

Stand Information



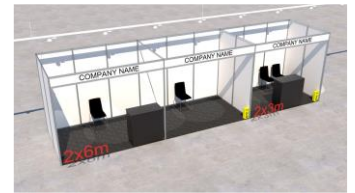
Hall

B1

The stand

WITH BASIC STAND CONSTRUCTION, including:

- Stand wall facing your neighbour(s), off-white plastic laminate.
- Fascia board(s) facing gangway(s), off-white plastic laminate – text towards aisle included.
- Carpet (Light Grey)
- One 12W LED spotlight, including power supply, per 3 square meters
- 1 Power supply (2,3 kW)
- 1 Counter with shelf and storage room
- 2 Chairs
- One daily cleaning (vacuuming of floor and emptying of wastepaper baskets).



See detailed sketch of the stand construction system later in this document.

If you wish to **remove or make changes** to this basic stand construction, please adjust in the exhibitor portal, where you can search for “remove” and “cancel”. Please do so before deadline, which is 2 November. If Bella Center Copenhagen has started the construction of your stand, and it needs to be removed again before the event, please note that you will be charged EUR 32,97 per m².

Additional orders

Deadline

Additional orders must be received no later than

Tuesday, 2 November 2021

Request & order confirmation

Please place your order on the webportal, you will then receive an e-mail confirming that your requests have been received. When we have processed your requests, you will receive a formal order confirmation. It is important that you check this, as some requests may not be possible to fulfill for various reasons.

Late orders

Orders received *after the deadline* will be charged with a 25% fee, and cannot be guaranteed delivered in time for commencement of build-up. Furthermore, a 50% price increase will be charged on products ordered after Friday 26 November. For products within signage and furniture the fee is determined upon request, however minimum 50%. The orders cannot be guaranteed delivered before the event starts.

Payment for orders during set-up

When you order services at our exhibitor service counter during set-up, we require payment with credit card before delivery. Therefore, we kindly ask you to make sure that you bring a credit card for set-up.

Location of Installation

We reserve the right to place technical supplies in the position we see fit, in cases where no drawing of the desired position has been received. Any relocation of installations etc. will be chargeable.

Cancellation

In case an order is cancelled more than 21 days prior to opening of the

of ordered services event, only expenses occurred will be invoiced. In case an order is cancelled less than 21 days prior to opening, Bella Center reserves the right to invoice the full amount of the order related to the catalogue price or the price offered.

Access exhibitor portal The exhibitor portal closes Monday 29 November at 23:59. You can send late orders hereafter in an e-mail to Sectechexpo@bellacenter.dk .

Build-up & dismantling

Build-up- & dismantling period **General build-up:**
Tuesday 30 November 07:00 - 23:00
Wednesday 1 December 07:00 - 09:00

General dismantling:
Thursday 2 December 15:30 - 23:00

Opening hours at the Exhibitor Service:
Tuesday 30 November 08:00 - 21:00
Wednesday 1 December 07:00 - 09:00

Exemption On this exhibition it is not possible make exemptions from the above mentioned build-up/dismantling times.

Logistics

Traffic in the halls **NO** vehicles are allowed inside the hall for unloading or loading. Please use the area outside the hall for unloading. From there your items can be transported on trolleys, which you may bring yourself. Alternatively, you may contact our logistics partner DSV on phone number +45 32 47 30 17 for assistance. This will be chargeable.

Please note that during dismantling vehicles cannot enter the area outside the halls until one hour after the closing of the exhibition.

Unfortunately it is not possible to park at the hall during unloading or loading. Please see the section **Parking**.

Parking During build-up and event days you can park your car in the public car park named P3 just in front of Entrance 2. It is possible to buy parking tickets at the parking machines in the car park or via the app (Apcoa or Easypark).

Build-up

Building height Please note that the maximum stand building height is 2,5 m. You must apply for permission for a higher building height. Please note that if a stand is built up higher than 2.5 m, it must always have a neutral white surface facing any neighbouring stands and cannot contain text or a logo.

Pillars in hall B + C If your stand is located adjacement to a pillar in the hall, you may decorate the part which is inside the stand area.

Rigging in ceiling All wires at Bella Center Copenhagen must be rigged with a wire lock. These locks can be purchased at the Exhibitor Service during official build-up days followed by a rigging guideline.

Due to safety reasons it is forbidden to load the wires. If you need to lift equipment, you should use chain blocks in rigging points.

Use of sticking material If you need to stick material on to Bella Center Copenhagen's stand walls and fascia boards you must use a tape called DuploColl 43102, because this kind of tape can be removed without leaving marks or damages. It can be purchased onsite at the Exhibitor Service, where you can also find wall hooks for light weight equipment (e.g. poster frames). If you do not remove sticking material from the stand upon departure you will be charged for damages.

The floor & ceiling in the hall

The floor in hall B1 The floor is a mottled design floor, and only removable tape is permitted.

The ceiling in hall B1 The ceiling height in the hall varies depending on where your stand is located. It is either: 3 m or 3.35 m.
Power, plumbing, network etc. will be supplied from the ceiling.

Handling of goods

Goods delivery It is not possible to deliver goods to the stands prior to the build-up period, unless an exemption for early build-up has been granted. Alternatively, shipments may be delivered to DSV Solutions' warehouse in Bella Center Copenhagen. Please contact DSV Solutions for arrangements, and information on pricing etc.
Phone +45 32 47 30 17 / e-mail: expo@dk.dsv.com

Empty goods Packaging, pallets and other surplus materials may not be stored in the halls during the event, but must be removed for storage by DSV Solutions for a fee charged to exhibitor. Please contact DSV Solutions to pre-order and get information on pricing etc. At the end of the build-up period, any material left in the aisles will be removed by DSV Solutions at the exhibitors expense.

Left material Packed goods (pallets, boxes etc.) left on the stand when dismantling hours expires will be removed to DSV Solutions' warehouse in Bella Center Copenhagen and can be collected on the first workday after the event. The handling fee for this will be invoiced to the exhibitor. Please contact DSV Solutions for arrangements, and information on pricing etc. Any other left material will be considered as waste and disposed of at the exhibitors expense.

Services

Internet access Wireless network is available in the hall. Please note that own wireless network may NOT be installed without the authorisation of Bella Center Copenhagen, just as IT connections provided by Bella Center Copenhagen may not be shared with a third party. If an internet connection is critical for your stand we recommend a cabled connection. If you need a dedicated (guaranteed) internet bandwidth or special server access we recommend our dedicated products. These are available with thorough description in the exhibitor portal when searching for "Network". If you have any questions regarding your bandwidth requirements, we suggest that you consult with your own IT department.

Catering for the stand If you wish to order food and beverages, please visit the exhibitor portal and place your order by Friday 26 November at the latest. After this date you can order via phone +45 32 47 33 42. Please note that if you want to bring in your own catering related products and it requires to be kept cool, or if you wish to prepare food at your stand, Danish Food and health regulations approval must be obtained and you need to contact Bella Center Copenhagen to apply for a permission.

Copy service If you need to copy or print on A4 or A3 during build-up or event days, please contact the conference counter in Tower 2 at AC Bella Sky Hotel, which is connected to Bella Center Copenhagen (phone +45 32 47 36 00). The opening hours are weekdays 7.00-19.00.

Complaints Should you wish to lodge a complaint about services supplied by Bella Center Copenhagen, this must be done in *writing* and delivered *before* the event closes.

Contact Please e-mail Sectechexpo@bellacenter.dk
We are looking forward to assisting you.

The stand construction system:

