

## PRACTICAL INFORMATION

### Beer, draught beer equipment, wine, etc.

Can be ordered from the webshop.

### CreditCard

You can order your MESSE C credit card from the webshop and buy on credit in technical department, restaurants, cafés and convenience store during the opening hours of the exhibition.

### Columns

The position of the columns in the halls appears from the hall plan.

Column measurements: Hall A: 70 x 70 cm  
Hall C: 42 x 42 cm  
Hall D & E: 48 x 48 cm.

### Copying service

Before, during and after the exhibition, exhibitors may obtain copies (against a charge) at the Organisation Office and from the Technical Department.

### Covering of stands

Stands may only be covered using fire-impregnated, water-penetrating materials.

Stands with a cover of more than 30 m<sup>2</sup> must be provided with sprinkler equipment or ABA detector equipment.

### Electrical installations and lighting

Can be ordered from MESSE C's webshop – please remember to state on the stand outline where the light is to be placed and then upload the drawing.

### Emergency exits/fire hose cabinets

No exhibitor may cover, hide or shut off emergency exits and fire hose cabinets. No exhibited objects must be placed in front of fire hose cabinets, power boxes, emergency exits or in passages.

### Event packages

Do you feel like doing something extra? At MESSE C we are always ready with ideas for an event, which will help you set your stand apart from the others.

Through MESSE C you may for example book a coffee event, casino, hostesses, etc. Or you can buy a photo or video package which you can use in your future marketing efforts (see photo and video service).

See our range of event packages in the webshop. Or contact us for further information about ideas for something extra for your stand.

### Exhibitor card

Stand personnel must wear visible exhibitor card during the exhibition.

### Exhibitor shop / groceries

In the MESSE C webshop you can buy beer and soft drinks (full cases), bitters, coffee, chocolate, disposable plates, etc., at normal shop prices. You will find our range under "Groceries" in the webshop. Do you have a need for groceries here and now during the fair – please contact our reception or the technical department for help.

### Fire precautions & use of open fire

The exhibition has been approved by the fire authorities. Fire guards will be present during opening hours. To protect against fire, containers with explosive and/or flammable liquids must not be present in the halls, which means for example that vehicles are to be drained of fuel (the fuel tank may contain a maximum of 5 litres of fuel). Battery poles must be disconnected.

The structure of the stand must not include materials such as cardboard, paper, plastic products, etc., which are highly flammable, explosive or develop toxic gasses during fire. No materials must be more flammable than wood. Thus, curtain materials must be impregnated against fire according to the instructions issued by the fire authorities and the manufacturers, whereas for example straw, etc., is banned unless it is a necessary part of the exhibition.

**NOTE!** The costs of necessary fire protection measures at stands are to be covered by the exhibitor.

Use of open fire and smoking are prohibited. Candles, tea lights or other types of open fire are not allowed at the stand. Our webshop and Technical Department will

have a small selection of artificial candles which you can buy or hire.

## Floor / Carpet

All of our halls contains concrete floor without weight restrictions.

Carpet: Considering the general impression of the exhibition, we recommend that the exhibitors use a carpet in their stand area, which will otherwise be rough concrete.

MESSE C will carpet the passages.

Carpets are available in standard colours and special colours through MESSE C - please see our range in the webshop.

You are welcome to bring your own carpet. Please note the removal charge per m<sup>2</sup> if you do not wish to take your own carpet home with you.

Please REMEMBER the right tape from our Technical Department and approval by the fire authorities.

## Height restrictions/clearance

- HALL A: The overall clearance in Hall A is 9.0 metres and between the girders up to 12.5 metres.
- HALL C: The overall clearance in Hall C is 4.5 metres and up to 5.5 metres between the girders.
- HALL D + E: The overall clearance in Hall D + E is 6.5 metres, but only 5.5 metres along the hall between the columns, and up to 7.5 metres between the girders.

NOTE! Height construction must observe the 45 degree rule - please refer to the explanatory drawing on the homepage of the webshop under information for exhibitors or contact our Technical Department for advice.

## Hotel/Accommodation

Hotel lists with possible accommodation in the local area and MESSE C's special agreements are available on the MESSE C website under: "Messe C" → "Sleep and eat"

## Insurance/liability

MESSE C is not liable for the materials exhibited, neither directly nor through insurance. We therefore recommend that you contact your own insurance company in order to arrange insurance cover for any damage in connection with the exhibition.

## Internet

MESSE C offers free Internet access through the wireless network in the area - please contact project staff to get the code.

Access is offered on the condition that MESSE C cannot guarantee the quality as a lot of other electronic equipment may disturb the connection.

