rate of €13. This cycles repeats after each 24 hrs. of parking. When you lose your parking ticket you have to pay €25,= per day. They also offer a special night time rate between 21:00 hrs. - 06:00 hrs. of €1 per hour. For more information see: <http://www.parkingcentrumoosterdok.nl/> .

P + R Zeeburg

An excellent alternative using the P+R Zeeburg parking service outside the city centre. From here you take the N°26 tram which takes you to Passenger Terminal Amsterdam in five to ten minutes. The P+R rate depends on the time you enter the P+R. For opening times, rates, availability, conditions and route: <http://www.parkeren-amsterdam.com/pr-zeeburg>

PARKING RENT OUT FOR EVENTS

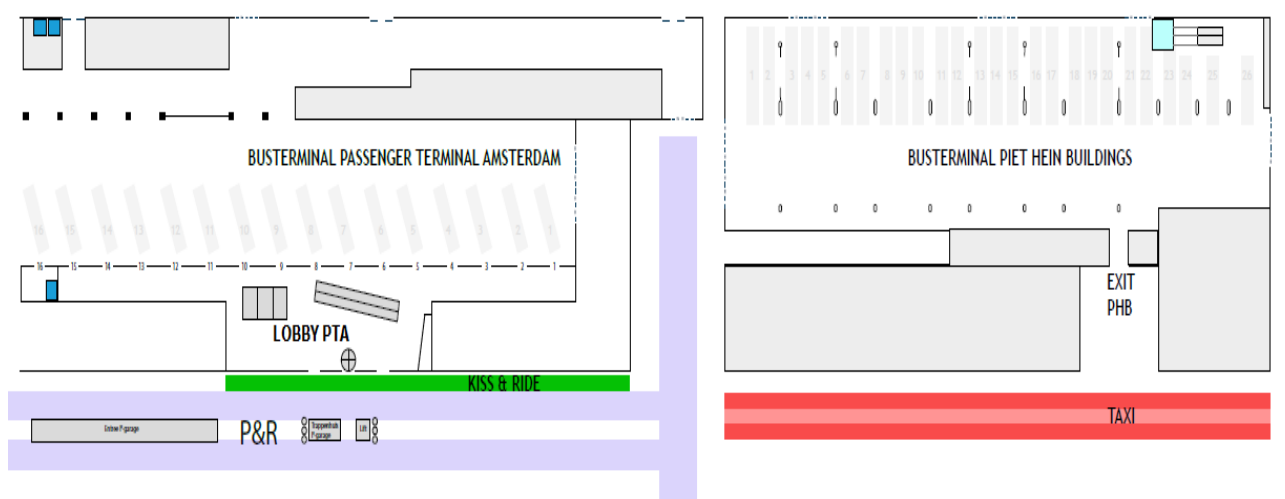
Rent out PTA Bus Terminal & PHB

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:

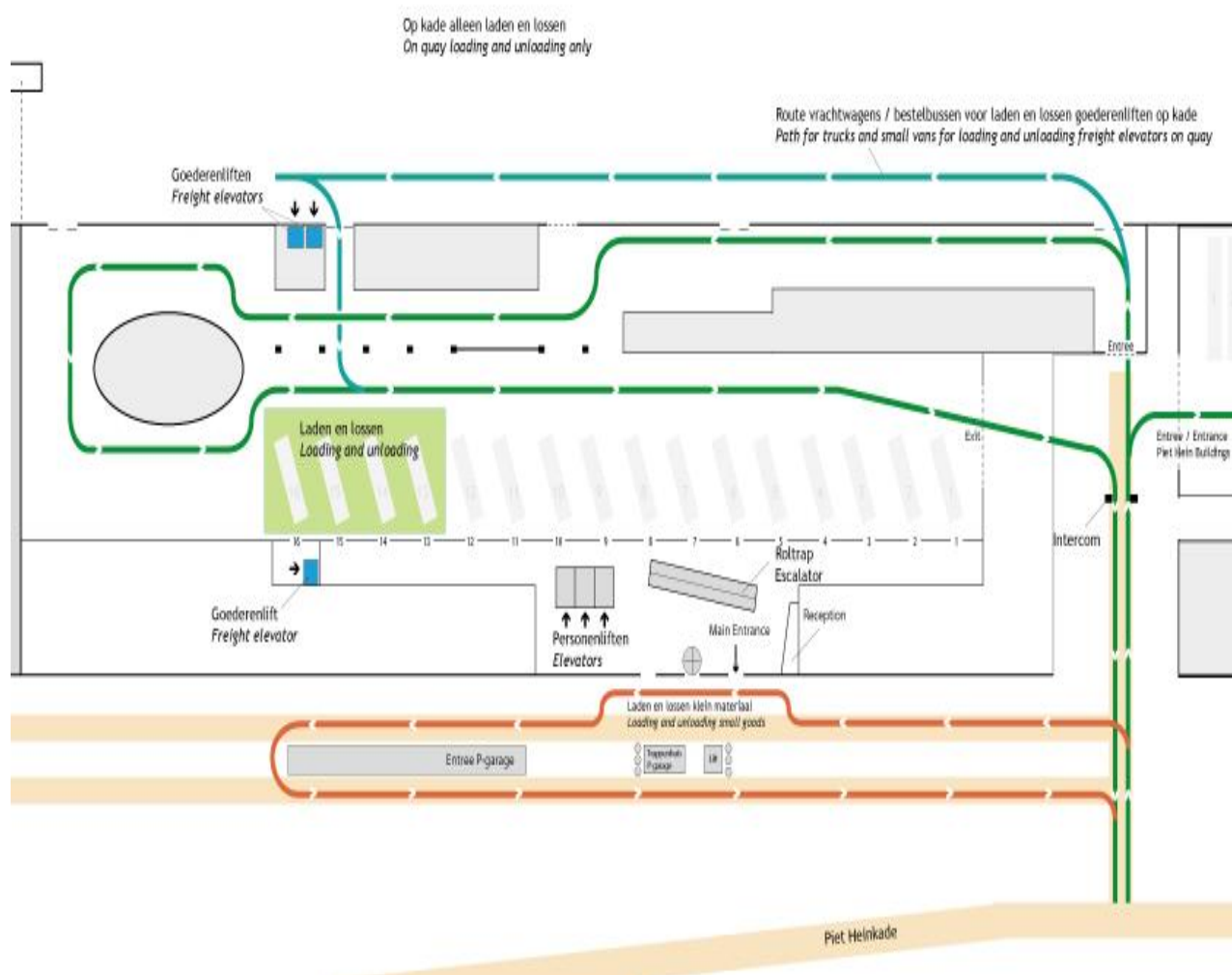
- PTA Bus Terminal 40 cars a **€ 500,00** ex VAT & traffic supervisors
- PHB 100 cars a **€ 1.250,00** ex VAT & traffic supervisors
- Combination of PHB and PTA Bus Terminal (140 cars) a **€ 1.750,00** ex VAT & traffic supervisors

**Buy parking Tickets for Piet Hein Garage**

You can 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 pgverkoop@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 (minimum of 10 cards), can be returned within 7 days (€ 3.00 per card handling fee).

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 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 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!!

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 Rotterdam Rigging +31 (0) 10-208 8680

Contact HWM +31 (0)6-33039746



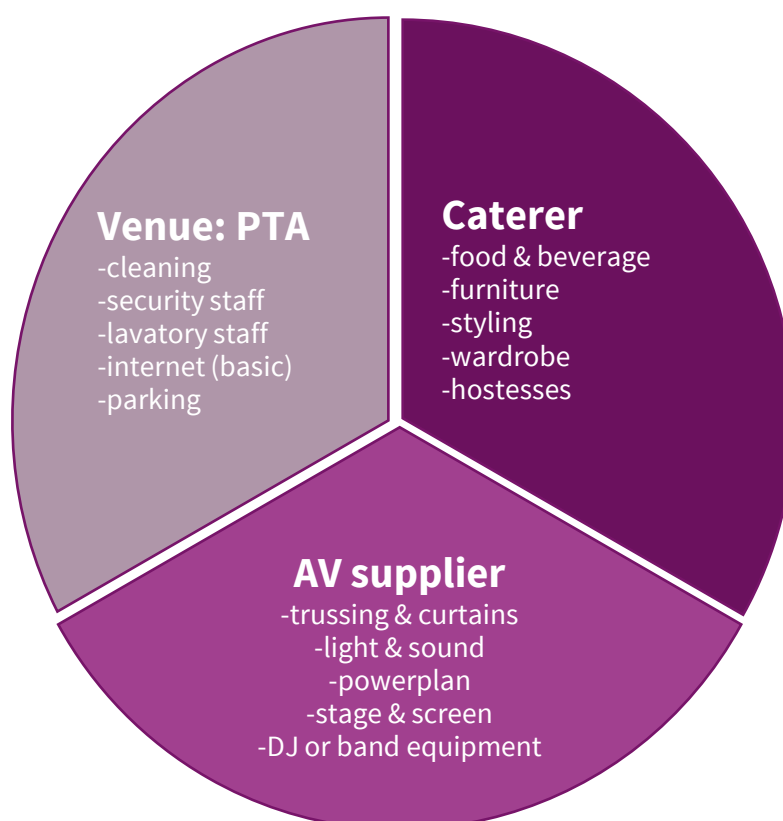
WORKING WITH SUPPLIERS AT PTA

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



40x Aluminum table, square
70 cm x 70 cm x 70 cm



20x Wooden round tables
120 cm x 75 cm



330x Folding chair black
88 cm



280x Stacking chair blue
44 cm x 44 cm x 44 cm



280x Stacking chair red
44 cm x 44 cm x 44 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. 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.

