



TECHNICAL EXHIBITION MANUAL

**UIA WORLD CONGRESS OF ARCHITECTS
COPENHAGEN 2023**

**Bella Center Copenhagen
2-6 July 2023**



Contents

1.0	UIA2023 CPH.....	5
1.1	Definitions.....	5
1.2	UIA2023 CPH Congress organizer	5
1.3	UIA2023 CPH Congress app	6
1.4	Industry sessions and workshops.....	6
1.5	Scientific programme themes.....	6
2.0	Congress venue – Bella Center Copenhagen	7
2.1	Address.....	7
2.2	Venue facilities.....	7
2.3	Travel directions	7
2.4	Congress venue overview	8
3.0	Information for exhibitors	9
3.1	Event schedule with dates and times.....	9
3.2	Exhibitor badge entitlements	10
3.3	Badges included industry sessions and workshops	10
3.4	Registration of your badges.....	11
3.5	Exhibition equipment web shop	11
3.6	CPH Lounge – alternative exhibition supplier.....	11
3.7	Internet connection	12
3.8	Exhibition floor plan.....	12
3.9	Exhibition space for Member Sections (MS), Commissions (C), and Work programmes (WP) ..	12
4.0	Deliveries and collections	14
4.1	Appointed logistic supplier – DSV Solutions.....	14
4.2	Unloading information.....	14
4.3	Movement of deliveries	14
4.4	Storage and waste	15
4.4.1	Storage	15
4.4.2	Waste.....	15
5.0	Technical guidelines for stand builders.....	15



5.1 Access control	15
5.1.1 Inspection of installations.....	15
5.1.2 Cleaning	15
5.1.3 Security.....	16
5.1.4 Use of electricity.....	16
5.2 Stand drawing submission.....	16
5.3 Exhibitor Service Desk	16
5.4 Liability	16
5.5 Stand construction guidelines	16
5.6 Build-up height and walls	17
5.7 Banner and rigging.....	18
6.0 Branding	19
7.0 Accommodation.....	20
Appendix 1: Bella Center Copenhagen – exhibitor terms	21
Appendix 2: DSV Solutions – Shipping instructions, Handling tariffs	27
Shipping label for stand material	30



Dear Sponsors and Exhibitors

We are pleased to present you with the UIA2023 CPH Technical Exhibit Manual containing important deadlines and technical information for exhibiting at the congress venue, Bella Center during UIA2023 CPH.

This manual includes all relevant information about the UIA2023 CPH congress exhibition and is designed to assist you in the preparation of your participation at the congress. It also includes useful guidance for the exhibitors as well as the specific technical exhibit manual for the stand building and dressing. We are confident that you will find it useful, and we strongly suggest reading it carefully.

Please forward this manual to all the persons involved in the UIA2023 CPH congress exhibition, including your stand builder contractor.

The design of the exhibition floor plan aims at maximizing your exposure to the delegates. The daily catering, the Next Generation Village, Bookstore, and more are all located in the exhibition hall and will attract a natural flow of delegates.

Please do not hesitate to contact us for any further information or assistance you may need.

We look forward to meeting you in Copenhagen and wish you a successful UIA2023 CPH congress.

Best regards,

THE SALES TEAM OF UIA 2023 CPH CONGRESS ORGANIZER

Bent von Eitzen

Mona Ibsgaard

Rikke Hellung



1.0 UIA2023 CPH

1.1 Definitions

In this UIA2023 CPH Technical Exhibit Manual, the following terms are defined as:

- CAP Partner: UIA 2023 CPH CONGRESS ORGANIZER
- Exhibition: The exhibition is located in conjunction with the UIA2023 CPH Congress
- Exhibitor: Includes any person, firm, company, or corporation and its employee and agents to whom a space has been allocated for the purpose of exhibiting at the exhibition
- Bella Center Hospitality Group: the operating company of the congress venue
- Venue: Bella Center Copenhagen (BCC)

1.2 UIA2023 CPH Congress organizer

The congress organizer company, CAP Partner, is assisting with sponsor and exhibition sales and planning of the exhibition at UIA2023 CPH.

All enquiries must go through CAP Partner.

CAP Partner

Nordre Fasanvej 113, 1.

2000 Frederiksberg

Denmark

Web site: www.cap-partner.eu

CONTACT:

UIA 2023 CPH CONGRESS ORGANIZER

E-mail: UIA2023Booking@cap-partner.eu

Phone: +45 70 20 03 05

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1.3 UIA2023 CPH Congress app

UIA2023 CPH congress is fully paperless, the congress app is a native app with unique user interface that is designed specifically to allow access to all the tools and pertinent information with one touch. The current session, upcoming sessions, surveys, sponsor links, messages, and the rest of the tools are always accessible. This means attendees do not waste time navigating; they spend time participating.

1.4 Industry sessions and workshops

Various industry sessions and workshops will take place throughout the UIA2023 CPH congress. Sponsors have the opportunity to demonstrate their company's specific research, products or other topics during a session. The industry sessions will be scheduled in the official programme and visible in the overview of the congress app.

More information is available in the Sponsorship & Exhibition brochure on page 15 at this [link](#)

A limited number of time slots are offered – please contact us directly if you would like to book a session or to get further information.

E-mail: UIA2023Booking@cap-partner.eu

1.5 Scientific programme themes

The scientific programme is divided into 6 science panels, each panel focusing on one of the congress themes.

Panel 1: Climate Adaptation

Panel 2: Rethinking Resources

Panel 3: Resilient Communities

Panel 4: Health

Panel 5: Inclusivity

Panel 6: Partnerships for Change

On the congress website you can find the most up to date scientific programme overview and search on all sessions and speakers linked to a specific panel.

