

Bella Center Rules & Regulations

(EXHIBITOR TERMS)

Please read the following terms and conditions. If you have any questions, please do not hesitate to get in touch. We look forward to working together!

STAND BUILD-UP

We hope that you will do everything you can to help us look after the floors, stand walls, signage and other stand material. It is therefore not permitted to screw, glue, and paint or in any other way cause damage to Bella Center's buildings or equipment. If you unexpectedly damage our interiors/building components, we will be obliged to invoice you accordingly.

Only Bella Center Copenhagen's staff is permitted to affix wires, mount/dismount Bella Center Copenhagen's walls, fascia boards, spots etc. For safety reasons, at least two wires must be ordered for setting up banners, signs or similar. For safety reasons, it is forbidden to load the wires, so if you need to lift equipment, you should use chain blocks in rigging points. Bella Center Copenhagen must establish the rigging point, but you can use it to mount your own chain block.

If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use Duplo-Coll 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. All three tapes as well as wall hooks for lightweight items such as poster frames can be purchased on site. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning.

If you fail to remove stand materials and your own carpets from the stand, we will ensure that they are removed and environmentally sorted. You will be invoiced for this service.

If you paint on your stand, you must remember to lay protective covering on the floor, so that carpets and floors are not damaged by paint etc.

If you have a general room or meeting room on your stand for more than 10 persons, you have to establish two exit doors at opposite ends.

Important! Read the Fire section – it contains further information in relation to the official requirements!

ELEVATED STANDS, HIGH PODIUMS OR STRUCTURES WITH HEAVY GOODS

If you want to use high podiums in your stand area, the building authorities must authorize it. The same applies to structures with heavy goods. You must apply via Bella Center Copenhagen (application with technical drawings and any photographic material). The material must be submitted together and by the deadline. Please get approval from the event organizer before you contact Bella Center Copenhagen.

SPECIALLY BUILT STANDS

Do you have any special wishes regarding how your stand should be built - please contact us so we can meet your needs while adhering to the rules for stand build-up.

INSURANCE/LIABILITY

Protect yourself against theft and accidents! We recommend that you take out the necessary insurance coverage for your own property, as this will not be covered by Bella Center Copenhagen's insurance.

Bella Center Copenhagen cannot be held liable for exhibitors' property (private or company property), even in the case of simple theft.

GOODS DISPATCH

If you need to have packages and goods sent to Bella Center Copenhagen:

Packages and goods arriving before stand build-up:

As our storage capacity is limited, you should be aware that the forwarder receives and stores your package/goods and will deliver them directly to you on the stand once you arrive. You will be invoiced for this service.

GOOD NEIGHBORLY RELATIONS

- Make sure that your stand build-up and exhibition materials remain within the stand area during the exhibition for the sake of cleaning, escape routes etc.
- Avoid lights, sounds, smells etc. that can irritate your neighbors. This also applies to the distribution of products/food, which require extra cleaning of the aisles.
- If you have to play music/show films, then remember to inform your neighbors about which sound demos you will be carrying out as well as when and for how long.
- Dogs, cats and other pets are not permitted on Bella Center Copenhagen's premises unless otherwise stated or agreed with Bella Center.

DANISH WORKING ENVIRONMENT AUTHORITY

Everyone working at Bella Center Copenhagen must comply with the rules of the Danish Working Environment Authority at www.arbejdstilsynet.dk (tel.: +45 7012 1288).

POWER AND ELECTRICAL INSTALLATIONS

24-hour power will be connected from the first stand build-up day and up to and including the day after the end of the exhibition at 12:00. If you need a power connection for longer, this can be arranged.

Check whether the electrical installations on your stand comply with the Danish Safety Technology Authority's regulations for installations at trade shows and on stands. See more on the Danish Safety Technology Authority's (Sikkerhedsstyrelsen) website (section 6, described in detail in chapter 711). This requirement must be complied with before we can supply power to your stand.

Be careful not to obstruct the distribution boards, as Bella Center Copenhagen's staff need to have access to them. Please ask if you are in doubt.

