



# Regulations for exhibitors

## 62<sup>nd</sup> Tong Tong Fair

### DESCRIPTION OF 62<sup>nd</sup> TONG TONG FAIR

Indies (Eurasian) event; consisting of a fair, a culinary and cultural festival. Featuring among others the Grand Pasar, Indonesia Pavilion, Food Court, Studio Tong Tong, De Ronde, Tong-Tong-Podium and Kooktheater. Products from South-East Asia. Indies and South-East Asian food products, especially Indonesian.

#### Time and location

The 62<sup>nd</sup> Tong Tong Fair will be held from Thursday 28 May up to and including Sunday 7 June 2020 on the Malieveld in The Hague

#### Opening hours

Weekdays and on weekends from 12:00 to 22:00 hrs

#### Office

Raamweg 2, 2596 HL The Hague, the Netherlands

#### Office hours

Telephone: workdays from 10:00 hrs to 16:00 hrs  
Visiting hours: by appointment only

#### Telephone

+ 31 (0) 70 354 0944 (general)

#### Website

[www.tongtongfair.nl](http://www.tongtongfair.nl)

#### Management

Siem Boon

#### Exhibitors' coordinator and secretariat

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#### E-mail

[standverhuur@tongtong.nl](mailto:standverhuur@tongtong.nl)

#### Operations

Robin Boon, + 31 (0)70 – 338 2777

#### Advertising

[advertenties@tongtong.nl](mailto:advertenties@tongtong.nl)

### 1. GENERAL

#### 1.1. Allocation

Allocation of the requested stand space is realised on the basis of the 'Terms & Conditions for Participation'.

#### 1.2. Types of stand

In view of the general aesthetic appearance of the Tong Tong Fair the exhibitors are requested to take the type of stand they have rented into consideration.

##### 1. Island stand

due to the 'open character' of the Tong Tong Fair island stands may have few or no walls.

##### 2. Front stand

stand with back wall only.

##### 3. Corner stand

stand with side and back wall.

##### 4. Built-in stand

stand with back wall and two side walls.

#### 1.3. Malieveld

The Ministry of Infrastructure and Water Management, the Ministry of Agriculture, Nature and Food Quality and the Municipality of The Hague do not only consider the Malieveld an important water-collection area for (greater) The Hague but also an area which is of the utmost importance as a green zone.

A range of strict conditions to prevent pollution of the area include a number of environmental stipulations.

That means that it is strictly forbidden to dump and/or leave behind waste in any which way. This especially applies to kitchen waste, disposable cutlery (plastic material), paper/cardboard and other packaging materials. Obviously the same applies to fluids such as oil or cooking fat, whether solidified or not.

Neither is it allowed to dig holes or to damage the lawn in any other way or to bury waste.

Both the above institutions as well as various environmental organizations have informed us that they will closely monitor compliance with the above stipulations in order to prevent any pollution.

After one warning a fine of € 250 per violation will be imposed on exhibitors who do not comply with the above regulations.

#### 1.4. Immediate closure

Legally, the authorities mentioned under 1.3 have the right to close the Tong Tong Fair with immediate effect if it appears that the above rules are violated.

You will appreciate the fact that in case of violation the management of the Tong Tong Fair will have to take strict measures in order to avoid loss for exhibitors or even to prevent the entire fair from being closed prematurely.

In all cases compensation may be sought from a pollutant.

#### 1.5. Temporary halls and tents

The 62<sup>nd</sup> Tong Tong Fair will be held from Thursday 28 May up to and including Sunday 7 June 2020 in temporary halls / tents, connected by covered walkways. The total surface of the area is 14,000 m<sup>2</sup>.

#### 1.6. Damage

Under no circumstances exhibitors are allowed to make any changes to the temporary halls/tents by sawing, changing the construction, etc., nor is it allowed to make holes in the walls, floors, tarpaulin and timber by means of sawing, cutting, and/or drilling, or to apply paint and/or stickers.

#### 1.7. Heavy objects

Exhibitors are not allowed to place objects in the halls/tents heavier than 300 kgs per sq.m.

#### 1.8. Fire regulations

Exhibitors shall take into account the 'Regulations for stand construction at exhibitions' stipulated by the Fire Brigade of The Hague: see brochure 'Participation Conditions and Fire Regulations'.

#### 1.9. Construction and lay-out of the stand

For the construction and lay-out of the stand the exhibitor is able to choose from three options:

1. The Tong Tong Fair stand construction package
2. Stand construction by a constructor hired by the exhibitor
3. Stand construction by the exhibitor himself; after approval of the construction plan

The Tong Tong Fair stand construction package consists of stand construction, timber partition walls, upholstered (black, grey, red,

green) or painted walls (all RAL colours), frieze (white) and carpet tiles (choice of anthracite, light grey, dark grey, red, green, blue, beige), spotlights (1 per 4 m<sup>2</sup>) and 1 kW electricity including power consumption for the whole festival period. Stand construction packages up to 12 m<sup>2</sup> are only available with upholstered walls. If you require more electricity you can specify this on the stand space application form. We will arrange the electricity for you.

If the construction and the lay-out of the stand is done by the exhibitor himself, a construction plan of the stand – with the specifications and lay-out of the stand and the materials to be used – has to be submitted to the management of the Tong Tong Fair by 17 April 2020 at the latest.

If the construction and the lay-out of the stand is done by a constructor hired by the exhibitor, the name and contact details of the constructor in question need to be provided to the management of the Tong Tong Fair so that – if necessary – he can be contacted directly.

#### **1.10. Height and finishing**

All walls have to be placed by the exhibitor himself, his stand builder or the stand builder of the Tong Tong Fair, in other words no use may be made of the walls of temporary halls/tents and of the walls of adjacent stands. A general height of 2.50 m. applies. All walls and ceilings shall be sufficiently finished on all sides.

#### **1.11. Floor covering**

The exhibitor is obligated to cover the floor space within the boundaries of the stand with floor covering. The management has the right – after one warning – to provide the stand of the exhibitor with floor covering in case of his default, or to have it covered.

Exhibitors who have rented a food stand are obligated to cover the floor space visible to the public within the boundaries of the stand with floor covering in order to prevent pollution.

#### **1.12. Wooden floor panels**

If an exhibitor makes use of wooden floor panels these have to fit within the boundaries of the stand and to be sufficiently finished on the sides.

#### **1.13. Sound**

If an exhibitor wishes to make use of a sound installation in his stand, he will have to request prior permission from the Tong Tong Fair management. When permission is granted the stipulation applies that the sound may under no circumstances hinder the adjacent stands and that it has to be switched off if the management so desires.

#### **1.14. Operation of the stand**

The exhibitor has to keep his rented stand staffed during the opening hours of the Tong Tong Fair. Canvassing and/or demonstrating of products in the aisles is not allowed.

#### **1.15. Construction and dismantling period**

The temporary halls/tents will be available for construction of the stands and the delivery of goods on Tuesday 26 May and Wednesday 27 May from 08:00 hrs to 22:00 hrs. The work has to be finished by Thursday 28 May at 12:00 hrs.

If at the times mentioned above a participant has not yet occupied the allocated stand or if it has been established earlier that the participant will not occupy the stand allocated to him, the management of the Tong Tong Fair can freely make use of this stand without any further warning or notice of default being required.

Sunday 7 June from 22:00 hrs to at the latest 12:00 hrs on Monday 8 June is the time frame for dismantling the stands and clearing the temporary halls/tents. For each day or part of a day, that the rented space, either entirely or in part, is cleared and cleaned later, the exhibitor will have to pay a penalty of at most € 250, to be decided at the discretion of the management of the Tong Tong Fair and without prejudice to reimbursement for all loss thus incurred by the Tong Tong Fair.

## **2. FOOD AND BEVERAGE STANDS**

### **2.1. Food and beverage stands**

Food and beverage stands are situated in the Food Court (Eetwijk). In the Grand Pasar is a limited number of sq.m. available for consumption stands where food and beverages are sold which do not have to be (deep) fried or cooked.

Frying or cooking is strictly prohibited in the Grand Pasar. The use of a microwave is allowed.

### **2.2. Service area**

The service area and/or kitchen unit space(s) connected to a consumption stand may only be used for the purpose it was rented for by the exhibitor.

Service areas are not open to the public.

The rates of these spaces are lower than the stand rental rates.

Exhibitors who during opening hours of the fair and/or as long as the public is still present in the temporary halls/tents, dump waste and garbage outside the boundary of the stand and/or outside the service area, will – after one warning – get a fine of € 250 per violation.

