



# Exhibitor manual

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## The E-18 team

We are looking forward to seeing you at E-18. If you have any questions at all - before, during or after the fair - please do not hesitate to contact us.



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**ST Messe Logistik, Steen Thorvaldsson**  
Fair Goods/handling  
Tel.: +45 22 96 81 83  
E-mail: messe@stml.dk

## General information

Reference is made to the "General rules and guidelines" of Odense Congress Center.

## Unloading

You can access all halls through large gates.

Hall A : 5,15 x 4,30 m (b x h)

Hall C1 : 4,74 x 4,44 m (b x h)

Hall C2 : 4,72 x 4,45 m (b x h)

There are no steps or obstacles, so all equipment can be rolled directly to the stand. Please note in which hall you exhibit and go directly to the respective gates A2, C1 and C2.

All deliveries to your stand **must** be labelled/addressed as follows:

Hall and stand number (*as stated in your contract*)

Company name, E-18

c/o Odense Congress Center

Ørbækvej 350

DK-5220 Odense SØ

Please note that we will **not** sign for deliveries; we will merely direct the haulier to the location of the stand area. If you would like assistance regarding shipping, trade fair haulage, loading and unloading and storage of empty packaging, please contact:

ST Messe Logistics

Att.: Steen Thorvaldsson

Tel.: +45 22 96 81 83

E-mail: [messe@stml.dk](mailto:messe@stml.dk).

You can contact ST Messe Logistics directly using the above contact information or you can fill out the form at [www.elektronikmesse.dk](http://www.elektronikmesse.dk).

## Activities during the fair

The various activities at the fair will be announced on the website [www.elektronikmesse.dk](http://www.elektronikmesse.dk) and in newsletters.

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### Alarm

Outside opening hours and when all doors are closed, the halls are connected to the alarm. Please also check the section "Insurance". All stand material is displayed at the owner / exhibitor's own expense and risk.

### Advertising (your own)

E-mail signatures and E-18-logos for the exhibitor's own ads etc. can be downloaded at [www.elektronikmesse.dk](http://www.elektronikmesse.dk).

### Catering for exhibitors, stand staff and visitors

At the fair we have different propositions of catering both during build-up and during the fair. During the fair you will find a specific restaurant and lunch area.

### Catering at the stand

It is possible to order food with delivery directly to the stand. Please use the form at [www.elektronikmesse.dk](http://www.elektronikmesse.dk).

### Order of stand build-up, technique and furniture

If you wish to order stand material, technique, furniture, AV-equipment etc., please fill out the form at [www.elektronikmesse.dk](http://www.elektronikmesse.dk).

**Please send us the sketch of your stand when ordering** and indicate all technical installations, so that they are placed correctly. Remember to indicate the stand numbers of your neighbors on the sketch to assure correct orientation.

Contact Technical Service regarding all technical questions.

Tel.: +45 65 56 02 84

E-mail: [teknik@occ.dk](mailto:teknik@occ.dk)

Deadline for ordering is **June 27<sup>th</sup>, 2018**.

Subsequently the prices will be charged an extra 25%.

If this deadline does not apply with you, please contact Odense Congress Center for any subsequent arrangement.

**Ordering forms, sketches etc. are ready for download at**  
[www.elektronikmesse.dk](http://www.elektronikmesse.dk).

### Motor vehicles

All motor vehicles at the stand must be reported to Odense Congress Center.

**Deadline June 27<sup>th</sup>, 2018.**

**The quantity of fuel in the motor vehicle must be limited to approx. 5 litres.**

- **Diesel cars must have a full tank.**

Regarding "normal" factory-produced or type-approved vehicles, the vehicle's battery shoe/battery must remain mounted. Other motor vehicles, including non-type-approved, may not have an applied voltage after the daily closing of the fair.

Vehicles with an external power supply without a charging function may not have an applied voltage after the daily closing of the exhibition.

Charging of batteries: the area must be fitted out with respect to Danish Institute of Fire and Security Technology (DBI) regulations 21, subsection 3.3, concerning the use of motorized implements in commercial enterprises.

Hydrogen vehicles may not be exhibited with hydrogen in the tank or the like.

Electrical vehicles must, when being exhibited, have their own fire extinguishing material placed at the stand.

Please pay attention to the rules of the fire department.

### Flowers

Odense Congress Center has its own 'Flower Gallery'. Here you can buy large green plants and flowers to decorate the stand.

The gallery has limited selection in stock, so please order in advance through the technical order form.

The flower gallery is located at Red Foyer at VH 1.

The flower gallery is available on weekdays between 10.00 and 14.00.

### Insurance

**Odense Congress Centre does *not* accept any liability (whether direct or via insurance) for the equipment exhibited.**

We recommend that you get in touch with your company's insurers with regards to insuring your own items or hired items on display.

Please also note that commercial liability, corporate and transport insurance only includes loss or damage in transit, during unloading and loading, as well as simple theft during the fair, by special agreement.

In addition, it is a requirement of all commercial insurance policies that working (hazardous) exhibition items are to be specially guarded.

If you do not have a transport insurance, ST Messe Logistics (Odense Congress Center's internal trade fair logistics) offers in certain cases transport insurance in connection with transportation, loading and unloading.

For further information and/or offer, please contact:

ST Messe Logistics

Steen Thorvaldsson

Tel.: +45 22 96 81 83

E-mail: [messe@stml.dk](mailto:messe@stml.dk).

#### Hotel

Odense Congress Center has a nice hotel with 109 bright rooms directly in connection with the exhibition halls.

Check out [www.hotelodense.dk](http://www.hotelodense.dk) or call tel. +45 65 56 01 00 for further information.

#### Internet

If you need to run presentations at your stand that require network access, we recommend that you order wired internet access.

Via the booking forms you can order both cable and wireless internet to your stand area.

If you need just to check your e-mails, you will be able to find a public network for this in the lobbies / common areas.

#### Internal transport

We recommend all exhibitors - as far as possible - to bring their own bags or trolleys.

If you have large exhibitions objects that cannot be transported by the indicated hallways, please contact ST Messe Logistics by **Monday August 20<sup>th</sup>, 2018**.

