



Regulations for Exhibitors

63rd Tong Tong Fair

DESCRIPTION 63rd TONG TONG FAIR

Eurasian event: Trinity of a fair, a culinary festival and a cultural festival that includes the Grand Pasar, Indonesia Pavilion, Eetwijk, Studio Tong Tong, De Rotonde, Tong-Tong-Podium and Kooktheater. Products from Southeast Asia. Southeast Asian food, in particular from Indonesia.

Period

Thursday 31 August to Sunday 10 September 2023

Venue

Malieveld, Koningskade, The Hague, the Netherlands

Tong Tong Fair opening hours

Daily from 12:00 to 10:00 p.m., except Sundays: from 12:00 to 9:00 p.m.

Organizer

Pasar Malam Besar B.V.
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the Netherlands

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Office opening hours

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Website

www.tongtongfair.nl

Management of Organizer

Mrs Siem Boon

Exhibitors' coordinator and secretary's office

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Advertising

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DEFINITIONS IN THESE REGULATIONS

These Regulations use the same definitions as in the 'Terms and Conditions of Participation in the Tong Tong Fair including Fire Safety Rules (version February 2023)'.

1. GENERAL PROVISIONS

1.1. Allocation

The allocation of requested stand space is done in accordance with the 'Terms and Conditions of Participation in the Tong Tong Fair including Fire Safety Rules (version February 2023)'.

1.2. Types of stands

In the interest of the aesthetic implementation of the total construction of the Tong Tong Fair, the Exhibitor is requested to take into account the type of stand they have rented.

a. Island stand

An open stand with no or few walls because of the open character of the Tong Tong Fair.

b. Front stand

A stand with only a back wall.

c. Corner stand

A stand with a back wall and a side wall.

d. Built-in stand

A stand with a back wall and two side walls.

e. Food Court lot

A location with a fixed size in the Eetwijk (Food Court) for the construction of food stands.

f. Mini food stand

A location including the construction of fixed-size food stand in the Eetwijk (Food Court).

g. Food Truck lot

an outdoor location for a food truck at the Venue.

1.3. Malieveld

Both the Ministry of Infrastructure and Water Management and the Ministry of Agriculture, Nature and Food quality as well as the Municipality of The Hague consider Malieveld not only an important water catchment area for The Hague and the surrounding areas, but also an extremely important green area for the city of The Hague.

In addition to a number of strict conditions, a number of environmental provisions apply to Malieveld to prevent the site from being contaminated in any way.

This means, among other things, a strict ban – in any form whatsoever – on dumping and/or leaving waste. This applies in particular to kitchen waste, cutlery waste (e.g., plastics), paper/cardboard and other packaging materials.

Obviously, the same applies to liquids such as oils and grease, whether or not solidified.

It is also not permitted to dig waste pits or damage the grassland in any way, or to dispose of waste materials under the grass. Both the above-mentioned authorities as well as several environmental organisations have informed us that they will closely monitor compliance with these provisions in order to prevent (environmental) pollution. Exhibitors who are not in compliance with the rules set out above will be subject – after one warning – to a fine of €250 for each violation.

1.4. Immediate closure

Legally, the authorities mentioned under 1.3. have the right to order the immediate shutdown of an event such as the Tong Tong Fair if it appears that the regulations are being violated.

It should be clear to you that the management of Organizer will be forced to take strict measures in case of evasion, in order to prevent that Exhibitors are disadvantaged or the entire event will be shut down before its end. In all cases, a claim for compensation against a polluting party is a possibility.

1.5. Premises of the Venue

The 63rd Tong Tong Fair will take place from 31 August to and including 10 September 2023 and will for the most part take place in (roofed) pavilions/tents/temporary halls, connected by so-called roofed 'walkways', but will also partly take place on the (non-roofed) outdoor sites, where, among other things, food trucks will be rented out. There are also (non-roofed) terraces at Eetwijk (Food Court). The activities of the Tong Tong Fair may also take place on the grass around the pavilions/tents/temporary halls (such as for the short performances and kite demonstrations).

1.6. Fire safety rules

The Exhibitor must take into account the 'Conditions for Stand Construction at Exhibitions' issued by the Fire Brigade of the Municipality of The Hague; please refer to the document 'Terms and Conditions of Participation in the Tong Tong Fair including Fire Safety Rules (version February 2023)'.