LOCKERS

At the Main Deck next to the Meeting Center 2 we have 38 lockers. Your guests pay €6,00 for a large locker and €4,00 for a small locker. These rates are valid for 24 hours. For opening after 24 hours and in between payment of €6,00 is required. Payment for the lockers are cash only.



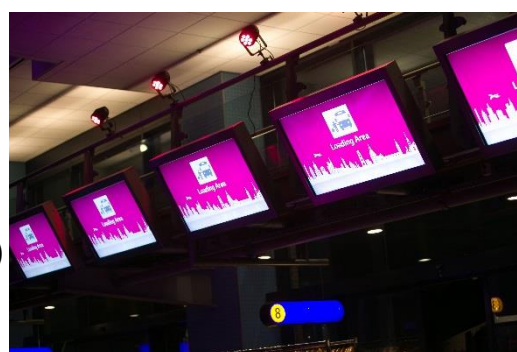
LCD SCREENS & GLOWINGWALL

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



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

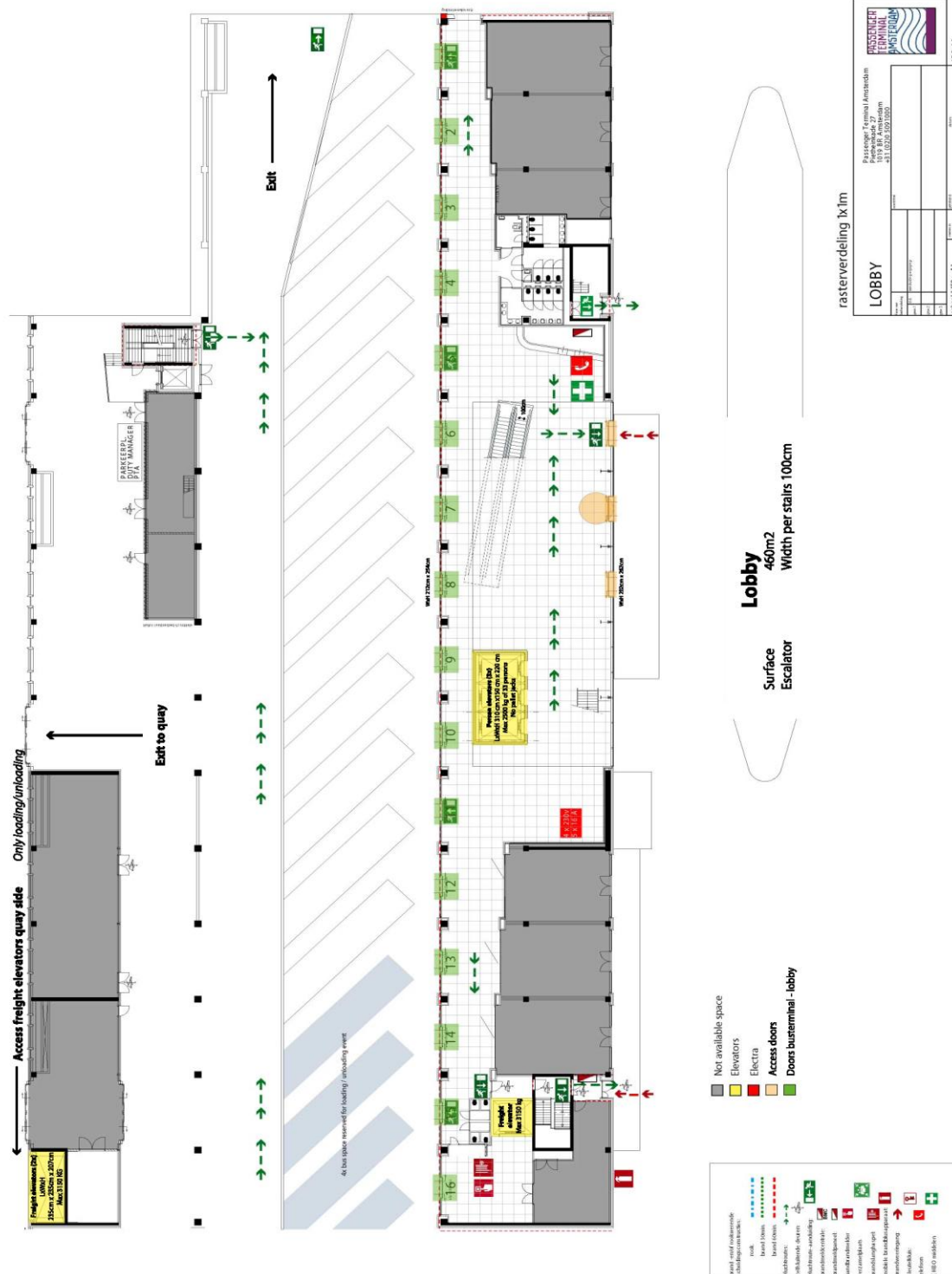
- Glowingwall: Dimensions coves HxWxD 2.22m x 2.30m x 1.20m
 Distance to outer wall 4.00m
 Distance between balustrade 6.00m
- Dimensions bar: Height (floor to worktop) 0.96m
 Height (floor to bar top) 1.16m
- The catering areas are provided with electricity, water connections, exhaust system, and a beer pump unit is present.