#### Conference and meeting rooms

You have the possibility to rent separate meeting and conference rooms. Please contact the conference department at Odense Congress Center at tel. +45 65 56 03 50 for further information.



### Purchase card

With a purchase card you have the possibility to make purchases in the cafeteria and restaurant / hotel with total invoice settlement after the fair. This requires registration and delivery of a purchase card.

The purchase card is pre-ordered and delivered on request in Technical Service.

### Grocery service

You can buy various groceries available at Technical Service.

Groceries ordered before 16.00 during the fair, will be delivered to your stand before opening hours the following day.

The opening hours for grocery service are as follows:

Monday	September 10 <sup>th</sup>	08.00 – 16.00
Tuesday	September 11 <sup>th</sup>	08.00 – 16.00
Wednesday	September 12 <sup>th</sup>	08.00 – 16.00
Thursday	September 13 <sup>th</sup>	08.00 – 16.00

### Driving in the halls

Driving with cars is only permitted with special agreement. Parking in the halls is prohibited. Only short-term loading and unloading is allowed.

### Logos

E-18-logos for the exhibitor's own ads, e-mail signatures etc. can be downloaded at [www.elektronikmesse.dk](http://www.elektronikmesse.dk)

### Fair app

Communication with visitors is possible on your own mobile devices. You have the option of downloading an app for Android and iOS, as well as seeing the same information on a mobile-optimized website - with limited functionality though.

Additional information about the app and mobile webpage will be published online.

#### Exhibition goods

ST Messe Logistics is responsible for all internal transport and logistics in connection with the fair.

- For delivery and pick-up of goods, it is important to comply with dates and times (see section 2.0).
- Please report delivery / pickup of your goods in advance so that you can be allocated a time and / or queue number. We kindly ask you to inform your carriers and drivers about this and hope for your understanding regarding any possible waiting time.
- ST Messe Logistics can also arrange transportation to and from Odense Congress Center at competitive prices, if you need it.

#### **Notification re. exhibition goods and/or transportation to Odense Congress Center:**

Please contact Steen Thorvaldsson, ST Messe Logistics.

Tel.: +45 22 96 81 83

E-mail: [messe@stml.dk](mailto:messe@stml.dk).

Exhibition goods **MUST** be collected by Monday **September 17<sup>th</sup> at 16.00.**

#### Removal of stand

Removal of the stand can be done in the following hours:

Thursday	13.09.18	06.00 – 22.00
Friday	14.09.18	08.00 – 20.00
Saturday	15.09.18	08.00 – 18.00
Sunday	16.09.18	08.00 – 16.00
Monday	17.09.18	<b>No removal - only collection of exhibition goods between 8.00 – 16.00.</b>

Collection of exhibition goods is agreed directly with ST Messe Logistics.

Tel.: +45 22 96 81 83

E-mail: [messe@stml.dk](mailto:messe@stml.dk)

Remember to make an appointment with ST Messe Logistics (see above) or other freight carriers to pick up the goods and remember to label the shipment clearly.

#### Build-up of stand

Build-up of the stand can be done in the following hours:

Thursday	06.09.18	08.00 – 22.00
Friday	07.09.18	08.00 – 22.00
Saturday	08.09.18	08.00 – 17.00
Sunday	09.09.18	08.00 – 17.00
Monday	10.09.18	08.00 – 22.00*

\*On the last day of build-up all corridors must be cleared at 17.00 due to laying of carpets. Hereafter you can work at your own stand area until 22.00.

### Parking

We have free parking for visitors at E-18.

For exhibitors and their stand personnel we have reserved parking around Hall C with limited access. If these parking spots are taken, we refer to all other common parking places.

### Gates and doors

Do not block any gates and doors at Odense Congress Center nor remove any sealing.

### Press service

Get profiled in professional papers prior to E-18. In cooperation with KommPress we have created a press service for exhibitors. Submit your press releases to Sofie Vejmark Andersen at [sa@kommpress.dk](mailto:sa@kommpress.dk), and it will be forwarded to the professional press.

### Restaurant

Odense Congress Center has a fine restaurant that offers both breakfast, lunch and dinner. Contact the hotel reception or the restaurant and check out the possibilities.

### Technical Service (Teknisk Service)

"Technical Service" is the exhibitors' service center before, during and after the fair. Here we will answer all questions and needs in connection with the build-up and execution of the fair.

To provide you the best service needed, our Technical Service office will be open from the first build-up day, during the exhibition and dismantling. Some of the days may have limited opening-hours.

We are ready to help you in the best possible way. Here we also have a small assortment of groceries, you can order extra technical elements, make photocopies etc..

Our Technical Service office is situated between exhibition halls A and C.

A confirmation of ordered technical services will be distributed to all stands. The confirmation must be signed and returned to Technical Service before the exhibition closes Thursday, September 13<sup>th</sup> at 16.00.

### Exhibition opening hours

Tuesday	11.09.18	09.00 – 16.00
Wednesday	12.09.18	09.00 – 16.00

Thursday 13.09.18 09.00 – 16.00

### Exhibitor card

Exhibitors' cards can be obtained from the Technical Service for exhibitors and their stand staff. These cards give free access to the exhibition halls during the exhibition opening hours. Exhibit cards must be worn visually, as this serves as credential for exhibitors and stand staff at the fair.

### Insurance

Odense Congress Center does **not** accept any liability (whether direct or via insurance) for the equipment exhibited.

We recommend that you get in touch with your company's insurer regarding insurance of your own items or hired items on display.

In addition, it is a requirement of all commercial insurance policies that working (hazardous) exhibition items are specially guarded.

Please also note that commercial liability, corporate and transport insurance only includes loss or damage in transit, during unloading and loading, as well as simple theft during the fair, by special agreement.

If you do not have a transport insurance, ST Messe Logistics (Odense Congress Center's internal trade fair logistics) offers in certain cases transport insurance in connection with transportation, loading and unloading.

For further information and/or offer please contact:

ST Messe Logistics

Steen Thorvaldsson

Tel.: +45 22 96 81 83

E-mail: [messe@stml.dk](mailto:messe@stml.dk).