View scientific programme at this [link](#)

2.0 Congress venue – Bella Center Copenhagen

2.1 Address

Bella Center Copenhagen (BCC)
Center Boulevard 5
2300 Copenhagen S
Denmark
www.bchg.dk



GPS coordinates

Latitude: 55° 38' 8.99" N
Longitude: 12° 34' 25.19" E

Bella Center is located centrally in a newer part of Copenhagen, Ørestad, with surrounding neighbourhoods developing rapidly into a modern and active part of Copenhagen. BCC is just 6 kilometers away from Copenhagen Airport and 8 kilometers away from Copenhagen city centre.

2.2 Venue facilities

ATM: An ATM machine is located in the Bella Sky Hotel lobby, right next to the congress venue.

Cloakroom: A cloakroom facility is located in the foyer by the registration area, where participants can deposit their luggage and coats.

Disabled access: All levels of the BCC are accessible for disabled persons.

First aid provision: If first aid provision is required during the congress days including exhibition, build-up and breakdown, delegates and exhibitors should approach the nearest venue security guard to be attended to and helped. A number of defibrillators are allocated throughout the venue.

Helpdesk is located in the registration area.

2.3 Travel directions

Airport

BCC is just a 10-minutes' taxi drive from Copenhagen Airport, which offers a wide range of international and domestic flights daily. Further information via Copenhagen Airport at www.cph.dk/en.

Taxi

Taxi from Bella Center to Copenhagen city centre costs approx. DKK 200/ EUR 27.

Taxi from Bella Center to Copenhagen Airport costs approx. DKK 150-200/ EUR 20-27.

Train

Regional trains run from the airport to Ørestad Station, a 10-minutes' walk from BCC or 1 stop with the metro.

You can plan your journey with bus, train, and metro at www.journeyplanner.dk

Metro

Copenhagen city centre is located 10 minutes away if you go by metro, line M1. The metro station "Bella Center" is located only a few minutes' walk from Bella Center Copenhagen.

Further information on www.m.dk

Car

The motorway connecting Denmark and Sweden is located 500 meters from BCC. Follow the “Airport Motorway”, E20. Follow the exit to Center Boulevard is number 19, called "Ørestad" with "Bella Center" listed below.

Parking

24 hour paid parking administrated by [APCOA PARKING](#) and [EasyPark](#) – area code 3533.

2.4 Congress venue overview

- Entrance, Welcomer & Registration area: Entrance 6
- Plenary: Hall D
- Medium size session rooms: C1
- Small size session rooms: Hall B
- Exhibition & Catering: Hall E south and Hall C2-3.



3.0 Information for exhibitors

3.1 Event schedule with dates and times

EVENT SCHEDULE		
Saturday, 1 July 2023		
18:00-24:00	Early Build-up	ONLY for booths bigger than 25 sqm. and only by appointment
Sunday, 2 July 2023		
08:00-24:00	Build-up	Open to all exhibitors and build-up staff. No programme or exhibition. All stands must be ready by 24:00
Monday, 3 July 2023		
07:00-17:00		Registration is open
09:00-17:00		Programme & Exhibition hours
Tuesday, 4 July 2023		
07:00-16:30		Registration is open
08:30-16:30		Programme & Exhibition hours
Wednesday, 5 July 2023		
07:00-16:30		Registration is open
08:30-16:30		Programme & Exhibition hours
17:00-24:00	Dismantling	All dismantling must be done by 24:00 and exhibitors are obliged to follow instructions from the venue. Exhibitors and stand contractors must not under any circumstances start the breaking down of their stands prior to the designated times.
Evening		Farwell Dinner at Øksnehallen in Meatpacking District. <i>Tickets are sold separately.</i>
Thursday, 6 July 2023		
09:00-14:00		One Keynote session & Closing Ceremonies. NO EXHIBITION.

Sponsors & exhibitor staff will have access 30 minutes before and after the exhibition hours.

3.2 Exhibitor badge entitlements

All exhibitors are required to register online. Two exhibitor badges are included per 9 sqm of booked exhibition space according to the following table:

Booth area (sqm):	Total badges:	Booth area (sqm):	Total badges:
9-17	2	54-62	12
18-26	4	63-71	14
27-35	6	72-80	16
36-44	8	81-89	18
45-53	10	90-99	20

NOTE:

- **Exhibitor badges do not include access to the programme sessions**, except for their own company workshop/symposium (if relevant).
- You can upgrade your exhibitor registrations to full registration for a fee of € 250 ex. VAT.
- Additional exhibitor badges can be purchased via the registration system at € 200 ex. VAT.
- Stand builders are not required to register prior to arrival.
- Coffee breaks and water are included for all exhibitors and all participants in Hall E & Hall C2+3 during the congress hours on Monday 3 July to Wednesday 5 July. Lunch is available for purchase in the same halls.

3.3 Badges included industry sessions and workshops

If you have booked an industry session or a workshop you have a number of full registration badges with access to the entire scientific sessions included.

Please see below schedule for the number of free badges included.

Type	Capacity of room, persons	Duration, minutes	Number of badges included
Plenary	4,500	90	6
Plenary	4,500	60	4
Session room	400	90	5
Session room	400	60	3
Session room	160	90	4
Session room	160	60	2
Session room	65	90	3
Session room	65	60	2
Workshop	40	60	2



3.4 Registration of your badges

For registration of your complementary exhibitor badges without access to the scientific sessions or/and sponsor badges with full access to the scientific sessions, you will receive a special registration link in a direct e-mail.

Deadline: All exhibitors and sponsors must be registered by **Friday, 26 May 2023**.

Important note:

- A company's own badge or business card will not be accepted instead of the official congress badge. Individuals who do not have badges will not be admitted into the congress area
- The badges should be worn at all times at when on-site the congress venue
- The badge is personal, and it is prohibited to share badges

For accommodation, please see section 7.0.

3.5 Exhibition equipment web shop

Rental of exhibition space is floor space only – no carpet, furniture, or shell schemes, etc. are included.

