



Exhibitor manual

LabDays Oslo 2023



J.B. EXHIBITIONS



Welcome to LabDays Oslo 2023

11 to 12 October at X Meeting Point

We are pleased to welcome all exhibitors to LabDays Oslo 2023 with this exhibitor manual.
The fair will take place at X Meeting Point.

It is our hope that this manual will answer all your questions concerning
practical details before and during the event.
Here you will find information about opening hours, technical information
and services as well as ordering lists and link to make your orders.

We ask you to read the material thoroughly, so that the event is going to work as well as
possible for the benefit of all involved. If you are unsure about practical issues or need
further information, please contact
Bo Rasmussen or Jesper Åndahl from J.B. Exhibitions.

Happy reading - we look forward to welcoming you at X Meeting Point.
(Hereafter mentioned as XMP)
Best regards

Jesper & Bo
J.B. Exhibitions



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ADDRESSES AND TELEPHONE NUMBERS

Organizer of LabDays Oslo 2023

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2700 Brønshøj
Denmark
Org.nr. NO 931168304

Bo Rasmussen:
Phone: +45 2033 3316
E-Mail: bo@nordiclabfairs.dk

Jesper Åndahl:
Phone: +45 2127 0814
E-mail: jesper.andahl@gmail.com

Homepage: www.labdays.nu

Organizer's office in XMP

We don't have a specific office at XMP, but we will be there (mainly in the exhibition hall at the welcome reception at the entrance to the hall) both during the fair and the build-up day. So, if you want to contact us, please phone us and we will come down to your stand and meet you.

Contact persons:

Bo Rasmussen: Phone: +45 2033 3316
Jesper Åndahl: Phone: +45 2127 0814

The address of XMP:

X Meeting Point
Kragerudveien 50
2013 Skjetten

OPENING HOURS at LabDays Oslo 2023

Access for exhibitors during the build-up day – October 10th

Exhibitors can enter the exhibition hall Tuesday, October 10th from 8.00 am to 9.00 pm.



Access for exhibitors during the fair – October 11th – 12th

Exhibitors can enter the exhibition hall from 8.00 am both the two fair days – October 11th – 12th. And the exhibitors need to be out of the hall at 4.30 pm latest on the first day.

Access for visitors during the fair

Opening hours during the fair:

Wednesday 11th October 9.00 am. to 4.00 pm

Thursday 12th October 9.00 am. to 4.00 pm

Break down for exhibitors

Thursday 12th October 4.00 pm to 9.00 pm

PRACTICAL INFORMATIONS

Admission for visitors

It is free of charge to visit LabDays Oslo 2023. The only requirement is the visitor need to have a professional relation to the Lab Industry. All visitors must register and print out their admission card. Visitors can pre-register on our homepage labdays.nu, or they can do it on-side at the entrance to the fair. In May, the link to the pre-register system will open. There is a bar code on the ticket, and when the visitor enters the fair, their ticket will be scanned.

How are the visitor's figures made?

According to UFI (World organization for exhibition operators), we count the number of visitors per day - i.e., if a visitor comes two days in a row, we count the person as two visitors. If you go in and out at the fair (during the same day) and are scanned each time; you count only as one visitor that day. The visitor scan-system can see if you have been at the fair earlier that day.

The final number of visitors is published immediately after the last day at the fair.

Evaluation and analysis of the fair

Shortly after the fair we make an evaluation of LabDays Oslo 2023. We send a questionnaire to all the exhibitors, and a number of visitors, and ask how they experienced the fair. Based on the feedback, a report will be made and published to all the exhibitors.

Exhibitor cards to your staff and stand no.

Each exhibitor has to log into our E-Metric System Exhibitor Forum (via the Internet). Each exhibitor has already received an email incl. link to the E-Metric system from JB Exhibitions.



In the mail is your Username and your Password and your stand no. Your Username will be the five first letters in your company name.

If you can't find your Username or your Password; please contact Jesper Åndahl phone +45 2127 0814 mail: jesper.andahl@gmail.com – and he will make sure you get it.

Once you are logged into Exhibitor Forum, please use the button labeled "Exhibitor Card". The button is at the top right of the screen. You insert the names of the staff that will be on your stand during LabDays Oslo 2023.