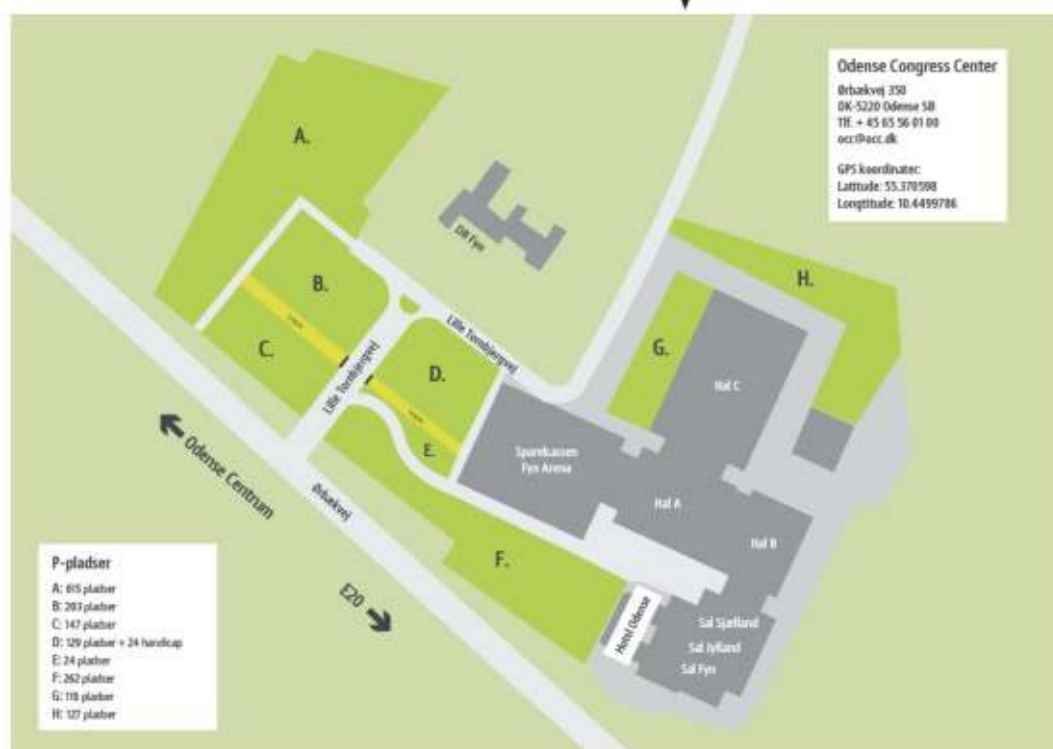
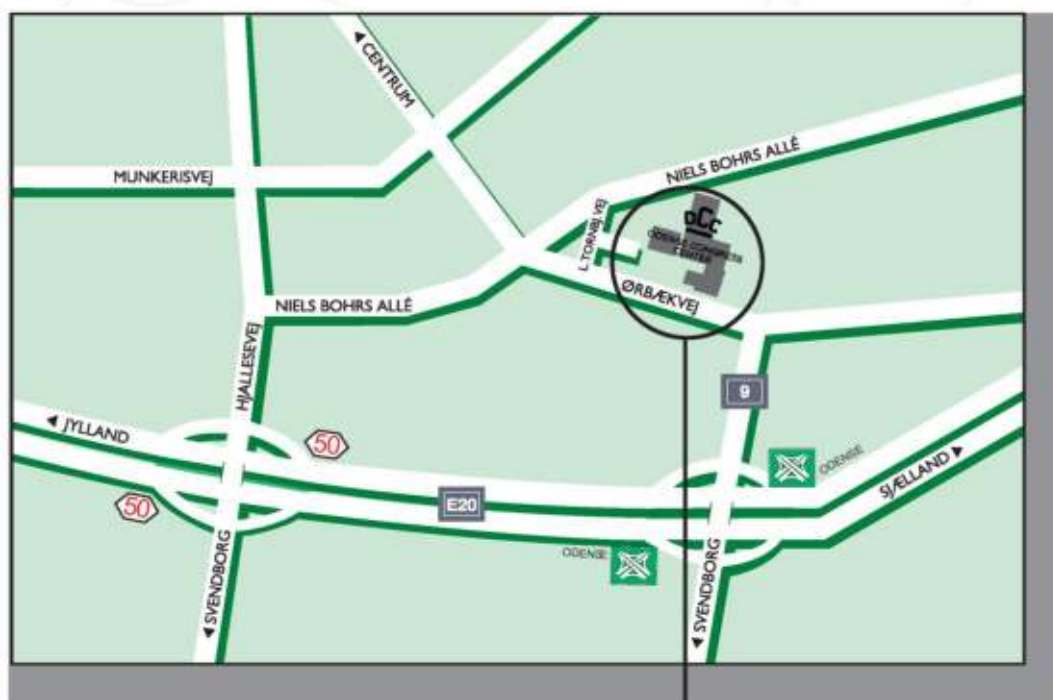
### Opening hours for build-up, exhibition and dismantling

	Hall A and C	Technical Service – Opening hours
<b>Build-up</b>	06.09.18 08.00 – 22.00 07.09.18 08.00 – 22.00 08.09.18 08.00 – 17.00	06.09.18 08.00 – 18.00 07.09.18 08.00 – 18.00 08.09.18 08.00 – 14.00



	<p>09.09.18 08.00 – 17.00 10.09.18 08.00 – 22.00</p> <p>On the last day of build-up (September 10<sup>th</sup>) all corridors must be cleared at 17.00 due to laying of carpets. Hereafter you can work at your own stand area until 22.00</p>	<p>09.09.18 08.00 – 14.00 10.09.18 08.00 – 22.00</p>
<b>E-18 Fair</b>	<p>11.09.18 09.00 – 16.00 12.09.18 09.00 – 16.00 13.09.18 09.00 – 16.00</p>	<p>11.09.18 08.00 – 17.00 12.09.18 08.00 – 17.00 13.09.18 08.00 – 18.00</p>
<b>Dismantling</b>	<p>13.09.18 16.00 – 22.00 14.09.18 08.00 – 20.00 15.09.18 08.00 – 18.00 16.09.18 08.00 – 16.00</p> <p>Goods are to be picked up on September 17<sup>th</sup> at 16.00 at the latest.</p> <p>Please make appointment directly with: ST Messe Logistics Telephone +45 22 96 81 83.</p>	<p>13.09.18 08.00 – 18.00 14.09.18 Help line 15.09.18 Help line 16.09.18 Help line</p>

## Direction and parking



## Press and Marketing

On the following pages, you will find information about the many opportunities for marketing in connection with the E-18 fair.

