

# SUPPLIERS



## (UN)LOADING

- Always report before (un)loading via +31 (0)20 705 5007
- ((Un)loading only permitted at the loading docks (2 locations: Foyer and Blackbox). Max. 1 vehicle at a time is per area
- Turning trucks at loading docks is not possible; please check in advance whether reversing is required
- Parking at loading docks is prohibited. Parking is also not allowed inside the barrier area. Vehicles must be parked in the Minerva Parking garage or at the streetside
- Loading and unloading is not permitted during plenary sessions
- Any materials left behind are at own risk



## FLOORS

### FOYER AND LOFT

- Only trolleys with rubber wheels are permitted
- Pallet carries are not allowed on wooden floors
- Furniture and materials must be lifted, not pushed or pulled
- Protective materials (rubber mats, carpet tiles or protective pads) must always be placed underneath objects
- Only PVC tape may be used on the floor
- Any liquid spills must be removed immediately

### BLACKBOX

- Only lifts and equipment with non-marking tyres are permitted
- Only low-tack / delicate surface tape may be used (e.g. Tesa Delicate Surface or KIP Low-Tack)
- When placing objects on rubber wheels, a protective underlay must be used
- Tape used for cables and tie raps need to be disposed in a bin after they have been taken off

Important: All areas need to be swept clean after breakdown



## GENERAL

- Smoking inside the building is prohibited
- Open fire inside is not permitted
- It is not allowed to remove ceiling panels
- Emergency exits and escape routes must remain clear at all times
- Any damage to the building, floors, installations or furniture will be charged to the client
- Waste disposal costs for materials left behind will be charged
- Pallets, packaging materials and residual materials may not be left behind
- Wearing safety shoes and visible clothing (e.g. a reflective vest) is strongly advised
- Attaching posters, materials or branding to walls, doors or pillars is not permitted without prior approval



## CATERING

- Bringing or consuming own food and beverages is not permitted in Theater Amsterdam
- Crew catering can be requested via your contact and may only take place in designated areas
- Coffeecups and other garbage needs to be thrown in the bins

**QUESTIONS? CALL: +31 (0)207055007**

Check our event manual through [this link](#) for more details