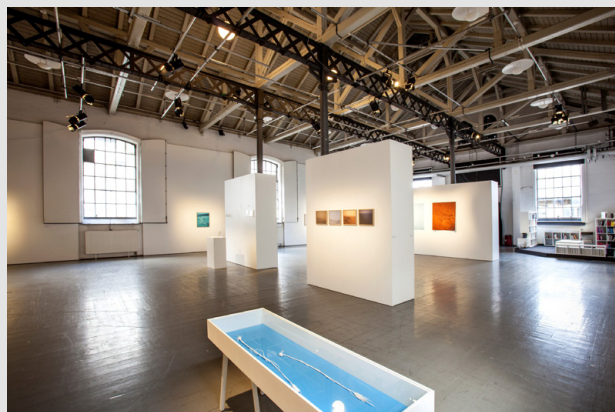


Exhibitor terms in Øksnehallen



Terms and conditions for exhibitors in Øksnehallen

Terms and conditions for exhibitors
Please read this important information for exhibitors in Øksnehallen.

You are welcome to contact us for further information or if you have questions that aren't addressed in these terms and conditions.

Feel free to write to fair@dgibyen.dk

Deliveries / orders

The deadline for ordering is three weeks prior to the event. For the event to proceed as smoothly as possible, it is important that the deadline is met. The order will be ready at the stand on the day of setting up. Should you request a specific place on the stand for your orders, please inform us.

Items or furniture that are not placed in advance will be placed randomly on the stand.

When ordering after the deadline, we shall charge an additional cost of 20% of the product in question. We reserve the right for out-of-stock items and services that cannot be delivered due to time pressure. Remember that an order is binding for 14 days prior to the event.

If you, as an exhibitor, have complaints about supplies delivered by Øksnehallen, we request a written complaint the day after the event. Otherwise, complaints cannot be processed.

→ **REMEMBER to check what is included in your stand rental.**

Invoicing

Payment for services ordered for the event will be invoiced by Øksnehallen after the end of the event and must be paid eight days after you have received your invoice. Prices are exclusive of VAT and applies to the entire event period.

We ask that payment includes the correct invoicing information such as CVR/VAT no. i.e.EAN no.

Stand construction

Øksnehallen is a listed building, and we want to take good care of it. Therefore, it is not permitted to scrub, drill, nail, stick in or otherwise damage the floor, external walls, pillars, and roof structure.

The floor in Øksnehallen is susceptible to colored liquids, paint, oil, acid, and similar products. If necessary, we ask that the floor be covered with a grease and oil absorbing material. Tesa tape no. 4964 can be used on the floor. The drop paper banners used for division of stands may not be attached or glued on. These banners (H: 3,7 m) hang in a rail system with a profile of 6 mm in diameter, from which it is possible to hang wires, logo banners and suchlike so that they hang in front of the banner walls. We are happy to assist with advice and guidance on hanging as well as printing banners that fit the exhibition system. Remember that signs and other materials must be placed within the limits of your stand and that you must comply with the agreed building height.

Øksnehallen's floor construction and many columns mean that only Øksnehallen's staff operate the trucks and lifts. If you need help with driving or hanging, such assistance can be ordered.

Load on the roof structure

The maximum load on the individual collar beam is 80/160 kilos with/without snow load. Suspension of heavy objects must be performed by the Production Department.

→ *We use a different division of stands for individual events. See information from the organizer.*

→ *See video example here: [Video suspension/hanging](#).*

→ *If you need help during the event, you can find the Production Office to the right of Øksnehallen's back entrance.*

Entrance and exit

→ *Dimensions of main and back entrance: W: 255 cm x H: 315 cm.*

The side doors are fire exits, but can, in agreement with the Production Office, be used for setting up and taking down.

Help us keep our side gates intact. Do not attempt to open the gates until we have unlocked the gate.

Insurance / liability

Protect yourself against theft and accidents. We recommend that you take out insurance for your possessions as they are not covered by Øksnehallen's insurance. If an accident happens and you damage our interior or building, you will be invoiced.

Shipment of goods to and from Our storage capacity is limited, so goods or exhibition material can only be delivered on the day of the set-up and must be collected during the agreed collection period. Always ensure that your carrier has

the correct event name, company name, telephone number and stand number for correct delivery. Please note that neither the organizer nor Øksnehallen is liable for goods that are delivered before, during or after the fair. Therefore, we recommend that you are present for delivery and collection.

Delivery and collection address

Øksnehallen
Halmtorvet 11 – back entrance
1700 Copenhagen V

Exceptions to the above must be agreed with Øksnehallen and depend on times for other events in Øksnehallen.

We recommend that you bring your own sack truck or trolley for the entry of goods.

→ *Check the set-up and taking down times for your event before arrival.*

Being a good neighbor

Take your neighbors, escape routes and cleaning into account and stay within your stand area, both when setting up your stand and during the event. Remember to inform your stand neighbors about any playback music/film. Avoid light, sound and smells that could disturb your neighbors. This also applies to tastings.