And the system will automatically send an email to the person the company has indicated (the e-mail of this person can be seen on the pages in the system).

Then you print out all you exhibitor cards at home; and your staff shows the card, when they enter the fair. On the card, you find the following information:

Exhibitor Card
Stand no:
Name of the employee
Company Name

Download the Promotion Kit for LabDays Oslo 2023 and improve your marketing

Use LabDays logo on your website or in your auto signature in your mail system; download it here from the Promotion kit. Here you will also find other graphic elements from the fair, which you can use in your marketing activities up to the start of the fair.

Click here to download: <https://labdays.nu/udstiller/downloads>

Remember that all analyzes show that the exhibitors' marketing is the most important. So, it is important that you as an exhibitor use all the elements in the Promotion Kit.

Online catalog on www.labdays.nu

We have established an online catalog, which is located on the front of our homepage www.labdays.nu. Under the menu button "Katalog 2023" appears all exhibitors in an alphabetical exhibitor list. When you click on the name of the firm, you get into the company's own site in the on-line catalog.

We have in advance put texts into your firms' site in the on-line catalogue (taken from earlier LabDays fairs or your homepages). If you want to change the text, you do it in the E-Metrics Exhibitor Forum.

In section "Exhibitor Card to your staff" above is a described how to get into the E-Metrics Exhibitor Forum. Once you are logged in, then press the button "online Catalogue" and change your text.



Online packet is included in your stand rental

Included in your stand rental is our online packet. The online package contains your company logo in the company list in the online catalog. Your logo is also shown in one of the 5 logo carousels on the front pages of our homepage; and on most of the pages on our homepage. Beside this you can upload up to 10 photos and one video on your site in the online catalog. This is also done in the E-metric Exhibitor Forum system.

If you need help to upload photos or your video, send it to (photos or/and video) jesper.andahl@gmail.com and Jesper will make sure it appears in the online catalog.

Have your own company presentation on "Exhibitor's FREE Lab Theater"

We will establish a smaller scene in the exhibition area, where the exhibitors can make short presentations/seminars (20-35 minutes) for the visitors on the fair. It is free of charges, but each exhibitor has to sign up and get our approval (of the presentation you plan to do). Sign up by writing to: bo@nordiclabfairs.dk phone +45 2033 3316.

See preliminary program for the Exhibitors FREE Lab Theater, here: <https://labdays.nu/udstiller/free-lab-theater-program>

It is free of charges for the visitors to participate, and they don't have to sign up in advance.

The program will be announced on our homepage: www.labdays.nu

Book your hotel room at Moxy Hotel Skjetten

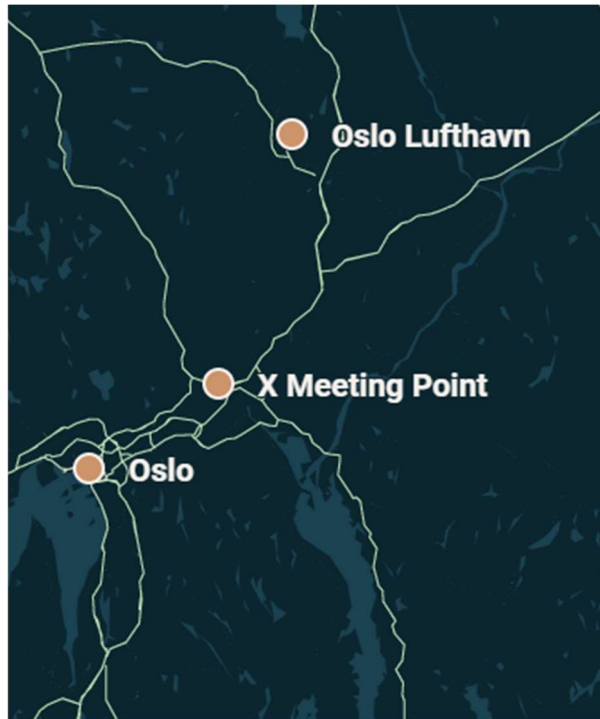
A part of the venue (XMP) is Moxy Hotel which is a 4-star business hotel. And they had made a special offer for both exhibitors and visitors at LabDays Oslo. Order your hotel room at Moxy Hotel here: <https://labdays.nu/udstiller/downloads>

Parking

XMP has parking facility located on both sides of the venue. The parking area has a capacity of 4.500 lots and is open all day long. You can pay by using an EasyPark app, or by using credit cards at parking machines located at the parking area. The parking area is controlled by Park Nordic, so you will get a fine if you don't pay parking fee.