### **2.3. Grilling and frying**

Strict regulations of the Fire Brigade Fire Prevention Department apply to the grilling of satay on an open fire (charcoal) or on an electric grill and deep frying. The regulations of the Netherlands Food and Consumer Product Safety Authority (Nederlandse Voedsel- en Warenautoriteit) also have to be complied with.

### **2.4. Selling of alcohol**

The sale of strong liquor such as jenever, whisky, gin, etc. is not allowed. The sale of light-alcoholic drinks such as beer, sherry, vermouth as well as soft drinks is allowed, provided that the exhibitor purchases these from the Central Festival Bar and sells them at the price set by the management. In order to sell light-alcoholic drinks the exhibitor needs, pursuant to article 35 of the Licensing and Catering Act, to be exempted from the prohibition to sell alcohol during events stipulated in article 3 of the Act. On behalf of the exhibitor the management may apply for the exemption at the Municipality of The Hague. To this purpose the exhibitor has to submit to the management a copy of the Social Hygiene Declaration (Sociale Hygiëne Verklaring), a passport copy as well his address details before 21 March 2019.

The supply of goods, food and drinks by or for exhibitors shall be strictly monitored. The security staff at the various entrances to the parking lot and the emergency exits of the tents are authorized to open and check the cars and trucks, or to have them opened and checked. If drinks are found in these vehicles which should have been ordered from the Central Bar, they will be confiscated and be kept until the vehicle leaves the area of the Tong Tong Fair again. Besides, a fine shall be imposed of € 250 per violation. In case of repeated violation both the exhibitor as well as the supplier may be excluded from further participating in and/or supplying to the Tong Tong Fair.

### **2.5. Waste disposal**

Waste and garbage have to be taken in closed bags to the containers placed by the waste-collection company outside the tents.

### **2.6. Loading and unloading**

Handling and parking are not allowed near the temporary halls/tents. Exhibitors have access to the festival ground through Entrance 2 at the Boorlaan. In front of Entrance 2 you will find a platform for handling goods. Through this entrance you can transport goods with sack-barrows (you will have to bring your own) to your stand. Exhibitors, chauffeurs and fellow passengers have access to the Tong Tong Fair through Entrance 2 if they are in the possession of a valid entrance ticket, for example: a personal all-festival ticket, a business contact invitation, a valid day ticket or a Pasarpas (ticket for 11 days). Exhibitors who are in the possession of a valid parking card are allowed to park their vehicle at parking lot B; exhibitors who are not in the possession of a parking card will have to leave the Malieveld with their vehicles after finishing their handling activities.

### 3. ELECTRICITY

#### 3.1. Electricity connection

In order to have light and/or to operate equipment each stand needs to have electricity.

#### 3.2. Connection

Electricity connection may only be realised by a certified installer to be appointed by the Tong Tong Fair: Van der Veen – Event Engineering. The power connection in the stand has to comply with Eneco regulations. The connection may only be realised by an installer to be appointed by the Tong Tong Fair or another certified installer.

#### 3.3. Rates

The connection costs partly depend on the total amount of kW used. We therefore kindly request you to indicate as precisely as possible on the order form of Van der Veen – Event Engineering how much power you require.

#### 3.4. Payment

Payments shall be made to Van der Veen – Event Engineering.

Please note: See electrician's order form for the electricity application deadline. After the deadline a surcharge will apply.

### 4. WATER

#### 4.1. Connection

If so desired water may be installed at the majority of the stands at the Tong Tong Fair. This may only be realised by the installer with whom the Tong Tong Fair has an agreement.

Any changes to existing installations shall be charged at applicable rates.

All material used is rented out and therefore remains the property of the installation firm. If an exhibitor himself supplies equipment or machines which have to be connected it should be precisely indicated which equipment or machines and what the installation entails. Because it is not possible to connect all stands to the water mains the exhibitor should, when applying for a stand, indicate whether he requires water or not.

#### 4.2. Rates

For the rates please refer to the order form of the installer appointed by the Tong Tong Fair.

#### 4.3. Payment

Payments shall be made to the installer appointed by the Tong Tong Fair.

Please note: See installer's order form for the application deadline. After the deadline a surcharge will apply.

### 5. TICKETS

#### 5.1. Exhibitors' passes

Each exhibitor is entitled to one free personal all-festival ticket per 3 sq.m. of rented stand space provided it is only used for staffing the stand.

