EXHIBITOR TERMS

Please share with your suppliers and other persons relevant for your stand
Link to this document (Exhibitor Terms) on our website

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

INVOICING

Bella Center Copenhagen invoices services and supplies which have been ordered for stand build-up, stand furnishing, serving etc. prior to the event.

Please note that payment must be made before the start of the event. Remember that, as an exhibitor, you are responsible for payment – regardless of whether the deliveries have been ordered by you or your supplier.

Prices cover the duration of the event (max. five days and are exclusive of 25% VAT).

We ask all of our customers to provide a VAT/central business register (CVR) number. A company registration number can also be used if your company does not have a VAT/CVR number. This information must be submitted when placing an order.

Issued invoices may be revised after the invoice has been issued against a surcharge of DKK 500 per invoice.

If Bella Center Copenhagen needs to be registered as a supplier or if there is a need for any other document such as company information or code of conduct, please provide the documents to be filled prior to event start date. Bella Center Copenhagen cannot fulfill these requirements after the contracted work has been carried out.

DELIVERIES

Deliveries which have been ordered prior to the deadline via Bella Center Copenhagen will be ready for the first stand build-up day.

If you place an order after the deadline, it may be necessary to pay a surcharge (see the event specific guidelines). Therefore, it is a good idea to place orders in due time as we cannot guarantee that orders received after deadline can be processed.

Our deadline is usually four weeks before the event starts to ensure that we can provide all the services on time and at the agreed price.

Also, if you want to cancel an order, remember to do so in due time. An order becomes binding 28 days before the event starts.

If your deliveries need to be made to a particular location on the stand, this must be marked on a detailed drawing submitted with the order. Furniture is always placed arbitrarily on the stand.

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.

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, paint or in any other way cause damage to our 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. 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.

Do you have questions or need assistance with stand build-up?
- Please contact Bella Center Copenhagen and we will find a solution.

Please see the event specific guidelines for information on the allowed build-up height, as well as other information for the stand build-up.

If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use DuploColl 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. Onsite, you can purchase DuploColl as well as wall hooks for lightweight items such as poster frames.
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 own carpets from the stand, we will ensure that they are removed and environmentally sorted.
You may be invoiced for this service.

If you have a general room or a meeting or conference room for more than 49 persons, it is necessary to establish two exit doors at opposite ends.

Important! Please 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 build a two-storey stand, and the stand does not have a certification yet, the construction must be authorized by the Construction Authorities. The same applies to structures with heavy goods. You must apply via Bella Center Copenhagen (application must contain technical drawings, any photographic material and information on the construction materials, with a fire certification of those if available). The material must be submitted together by the deadline, which is 12 weeks before the event start. There are no costs connected to the application to the Construction Authorities.

Please note that two-storey stands must always have minimum one stairway exit with a minimum width of 1.3 m.

49 persons are allowed to be on the top level (1st floor). The exhibitor must display signs on the stand advising this.

If you plan podium constructions that are higher than 1m, you must follow the same application process as above, unless the constructor has a pre-approved certification of the desired podium construction.

Regulations regarding raised floor construction
According to Danish building legislation, a ramp is required for height differences exceeding 2.5 cm in floor structures. This ensures accessibility and safety for all users, promoting inclusion and mobility in building design.

The ramp should have a 1:20 drop (equivalent to 5 cm per meter) and a minimum width of 77 cm to allow sufficient space for maneuvering. Additionally, health and safety protocols require clear marking at the edge of elevated floor areas to prevent fall injuries.

Specially built stands
Do you have any special wishes regarding how your stand should be built? Please contact Bella Center Copenhagen 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, you have the following options:

Packages & goods arriving before stand build-up:
As our storage capacity is limited, you should be aware that our forwarder DSV 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 by DSV.

Packages & goods arriving during stand build-up and event:
Here, you must ensure that couriers are supplied with the correct name of the event, company name, telephone number, stand number, and you also

need to ensure that you are on the stand to receive and sign for deliveries. If not, couriers are referred to DSV, which receives and stores your package/goods and deliver them directly to you on the stand.
You will be invoiced for this service by DSV.

It is possible to bring your own forwarder.
Bella Center Copenhagen recommends that your own freight forwarder cooperates with DSV.

For information about additional transport services, logistics services, delivery address and prices, please contact DSV at expo@dk.dsv.com.

GOOD NEIGHBOURLY 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. which can impact your neighbours. This also applies to the distribution of products/food which require extra cleaning of the aisles.

- If you will be playing music/showing films, then remember to inform your neighbours 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 Copenhagen.