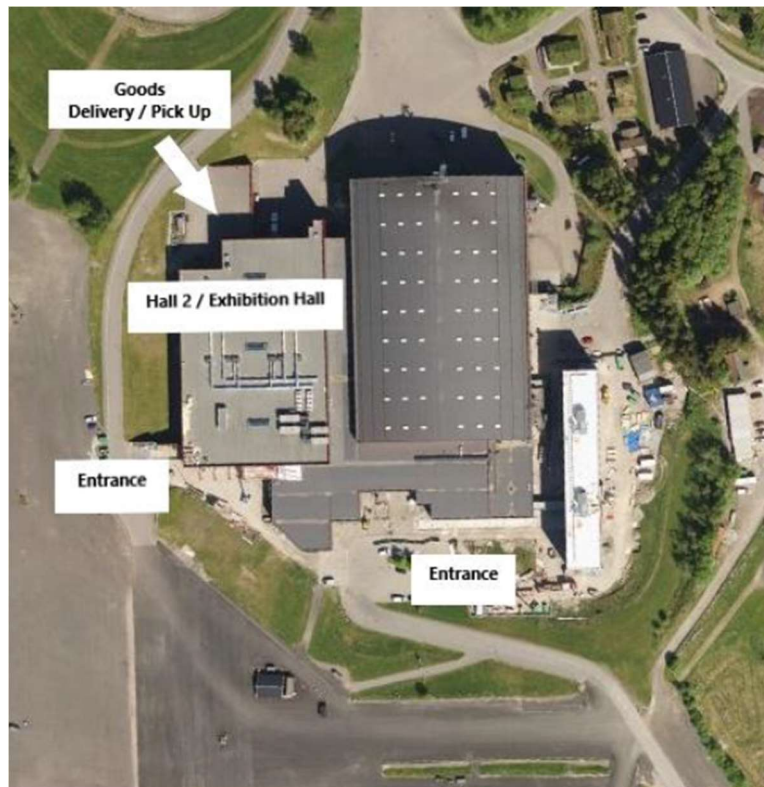
How to get to X Meeting Point

X Meeting Point are located in Skjetten (Hellerudsletta) and are located along the highway no. 22, between Hvam and Gjelleråsen. The way to Hellerudsletta has a sign with E6 (exit no. 44) and along the national road 4 from Gjelleråsen. Local taxi: +47 09080. Airport bus (line FB1) stop: X Meeting Point.



Parking in connection with the build-up and the break down days

LabDays Oslo 2023 takes place in Exhibition Hall no. 2; and you have to park at least 6 meters from the entrance to the exhibition hall.





Catering during the two fair days plus the build-up day

XMP will establish a kiosk in the exhibition hall. And here you can get everything from Baguette with cheese and ham, Wraps with chicken, Panini with cheddar and Cesar salat with chicken to: Coffee, The and Juice to drink. Outside the Kiosk there will be chairs and tables, so both visitors and exhibitors can sit here and enjoy their food and drinks from the Kiosk.

The opening hours will be as following:

The build-up day, Tuesday 10th October from 11.00 am to 4.00 pm.

First fair day, Wednesday 11th October from 9:00 am to 3.00 pm.

Second fair day, 12th October from 9:00 am to 3:00 pm.

Restaurant GÅRD open for lunch during the two fair days

Right outside the exhibition hall, at the entrance hall, is the restaurant GÅRD located. Here you can get their a la carte menu which contain both meat, fish and vegan dishes. You don't have to order a table to eat at the GÅRD restaurant. If you stay at the Moxy Hotel, you can also get your dinner at the GÅRD. And the restaurant is also open for dinner on the build-up day. The only precondition is that you order your table up front here gjd@xmeetingpoint.no

Exhibitors are not allowed to bring their own food or drinks, and serve it to their visitors at the stand. In other words, you have to order catering from XMP, if you want to serve anything to your customers at the stand.