Exhibitors are welcome to bring their own equipment as long as the regulations of BCC are obeyed. See the regulations in section 5.

Exhibitors can also order of equipment via the web shop of BCC.

A personal log-in access will be e-mailed to each company with the main e-mail address that was stated in your confirmation on the online booking platform. If you would like us to use a different e-mail address, please let us know.

The costs can be seen in the web shop where many kinds of furniture, turnkey stands, shell schemes, AV, catering, flowers etc. are available for ordering.

NOTE: all food and beverages for exhibition stands must be purchased with BCC. No outside catering services are permitted.

3.6 CPH Lounge – alternative exhibition supplier

If you prefer other designs than available at the web shop of BCC, we also cooperate with CPH Lounge who offers many kinds of design and creative exhibition equipment. CPH Lounge can help design your exhibition area or produce your own design as you wish. CPH Lounge is partnering with The Upcycle – a community that gives access to waste from other industries to be given new life in other contexts than what they originally were designed for.

Please contact CPH Lounge directly to hear more about the possibilities and cost.

CPH Lounge

E-mail: cphlounge@cphlounge.dk

Phone: +45 70 22 00 31

Web site: www.cphlounge.com

3.7 Internet connection

Bella Center Copenhagen provides wireless network free of charge.

The name of the network is:

BC-guest

No password is required.

Various types of additional Wi-Fi, cabled network, dedicated bandwidth, and special servers can be ordered through the BCC web shop under the Network category.

3.8 Exhibition floor plan

The exhibition floor plan is continuously being updated. [Click here](#) to see the current interactive floor plan online.

The floor plan is subject to change.

3.9 Exhibition space for Member Sections (MS), Commissions (C), and Work programmes (WP)

Booth size of 9 sqm (3x3 m) will be provided with the following shell scheme package:

- 2.5 m high back wall
- Fascia board with MS/ C/ WP name (24 cm high)
- Power supply (2,3 kwh)
- Wi-Fi
- 1 regular table and 2 regular chairs

The shell scheme package does not include:

- Spotlights
- Audio Visual
- Flowers
- Catering
- Etc.

If you want additional items or services at your exhibition booth this can be ordered via the BCC web shop, please see section 3.5, or you can bring your own equipment.

- MS, C, and WP must ensure that all internal stand fittings and displays are contained within the shell scheme structure and do not exceed 2.5 m. in height.
- MS, C, and WP are not allowed to pierce holes in the shell-scheme panels and no fixings may be made to the walls.
- MS, C, and WP may affix lightweight posters, photographs, and technical information sheets etc. direct to the shell scheme walls using methods and materials that can be removed without damage to the wall panels.
- MS, C, and WP are responsible for any damage or loss of their own equipment/belongings inside the booth.

3.10 Daily catering

Coffee breaks

Complimentary coffee, tea, and water will be offered to all delegates and exhibitors during the exhibition hours.

Lunch

Cafés and food trucks will offer snacks, sandwiches, salads and other lunch meals for purchase and only vegetarian meals. The cafés and food trucks are located at the exhibition area in Hall C and in the Welcome & Registration area.

The cafés and food trucks will be open during the exhibition hours from Monday 3 July to Wednesday 5 July. The exhibition halls will be closed on Thursday 6 July.

It is also possible to order stand catering via the BCC web shop, see section 3.5.

Companies may also offer lunch bags or other refreshments during their industry session or workshop. Please contact the congress organizer if further information is needed or if you wish to book catering for sessions or workshops.



The BCC Gastro Bar at the Welcome & Registration area

4.0 Deliveries and collections

4.1 Appointed logistic supplier – DSV Solutions



DSV Solutions A/S
Bella Center
Center Boulevard 5
DK-2300 Copenhagen S
Tel.: +45 32 47 30 17
Fax: +45 43 25 35 10
E-mail: expo@dk.dsv.com

All deliveries, except self-offload and hand carried goods, must be handled by the appointed freight forwarder DSV Solutions, the official logistics partner.

Only DSV Solutions will accept any freight deliveries, including courier shipments prior to and during the build-up and breakdown of the exhibition. Neither the BCC nor the organiser takes responsibility for any parcels being sent to the venue. If exhibitors are having their equipment picked up from the venue after the exhibition breakdown has concluded, this needs to be done through DSV Solutions. Pick up of items needs to be arranged by the exhibitor in advance and certainly before the end of the congress. After the exhibition breakdown is closed, items can be stored at DSV Solutions, but this must be organized with DSV Solutions by the exhibitor.

DSV Solutions offers:

- Collection and transport of goods to the exhibition stand
- Unloading at the exhibition area with forklift or crane
- Collection and storage of empty packaging material
- Return transport of goods after the exhibition
- Customs clearance

DSV Solutions will be available on-site during the entire exhibition to be at your immediate service should you require their assistance.

The following information is available for download on the UIA2023 CPH congress website. See Appendix 2.

- Shipping instructions
- Handling tariffs
- Shipping label for stand material

Deadline for delivery of stand material: Monday 26 June 2023.

4.2 Unloading information

Stand contractors can only access the exhibition area for the build-up and dismantling by the appointed gates. Information about unloading will soon be updated and shared with the relevant persons.

4.3 Movement of deliveries

Exhibitors are not allowed to drive vehicles onto the exhibition floor. For this, forklift service must be arranged exclusively with DSV Solutions.

Exhibitors are also allowed to bring their own manual trolley. For hand-carry goods or to rent a larger trolley, please book it by DSV Solutions.

Exhibitors must take care to avoid damage to any part of the premises while they deliver and unload equipment at the entrance, roads, and spaces. Should any damage occur, exhibitors will be invoiced for any necessary repairs.