Ordering of various PR-material, invitation folders, etc. The folder contains general information regarding E-18, exhibitor list etc..

Please remember:

The invitation folder is still the best marketing option for your E-18 participation. Visitor-feedback from our analyzes show that 65 – 70 % of visitors decide to visit the fair, because they have received invitations directly from one or several exhibitors.

## Product coverage

### **Get your news in relevant media!**

**The promoter of the exhibition will be in contact with all relevant media, and as a result, representatives from the professional press will receive relevant material regarding the exhibitors of the fair.**

Exhibitors who wish to have their press material and product news distributed to the relevant press, may send this to the E-18 Press Service. More information please check [www.elektronikmesse.dk](http://www.elektronikmesse.dk).

Please forward the material with relevant information and illustrations.

We know, that the press material sent to the professional media is always well-received by the press, and we therefore encourage you to use this service.

**This is how you do it:**

Pick the products, machine, equipment or cases, which are most interesting among the news you present on your E-18 stand.

Make a short description of the products – **which** type of product is it, **what** is the news, **why** and **how**.

**Remember:**

- Quotes from relevant people reinforce the news.
- Always promote the news in the introduction.
- Write in an easily understandable language with short sentences.
- Cut to the chase and remove excess information.
- Highlight "what's in it" for the user.
- Remember relevant contact information.

**In brief** – tell which technical / practical qualities the product has, what is it to the users, which type of business or company type could potentially make use of its qualities and how.

Every story must as minimum contain information as *company name, stand number, contact person and contact information*.

**All text must be forwarded in file format: Word**

**All pictures must be delivered as: jpg, jpeg, tiff, eps or pdf files and it must be clear which text the picture refers to.**

If you have any questions, please contact Sofie Vejlmærk Andersen at our marketing partner KommPress, phone +45 20 62 00 12 or [sa@kommpress.dk](mailto:sa@kommpress.dk). Send all press material to Sofie Vejlmærk Andersen. E-mail: [sa@kommpress.dk](mailto:sa@kommpress.dk)

**Deadline for forwarding press material is June 25<sup>th</sup>, 2018**



## Logo / internet banner

We invite all exhibitors to use the fair logo and/or auto signature as a banner logo on your own website, so visitors can link to E-18 at [www.elektronikmesse.dk](http://www.elektronikmesse.dk)

In this way we support each other in the marketing of the fair for the benefit of all parties.

## E-mail signature

Make your participation at the fair visible – use the e-mail signature when mailing. On the website [www.elektronikmesse.dk](http://www.elektronikmesse.dk) you will find a template that you can use for free. You also have the option of customizing the e-mail signature for free including your stand number - just e-mail Jessika Johansson Harboe at [jjha@occ.dk](mailto:jjha@occ.dk).



*E-mail signature E-18 incl. stand number.*

## PR Packages

You have various options regarding additional branding at the fair in the form of exposure on keychains, access cards, etc. Information about opportunities and prices are sent via e-mail and newsletters.

## Exhibitor card

We have electronic exhibitor cards at E-18. The link to your registration as exhibitor is sent to you separately. Upon your first arrival at OCC, either during build-up or during the fair, your exhibitor registration will be scanned and you will be given your exhibitor card. Remember that your staff must also register.



## Rules and guidelines

### 1.0 Rules for use of the stand area

- 1.1** The right of utilization cannot be loaned or subleased to others.
- 1.2** The exhibition stand must be completed and exhibited items must be in place at the times stated before the fair opens - and dismantling is not allowed until the exhibition is closed. The exhibition stand must be open and staffed throughout the fair period.
- 1.3** It is not permissible to place products, decorations, fixtures, etc., in the walking areas and/or common areas.
- 1.4** Odense Congress Center has exclusive rights to serve food and beverages within the exhibition area. Samples can only be handed out with the prior approval of Odense Congress Center. This is because Odense Congress Center is responsible for ensuring compliance throughout the exhibition area with the laws and regulations of the authorities, including environmental and hygiene requirements pertaining to food regulations and licensing laws. Accordingly, it is only permissible to establish serving areas for food and beverages at the stands after obtaining approval from Odense Congress Center and in line with its specification of requirements. This way, you and your company are automatically covered by the Odense Congress Center spirits license, and we have ensured compliance with the rules governing the storage and serving of foodstuffs. Exhibitors must not sell food or beverages under any circumstances. Please see section 4.
- 1.5** The stipulations of the Danish Ministry of Economic and Business Affairs concerning participation in exhibitions must be complied with. Rules and guidelines established by the Danish Working Environment Authority and any other public bodies must be adhered to closely. Personnel from these bodies must have unrestricted access to the stand area and their instructions must be followed.
- 1.6** **Insurance: Odense Congress Center does not accept any liability (whether direct or via insurance) for the equipment exhibited. We recommend exhibitors to get in touch with their own insurers with regards to insuring their own items or hired items on display. Please also note that commercial liability, corporate and transport insurance only includes loss or damage in transit, during unloading and loading, as well as simple theft during the fair, by special agreement. In addition, it is a requirement of all commercial**