Order directly to be delivered at your stand

If you want something besides what you can get in the Kiosk, you can order this directly from X Meeting Point to be delivered at your stand. Please contact Gørill Jeanette Danielsen – phone +47 958 72 343 or by mail: gjd@xmeetingpoint.no and place your order.

Get your own “credit card” to XMP

If you want to make it easy to pay for food and catering during the fair; you can your own so-called Pip-pip-card. Then your staff can buy lunch, coffee and so on during the fair, and all of it will be assembled together on the Pip-pip-card. So, it is easier to document all your purchases to the finance department at your company. To order a Pip-pip-card please contact Gørill Jeanette Danielsen from XMP: Phone +47 958 72 343 or by mail: gjd@xmeetingpoint.no

Coffee arrangement for the exhibitors

Exhibitors can buy coffee thermos with one or ten liters of coffee in the Kiosk. And you can also buy refills in the Kiosk. And to make it easy, get a Pip-pip-card to pay for each refilled. Get info above.

The stand rental includes the following:

Standwalls against neighbors (2,5 m. high white walls)

Light: The standard light in the exhibition hall

1 power supply approximately 1,5 kW (2 plugs)

1 café table for each 12 m² (white, round and 80 cm in diameter)

2 café chairs for each 12 m²

Anthracite grey carpet at the stand

Daily cleaning of the stand, once before the first fair day and once before the second fair day

Wi-Fi connection and ePoint App so that you can scan visitor badges on your stand.

Inclusion in the printed catalog/quick guide and in the online catalog. And you will get

our online packet in the online catalog, which means you will have your company

logo in the online catalog; and beside this you can upload up to ten photos and one

video on your site in the online catalog. If you need help to upload photos, logo

or/and a video, please contact Jesper: jesper.andahl@gmail.com

Stand sign (A4 size, See photo below) with the Exhibitor name + stand number



Waste/rubbish & cleaning of public- and stand areas

At the entrance, just outside the exhibition hall, are containers for waste and rubbish. For lighter waste, plastic cups, napkins etc. you find a number of smaller garbage containers located around in the exhibitions hall and they will regularly be emptied during build-up day (these small containers will only be used during the build-up day). The exhibitor is responsible for removing their own waste.

All public areas are cleaned before, and during the fair, with a vacuum cleaner. In addition, the toilets will continuously be cleaned during the fair.

Stand areas are cleaned right before the start of the fair at 11th October, and right before the start of the 2nd day on the fair 12th October. The daily cleaning consists of vacuuming all free floor areas in the stand, as well as emptying the trash.

Dusting of desks, shelves and so on, is a responsibility of the exhibitor.



Alarm & guards outside normal opening hours

There is alarm installed in the exhibition hall at the XMP venue. In addition, the Moxy Hotel's reception (which is a part of the venue) is manned 24 hours a day. The alarm will be activated around 4:30 pm (during the two days the fair takes place); and deactivated again around 9:00 am. And it will also be deactivated when the cleaning staff do their work, every day before the start of the fair.

If the alarm is triggered, the guards from the security company will be in the exhibition hall about 3 minutes later.

Ordering extra supplies from X Meeting Point + contact info

The venue X Meeting Point acts as our technical operator in connection with the fair. If you want to buy chairs, tables and such. You have to use the link below to come to X Meeting Point's online shop for extra supplies to your stand. You don't have to use a

password/username or such, just go into the online system and place your order and fill out all the information's XMP needs from you.

If you have questions about extra supplies from the online shop, you are welcome to contact **Project Manager, Gørill Jeanette Danielsen**, mail: gjd@xmeetingpoint.no or phone +47 2396 6480 – This phone is only open from 08:30 – 15:30

If you have any questions about electricity, please contact **Project manager Dagfinn Østvold from Expolight** (sub contractor to XMP within the electricity area). Mail: post@expolight.no or phone +47 6483 2310

If you have any technical questions, please XMP's **Technical Chief Petter Frøberg**, mail: pf@xmeetingpoint.no or phone +47 9916 6480.

CLICK on the link to come to X Meeting Point's online shop:

<https://www.nettbutikk-tmu.no/xmeetingpoint/en/shop/?tmu=cart-exhibition-4658>

If you want extra supplies that you can't find in their catalog; please contact Gørill J. Danielsen directly (se contact info above).