1.7. Construction and fittings of the stand space

For the construction and fittings of the stand, the Exhibitor has the following three options.

1. In conformity with the Tong Tong Fair stand construction package;
2. Stand construction by an external stand builder (hired by the Exhibitor), requires approval of drawing;
3. Stand construction by Exhibitor, requires approval of drawing.

The Tong Tong Fair construction package includes the construction of the stand space and consists of timber construction walls; upholstered (black, grey, red) or painted walls (any RAL colour), frieze (white) and carpet tiles (options are anthracite, light grey, dark grey, red, green, blue, and beige). Electricity consumption for the entire period is excluded. The construction package up to 12 square metres is only delivered with upholstered walls. The stand construction package for food stands does not include (the use of) electricity. The installation of electricity should be requested by the Exhibitor from an authorised installation company appointed by the Organizer.

If the construction and fitting of the stand space is carried out by the Exhibitor, or by an external stand builder hired by the Exhibitor, the Exhibitor undertakes to send a drawing of the structure to be built, including measurements and materials to be used, to Organizer for approval, no later than one month before the Tong Tong Fair. If the Exhibitor has the Stand Space constructed by a stand builder, the name and contact details of the relevant stand builder must also be communicated to Organizer. Construction of the stand can only start after Organizer has approved the plans for the construction of the Stand Space. Organizer reserves the right to refuse its approval, if necessary, without stating the reasons.

The Exhibitor is not allowed to use the walls of adjacent stand spaces and/or walls of the venue. As a rule, the height of the stand space is 2,50 metres.

1.8. Construction and dismantling period

For the construction of the stands and to set up the goods, the temporary halls/tents will be available on Tuesday 29 August and Wednesday 30 August 2023, from 8 am to 10 pm. The work must be completed by 31 August 2023 at 12 pm. If a participant has not yet taken possession of the stand space allocated to them by the above-mentioned dates, or if it is clear beforehand that the participant will not be able to use the stand space allocated to them, the Tong Tong Fair management can take possession of the space without the need of a demand letter or notice of default.

Between Sunday 10 September 2023 from 9 pm and Monday 11 September 2023 until 12 pm at the latest, the temporary halls/tent have to be vacated and cleared. For every day or part of a day that the rented space is not either entirely or partially vacated and cleaned, the exhibitor will be subject to a fine of up to €250, to be determined by the Tong Tong Fair management, without prejudice to the payment of all damages incurred by Tong Tong Fair as a result.

2. FOOD STANDS

2.1. Food stands

Food stands can be rented in the Eetwijk (Food Court) on Food Court lots and as Mini food stands. Food trucks are also (considered as) food stands. Food Truck lots can be rented outdoors at the Venue for

this purpose. In the Grand Pasar a limited number of square metres is available for food stands that only sell food and beverages that do not require frying or cooking. Deep-frying is strictly prohibited in the Grand Pasar. Use of a microwave oven is allowed.

2.2. Eetwijk (Food court)

At various locations in and bordering the Eetwijk (Food Court) are seating areas operated by Organizer, where visitors can consume food and beverages purchased from participating food stands.

2.3. Service area

The service area and/or area for kitchen unit(s) connected to a food stand may only be used for the purpose for which the Exhibitor has rented it.

Service areas are not open to visitors.

The rate is lower than the stand rental fee.

Exhibitors who dump dirt and waste outside the building line of the stand and/or outside the service area during the opening hours of the event and/or as long as there are visitors in the temporary halls/tents, will be subject – after one warning – to a fine of €250 for each violation.

2.4. Roasting and deep-frying

Strict regulations from the Fire Prevention Department apply to roasting satay by the Exhibitor on an open fire (charcoal) or on an electric grill and to deep-frying; this should also be done in compliance with the regulations of the Dutch Food and Consumer Product Safety Authority.