**insurance policies that working (hazardous) exhibition items be specially guarded.**

- 1.7** Exhibited machinery, systems and devices of all kinds must be equipped with the prescribed safety components, whether or not they are in operation. All connections to power and/or compressed air must be in accordance with applicable norms. Demonstrations that produce dust, smoke, steam, odor, gas, etc., may only go ahead provided that there is effective removal of this pollution.
- 1.8** The floor area in the halls must be protected to the maximum extent possible. In the case of any kind of spillage, the floor must be covered, and only special tape may be used, available from Technical Service. Lorries can only be driven in the halls by agreement, and all motor vehicles with the engine running must have a hose attached to take the exhaust fumes out into the open.
- 1.9** Exhibited items and equipment of all kinds are present at the responsibility and risk of the exhibitor, and transportation to, from and in the exhibition area is to be arranged by the exhibitor at its own responsibility and risk. The exhibitor is liable for personal injury, as well as loss or damage to property or premises caused by the exhibitor, its personnel or equipment.
- 1.10** Use of the stand area is in all other respects conditional on the exhibitor's compliance with stated rules. Infringement may lead to the exhibitor being expelled, and this may happen if, in the event organizer's opinion, the exhibitor and/or its personnel behave inappropriately or contrary to good marketing practice. In the event of expulsion, the event organizer is free to use the exhibition area without the exhibitor being released from its payment obligation.
- 1.11** Personnel from the public authorities or from Technical Service must always be allowed into the stand. Any corrective advice from the authorities or from Technical Service must always be complied with.

## 2.0 Rules concerning stand construction/design and guidelines for use of stand equipment

- 2.1** There must be no construction outside the hired area. Covering more than 50 % of the sides towards each aisle is not allowed.
- 2.2** The exhibitor is responsible for fitting out the stand area. Moreover, the exhibitor undertakes to keep the stand open and to have it properly manned during the exhibition period. Rules established by Odense Congress Center, the Fire Service and/or other authorities must be complied with.
- 2.3** The design of the structure must not inconvenience neighboring stands by means of light, laser beams, sound/loudspeaker systems, noisy behavior, undecorated white stand walls, etc. Use of loudspeakers, the showing of films, light shows, etc., is only allowed if it does not inconvenience the neighboring stands. It should be noted that the noise level 1 m from the stand must not exceed 85 dB(A).
- 2.4** Structures on the perimeter of the area must not exceed 2.5 m in height before rising at an angle of  $45^{\circ}$  towards the center of the area. In cases where deviation from this is desired, a drawing must be submitted to Technical Service for final approval.
- 2.5** Construction (and dismantling) of the stand area must take account of the safety of personnel and visitors.
- 2.6** The exhibitor must agree to comply with the deadlines established by the event organizer for any given event. Where deadlines are exceeded, the exhibitor undertakes to pay any additional costs arising, e.g. extra personnel costs.
- 2.7** Two-storey stands are only allowed by prior agreement with the fair organizer as well as Odense Congress Center Technical Service. A drawing **must** be submitted, and Odense Fire Department shall make the final decision in each particular case. Stands on which an upper storey is established must be equipped with a sprinkler system. Please read Section 3. Fire Department rules.
- 2.8** Stand construction must not include materials such as cardboard, paper, textiles, plastic products, etc., that are easily ignited, explosive or emit toxic fumes in a fire. No materials more combustible than wood may be used.

Accordingly, curtain fabrics must have fire-retardant impregnation in accordance with the directions of the Fire Service and the manufacturer. For all main lines ordered in connection with your own machinery or other installations, the "*mains current directive*" – "Stærkstrømsregulativet" requires mains leads to terminate in a CEE/Euro plug.

- 2.9** Putting nails and screws directly into the stand panels and sign friezes is strictly prohibited. Similarly, painting/writing on the stand equipment is also prohibited.
- 2.10** Items can be hung using a variety of fittings, which can be borrowed/purchased from Technical Service. Please be aware that borrowed fittings, etc., must be handed back to Technical Service after use/after the fair – otherwise you will be invoiced for these. Lightweight materials can also be hung up using special tape, available for purchase from Technical Service.
- 2.11** Note that all tape, etc., must be removed from panels, friezes and floors when you hand back the stand – otherwise you will be invoiced for cleaning/restoration as follows:

Stand panels    DKK 250.00 per side.

Friezes            DKK 25.00 per running meter

Floors and other equipment according to invoice.

Prices exclude VAT and are also applicable to any other type of damage to or soiling of equipment.

#### Handing back the stand area after use

The stand area must be cleared of rubbish at hand-back after use/after the fair, and rubbish must be placed in the appropriate waste receptacles/containers. The floor must also be cleaned, and any remaining tape removed. Otherwise, the exhibitor will be invoiced for clear-up/cleaning.