Deadline for ordering extra supplies

The deadline for ordering extra supplies (walls, chairs and such) is **25th September 2023**. If you order after the deadline the price will be **25 % higher**. And if you place your order after after the stand has been build (by X Meeting Point), your price will be **50 % higher**.

If you can see that some of your orders hasn't been delivered; you have to contact XMP immediately.

Load capacity hanging from the roof

If you want to hang banners, lighting truss or heavy objects from the roof, you have to order this from XMP. It is only XMP that are allowed to perform this kind of tasks; and they are also the ones to approve loading stuff from the roof.

Details about Stand walls incl. in the stand rental

The stand walls are a modular wall system where each module is 99 cm x 250 cm. The dimension of the white plate in the alu frame is 95 cm. x 235 cm.

It is only permitted to use approved tape for hanging posters and other things on the walls. This in order to avoid injuries. Masking tape can also be used and suitable 3M tape can be used.

purchased at the conference desk in meeting centre, masking tape must be brought by the exhibitor himself. Other tape can be used if masking tape is used under its own tape.

Max construction high in your stand and dispensation

You are not allowed to have any constructions (in your stand) that are higher than 2½ meters, which is the high of our standard walls. And our standard walls will always be between the stands. Which means, if you build up your own walls, you will have to build it parallel with our standard walls. If your stand is located along the outer wall, you can get dispensation to build higher than 2½ meter. Then you have to send a mail to Bo Rasmussen; and apply for the dispensation. And please send drawings of the stand; so, we can see how you plan your stand. Mail: bo@nordiclabfairs.dk or phone: +45 2033 3316.

Fire and Emergency rules

The following practical rules must be observed in the exhibition hall:

- Fire and emergency exits must not be blocked.
- Smoke and steam must not be produced.
- All flammable material used in the exhibition hall must be fireproofed.
Exhibitors must not store petrol or gas containers, or other flammable materials, in the stand
- The use of open fire must not take place without prior agreement with the organizer JB Exhibitions and XMP.
- The exhibition hall is equipped with the required escape route signs; and if the fire authorities require additional escape route signs; XMP will make sure it is established.
- The fire authorities in Oslo have in advance approved the floorplan made by the Organizer (J.B. Exhibitions and XMP in cooperation).

See all details about fire rules and regulations at XMP here:

<https://labdays.nu/udstiller/downloads>



Smoking

Smoking in XMP is **not** allowed.

Packaging and cargo handling and customs clearance/DSV contact information

If you need help for cargo handling and storage and customs clearance, this can be arranged by **DSV Solutions A/S**.

Contact: Logistics Manager, Henrik Glendorf phone +45 4320 3853 or mobile phone +45 4040 3989. E-mail: henrik.glendorf@dk.dsv.com

Cargo of any kind must **not** be stored on the stand. XMP has no additional storage capacity for cargo; so, all storage must be handle by DSV, if you don't have your own storage capacity to "do the job".

If you want to deliver or pick up cargo many days before or after the fair, then this also can be arranged by DSV. Then the cargo has to be delivered or collected at DSV's warehouse in Oslo.

If you have cargo from outside Norway, then you need to get customs clearance to get your cargo in and out of Norway. DSV can also help you here.

Driving trucks in the exhibition hall

It is only DSV that are allowed to use a manned truck in the exhibition hall. In other words, exhibitors must not use manned truck in the exhibition hall. Exhibitor are allowed to use smaller trucks without motor (drawn by man power).

XMP has a pallet truck which can be borrowed by the exhibitors, but they recommend you bring your own sack wagon or pallet truck, or let DSV handle this.

Do you have big heavy cargo you need to get into your stand, we recommend you to make an agreement with DSV (see contact information above).

Cloakroom

There will be a manned cloakroom for visitors on the fair, and it is free of charges to use the cloakroom. The cloakroom is located in the exhibition hall, right next to the entrance.

Toilets

The toilets are located in the foyer (the main entrance to the venue); right before you enter the exhibition hall with the LabDays Oslo fair.

WiFi/Internet connection

There is wireless network in the exhibition hall, and you don't have to use a code to get on the WiFi net.