Panorama Deck

- Surface: 11,5m x 28m = 340m²

FLOORPLANS

LOBBY



PASSENGER TERMINAL AMSTERDAM

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.
- PTA is not responsible for applying for permits at Gemeente Amsterdam. A permit will be necessary for objects above 1 meter where people will walk over or sit at. As well as all activities and objects placed on public road. PTA needs to receive a copy of the permit. Contact: : a.naaktgeboren@oost.amsterdam.nl
- 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.
- PTA is not responsible for malfunction of the internet lines that aren't patched by PTA.

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
 @: info@mediceventsupport.nl
 W: www.mediceventsupport.nl

PASSENGER TERMINAL AMSTERDAM



Maximum exposure during your event? In collaboration with Passenger Terminal Amsterdam, Image Building offers several options which ensure that your event will get full attention from passers and visitors.

IMAGEBUILDING .COM

GPU
TECHNOLOGY
CONFERENCE

ACTIVE
MMA

Prices

Banner glassbox

(incl. installation and removal by cherry picker á € 199)



New medium banner 620 x 868 cm
Existing medium banner 620 x 868 cm

€ 2309
€ 1225



New large banner 620 x 1318 cm
Existing large banner 620 x 1318 cm

€ 2993
€ 1325

Banner displays

(incl. installation)



Display

226 x 212 cm (single-sided)
1 pice 2-5 pieces 6-10 pieces
€ 199 € 179 p.p. € 169 p.p.

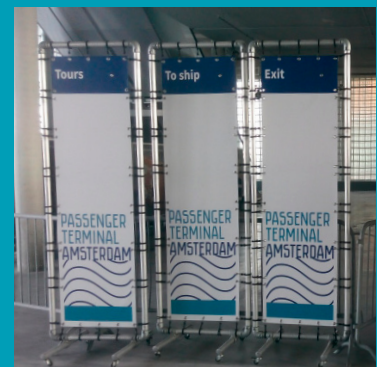
226 x 212 cm (double-sided)
1 pice 2-5 pieces 6-10 pieces
€ 375 € 338 p.p. € 319 p.p.



Display weighted

72 x 150 cm
(minimal order quantity: 2 pieces)

€ 99 each (single-sided)
€ 155 each (double-sided)



Display signage

72 x 217 cm
(minimal order quantity: 2 pieces)

€ 99 each (single-sided)
€ 155 each (double-sided)



Customized window foil

There are many possibilities within PTA for branding the location. Please contact Image Building for more information. All projects are customized, below you will find a rate for a previously executed project.