FOOD & BEVERAGE

Bella Center Copenhagen's food and beverage (F&B) department has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor, you must therefore not sell food or drinks on your stand. If you want to serve food and beverage samples on your stand, please email Bella Center Copenhagen's F&B department beforehand to make an agreement at f&b.orders@bellacenter.dk

This policy is due to the fact that Bella Center Copenhagen's F&B department is responsible for ensuring compliance with the environmental and hygiene laws and regulations of the Danish authorities. If you contact Bella Center Copenhagen's F&B department in advance, we can approve your company in relation to the requirements specifications, so that the regulations for storing and serving food are complied with. Following approval, your business will also be covered by the F&B department's license to serve beer, wine and spirits.

If you are in doubt about the rules, please send an email to f&b.orders@bellacenter.dk

VEHICLES IN THE HALLS, UNLOADING AND PARKING

- During stand build-up and breakdown, vehicles are not allowed in the halls without special permission from the organizer and security.
- After unloading, you must park in the designated parking areas or leave the area completely.
- If you have large and heavy items for your stand, this should be agreed with us before the exhibition. Then, if necessary, we can transport your items into the halls before stand build-up commences.
- Try not to obstruct the aisles to ensure free passage for others.
- You are responsible for unloading items and transporting them to the stand, but it is possible to order truck assistance from the local forwarder in advance. The forwarder will also store empty cardboard boxes etc. during the event so they do not get in your way. Please note that empty packaging material placed in the aisles will be removed by the forwarder on the last build-up day at closing time so the aisles can be cleaned. The forwarder will invoice you for this service. Empty packaging material will not be removed from your stand unless this is agreed in advance.

MUSIC, SOUND AND FILMS

If you wish to play music on your stand, remember to inform Koda and Gramex. Visit www.koda.dk or www.gramex.dk for more information about the rules. Please be aware that this is your responsibility.

If you would like to show films/videos or parts thereof, this also requires the permission of the copyright holders. For more information, visit the Motion Picture Licensing Company at www.mplc.dk/paraplylicens

If you require a mixing console on your stand, you must have a hand-held fire extinguisher (CO2 extinguisher) available.

FIRE

The Danish Emergency Management Act (Beredskabsloven) paragraph 71:

The following shall be punishable by a fine:

- Any individual who fails to exercise proper caution in the use of fire, light, matches, ash, inflammable substances, and any other substances or articles which may cause or contribute to fire, or who fails to ensure that persons belonging to the household or enterprise of the individual exercise such caution; and
- Any individual who owns or makes use of electrical devices or other light, heating, power plant or machinery, which may cause or contribute to fire, or who makes use of such systems or devices or allows them to be used, regardless of them not being in good condition.

It is therefore extremely important that you check the following points and ensure you that your stand complies with the following:

- Coffeemakers, electric kettles, photocopiers/printers, refrigerators and other electrical appliances in backrooms require that you mount a CO2 hand-held fire extinguisher (min. 5 kgs.) which is visible and accessible.
- Bioethanol stoves must be installed according to the supplier's instructions and safety specifications. It is not permitted to carry out any type of fuel decanting within exhibition opening hours. Moreover, it is not permitted to store any reserve fuel on the stand, and the stove's combustion chamber must be covered at closing time if the stove still contains fuel. Appropriate fire extinguishing equipment must be available on the stand.
- Nothing containing inflammable or explosive liquids may be brought into the halls unless so agreed with us.
- Candles create a nice mood, but also pose a fire risk. It is therefore imperative that candles cannot tip over and that they are placed in solid candlesticks on non-flammable surfaces. Candles must not be placed near textiles, and they must not drip. If they pose a safety hazard, Bella Center Copenhagen may require that the candles be extinguished.
- All fire technical installations such as emergency exits, fire hoses, fire cabinets, call points and fire alarms must not be hidden, obstructed or covered.
- Empty flammable packaging and stock must be continually removed from the hall.
- Use of smoke or pyro must be arranged with Bella Center Copenhagen.