If you want a cable line, you can order it from XMP in their online shop. The prices for a cable line starts at 2.992 NOK ex. VAT.

Use of sound system

If you use sound system on your stand, you have to show respect towards neighboring stands. And if the organizer receives complaints from neighbors; you have to turn down.

Insurance/Responsibility

We recommend you to make an appropriate insurance. XMP or the organizer JBE can't accept any responsibility for exhibitors' property.

If you lose anything during the fair due to theft, XMP or the exhibition organizer can't be held responsible. (Alarm and guard conditions are described above).

Personal items

We kindly requested the exhibitors to hid bags, coats and similar personal items, so it is hidden for the visitors when then visit your stand. As an alternative storage option may be used in the cloakroom. (See: Cloakroom above).

Media partner is the trade magazine, Kjemi

The trade magazine, Kjemi is our media partner in connection with LabDays Oslo. They are doing a special edition of "Kjemi", a fair edition, and it will be published in the period up to the fair.

In addition, "Kjemi" also makes a quick guide with exhibitor list and floorplan, and it will be distributed to all visitors free of charges, when they enter the fair.

The special fair edition of Kjemi will also be distributed in an electronic version.

Kjemi utgives af Media Oslo, Kjemi, Postboks 119 Manglerud, NO-0612 Oslo.

Contact person advertising in Kjemi:

Ronny Grenberg: Phone +47 907 63 984

E-Post: ronny@a2media.no

Contact person editorial substance: Editor, Lars Ole Ørjasæter: Phone +47 2315 8500

E-Post: larsole.orjaseter@mediaoslo.no

The exhibitor is subject to the general terms from JB Exhibitions

Besides the above, the exhibitor is also subject to the general terms which the exhibitor received with the order confirmation from JB Exhibitions.

General terms and conditions attached to your order confirmation

Trade fair company = J.B. Exhibitions ApS
Venue for the event = X Meeting in Hellerudsletta

J.B. Exhibitions ApS, CVR no. 35 24 12 99, legally represents the trade fair company in this order confirmation/stand rent contract.

Art. 1 Price, payment and delivery
The order confirmation/stand rent contract is binding for the exhibitor and the trade fair company, when the trade fair company has received the signed order confirmation/stand rent contract, or when the exhibitor has paid his registration fee. In other words, the order confirmation/stand rent contract cannot be terminated by the exhibitor, when the trade fair company has received the signed order confirmation/stand rent contract. The exhibitor binds himself to comply with the terms of payment stated by the trade fair company in the order confirmation/stand rent contract.

Art. 2 Changing the stand location
There may be situations where it is expedient for both the exhibitor and trade fair company to move the exhibitor from the agreed stand location (ie the stand location in the signed order confirmation/stand rent contract on). The trade fair company is not entitled to move an exhibitor from the agreed stand location, without the exhibitor accept to move, and accept the new stand location. If the parties can't reach an agreement on a new stand location; and if the trade fair company still require that the exhibitor move; then the exhibitor is entitled to cancel the signed order confirmation/stand rent contract. If the exhibitor cancel the order confirmation/stand rent contract due to disagreement on the new stand location, then the trade fair company are obligated to refund any paid stand rent (here also includes registration fee, online package and other things that might be included in the order confirmation/stand rent contract).

Art. 3 Force majeure
Should any unexpected events take

place, such as war, mobilization, strike, lockout, fire, authority regulations or other, which the trade fair company has no influence on, and which precludes or substantially complicates the completion of the event, the trade fair company is entitled to fully or partially change the location of the event. And the trade fair company is also entitled to change the dates for the event up to 12 month compare to the original dates, so that the event can be conducted on a later date than planned originalt . In this situation, the trade fair company is also entitled to change the exhibitor's stand size, if the new venue/location require it. Any reduction of the exhibitor's stand size entitles the exhibitor to a corresponding reduction in his stand rent price. If this force majeure article is called upon, the trade fair company is also entitled to nullify the signed order confirmation/stand rent contract. If the trade fair company is compelled to nullify the order confirmation/stand rent contract, the exhibitor is entitled to a full refund of his stand rent price. The exhibitor is entitled to no further compensation from the trade fair company. The trade fair company can't be hold responsible for any mistakes in the ePoint system (system to scan visitor badges); and if the system fails; the exhibitor are not entitled to compensation of any kind from the Trade fair company.