4.4 Storage and waste

4.4.1 Storage

Packaging, pallets, and other surplus materials are not allowed to be stored in the halls during the event but must be removed for storage by our appointed logistics partner, DSV Solutions for a fee charged to exhibitor. At the end of the build-up period, any material left in the aisles will be removed by DSV Solutions at the exhibitor's expense.

DSV Solutions can assist with storage of goods before, during and after the conference.

Please see Appendix 2 for prices, DSV contact, and order details.

4.4.2 Waste

Aisles must always be kept clear during build up and break down. Exhibitors are responsible for removing their waste adhering to the local regulations. Once the exhibition is finished, exhibitors must remove their waste. Waste containers can be ordered through the BCC web shop.

Materials left at the exhibition stand after dismantling hours will be considered as waste and disposed of at the exhibitor's expense.

5.0 Technical guidelines for stand builders

5.1 Access control

To gain access to BCC every stand builder must be able to inform the security guard at the gates at BCC about company name and exhibition space number/ allocation.

Stand builders do not have to inform the congress organizer or congress venue prior to arrival.

5.1.1 Inspection of installations

During the period of build-up, stands will undergo a structural and stability inspection, carried out by the security service at BCC. All equipment, fittings and materials brought into the venue are subject to inspection by BCC and the organisers.

Any violation of the current regulations must be followed up and corrected before exhibition opening. Stands which do not reasonably satisfy the organiser and the BCC shall be modified by the exhibitor in such manner and within such time as the exhibition organiser may require. In case the exhibitor does not ensure necessary adjustments are met prior to the exhibition opening, the exhibition space may be emptied at the expenses of the exhibitor.

5.1.2 Cleaning

Exhibitors are responsible for the cleanliness of their stands. Only the aisles between the stands will be vacuumed cleaned daily after the close of the exhibition. Exhibitors can order a cleaning service in the BCC web shop, please see section 3.5. Once the exhibition is closed, exhibitors should remove all waste from the stand such as paper, cardboard, plastic, etc.



General cleaning of the exhibition area and vacuum cleaning of the stands will be done prior to the opening of the congress on Monday 3 July morning. If any plastic on carpet this will be removed as well.

5.1.3 Security

Exhibitors are responsible for the safety of their products, displays and stands at any time, including the build-up and breakdown periods. Neither the venue nor the organization are liable for any possible theft occurred. For this reason, it is recommended that exhibitors do not leave any type of belongings unattended during and after exhibition hours. Exhibitors can require a security service via BCC.

5.1.4 Use of electricity

For sustainability reason, exhibitors are recommended to switch off the lights of their stands each evening.

5.2 Stand drawing submission

The stand design is subject to the organiser's approval to secure all regulations. Each company/stand must therefore share their detailed stand drawing and plans at their earliest convenience with the organiser. The technical stand drawing must be e-mailed directly to UJA2023Booking@cap-partner.eu. The organiser will apply for approval at BCC and confirm back to the exhibitor once the approval has been confirmed.

The deadline for submitting stand drawing is 26 May 2023.

5.3 Exhibitor Service Desk

BCC will provide a staffed exhibitor service desk during build-up that will handle requirements on-site.

The BCC service desk will be manned:

Sunday, 2 July from 08:00-18:00

Please note the opening hours are subject to change.

All exhibitors must be finished by 24:00 Sunday 2 July. The exhibition halls will be cleaned during the night to be ready for the congress start Monday morning on 3 July.

5.4 Liability

The exhibitor organisers will endeavour to protect exhibition property while on display at the exhibition. However, it must be clearly understood that the congress venue and the congress organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors are responsible of all damage to property and for any loss or injury caused by them or their agents, employees, representatives and will indemnify the exhibition organisers against all claims and expenses arising.

Exhibitors and/or their stand builders are requested to be insured for injuries or damage the first party causes.

5.5 Stand construction guidelines

Please be aware that it is not possible to park trucks at BCC. To locate parking facilities near BCC, please visit <https://app.truckparkingeurope.com/#/>.

Prior to the opening of the exhibition area, the floor marking of stand space will be made by BCC.

The floor of the exhibition area is grey concrete.

The maximum weight for elements or structures is 2,500 kg per m².

Important note for platforms: Before placing the platform, the stand builder/exhibitor must check the services provided by BCC such as electricity, internet cables or water and confirm that they are on the right place. Furthermore, for security reasons, it is compulsory to keep clear access to the electricity and water distribution points when a platform is installed.

In addition, if the booth has a platform higher than 4.50 metres, you are required to provide a ramp for wheelchair and handicapped access.

If the carpet has been provided by BCC, the carpet covering plastic will be removed from the stands after the stand dressing and all the furniture are set in the booth.

5.6 Build-up height and walls

Maximum height for stands is 4 meters.

For UIA2023 CPH Partners in Hall E, maximum height can be 5 meters (only in Hall E).

If you wish to build higher, please send your request to: UIA2023Booking@cap-partner.eu for approval.

However, exhibitors can place a truss to hang rigging spotlights and banners. The maximum height for hanging banner is 1,50 meters from the truss. There must be at least 1,50 meters of empty space between the top of the booth and the hanging banners/ spotlights. Exhibitors whose stands are higher than the maximum permitted height will not be allowed to set up their stands.

All the exhibitors' booths sharing at least one or multiple sides with another exhibitor stand, must bear in mind the following:

- It is compulsory to build a wall if the booth is facing neighbouring stands. The wall or panels must be at least 2,50 meters in height.
- All parts of side or back walls that could be visible from neighbouring stands and aisles must be completely white and clean with no visible signage.
- Any back wall of the stand can be used by other exhibitor. Where appropriate, exhibitors must erect walls between neighbouring stands at their own expense.
- Banners cannot be placed when facing another stand.