If you want to be sure to have Internet access, MESSE C offers a cable solution - in which case quality and a stable connection are guaranteed.

See the webshop under "Internet" for additional information.

## Lighting

During exhibition periods, the halls will have normal room lighting. The exhibitor must arrange for necessary lighting of the stand. Light can be ordered from the webshop.

## Limitation of liability

Claims for compensation or claims for a proportionate discount cannot exceed DKK 10 million including VAT for the event

In no event shall MESSE C be liable for any operating loss, time loss, loss of profit or other financial consequence loss

## Lunch & packed lunch

Lunch (open sandwiches, sandwiches, salad. etc.) can be ordered for delivery to the stand. See our selection in the webshop.

## Money withdrawals

During some exhibitions, cash can be withdrawn in the foyer/at the entrance.

Please contact the project staff if you want to be sure that this is possible during the exhibition in question.

## Packed material

For a preset fee packed material can be stored by MESSE C. The price depends on the amount and is stated in our webshop. The packed material must be provided with a completed material label. Labels are available from the freight forwarder in hall A next to the Technical Department.

The Technical Department undertakes removal and return of packaging.

## Parking

### During construction and demounting

Parking in the parking area in front of and behind the halls (see drawing for visitor parking and exhibitor parking).

Parking in the halls is strictly **forbidden**. Parking for unloading - maximum 30 minutes.

### During the exhibition period

Exhibitors are referred to the exhibitor parking area behind the halls. Access to the exhibitor parking area requires a **validly completed parking permit**.

## Photo & video service

If you would like a video or photos of the stand, products, presentations, show, staff, etc. for use in future marketing efforts, MESSE C can help you as we cooperate with professional photographers.

## Ports

Port measurements (height x width):

- Hall A: 3.9 x 3.9 m / 5.9 x 5.9 m
- Hall C: 3.9 x 4.9 m / 3.9 x 3.9 m
- Hall D & E: 3.9 x 3.9 m / 5.9 x 5.9 m

Please also refer to the attached OVERVIEW DRAWING of MESSE C under practical information.

## Pressure cylinders

No pressure cylinders are allowed in the stands without prior agreement with MESSE C. The cylinders must be marked with a label which is available from our Technical Department.

## Sale from the stands

Permission to sell directly from the stands has been obtained for all exhibitions.

## Sale/rental of flowers

It is possible to hire or buy flowers and plants for the decoration of the stands.

See under flowers in the webshop.

## Serving of food and drinks

It is allowed for exhibitors to handle an easy serving of food and beverages from the stands. However, this requires MESSE C's approval, as MESSE C's Restaurant has the exclusive right to serve food and beverages within the exhibition area. Furthermore, it is required that the goods are bought through MESSE C (please see the webshop) or that a serving fee is paid (min. DKK 1,000,- excluding VAT - depending on the scope). Exceptions are made for the distribution of samples, as a service.

All government requirements must be complied with - this includes that serving alcoholic drinks to young people under 18 is prohibited.

Do you want to serve alcoholic drinks, your serving will be covered by MESSE C's alcohol license.

## Shielding

Machines, plants and devices of any kind must be provided with safety devices according to legislation, regardless whether they are exhibited in operation or not. Demonstrations developing dust, smoke, steam, smell, gas, etc., must only be carried out if the pollution is removed effectively.

## Shipments

Shipments for your stand should be marked as follows:

Hal - Stand no  
Company name  
Exhibition name  
MESSE C  
Vestre Ringvej 101  
DK-7000 Fredericia

Please note that MESSE C can sign for the receipt of shipments, but MESSE C is not responsible for goods

received. MESSE C will show the carrier the location of the stand area.

## Stand cleaning

During the exhibition, MESSE C will arrange for cleaning of common areas, i.e. passages, entry hall, toilets and areas where food and drink is served.

The exhibitors are responsible for the cleaning of the stands. If exhibitors want the MESSE C cleaning staff to clean their stand, this service can be ordered in advance - see the webshop under "carpets and cleaning".

## Stand information

Your contract with the exhibition organiser shows whether the stand is with or without construction and the technical services which may be included in your stand rental.

### Stand without construction

The stand is marked in the hall and just shows the area.

Stands without construction are meant for the company's own construction systems. Technical services such as construction of walls and signage can be ordered from MESSE C in our webshop.

### Stand with construction

Constructed stands consist of an aluminium system with white (unless other colours have been ordered against an additional charge - see the webshop) 1 metre wide melamine plates towards neighbouring stands and signage on open sides.

Stands along the walls of the hall are provided with white painted back wall (chipboard) and aluminium system towards neighbouring stands.

Light objects may be hung in the aluminium system by means of hooks and chains. Objects must be hung from the top of a board (height 250 cm) and not from the middle of a board.