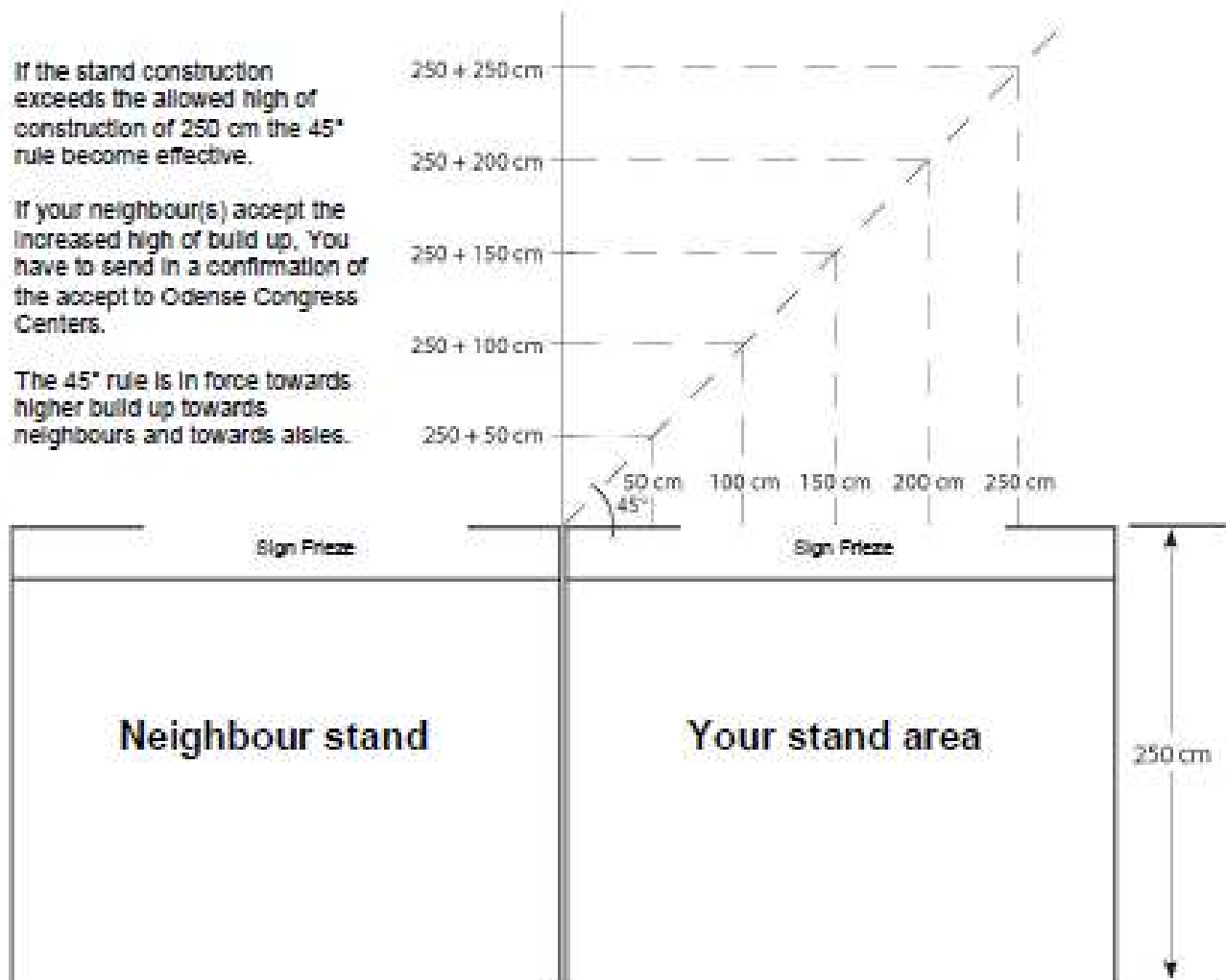
Build-up rules: 45° rule and 50% rule

## 45° rule if you wish to build up higher than the allowed 250 cm.

If the stand construction exceeds the allowed high of construction of 250 cm the 45° rule become effective.

If your neighbour(s) accept the increased high of build up, You have to send in a confirmation of the accept to Odense Congress Centers.

The 45° rule is in force towards higher build up towards neighbours and towards aisles.



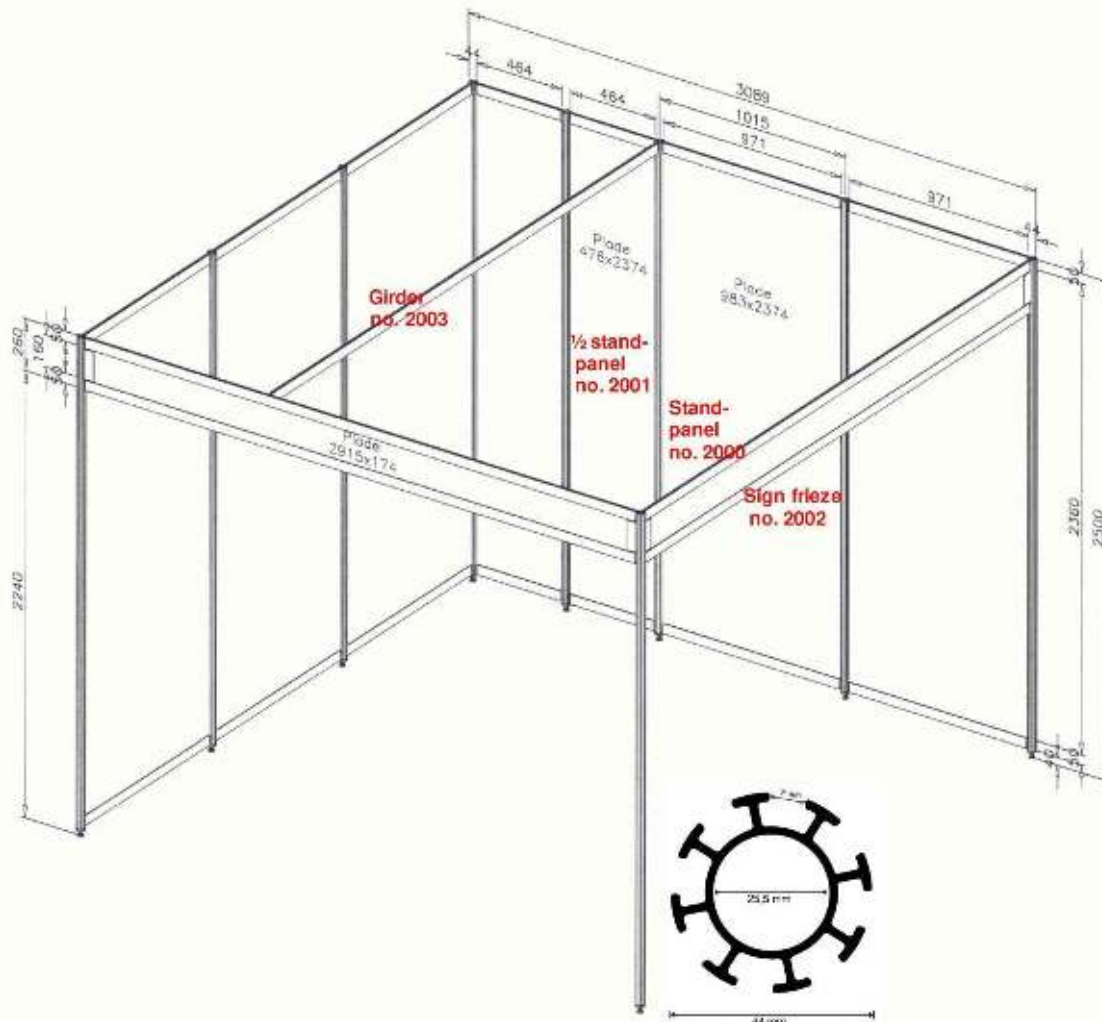
## 50% rule

Covering more than 50% of the sides with walls, banners etc. towards each aisle is not allowed.