WIRELESS NETWORK

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

POWER AND ELECTRICAL INSTALLATIONS

Power

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.

Electrical installations

Your electrical installations on your stand comply with the standard EN 50 110 on operation of electrical installations. It means, among others, that we have made a risk assessment in order to execute the work safely. Please be aware that your machines and utility items must be earthed.

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 has exclusive rights to serve/sell food and drinks in the exhibition area, and as an exhibitor you must therefore not offer food, drinks or barista coffee on your stand. If you want to serve food and beverage samples on your stand, we kindly ask you to make an agreement with Bella Center Copenhagen beforehand.

Upon agreement, you will be charged an environmental fee when bringing your own F&B solution. You will be charged a fee depending on the size and amount of items. Each case is valued individually.

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 in advance, we can approve your company, in order to comply with the regulations of the Danish authorities.

At food fairs, it is certainly possible to serve samples of your own products, as long as you comply with the requirements of the existing Danish laws on food and beverages, also regarding waste disposal

If the food is produced in advance, you must comply with the three-hour rule for unrefrigerated storage (once the food has been taken out of a refrigerator, it must be discarded after three hours). If food needs to be produced on the stand, it is necessary to have running hot and cold water, a sink, and refrigeration facilities for storing raw ingredients. In general, you must comply with the existing Danish laws on food and beverages.

When preparing food within your stand, there must be a fire extinguisher and fire blanket at a minimum available for use at your stand. These must also be clearly marked with signage

If you are in doubt about the rules, please do not hesitate to contact Bella Center Copenhagen.

ORGANIC WASTE

If you have organic waste on your stand, it must be disposed of in food waste containers, which you can rent from Bella Center Copenhagen. The cleaning of the food waste container and the disposal of the food waste are included in the rental.

You should make the following considerations in combination with organic waste: Volume, handling, storage, overview over deliveries and disposal (especially cadavers), cleaning before, during and after the event.

VEHICLES IN THE HALLS, UNLOADING AND PARKING

- Remember before arrival to check the event specific guidelines on rules regarding access during build-up and dismantling.

- During build-up and dismantling it is only permitted to drive with you vehicle to the stand, if it is stated in the event specific guidelines.

- After unloading, you must leave the area completely.

- During breakdown, goods vehicles and transport carts are only allowed to access the halls approx. one hour after the exhibition has closed.

- If you have large and heavy items for your stand, this should be advised to Bella Center Copenhagen before the exhibition. Then, if necessary, transportation of your items into the halls before stand build-up commences can be arranged.

- Aisles must be cleared 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 appointed freight forwarder in advance.
  The appointed freight 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 appointed freight forwarder on the last build up day at closing time so the aisles can be cleaned. The appointed freight 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 https://www.mplc.dk/page/om-paraplylicensen.

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 states:

The following shall be punishable by a fine

1. 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

2. Any individual who owns or makes use of electrical devises or other light, heating, powerplant 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 ensure that your stand complies with the following:

- Coffee-makers, electric kettles, photocopiers printers, refrigerators and other electrical appliances in backrooms require that you mount a CO2 hand-held fire extinguisher (min. 5 kg) 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 additional 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 agreed with Bella Center Copenhagen (see also the section about Gas storage further down in this document).

- Candles are allowed with the following conditions: Candles must be secured against over tipping and be 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 are blown out and/or removed from the stand.

- All fire technical installations such as emergency exits, fire hoses, fire cabinets, call points and fire alarms must not be hidden, obstructed or covered with decorations. All equipment for firefighting placed in the hall must always be visible and fully accessible.

- Empty flammable packaging and stock must be continually removed from the hall.

- Use of smoke or pyro must be arranged with Bella Center Copenhagen before arrival. A fire guard may be required, which will be subject to a fee.

Covered stands

As the halls have an automatic sprinkler system, there are limits to how you can cover your stand.

All conditions regarding covering of stands and special areas, such as vehicles, tents and containers, must be agreed with Bella Center Copenhagen. We reserve the right to prohibit covering if it conflicts with the fire strategy in the hall. Therefore, you must inform about the type of covering, size and materials.

If the fire strategical conditions allow it, you may cover your stand. Coverings of more than 9m^2 should be constructed with water permeable materials. You can also construct a firm covering, such as wooden panels, as long as the total firm covering does not extend more than 40% of the covered area.

If you have a firm covering of more than 9m^2, you are obliged to establish extra sprinklers on the stand. Sprinkling must be established according to the description about sprinkling on the stand (please see below in this section).