#### 5.2. Additional exhibitors' passes

If any tickets are required for operating the stand additional to the number to which an exhibitor is entitled these will be provided at € 42.50 per ticket inclusive of 21% VAT. Both the free tickets as well as the additional tickets which may be ordered at a charge have to visibly worn by the exhibitor and his staff on entering the Tong Tong Fair via one of the relevant entrances. If the exhibitor and/or his staff are not able to do so they may be ordered to go to the main entrance and buy a regular ticket.

#### 5.3. Passport photographs

These exhibitors' passes have to be provided with a passport photograph of the holder. The passport photographs should:

- be in our possession by Monday 11 May 2020;
- be submitted by mail via [standverhuur@tongtong.nl](mailto:standverhuur@tongtong.nl);
- be provided with the first name and family name of the person in question (also the stand number has to be specified on the form);
- not be bigger than 4 MB

If we do not receive your passport photograph before Monday 11 May 2020, you may hand them in from Tuesday 26 May 2020 after 10:00 hrs on the Malieveld. Photographs cut to passport photograph size, photographs from old passports, scanned or copied passport photographs will not be considered for use and be returned to sender.

#### 5.4. Passport photographs submitted too late

Late submission of passport photographs (after 11 May 2020) for exhibitors' passes results in additional administration costs of € 7.50 per ticket including 21% VAT. If the passport photographs only reach us during the construction period (26 and 27 May 2020) or during the 62<sup>nd</sup> Tong Tong Fair (28 May up to and including 7 June 2020) there will probably also be a waiting time of several hours.

#### 5.5. Collection

Exhibitors' passes of which the passport photograph have been submitted on time, i.e. before 11 May 2020 may be collected from 10:00 hrs on Tuesday 26 May 2020 at the information desk. Exhibitors' passes may only be collected by the exhibitor him/ herself. The exhibitor has to sign for receipt and will pay any possible additional tickets in cash.

#### 5.6. Replacement of exhibitors' passes

If during the Tong Tong Fair, for instance as a result of a staff change, another pass has to be made, the usual rates shall apply with a € 7.50 surcharge.

#### 5.7. Invitations (tickets for clients or business contacts)

Each exhibitor is entitled to ten free tickets for clients or business contacts (free invitations).

#### 5.8. Extra invitations

Apart from this quota every exhibitor may purchase up to 10 extra tickets for clients or business contacts (invitations) per 3 sq.m. rented stand space.

Each extra ticket costs € 9.50 inclusive of 21% VAT. They are sold in batches of five to the exhibitor; not to his staff.

If you wish to have these tickets one week prior to the opening of the Tong Tong Fair please indicate this on the relevant forms and pay the tickets beforehand. For registered post a surcharge applies of € 10 (the Netherlands).

#### 5.9. Collection of invitation tickets

If you do not state a preference or if you do not pay beforehand you may collect and pay the invitations together with the exhibitors' passes at the Administration office.

#### 5.10. Parking cards

There is no parking space available near the tents on the Malieveld. The number of parking spaces at the Boorlaan has been greatly reduced since 2019 and is very limited! You have to apply to the organization for a parking card which will be allocated by the management.

## 6. OPTIONS FOR ADVERTISING

### 6.1 Boekoe Pienter

This is the Tong Tong Fair Catalogue which is freely available during the event while supplies last. The catalogue contains maps, lists of participating exhibitors, a complete theatre programme overview and background information of various sections of the Tong Tong Fair. Advertising rates are available on request.

### 6.2 Posters, billboards and showcases

During the Tong Tong Fair it is possible to advertise your company, product or brand with posters, billboards or showcases. Please contact us for the options and the rates.

### 6.3 Miscellaneous

Twice per year (in spring and in autumn) *De Sobat*, the relation magazine of the Stichting Tong Tong is published. It contains information about music and dance, culinary affairs, films, travel, art and books.

At irregular intervals (depending on the availability of news items) we send a digital newsletter to our subscribers: at the moment more than 13,000.

Please contact us for the options and the rates.

## 7. INSURANCE

### 7.1. Collective insurance

Unfortunately it is not (or no longer) possible to conclude a collective insurance against fire and storm. For insurance of your stand please contact your own insurance company.

### 7.2. Night-time security

During the hours that the Tong Tong Fair is closed to the public, the management of the Tong Tong Fair will ensure that there is night-time security. However, we do recommend you to have your goods, stand material (when not rented from a stand builder) and personal belongings insured by your own insurance company.