The exhibition management have the final say in cases of doubt – and can require any structure that infringes the above rules to be dismantled.



Example for build-up stand  
Stand panels and sign friezes



Stand construction are made of profile

Stand panels and sign friezes are white, but coloured foil can be ordered by surcharge. Information and prices in order form 2. Colour samples can be provided at e-mail: [teknik@ose.dk](mailto:teknik@ose.dk).

Concerning text on sign friezes, you will find information in order form 3.1 in the exhibition manual.

Full print on stand panels and banner for rear and side walls is also an option. Contact [teknik@occ.dk](mailto:teknik@occ.dk) for prices and opportunities.

With regards to sign friezes and texts for these, please refer to the booking form.

### Construction rules

Please note that the stated rules, construction rules and regulations established by fire and / or other authorities must be observed. In particular, reference is made to "Trafik- og Byggestyrelsens" (The Danish Construction Authority's) rules.

*Stands with a 1<sup>st</sup> floor and tall scenes/podiums towers and tents:* According to the building authorities all materiel used in the following constructions must be properly certified:

- Stands with multiple storeys to which people have access.
- Scenes, podiums, walkways, towers more than 1 meter in height (measured from the hall floor to the top of the construction).
- Covered scenes
- Tents with more than 50 square meter floor area.

Proper documentation for the above must be provided at the request of the authorities.

Alternatively, approval of non-certified building materiel can be applied at:

#### **Byg & Miljø**

Odense Kommune  
Flakhaven 2  
5000 Odense C

Tel.: +45 7873 5825

Contact must be via NEM ID or Digital Signature.

The exhibition management has the final say in cases of doubt – **and can require any structure that infringes the above rules to be dismantled.**

*In cases of doubt, please contact Technical Service*

## Fire department rules

A fire at a fair would of course be catastrophic, and hence you must become acquainted with the Fire Department's rules: The Fire Dept. must approve the fair, and the instructions and orders of the fire safety inspector must be followed at any times.

A fair/exhibition at Odense Congress Center is covered by the Danish Preparedness Act (Beredskabsloven) with its associated operational regulations.

The information below comprises the Odense Fire Department's supplement to the Danish Emergency Management Agency's operational regulations for hotels etc., rest homes, community centres, educational premises, daycare institutions and shops.

### 3.0 Flammable substances

The fire department requires that no paper, canvas, hessian or other flammable or combustible materials may be used unless they are impregnated against fire after further approval of the fire department. Flammable liquids and celluloid products may only be available in accordance with the special permission of the fire department. Approval and further information upon request to Odense Congress Center.

#### 3.1 Sprinkling

The halls are furnished with a sprinkler system. If the stands have coverings, the covering must as a point of departure consist of a material that has a flameproof finish and is 80 % water penetrable. If stands are covered with material that is NOT water penetrable and which exceed 15 m<sup>2</sup>, they must be sprinkled.

Drawings for approval of the construction, and documentation of the water penetrability of the covering must be submitted to Odense Congress Center within the deadline for technical orders.

Documentation of the covering must be preserved at the stand and be presented upon request.

All stands which incorporate busses, camping vehicles, containers etc., or built with 2 storeys, must be evaluated separately by Odense Congress Center for purposes of a possible sprinkling or establishment of special fire safety measures.

The sprinkling will be arranged by Odense Congress Center's external supplier. Expenses for such will be defrayed by the exhibitor. Alternatively, expenses for fire safety may be expected if the Odense Fire Department assesses that this solution will be used in connection with the event.

Odense Congress Center reserves the right to reject inquiries concerning fixed coverings in the event that the scope of fixed stand coverings in the entire exhibition hall exceeds 25 %.

### 3.2 Emergency exits and fire hoses

No exhibitor may cover, hide or close emergency exits, water-filled hose reels or fire alarms. Nor may you place exhibition objects in walking areas or in front of emergency exits.

In closed rooms where people are present for longer periods (meeting rooms, offices and the like), two fire exits must always be established. Depot, kitchenette etc. require only one exit.

Suitable extinguishing equipment must be visibly mounted on the stand

### 3.3 Stand construction and decorations

Requirements for facings, decorations and other materials for constructing the stand are described in the Operational regulations.

Floors at a stand may however, as per the assessment of the emergency management authorities, be permitted to be covered with flame retardant materials, whereas floors in walking areas must not be covered with material inferior to the normal floor covering of the premises.

Decorations and scenography of combustible materials must be impregnated with fire retardants (documentation must be exhibited upon request), or be sufficiently moistened.

See general *Operational regulations for hotels, etc., rest homes, community centres, daycare institutions and shops* at:

<http://brs.dk/forebyggelse/brand/driftmaessigeforanstaltninger/reglerogvejledninger/Pages/Reglerogvejledninger.aspx>

### 3.4 Inflammable gases (LPG, acetylene, etc.)

If LPG (bottled gas) or pressurized bottles of another type are brought to the exhibition, such must be reported to Odense Congress Center. The same deadline as for technical orders.

Temporary gas installations are encompassed by section B-5 of the Danish Gas Regulations. The individual responsible for operation must display the control certificate shown in appendix 1 of the Regulations, encompassing all the gas installations at the premises. The certificate will be filled out by an authorized gas installation technician.

Acetylene bottles must due to their properties (unstable) not be placed in the halls. Filled gas bottles must be removed from the area of the fair for storage outside, during the daily closing hours of the exhibition, as well as in the event of a fire/alarm.



Contact Odense Congress Center for references to a safe storage area.

Bottles that solely serve decorative purposes must be factory new and empty.

See in general *section B-5 of the Gas Regulations* at:

<http://www.sik.dk/Professionelle/Gas-og-vvs/Love-og-regler-paa-gas-og-vvs/Gasreglementet>

### 3.5 Inflammable fluids

There must be no containers with explosive and inflammable fluids in the halls.