Impact on neighbouring exhibition stands

Each exhibitor is asked to take into consideration the impact of the stand construction on neighbouring exhibits and to comply with the build-up regulations. No exhibitor shall erect any sign, stand, wall, or obstruction which in the opinion of the organisers interferes with an adjoining exhibitor. If there is a danger of unfairly "blocking" another stand from view, even when adhering to all other elements of this technical exhibit manual, the exhibitor may be obliged to make the necessary changes in his stand at his own cost.

Materials and premises

It is important to bear in mind the current legislation concerning all the materials used for the stand construction and displays:

- Any textiles used in the stand construction must be fireproof.
- The use of paint, liquids, gas, and any other flammable substance are forbidden.
- The access to fire extinguishers, all emergency exits and access to service areas are to be kept clear or be restricted.
- All the aisles are to be kept clear of obstacles. For this reason, no part of stands, including raised floors and overhanging roofs, can cross into aisles. Displays and exhibits must not be hung on outside stand walls facing on to aisles. The organisation reserves the right to request the removal of any item or structure be placed into the designated aisle space.

Plumbing services and electrical installations

Plumbing services and electrical installations are provided by BCC. Orders to be placed via BCC web shop, please see section 3.5.

5.7 Banner and rigging

Stand builder cannot hang any item directly in the exhibition hall.

Only BCC will supply the material necessary to build the rigging points. 1-1,5 optional meters are allowed to be used for spotlights and banners depending on the location and design of the booth.

For pricing and ordering, please go to the BCC web shop, see Section 3.5.

5.8 Description of Hall C – in details

Accessing the hall: Please refer to the floorplan where access points are indicated.

Ceiling heights: Each of hall C2 and C3 has its own ceiling height, measured from the floor to the lower edge of the lighting truss: C2: 5,85m and C3: 6,85m.

General lighting: The hall is equipped with permanent lighting truss with 150W Powerball Spots, colour 5000 kelvin. The solution is offered according to quote. General hall light fittings (3x58 W)

Ceiling/suspension in the ceiling: Network cables will be supplied from the ceiling.

Drop wires: Most places in the hall we can mount drop wires with a weight up to 99 kg. Drop wires exceeding 50 kg will require a special approval. Please contact your BCC technical coordinator at UIAexpo2023@bellacenter.dk for calculations and approval. Bella Center reserves the right to customize location.

Hoist and rigging: It is possible to use the truss for rigging. We are working with variable weight, depending on the total load of the ceiling. The floorplan contains information about the location of the rigging points. If you need suspension in a position between two rigging points, this can be achieved by either bridling or by hanging a rig-piece. In general, a maximum of 200 kg can be hung per rigging point. If you need rigging, bridling or to hang a rig-piece, please contact your BCC technical coordinator at UIAexpo2023@bellacenter.dk for options, validation, and offers. Bella Center reserves the right to customize location.

Floor: The floor is concrete, painted light grey (colour code Ral 7038). Power, plumbing, network, and compressed air will, if possible, be supplied via the subfloor services ducts which are build-in the floor at 6 m intervals.

The floor can carry the following loads:

Wheel loads (twin wheels): 5,500 kg per sqm

Single point loads per 15x15cm: 4,000 kg

Max loads (load incl. weight of truck): 4,000 kg per sqm

Pillars: 40x80 cm freestanding concrete pillars line the arcade sections running east/west at intervals of 9m. Pillars let into the outer walls measure 35x40cm wide.

Fire hose reel – must not be concealed.

Air: Hall C has air conditioning.

5.9 Description of Hall E – in details

Accessing the hall: Please refer to the floor plan where access points are indicated.

Ceiling heights: The ceiling height measured from the floor to the lower edge of the lighting truss is 9,30 m.

Ceiling/suspension in the ceiling: Drop wires: We can mount drop wires with a weight up to 99 kg, however, depending on other suspensions in the ceiling. Please contact your BCC technical coordinator at UIAexpo2023@bellacenter.dk for calculations and approval. Bella Center reserves the right to customize location.

Hoist and rigging: It is possible to use the truss for rigging. Up to 500 kg per rigging point, however, depending on the other suspensions in the ceiling.

If you need suspension in a position between two rigging points, this can be achieved by hanging a rig-piece.

If you need rigging or to hang a rig-piece, please contact your BCC technical coordinator at UIAexpo2023@bellacenter.dk for options, validation and offers. Bella Center reserves the right to customize location.

General lighting: The hall is equipped with permanent lighting truss with 150W Powerball Spots, colour 5000 kelvin. The solution is offered according to quote. General hall light fittings (3x58 W). Please note that sunlight from the glass roof can cause inconvenience with reflected light when using pc's, videos etc.

Floor: Power, plumbing, network, and compressed air will, if possible, be supplied via the sub-floor service ducts build-in the hall's concrete floor. These run from north to south at 15 m. intervals throughout the length of the hall.

The floor can carry the following loads:

Wheel loads (twin wheels): 5,500 kg per sqm

Single point loads per 15x15cm: 4,000 kg

Max loads (load incl. weight of truck): 4,000 kg per sqm

Air: The hall has heated ventilation with separate cooling units.

6.0 Branding

Posters, banners, and advertising: Exhibitors are not allowed to put up advertising on walls, windows, or doors in any public area of BCC. Only authorised branding advertisements and banners can be displayed at the congress venue.

For more information about the branding opportunities, please contact the congress organiser at UIA2023Booking@cap-partner.eu.

7.0 Accommodation

CAP Partner is appointed as the official hotel accommodation agent for IUA2023 CPH.