You are allowed to build two-storey stands, subject to the guidelines for layout and use of the halls. Please see the section on elevated stands earlier in this document.

If you want to build a two-storey stand, you are obliged to establish extra sprinklers on the stand. Sprinkling must be established according to the description about sprinkling on the stand (please see below in this section).

On special stands, for example vehicles, tents or containers of more than 9m2, where it is not possible to establish extra sprinklers, a dedicated fire strategy for the stand must be agreed with Bella Center Copenhagen. The fire strategy contains handheld fire-fighting equipment, fire dedicated surveillance and intervention procedures on the stand, which will induce security related costs for you as an exhibitor.

Dispensations for the above can be given only by Bella Center Copenhagen based on a specific evaluation of the stand, area and present risks. You must apply for a dispensation eight weeks before the event start, as Bella Center Copenhagen may need to apply to the authorities.

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 mail 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

According to the Regulation on operational requirements (Bekendtgørelsen om driftsmæssige forskrifter) 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.

Bella Center Copenhagen can always demand documentation that inflammable materials are sufficiently impregnated/secured against fire, including testing the fire resistance of the material.

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)

Furniture must have one of the following approvals:

- Minimum class D-s2, d2 [class B materials]
- Upholstered furniture must meet the demands for ignition in EN 1021-1 [DS/EN-1021-1, 2014

Gas storage

Gas storage must meet the demands and guidelines described in the document "Guideline for Storage and Use of Gas", which is based on the National Gas Storage regulations.

Please contact Bella Center Copenhagen, if you need the document "Guideline for Storage and Use of Gas".

If you need gas storage on the stand, you must apply for permission from Bella Center Copenhagen at least eight weeks before the event start. The application must as a minimum include information on gas type, volume, handling and existing safety protocols of the gas storage. Bella Center Copenhagen is obliged to carry out a formal application for permission to have the gas storage in the building, just as Bella Center Copenhagen is obliged to hand out a complete overview to the fire department showing areas

with gas storage during the event. This applies for all types of gas storage.

The exhibitor, who has permission for gas storage on the stand, is always obliged to fulfill all demands and guidelines as described in the document "Guideline for Storage and Use of Gas".
This includes ensuring that the gas is stored safely during and outside event opening hours, that there is sufficient extinguishing equipment, and that there is accurate signage regarding the gas storage.

Outside of the opening hours of the event, gas storage must always be kept in suitable cages, boxes, cabinets or trailers outside the building. You must provide this yourself, alternatively Bella Center Copenhagen rent out cabinets. The location of your gas storage is appointed by Bella Center Copenhagen.

Please contact Bella Center Copenhagen in order to enter into an agreement regarding your gas storage.

Vehicles

If you would like to have a vehicle on your stand for decoration purposes, you must submit an application to Bella Center Copenhagen with a description and drawing of the location. The deadline is eight weeks before the event start.

The following guidelines for vehicles indoors apply:

Petrol/diesel-powered vehicles:

- The tank may contain max. 5 liters of fuel.
- The fuel cap must be locked.
- The battery must be disconnected.
- If more than one vehicle on the stand area, a minimum of 3m distance between the vehicles is required.
- The keys must be handed to Bella Center Copenhagen's security staff at night.

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

- The battery must be disconnected.
- 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.

Hydrogen and natural gas vehicles:
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.

Additional safety considerations:
Vehicles are not permitted to be turned on indoors, except when the vehicle is being parked or removed from the stand. You are not allowed to turn on the vehicle for presentations etc. without permission from Bella Center Copenhagen.

Vehicles presentations must be approved by Bella Center Copenhagen and will require a suitable roadway with enough shielding off to spectators and materials

GDPR Policy

As we continue our commitment to transparency and following EU-regulation, we wish to inform you of our Personal Data Policy at Bellagroup.

VISA AND WORKING PERMITS

Everyone working at Bella Center Copenhagen must comply with the rules of the Danish Working Environment Authority at: www.arbejdstilsynet.dk (tel.: +45 70 12 12 88).

A foreign national (from non-EU countries) who is going to be working in Denmark, must have a work permit. However, certain event and conference employees can be exempt from the requirement of having a work permit if they are working in Denmark short term in relation to the organisation of an international closed indoors congress, trade fair, conference or a company event with the possibility of having at least 400 registered participants attend.

Read more on New to Denmark if the exemption applies, and how to apply for a work permit.

Please remember to register all work by foreign workers in Denmark via Register of Foreign Service Providers (RUT).

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