2.5. Sale of alcoholic beverages

Water, coffee, tea, soft drinks and/or light alcoholic beverages on tap, packaged or bottled, will only be sold by Organizer's own distribution points. The sale of these beverages in the stand of the Exhibitor is not permitted. Organizer reserves the right to additionally and unilaterally designate other beverages/drinks for exclusive sale through its own distribution points. The Exhibitor is prohibited from serving and/or selling any high-alcoholic beverages meaning spirits/ liquor such as, among others, gin, whiskey, vodka and gin. Self-made (mixed) beverages may only be sold in the stand of the Exhibitor, under the explicit condition that selling the beverages are stipulated in the Participation Agreement. Organizer is at any time authorised to refuse and/or revoke permission for the sale of the self-made (mixed) beverages (including cocktails). In addition, for home-made weak-alcoholic mixed beverages, the Exhibitor must be in possession of the necessary permit(s) which the Exhibitor should apply for through Organizer. For this purpose the Exhibitor is required to send a copy of the 'Sociale Hygiëne Verklaring' ('Social Hygiene Certificate'), a copy of the passport of the applicant and his or her residential address to Organizer in due time, in any case at least two months prior to the Tong Tong Fair. Any failure to obtain the necessary permit(s) (on time) shall be entirely for the risk and expense of the Exhibitor.

The supply of goods, food, and beverages by and for Exhibitors will be strictly controlled. The security guards at the various entrances to the parking area and the emergency exits from the tents are authorised to open and check the vehicles. If beverages are found in the vehicle of which Organizer has determined that those are only permitted to be sold through Organizer's distribution points, they will be confiscated and stored until the vehicle exits the Venue. In addition, a fine of €250 will be imposed for each violation. In case of recurring violations, both the exhibitor and the supplier can be excluded from further participation in and/or deliveries to the Tong Tong Fair.

2.6. Waste disposal

Rubbish and waste must be collected in securely sealed waste bags and deposited in the waste containers which are set up at a regular intervals at the outer edge of the Venue in the outdoor area. In addition, the Exhibitor undertakes to separate the waste as indicated on these waste containers.

To facilitate the most efficient disposal of waste and dirt, it is necessary that each Exhibitor who sells food and beverages is connected to a service area.

2.7. Loading and unloading

No parking or loading and unloading of goods is allowed near the tents and alu halls. Exhibitors have access to the site via Boorlaan and Entrance 2. There is a platform in front of this entrance where the goods can be unloaded. You can transport the goods from Entrance 2 to your stand with trolleys (you must provide these yourself). Exhibitors, the driver and any co-passengers have access to the Tong Tong Fair through Entrance 2 if they have a valid entry document, such as a participant's pass, a one-off invitation card, a valid one-off entry ticket or a Pasar Pass. Vehicles with a valid parking permit can be parked in car park B after unloading; vehicles without a parking permit must exit Malieveld via Boorlaan.

3. POWER

3.1. Power supply

Each stand requires a power supply line for light and/or power installation.

3.2. Installation

The installation of the power supply line may only be carried out by a qualified installation engineer appointed by Organizer. When connecting to the power supply, the Exhibitor must take into account any separate regulations issued by the Organizer. The Organizer must be informed in Writing and well in advance of any desired connections, unless the Organizer prefers that the Exhibitor turns directly to the installation companies appointed by the Organizer. The installation of the light and power installation within the stand must comply with the regulations of the energy supplier and the Tong Tong Fair. The installation may only be carried out by a qualified installation engineer appointed Organizer and/or another qualified installation engineer to be appointed by Organizer. The Organizer cannot take any responsibility for defects in the supply of electricity and water. In case it has to take care of the installation of pipes, it guarantees that competent installation companies will perform the work.

3.3. Rate

The costs for the connection also depend on the kW total. We therefore request that you state the power you require as accurate as possible on the order form of the installation company appointed or approved by Tong Tong Fair. In the event that the connection costs are not included in the participation fee for the stand space, the Exhibitor may, at its own expense, obtain a connection to the electricity pipes that is present in the Venue.

3.4. Payment

The costs must be paid to the qualified installation companies appointed by the Organizer.

Please note: For the closing date of the application form, see the installation engineer's application form. After that date, surcharges will be charged!

4. WATER

4.1. Water installation

On request, water can be installed in most of the stands at the Tong Tong Fair. This work can only be carried out by the installation company with which Organizer has made agreements in this respect. When making the water connections, the Exhibitor must take account of any separate regulations issued by the Organizer. The Organizer must be informed in writing and in good time of any desired connections, unless the Organizer prefers that the Exhibitor turns directly to the installation companies appointed by the Organizer.

Changes to installations that have already been made will be charged at the applicable labour costs.

All materials used are provided on a rental basis and thus remain the property of the installation company.

If the Exhibitor also has appliances and machines that need to be connected, it must be precisely stated what the installation to be connected should consist of, specifying the appliances and machines to be connected. Due to the fact that it is not possible to install water in all stands, the exhibitor is required to immediately indicate, when renting a stand, whether or not they require the water connection in their stand.