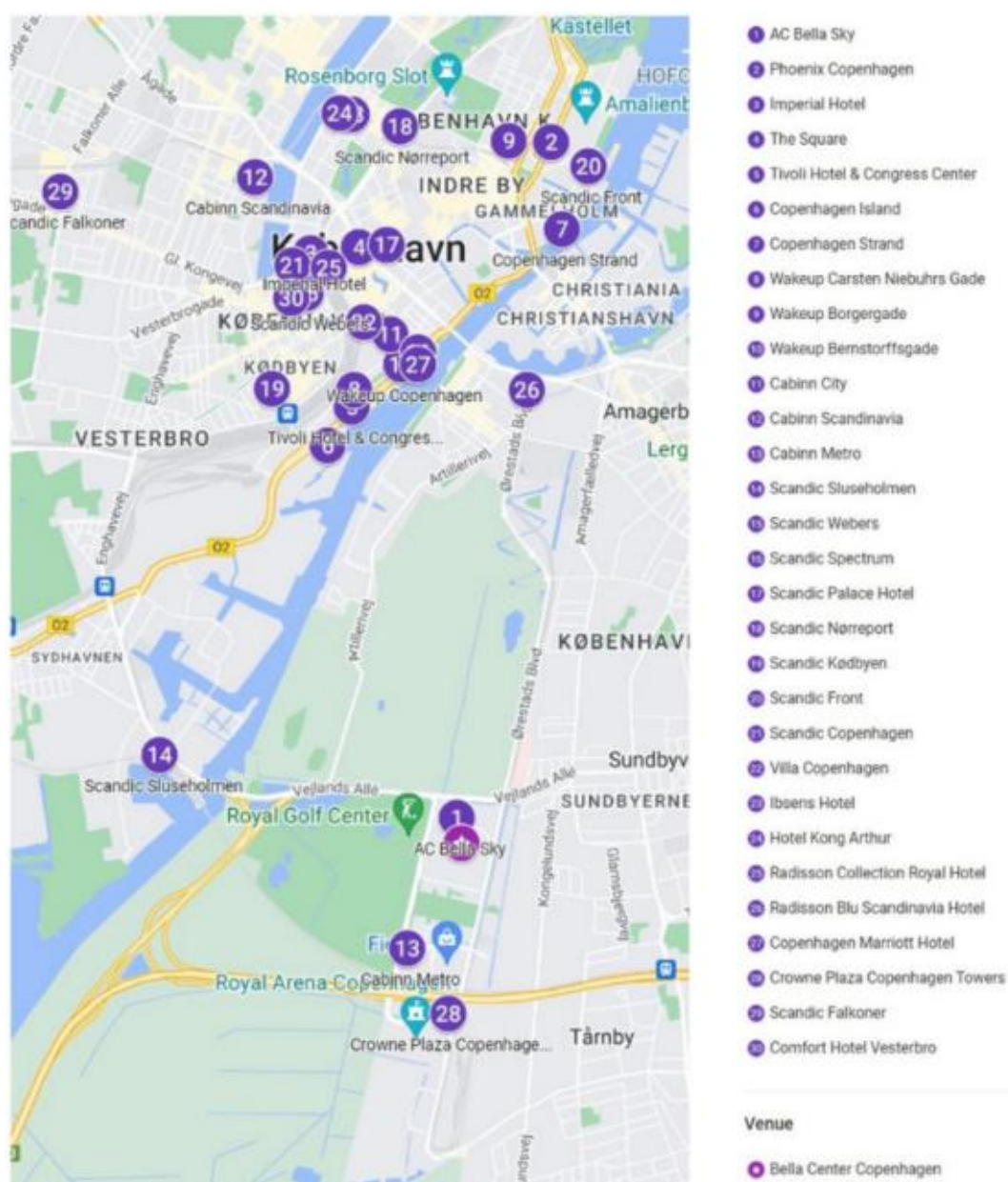
Special rates have been negotiated at hotels of different categories located close to the venue as well as the city centre and access to public transportation.

Hotel bookings can be made via the online congress accommodation portal where you can book up to 5 rooms. For group bookings or questions, please contact Susan Svenningsen at ss@cap-partner.eu.

Click [here](#) to access the accommodation portal.

For hotel brochure and more information click [here](#)

Click [here](#) for hotel overview map:



Appendix 1: Bella Center Copenhagen – exhibitor terms

Please read the BCC terms & conditions for exhibitors carefully.

[Click here for direct link to the BCC exhibitor terms](#)



EXHIBITOR TERMS

- Please share with your suppliers and other persons relevant for your stand -

[Link to this document \(Exhibitor Terms\) on our website](#)

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

INVOICING

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

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

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

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

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

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

DELIVERIES

Deliveries which have been ordered prior to the deadline via Bella Center Copenhagen will be ready for the first stand build-up day. Our suppliers are available throughout the duration of the event if you have any additional requirements.

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

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

Also, if you want to cancel an order, remember to do so in due time. An order becomes binding 21 days before the event starts.

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



STAND BUILD-UP

We hope that you will do everything you can to help us look after the floors, stand walls, signage and other stand material. It is therefore not permitted to screw, glue, paint or in any other way cause damage to our buildings or equipment.

If you unexpectedly damage our interiors/building components, we will be obliged to invoice you accordingly.

Only Bella Center Copenhagen's staff is permitted to affix wires, mount/dismount Bella Center Copenhagen's walls, fascia boards, spots etc. For safety reasons, at least two wires must be ordered for setting up banners, signs or similar. For safety reasons, it is forbidden to load the wires. If you need to lift equipment, you should use chain blocks in rigging points.

Bella Center Copenhagen must establish the rigging point, but you can use it to mount your own chain block.

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

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

If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use DuploColl 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. Onsite, you can purchase DuploColl as well as wall hooks for lightweight items such as poster frames. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning.

If you fail to remove stand materials and own carpets from the stand, we will ensure that they are removed and environmentally sorted. You may be invoiced for this service.

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

Important! Please read the Fire section – it contains further information in relation to the official requirements!

Elevated stands, high podiums or structures with heavy goods

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

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

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

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

Specially built stands

Do you have any special wishes regarding how your stand should be built? Please contact Bella Center Copenhagen so we can meet your needs while adhering to the rules for stand build-up.