Art. 4 Stand decoration and built-up
The exhibitor binds himself to comply with the regulations of the event venue. Be it regulations of the event venue itself, the technical staff of the event venue, health authorities, fire service and/or any other public authorities. The exhibitor also binds himself to meet the time limits/deadlines set by the trade fair company and the time

limits/deadlines set by the event venue for the trade fair/event. The exhibitor binds himself to keep his stand staffed to the extent possible during all opening hours of the trade fair.

Art. 5 Exhibition goods/products
The trade fair company can require the exhibitor to register all his goods/products to be exhibited at the trade fair/event. The trade fair company reserves the right to prevent the exhibitor from exhibiting certain goods, regardless if the goods have already been registered. If the exhibitor exhibits other goods/products than the ones registered, the trade fair company can remove the goods/products or dissolve the exhibitor's contract. The prepaid stand rent will not be reimbursed to the exhibitor.

Art. 6 Dismantling and removal of exhibited goods/products
The dismantling of the exhibition stand and the removal of the exhibition goods/products cannot take place until the trade fair/event is officially closed, unless the Trade Fair company has given the exhibitor permission. If the exhibitor break down his stand without permission is the trade fair company is entitled to give the exhibitor a fine of DKK 2,500 (+VAT 25%)

All exhibited goods/products must be removed from the stand at the time stated by the trade fair company or the event venue. If the exhibitor does not comply with this, the trade fair company is entitled to have the exhibited goods/products removed at the exhibitor's expense and risk. The trade fair company and the event venue are entitled to hold back the exhibited goods/products etc. as a collateral for any claim, that the trade fair company and the event venue might have towards the exhibitor.

Art. 7 Sale, promotion and service
The exhibitor must comply with the rules stated by the trade fair company, the event venue and the authorities with regard to promotion, sale and placing of orders, and with regard to hand-outs of brochures,



product samples, etc.

Political propaganda in connection with the trade fair/event is strictly prohibited.

Promotion, sale and placing of orders and hand-outs of product samples outside the display stand are not allowed, unless the exhibitor gets a permission in writing from the Trade Fair Company. Similar actions by companies not registered or approved for the trade fair/event is not allowed either. The trade fair company or the restaurant manager appointed by the event venue has the exclusive right to serve food and beverages in the display area, except for meals for the stand staff. Any hand-out of food samples or sales of food and beverages from the display stand must therefore be approved by the trade fair company prior to the trade fair/event. The exhibitor must also comply with all regulations from the health authorities. The use of loudspeakers and screening of films/videos/DVDs etc. can only take place, if it is of no inconvenience to the surrounding exhibitors. If the exhibitor screens films/videos/DVDs etc., the exhibitor must collect an authorization from the authorities; the exhibitor is also required to pay any KODA charges or/and fees of any kind in connection with his use of music and films. The exhibitor is not allowed to organize any events, which aim to collectively transport the exhibitor's visitors via a private bus or any other shared transportation for visitors to and from the event venue, without a preceding authorization from the trade fair company.

Art. 8 Stand lending or stand sublease

The exhibitor is not allowed to lend or sublease his display stand to someone else/a third party without a written authorization from the trade fair company.

Art. 9 Visitor and exhibitors entry passes

All visitors and staff from the exhibitors have to use admission cards – and both visitors and staff is obligated to the extent possible to wear the admission card so that it is visible for all others. The admission card for visitors can be acquired via the homepages for the fair. And an alternative way is to acquire the admission card is to register when the visitor come to the entrance to the fair. In both cases do the visitor have to register into the fairs visitor system and give name, address and

so on. And afterwards can the visitor print out his/hers admission card. Admission card to the staff of the exhibitor can be acquired via the Exhibition Forum. The Trade Fair Company send out a link to each exhibitor with Username and Password to the Exhibition Forum. Then it is possible for the exhibitor to make admission cards to the staff that will attend at the fair. The exhibitor print out admission cards at home, and give each member of the staff his or hers admission card (with name and company name on). The admission card is strictly personal, and the exhibitor is responsible for prevent abuse of the admission card.