WIRELESS NETWORK

If you want to establish your own wireless network on the stand, Bella Center Copenhagen IT must approve it. IT connections supplied by Bella Center Copenhagen must not be shared with a third party.

COVERED STANDS

As all the halls have a sprinkler system in the event of a fire, it is only permissible to cover your stand with fireproofed and water permeable fabric. It is also possible to construct a ceiling with solid materials or as an evenly distributed paneled/louvered ceiling – however only covering max. 40% of the covered area.

All stands which have waterproof ceilings must be covered by a sprinkler system – this also applies to closed rooms as well as vehicles, containers etc., which are not sales articles but are only used for decoration. Dispensation may be granted for actual sales items if they do not exceed 9 m².

The sprinkler system can be installed by Bella Center Copenhagen, and we are happy to provide a non-binding quotation for the work. Connection to main sprinkler pipes must always be undertaken by Bella Center Copenhagen. The rest of the sprinkler system may be installed by Bella Center Copenhagen or another authorized technician (according to SKAFOR's regulations).

MATERIALS

Avoid using paper, cardboard, plastics, artificial flowers/ decorations/plants etc. which are readily combustible, explosive, melt, drip or which, in a fire, emit toxic gases or large quantities of smoke.

According to the Regulation on operational requirements for hotels, etc. (Bekendtgørelsen om driftsmæssige forskrifter for hoteller m.v.), 14.6/14.7, all decoration material must be safeguarded as class B. However, certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.

If you need wood floors on your stand, please note that it must not be laid like a grating with gaps or with underlying cavities.

CARPETS MUST HAVE ONE OF THE FOLLOWING APPROVALS

- Class G flooring as in DS-1063.2 – in accordance with Danish Building Regulations '95, chapter 6.11.1 section 5.
- Class Dfl-s1 flooring is classified according to EN 13501 Fire classification of construction products and building elements
- NT Fire 007 (Scandinavian approval).

GAS CYLINDERS (MAX 11 KG)

If you need gas cylinders, bottled gas (F-gas) or other types of gas cylinders (e.g. oxygen, hydrogen or helium), we need to know at least four weeks before the start of the event. In the event of fire at Bella Center Copenhagen, we have to be able to supply Copenhagen Fire Brigade with a complete overview of where gas cylinders are located on the premises.

If you have gas cylinders (F-gas) on the stand, you are also required to have a 6 kg powder fire extinguisher. Gas cylinders (F-gas equipment) must always be installed in compliance with the Regulation on technical requirements for gases (Bekendtgørelsen om tekniske forskrifter for gasser), while F-gas installations must always comply with the Danish Gas Regulation.

In addition, particularly hazardous gas cylinders must be removed from the halls after closing time and stored according to our instructions. During exhibition opening hours, those staffing the stand must be able to remove these cylinders in the event of an evacuation. This plan is coordinated with our Risk Management unit when we receive information about the storage and use of gas cylinders.

VEHICLES

If you have a vehicle on your stand for decoration purposes, you must submit an application to Bella Center Copenhagen with a drawing and description before the deadline, which is usually four weeks before the event - the following guidelines apply:

Petrol/diesel-powered vehicles:

- The tank may contain max. 5 l of fuel.
- The fuel cap must be unlocked.
- The battery must be disconnected unless a CO2 fire extinguisher (min. 5 kgs) is placed at the vehicle.
- If more than one vehicle is on your stand area, a minimum of 3 m. distance between the vehicles is a demand.
- The keys must be handed to our security staff at night. Security can be contacted on tel. +45 3247 2424

Electric vehicles:

You must be able to produce documentation, which can be used to approve the following:

- Factory-manufactured electric vehicles must be fitted with a mechanical, cable-deactivated parking brake.
- The gearbox must also be mechanically locked by a steel latch that engages with the gearbox.
- The key must be removed from the ignition system.
- The handbrake must be activated.

Unfortunately, we cannot allow hydrogen vehicles on the stand. Natural gas vehicles can be accepted on the usual conditions, which apply for petrol and diesel vehicles. However, all pressure must be removed from the gas tank.

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