INSURANCE / LIABILITY

Protect yourself against theft and accidents! We recommend that you take out the necessary insurance coverage for your own property, as this will not be covered by Bella Center Copenhagen's insurance.

Bella Center Copenhagen cannot be held liable for exhibitors' property (private or company property), even in the case of simple theft.

GOODS DISPATCH

If you need to have packages and goods sent to Bella Center Copenhagen, you have the following options:

Packages & goods arriving before stand build-up:

As our storage capacity is limited, you should be aware that our forwarder DSV receives and stores your package/goods and will deliver them directly to you on the stand once you arrive. You will be invoiced for this service by DSV.

Packages & goods arriving during stand build-up and event:

Here, you must ensure that couriers are supplied with the correct name of the event, company name, telephone number, stand number, and you also need to ensure that you are on the stand to receive and sign for deliveries. If not, couriers are referred to DSV, which receives and stores your package/goods and deliver them directly to you on the stand. You will be invoiced for this service by DSV.

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

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

GOOD NEIGHBOURLY RELATIONS

- Make sure that your stand build-up and exhibition materials remain within the stand area during the exhibition for the sake of cleaning, escape routes etc.
- Avoid lights, sounds, smells etc. which can impact your neighbours. This also applies to the distribution of products/food which require extra cleaning of the aisles.
- If you will be playing music/showing films, then remember to inform your neighbours about which sound demos you will be carrying out, as well as when and for how long.
- Dogs, cats and other pets are not permitted on Bella Center Copenhagen's premises unless otherwise stated or agreed with Bella Center Copenhagen.

DANISH WORKING ENVIRONMENT AUTHORITY

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

Please remember that labour force from non-EU countries must apply for residence and work permits with the Ministry of Foreign Affairs before starting the work at Bella Center Copenhagen.

Please remember to register all work by foreign workers in Denmark via Register of Foreign Service Providers (RUT) unless [these exceptions](#) apply."

POWER AND ELECTRICAL INSTALLATIONS

Power

24-hour power will be connected from the first stand build-up day and up to and including the day after the end of the exhibition at 12:00. If you need a power connection for longer, this can be arranged.

Electrical installations

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

Be careful not to obstruct the distribution boards, as Bella Center Copenhagen's staff need to have access to them. Please ask if you are in doubt.

FOOD & BEVERAGE

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

This policy is due to the fact that Bella Center Copenhagen's F&B department is responsible for ensuring compliance with the environmental and hygiene laws and regulations of the Danish authorities.

If you contact Bella Center Copenhagen in advance, we can approve your company, in order to comply with the regulations of the Danish authorities.

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

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

If you want to prepare food on your stand using a stove or gas hobs, you must ensure there is a 5kg CO² fire extinguisher and fire blanket available.

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

ORGANIC WASTE



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

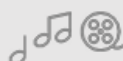
You should make the following considerations in combination with organic waste: Volume, handling, storage, overview over deliveries and disposal (especially cadavers), cleaning before, during and after the event.

VEHICLES IN THE HALLS, UNLOADING AND PARKING



- Remember before arrival to check the event specific guidelines on rules regarding access during build-up and dismantling.
- During build-up and dismantling it is only permitted to drive with your vehicle to the stand, if it is stated in the event specific guidelines.
- After unloading, you must leave the area completely.
- During breakdown, goods vehicles and transport carts are only allowed to access the halls approx. one hour after the exhibition has closed.
- If you have large and heavy items for your stand, this should be advised to Bella Center Copenhagen before the exhibition. Then, if necessary, transportation of your items into the halls before stand build-up commences can be arranged.
- Aisles must be cleared to ensure free passage for others.
- You are responsible for unloading items and transporting them to the stand, but it is possible to order truck assistance from the appointed freight forwarder in advance. The appointed freight forwarder will also store empty cardboard boxes etc. during the event so they do not get in your way. Please note that empty packaging material placed in the aisles will be removed by the appointed freight forwarder on the last build-up day at closing time so the aisles can be cleaned. The appointed freight forwarder will invoice you for this service. Empty packaging material will not be removed from your stand unless this is agreed in advance.

MUSIC, SOUND AND FILMS



If you wish to play music on your stand, remember to inform Koda and Gramex. Visit www.koda.dk or www.gramex.dk for more information about the rules. Please be aware that this is your responsibility.

If you would like to show films/videos or parts thereof, this also requires the permission of the copyright holders. For more information, visit the Motion Picture Licensing Company at <https://www.mplc.dk/page/om-paraplylicensen>.

If you require a mixing console on your stand, you must have a hand-held fire extinguisher (CO² extinguisher) available.

FIRE



The Danish Emergency Management Act (Beredskabsloven) paragraph 71 states:

The following shall be punishable by a fine

1. Any individual who fails to exercise proper caution in the use of fire, light, matches, ash, inflammable substances, and any other substances or articles which may cause or contribute to fire, or who fails to ensure that persons belonging to the household or enterprise of the individual exercise such caution; and
2. Any individual who owns or makes use of electrical devices or other light, heating, power plant or machinery, which may cause or contribute to fire, or who makes use of such systems or devices or allows them to be used, regardless of them not being in good condition.

It is therefore extremely important that you ensure that your stand complies with the following:

- Coffee-makers, electric kettles, photocopiers/printers, refrigerators and other electrical appliances in backrooms require that you mount a CO² hand-held fire extinguisher (min. 5 kg) which is visible and accessible.
- Bioethanol stoves must be installed according to the supplier's instructions and safety specifications. It is not permitted to carry out any type of fuel decanting within exhibition opening hours. Moreover, it is not permitted to store any additional fuel on the stand, and the stove's combustion chamber must be covered at closing time if the stove still contains fuel. Appropriate fire extinguishing equipment must be available on the stand.
- Nothing containing inflammable or explosive liquids may be brought into the halls, unless agreed with Bella Center Copenhagen (see also the section about Gas storage further down in this document).
- Candles are allowed with the following conditions: Candles must be secured against over tipping and be placed in solid candlesticks on non-flammable surfaces. Candles must not be placed near textiles, and they must not drip. If they pose a safety hazard, Bella Center Copenhagen may require that the candles are blown out and/or removed from the stand.
- All fire technical installations such as emergency exits, fire hoses, fire cabinets, call points and fire alarms must not be hidden, obstructed or covered with decorations. All equipment for firefighting placed in the hall must always be visible and fully accessible.
- Empty flammable packaging and stock must be continually removed from the hall.
- Use of smoke or pyro must be arranged with Bella Center Copenhagen before arrival. A fire guard may be required, which will be subject to a fee.