4.2. Rate / Fees

Please consult the installation engineer's order form for the rates. In the event that the connection costs are not included in the participation fee for the stand space, the Exhibitor may, at its own expense, obtain a water connection that is present at the Venue. Separate external facilities are for the expense of the Exhibitor.

4.3. Payment

The costs must be paid to the installation engineer.

Please note: For the closing date of the application form, see the installation engineer's application form. After that date, surcharges will be charged!

5. ENTRY PASSES

5.1. Permanent entry passes

The Exhibitor is entitled to receive permanent entry passes free of charge, which are personal, name-based and fitted with a passport size photograph. The number of entry passes issued to the Exhibitor is based on the number of square metres of stand space; one entry pass is issued for every 3 square metres.

The Exhibitor is responsible for possible misuse of the entry passes. These will be subsequently revoked and, if necessary, replaced with new ones in return for payment.

5.2. Additional permanent entry passes

The Exhibitor may request additional entry passes against payment, but these may only be used by the Exhibitor and the person working in the Exhibitor's stand space. The passport size photos for the (additional) entry passes as well as the application for additional entry passes must have been received by Organizer no later than two weeks before the start date of the Tong Tong Fair.

5.3. Show entry pass

Both the free entry passes and the additional entry passes, which can be ordered against payment, must be worn visibly by the Exhibitor and their staff when entering the Tong Tong Fair through one of the designated entrances. If the Exhibitor and/or their staff are unable to do so, they may be asked to go to the main entrance and purchase a paid admission ticket at one of the ticket counters.

5.4. Passport size photos

No later than two weeks before the date of the Tong Tong Fair the Exhibitor has to send an order form with passport photo(s) to Organizer by e-mail to standverhuur@tongtong.nl, in accordance with Article 12 of the Terms and Conditions of Participation in the Tong Tong Fair, stating the first name and surname of the person concerned (please also state the stand number on the form). The passport size photo file may not exceed 4MB.

5.5. Passport size photos submitted after the deadline

Passport size photos that we have not received before Tuesday 15 August 2023, can be handed in from Tuesday 29 August 2023, 10 am, at Malieveld. Photos that have been cropped to passport size, photos from used passes, scanned and copied passport size photos will not be processed.

If the passport size photos are submitted after the deadline, the Exhibitor will have to pay Organizer an extra amount of € 7,50 including VAT for administration costs. This amount will be charged to the Exhibitor in addition to the costs for requested additional entry passes.

5.6. Collection

Permanent entry passes for which the passport size photos have been handed in on time, i.e. before Tuesday 15 August 2023, can be picked up at the Information Desk from 10 am on Tuesday 29 August 2023. Only the Exhibitor is allowed to pick up the permanent entry passes, sign for receipt and make a cash payment for any additional permanent entry passes.

5.7. Replacing permanent entry passes

If during the Tong Tong Fair a new participant pass has to be made, e.g. due to a change in personnel, the usual rate will be charged, plus a supplement of €7.50 including VAT. The Exhibitor must return the old pass at the Exhibitors' administration desk.

5.8. Invitations (promotional tickets)

Each Exhibitor is entitled to ten free promotional tickets (free invitations) to send to (business) relations.

5.9. Additional invitations

In addition to the 10 free promotional tickets, Exhibitors may order, against payment, up to 10 additional promotional tickets (invitations) per 3 square metres of rented stand space.

Tickets can be purchased in batches of five by the Exhibitor, not by the Exhibitor's staff members.

5.10. Collection invitations

If you haven't indicated a pick-up option or if no payment is made in advance, the invitations can be collected and paid for at the exhibitors' administration desk at the same time as the permanent entry passes.

5.11. Parking permits

There is no parking available next to the tents on Malieveld. On Boorlaan there is a very limited number of parking spaces available. Parking permits can be requested from the organisation and will be allocated by the management.

5.12. Insurance

Organizer does not take out any insurance with regard to the Exhibitor's participation in the Tong Tong Fair. The Exhibitor has their own responsibility in this regard.

5.13. Security

Organizer is responsible for ensuring order and security in and around the venue that hosts the Tong Tong Fair, especially during the hours that the Tong Tong Fair is closed. Organizer and its staff therefore need to have free access to the stand space.