Spots and electricity

We will place the ordered electricity on the floor at the stand and will focus the ordered spots when you have set up your stand. Please make sure that the devices you bring are earthed. The power is connected

from the day of the set-up until the end of the day of taking down.

→ *Focus your stand, remember to order spots.*

Food and beverage (F&B)

All serving of food and drinks is performed by Øksnehallen. If you want to hand out samples at your stand, please contact Øksnehallen to arrange it. This is because Øksnehallen's F&B department is responsible for compliance with Danish food legislation. Please contact Øksnehallen in advance so we can inform you about how to comply with applicable requirements in relation to the specifications described by the authorities.

You may be charged with a surrender charge unless it is assessed by Øksnehallen's F&B as being below the de minimis level.

You are welcome to offer your guests sweets or similar small treats.

Waste

There are waste containers at Øksnehallen's back entrance. Remember to fold cardboard for the cardboard containers and put bottles in the bottle containers. Also remember that it is your responsibility to remove all waste from your stand. Help us sort as much as possible.

Water

Contact Øksnehallen if you need water supply to your stand. We can connect cold water but not with a direct drain.

Loading/unloading and parking

Parking is prohibited on Kvægtorvet and the roads around Øksnehallen, so remember to remove your car when you have unloaded your materials and goods. We recommend the parking garage with entrance from Ingerslevsgade, 1704 Copenhagen V. You can pay using the apps EasyPark and Apcoa Flow. The parking garage is for vehicles with a maximum weight of 3,500 kg and a maximum height of 2 m.

→ *For alternative car parks – follow the link below.*

For prices and parking hours, see www.kk.dk/parking.

Fire regulation

Section 71 of the Emergency Response Act states that the following shall be punished with a fine:

1. The person who does not exercise due care with fire, candles, matches, ashes, flammable substances, and anything else that can cause or promote fire, or fails to ensure that persons who belong to the person in concern's household or business, exercise such caution, and,
2. The person who, as the owner or user of electrical installations or other lighting, heating, power, or mechanical installations which can cause or promote fire, uses such installations, or allows them to be used, even though they are not in a safe condition.

Therefore, it is important that you make sure that your stand complies with the following

- Coffee machines, electric kettles and other appliances in the back room require a CO2 carbon dioxide hand fire extinguisher of minimum 5 kg.
- Impregnation. In general, materials must not be more flammable than wood.
- Carpets must have one of the following approvals: Class G floor covering according to DS 1063.2 – according to building regulations 95 chapter 6.11.1, subsection 5. Floor covering class DFL – s1 is classified according to one 13501 fire classification of construction products and building elements, NT Fire 007.
- Fixtures must have the following approval: at least class Ds2, d2 – class B material. Upholstered furniture EN1021-1 (DD/EN-1021-1, 2014).
- Fire and escape routes must not be blocked without prior agreement with Øksnehallen's production department.
- Fire and electrical cabinets, fire hoses and fire pressure must not be hidden or covered.
- Smoke, fumes and steam must not be produced.
- All flammable material set up in Øksnehallen must be fireproofed.
- Covering of the stand/roof structure must be approved by the production department before installation.
- Use of open flames is prohibited without prior agreement with Øksnehallen, which is responsible for fire approval.
- Exhibition items must not be placed in corridors or in front of gates (emergency exits).
- Empty flammable packaging and waste must be removed from the stand and Øksnehallen.
- Øksnehallen's staff hang fire signs in the halls as necessary.

Cars

If you wish to display a car on your stand, Øksnehallen must be informed about it and guidelines for vehicles indoors must be complied with:

Petrol and diesel powered vehicles

- Max 5 liters of fuel in the tank.
- The cover must be locked.
- The battery must be disconnected.
- Three meters between the cars if there are more than one on the stand.
- Keys must be handed over to the production department at night.

Electric cars

- The battery must be disconnected.
- The car must be equipped with a mechanic, cable-disabled parking brake.
- The gearbox must be locked mechanically via an engaged steel pawl with the gearbox.
- The key must be removed from the ignition system.
- The handbrake must be activated.
- For the safety for indoor climate, cars must not be started indoors – only when entering and exiting.

Wireless and wired networks

Wi-Fi

Network: oeksne

Password: Guest@oeksne

You can order wired internet access. It is possible to connect your own wireless access point. If you so wish, the computer must be ready for wireless internet access. DHCP must not be activated in your device. Øksnehallen's internet is of company quality with a total throughput of 1 Gbit distributed over the entire guest network.

Overnight stays

You can book rooms at DGI Byen's CPH Hotel which is located 50 meters from Øksnehallen in connection with your event.

CPH Hotel
Tietgensgade 65
1704 Copenhagen V
T/: +45 33 29 80 50

Booking

T: +45 33 29 80 70
Weekdays between 9 am and 4 pm

Online hotel booking

Type in code "messer" and get 10% off the regular price when you book your room online.

**We look forward to
welcoming you to
Øksnehallen!**