Please note that the rented stand walls are expected to be returned at the end of the exhibition in the same condition as they were received. This means that the aluminium profiles must not be painted, provided with tape or damaged in any other ways.

You are welcome to use wall boards for pasting, etc., but you must expect to be invoiced for DKK 150.00 exclusive of VAT per board.

Hooks, chains and tape may be bought from our Technical Department.

The exhibitors must arrange for company name, logo, etc., on signage; MESSE C's sign department would be happy to help with the production of signs - see under "print/signs" in the webshop.

Measurements:

- Width for side and back walls: 100 cm (visible measurement: 96.8 cm)
- Height for side and back walls: 250 cm (visible measurement: 241.4 cm)
- Height for signage: External measurement 30 cm / text field height 20 cm

If one or more of the above services are NOT required, this should be noted on the outline of the stand which is uploaded in the webshop. As the service is standard for the "ready for use" stands, they cannot be exchanged for other technical services, and there will be no refund if you do not wish to use them.

Additional technical services must be ordered from the webshop.

## Stand materials

The stand structure must not include materials such as for example cardboard, paper, plastic products, etc., which are highly flammable, explosive or develop toxic gasses during a fire. No materials must be more ignitable/flammable than wood. Curtain materials must be impregnated against fire according to the instructions of the fire authorities and the manufacturer.

For all mains ordered for connection to own machines or another installation, the mains must according to the power regulations be terminated with a CEE/Euro plug.

## Stand outline & plotting of technical orders

You will find an outline of your stand in the webshop.

The stand outline shows the stand. Please mark/indicate all technical installations ordered on the stand outline (for example light and power outlets) and upload the outline to MESSE C together with any other orders from the webshop.

### **Please observe the relevant deadline**

If you have ordered a constructed stand, but do not want to use our structure, please cancel the structure by ticking off the relevant field on the stand outline.

## Stand rules

- The 50% rule: As we have previously seen exhibitors being hidden behind a wall erected by the neighbouring exhibitor, we hereby point out that at least 50% of the front area towards any passage must be open.
- The organiser reserves the right to remove any stand construction, container, etc., at the exhibitor's expense and risk if this rule is not observed.
- Stand delimitation: the exhibitor MUST keep inside the marked area. Considering the general appearance and the requirements of the fire authorities, all exhibited objects must be kept within the exhibitor's own stand area. Similarly, distribution of marketing materials or other PR activities outside an exhibitor's own stand area is not permitted.
- The stands will be provided with a clear number. The stand number MUST be visible at the stand during opening hours. Sign with stand number will be established by MESSE C.
- Light, noise, and smell: No activities which can be a nuisance for the neighbouring stands can be produced at your stand. The noise level for any type of demonstration of exhibited products or performances must not exceed 85 DbA measured at one metre from the stand. If complaints are received from the neighbouring stands, the administrators reserve the right to carry out a noise measurement at the expense of the exhibitors. Violation will lead to closing of the stand without any claim for compensation against the organisers.
- Any type of damage will be remedied at the expense of the person causing the damage.
- Height: Maximum height for the construction of the stand is 2.5 metres. If the stand structure exceeds the general building height, the 45 degrees rule will be applied. If a larger construction height is required, exemption must be applied for with the Technical Department.
- The exhibitor shall be obliged to man the stand during all opening hours.

## Stands with first floor and high stages/podiums and marquees

According to the Danish Construction Act, materials used for the erection of the following structures must be certified:

- Stands with several floors on which people move about
- Stages, podiums and walkways at a height of more than 1.0 metres, measured from the floor to the upper surface of the structure
- Stages with canopies
- Marquees of more than 50 m<sup>2</sup>

Documentation must be presented at the request of the authorities.

Alternatively, building permission may be applied for with the building authorities if the material has not been certified.

Questions can be directed at:

### Plan & Byg

Rådhuset  
Gothersgade 20  
DK-7000 Fredericia  
Phone: (+45) 7210 7000  
E-Mail: [kommunen@fredericia.dk](mailto:kommunen@fredericia.dk)

## Truck service and freight handling

Crane, post and truck service is performed by our fair freight forwarder. The fair freight forwarder can be contacted at the office in hall A next to the Technical Department during the opening hours of the exhibition or on tel: 70 20 42 55. MESSE C requests truck service on the exhibitor's behalf when delivering goods with carriers. Truck service prices are stated in the webshop.

## Waste

Flammable materials can be disposed of in containers made available by the exhibition centre. Large volumes can be removed from the stands at the expense of the exhibitors. Small volumes of non-flammable materials can be disposed of in the containers made available by the exhibition centre.