### 3.6 Motor vehicles at stands

If motor vehicles are at the stand, then such must be reported to Odense Congress Center. The same deadline as for technical orders.

The quantity of fuel in the motor vehicle must be limited to approx. 5 litres.

Regarding "normal" factory-produced or type-approved vehicles, the vehicle's battery shoe/battery must remain mounted. Other motor vehicles, including non-type-approved, must not have applied voltage after the daily closing of the fair.

Vehicles with an external power supply without charging function must not have an applied voltage after the daily closing of the exhibition.

Charging of batteries: the area must be fitted out with respect to Danish Institute of Fire and Security Technology (DBI) regulations 21, subsection 3.3, concerning the use of motorized implements in commercial enterprises.

Hydrogen vehicles may not be exhibited with hydrogen in the tank or the like.

Electrical vehicles must, when being exhibited, have their own fire extinguishing material placed at the stand.

### 3.7 Use of open flame

Use of open flame, including any form of candles for decorative use, is forbidden at exhibition stands.

Use of open flame at stands may be permitted by a written application to Odense Congress Center. It is a precondition for any possible permission that the product that is being demonstrated, with respect to the effect of the demonstration, is dependent upon the use of open flame. Suitable fire extinguishing material must be placed at the stand.

Use of open flame, including candles, can normally be accepted in the general food service areas of the Congress Center, set-ups of tables/chairs and similar areas without exhibited objects and inflammable decorations. Further fire extinguishing material is not required here. If candles are desired at stands, an application



concerning such must be made to Odense Congress Center.

Use of a bioethanol fireplace or similar products may be permitted, on the condition that they are set up/installed with respect to the supplier's instructions that the supplier's other safety provisions are complied with. During the opening hours at the fair, no form of repouring between containers may be performed. No reserve stock of liquids may be found at the stand, and the fireplace's combustion chamber must be covered at closing time if there is still any liquid remaining. Suitable fire extinguishing material must be found at the stand.

### 3.8 Overnight stays in the halls by people and animals

No overnight stays may be made in the halls.

### 3.9 Electrical safety

The Danish Safety Technology Authority conducts on-going strict inspections of electrical installations in premises where more than 150 persons can gather. The provisions that are applicable also apply for exhibitors in such premises. If the general safety provisions are not complied with, Odense Congress Center may find it necessary to disconnect the supply of electricity to the stand. Any possible consequential expenses incurred in connection with this are not the concern of Odense Congress Center.

See the *Danish Current rules* at:

<http://www.sik.dk/Professionelle/El/Love-og-regler-inden-forelbranchen/Staerkstroembekendtgoerelsen>

### 3.10 Special stand designs

It is the exhibitor's obligation to ensure that its own stand design is in accordance with the applicable building legislation. This applies especially when:

- you wish to build a stand with a 2-storey height
- tall platforms are incorporated into the stand design, structures and the like, which are subjected to heavy goods.

In special cases you must apply for approval from the building authorities.

See section 2.13 or [http://byggningsreglementet.dk/file/591081/br15\\_english.pdf](http://byggningsreglementet.dk/file/591081/br15_english.pdf).

**You are requested to always submit drawings for approval of stand designs to Odense Congress Center.**

## Food and beverages

As a point of departure, preparing food at the stand or serving food from an outside supplier is not permitted at Odense Congress Center.

The reasons for this is that Odense Congress Center is responsible for the laws and regulations of the Danish authorities is being followed, including environmental and hygiene requirements from the Municipal Food Safety Unit and the Danish Licensing Act being adhered to in the entire exhibition area.

Applications must always be made to Odense Congress Center for permission in connection with the serving of food and beverages at the exhibition area. Provision of food as well as tasting samples may only take place with the prior consent of Odense Congress Center.

Such will be evaluated and decided, in each individual instance, by Odense Congress Center, and it is solely and only Odense Congress Center who can make the decision concerning an exemption and no others.

### 4.1 Exemption

Exemptions may be granted for the delivery of food products to the stand, provided that a number of guidelines and requirements are fulfilled. Differentiated requirements apply for exemptions in the cases below.

### 4.2 Preparation of food from fully prepared raw materials

Fully prepared food products comprise for example: sausages, bake-off, soft-ice, factory prepared frozen foods, etc..

Exemptions for handling and serving are only granted in cases where delivery and handling of food products from the stand is performed by personnel with a hygiene course.

Water and drainage must be installed at the stand, the food products must be traceable back through the supplier chain. Storage of raw materials at the stand must comply with applicable rules – including temperature, cleaned surfaces, no food products on the floor, etc.

#### 4.3 Preparation of food from fresh raw materials

Fresh raw materials are, for example: Meat, fish, minced meat, pancakes, dough production. In general, foods with a high bacteria risk.

It is a requirement that all raw materials are purchased by Odense Congress Center and prepared at Odense Congress Center's kitchen facilities by Odense Congress Center's personnel.

If, for example, you wish to fry meatballs at the stand, the minced meat must be purchased via OCC.

Exemptions for handling and serving are only granted in cases where the delivery and handling of food products from the stand is performed by personnel with a hygiene course. Water and drainage must be installed at the stand, the food products must be traceable back through the supplier chain. Storage of raw materials at the stand must comply with applicable rules – including temperature, cleaned surfaces, no food products on the floor, etc.

#### 4.4 Serving of food/beverages delivered by an external supplier without preparation

Food/beverages delivered by an external supplier comprises for example: pastry, fruit, sandwiches, catering of any type, coffee cart, etc.

Since inquiries in this category are comprehensive, Odense Congress Center will evaluate the criteria for exemptions request by request.

#### 4.5 Handling of food products within the triviality limit

Food products within the triviality limit comprise for example: sweets, peanuts, popcorn, soda pop and the like.

For such it is NOT necessary to apply for an exemption at Odense Congress Center.

***In general, it must be expected that for all food products outside the triviality limit, there will be a fee to Odense Congress Center ("corkage") in connection with exemptions for food served at the stand.***

**Odense Congress Center itself solely makes decisions concerning exemptions.**