Art. 10 Liability

The exhibitor is responsible for any damage to persons, facilities or furniture/equipment caused by the exhibitor, his staff and suppliers or his exhibited goods or display materials. The exhibitor is not allowed to fix any damages. The trade fair company and/or the event alone is responsible for the damage, which is caused by faults/errors or neglect at the event venue and/or by the trade fair staff. All exhibited goods, products and decoration materials are at the exhibitor's own responsibility and risk in every sense. The exhibitor should in self-interest take out all necessary insurance. The trade fair company disclaims all responsibility for personal injury, damaged goods and damaged display materials etc. and disclaims all responsibility for any implied loss to the exhibitor caused by failing power and water supply, all kinds of wire/pipe ruptures, flooding, natural disasters etc.

Art. 11 Rules and regulations

The exhibitor or his staff can be excluded after prior warning (and/or this order confirmation/stand rent contract can be nullified), if the trade fair company and/or the event venue finds their behaviour challenging or contrary to the contract, including contrary to these general terms and conditions, or if the exhibitor's use of the rented, including if the exhibitor's manner of

exhibiting is found very inconvenient to the other exhibitors or exposes the trade fair company or the other exhibitors to damage. The trade fair company hereafter has the right of disposal of the rented stand, and the exhibitor is not entitled to any reimbursement of the prepaid stand rent. Further, the trade fair company reserves KODA is a non-profit collective rights management society that administers Danish and international copyrights for music creators and publishers, when their music is performed in public. the right to exclude any person not employed at the trade fair/event or its built-up or dismantling.

Art. 12 Complaints

Any complaint should be forwarded immediately and in writing immediately after the faults has been identified, to the trade fair company and/or the event venue, before the event closes. The parties (the exhibitor, the trade fair company and the event venue) agree that the trade fair company and the event venue itself should have the opportunity to correct any mistake as soon as possible, when reported by the exhibitor.

Art. 13 Agreement on Danish law and Danish venue

With his signature or with his payment of the registration fee (in this order confirmation/stand rent contract), the exhibitor acknowledges, that any matters of law between the exhibitor and the trade fair company, which has its foundation in this order confirmation/stand rent contract – including the interpretation of the agreements made between him (the exhibitor) and the trade fair company, and the decision on questions regarding the exhibitor's potential liability for damages, must be assessed and settled in accordance with Danish law.

As the Danish venue, the exhibitor accepts - depending on the extent of the case - the City Court of Copenhagen or the Eastern High Court.

Art. 14 Matters of dispute

The management of the trade fair company will settle any matter not included in these terms and conditions, and which may cause a dispute.



Art. 15 Amendments to these terms and conditions

The exhibition company reserves the right to amend these general terms and conditions with immediate effect, if an enforcement notice from the authorities or other (including the event venue) compelling conditions should necessitate it.

Art. 16 Confidentiality regarding the contents of this order

confirmation/stand rent contract
The exhibitor binds himself to handle the signed order confirmation/stand rent contract with confidentiality. This means that the exhibitor is not allowed to show or inform any third party of the contents in this order confirmation/stand rent contract. If the exhibitor violates this article 16, the trade fair company is entitled to nullify the signed order confirmation/stand rent contract; should this happen, the exhibitor is not entitled to reimbursement of any kind. If the exhibitor has obtained any kind of discount compared to the list prices of the trade fair/event, the trade fair company is entitled to annul this discount and claim the full amount, if the exhibitor violates this article 16. If the authorities put demands on the exhibitor to see this order confirmation/stand rent contract, it is not considered a violation of this article 16.

Art. 17 Special agreements

Any special agreements between the trade fair company and the exhibitor not stated in this order confirmation/stand rent contract are only binding, if they are agreed to in writing by the trade fair company.

Art. 18 Duration of the offer

This offer is valid for 14 days from the date of the order confirmation/stand rent contract. If the trade fair company has not received a signed order confirmation/stand rent contract by this date, the trade fair company reserves the right to rent out the display area to another party.

Art. 19 Other material and information regarding the event

We also refer to the material applicable to this event - including specifications, exhibition overview, the event website, the Exhibitor Manual and all technic specifications from the venue etc.