16m² foil incl. installation and removal € 880,-

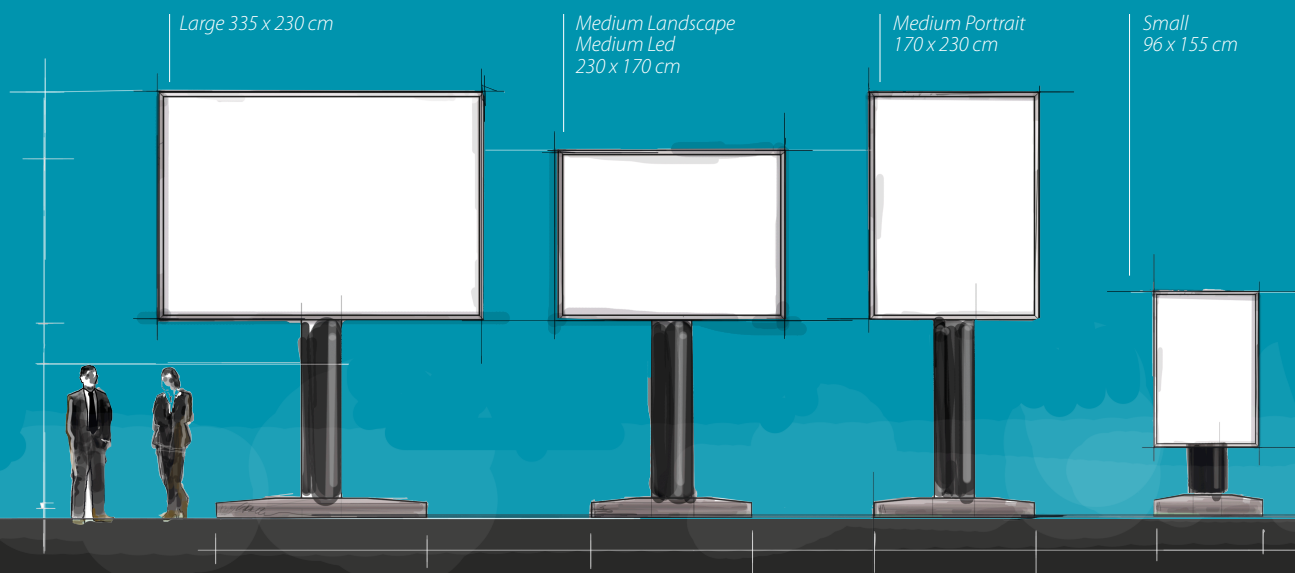


Trotter*

(double-sided, incl. lighting, place and remove with crane)

	1 piece	5 stuks (price p.s)
Large	€ 900	€ 750
Medium (landscape & portrait)	€ 700	€ 650
Small	€ 400	€ 350
LED	€ 1500	
Permit application municipality	€ 450	

* For the placement of Trotters, a permit must be requested from the Municipality of Amsterdam. This process it will take 4 to 8 weeks, and a license can not be guaranteed.



The mentioned prices are excluding VAT and only valid with a correct delivery of the artwork according to our delivery specifications. These are available on page 4 of this document. When the delivery of the artwork does not meet our specifications we adjust the artwork. We are forced to apply an hourly rate of € 75. Unless otherwise indicated, the banners will be thrown away after removal. You can only use the mentioned options at the Passenger Terminal Amsterdam through Image Building.



Supply of digital content

In order to provide you with the best possible service, we walk through the important points, step by step, so no undesirable results arise. Image Building is not responsible for unwanted results if the following specifications are not met. If we have to adjust the files, additional costs may be charged.

We prefer a PDF file with an embedded color profile, no crop marks and on scale 1:10. Make sure that texts are always converted to letter contours, to avoid text shifts and to prevent possible font conflicts between PC and MAC.

Software

All digital files must be suitable for PC. Files that have been formatted on a Mac must be compatible with this. We can not work with Cad/Cam, Coreldraw, .dat and Freehand files. We work with the most common Adobe programs, such as Photoshop, Illustrator and InDesign.

Resolution

The resolution depends heavily on what the image will be used for. For example, is it used for an exhibition, is it a canvas hanging on a façade or is it somewhere in a meadow along the highway? If the visibility distance is less than 2 meters, use 60-90 dpi. If the visibility distance is greater than 2 meters, you can use 30-60 dpi. With more than 50 meters of view distance, you can safely use 15 dpi.

Color management

Of course color management gets our full attention. Always have a color profile in your file. If this is not the case, we use our own color profile and color differences may arise. Please note that due to the nature of the material, color perception can deviate. Supplying a color reference is recommended, so we can intervene if there is a color difference. A color on PVC is different from the same color on textiles or paper. PANTONE colors be converted to CMYK. We can not work with RAL colors, you will then need to choose a PANTONE color which corresponds to the RAL color. Please do not build black as CMYK.

Effects, filters, gradients and transparency

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

Bleed

Files should be around 4 cm larger than the net size, with the image or color running through.

Rings *(does not apply to trotters and foil)*

Please note that some products get rings around the edge of the cloths, so make sure to keep texts and important parts of images at least 5 cm from the edge. The rings then do not pass through the text.

Files are easiest to send via: wetransfer.com

IMAGEBUILDING.COM



Telefoon 070 315 10 90
sales@imagebuilding.com