Covered stands

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

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

If the fire strategical conditions allow it, you may cover your stand. Coverings of more than 9m² should be constructed with water permeable materials. You can also construct a firm covering, such as wooden panels, as long as the total firm covering does not extend more than 40% of the covered area.

If you have a firm covering of more than 9m², you are obliged to establish extra sprinklers on the stand. Sprinkling must be established according to the description about sprinkling on the stand (please see below in this section).

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

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

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

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

The sprinkler system can be installed by Bella Center Copenhagen, and we are happy to provide a non-binding quotation for the work. Connection to main sprinkler pipes must always be undertaken by Bella Center Copenhagen. The rest of the sprinkler system may be installed by Bella Center Copenhagen or another authorized technician (according to SKAFOR's regulations).

Materials

According to the Regulation on operational requirements (Bekendtgørelsen om driftsmæssige forskrifter) 14.6/14.7, all decoration material must be safeguarded as class B.

However, certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.

If you need wood floors on your stand, please note that it must not be laid like a grating with gaps or with underlying cavities.

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

Carpets must have one of the following approvals:

- "Class G flooring as in DS 1063.2" – in accordance with Danish Building Regulations '95, chapter 6.11.1, section 5
- Class Dfl – s1 flooring is classified according to EN 13501 Fire classification of construction products and building elements.
- NT Fire 007 (Scandinavian approval)

Furniture must have one of the following approvals:

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

WIRELESS NETWORK

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

Gas storage

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

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

If you need gas storage on the stand, you must apply for permission from Bella Center Copenhagen at least eight weeks before the event start. The application must as a minimum include information on gas type, volume, handling and existing safety protocols of the gas storage.

Bella Center Copenhagen is obliged to carry out a formal application for permission to have the gas storage in the building, just as Bella Center Copenhagen is obliged to hand out a complete overview to the fire department showing areas with gas storage during the event. This applies for all types of gas storage.

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

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

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

Vehicles

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

The following guidelines for vehicles indoors apply:

Petrol/diesel-powered vehicles:

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

Electric vehicles:

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

- The battery must be disconnected.
- Factory-manufactured electric vehicles must be fitted with a mechanical, cable-deactivated parking brake.
- The gearbox must also be mechanically locked by a steel latch that engages with the gearbox.
- The key must be removed from the ignition system.
- The handbrake must be activated.

Hydrogen and natural gas vehicles:

Unfortunately, we cannot allow hydrogen vehicles on the stand. Natural gas vehicles can be accepted on the usual conditions which apply for petrol and diesel vehicles. However, all pressure must be removed from the gas tank.

Additional safety considerations:

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

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

GDPR Policy

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



Appendix 2: DSV Solutions – Shipping instructions, Handling tariffs




DSV Solutions A/S

c/o Bella Center
 Emma Gads Vej 11 (Area E)
 DK-2300 Copenhagen S
 Tel: +45 43203850
 Email: expo@dk.dsv.com



Shipping Instructions

Venue: Bella Center, Copenhagen

1	ROADFREIGHT GROUPAGE & COURIER	ROADFREIGHT PART- & FULL TRAILER (FOR DIRECT STANDELIVERY)
	Deadline for arrival - 2 workingdays before requested standdelivery	Arrival during official build-up / break-down dates
	WAREHOUSE ADDRESS: "Show / stand / exhibitor name" DSV Solutions A/S c/o Bella Center Emma Gads Vej 11 (Area E) DK-2300 Copenhagen	DIRECT DELIVERY ADDRESS (only for trucks unloading by forklift): Show / stand / company name" - <i>please replace with relevant information</i> c/o Bella Center Emma Gads Vej 11 (Area E) DK-2300 Copenhagen
2	AIRFREIGHT	
	Please send freight pre-paid to :	CPH (Copenhagen)
	Deadline for arrival:	EU: 2 days before standdelivery / Non-EU: 4 days before standdelivery
	MAWB CONSIGNEE: DSV Solutions A/S Emma Gads Vej 11 (Area E) DK-2300 Copenhagen	DSV Solutions A/S "Show / stand / company name" - <i>please replace with relevant information</i> DK-2300 Copenhagen Tel.: +45 43203850 / email: expo@dk.dsv.com
3	SEAFREIGHT	
	Please send freight pre-paid to :	International Seaport of Copenhagen
	Deadline for arrival:	10 days before standdelivery
	B/L consignee: DSV Solutions A/S "Show / stand / company name" - <i>please replace with relevant information</i> Emma Gads Vej 11 (Area E) DK-2300 Copenhagen Tel.: +45 43203850 / email: expo@dk.dsv.com	<i>Important notice:</i> <i>When possible please ship on express-release Ocean Bill of Lading</i>
4	CASE MARKINGS	
	Please mark all cases clearly as follows:	"Standnumber / company" - <i>please replace with relevant information</i> DSV Solutions A/S Emma Gads Vej 11 (Area E) DK-2300 Copenhagen 1 of ... / 2 of ... / 3 of ... Etc.
5	CUSTOMS FORMALITIES	
	For Shipments outside the EU we require the following documents for customs clearance: <ul style="list-style-type: none"> ❑ 3 originals of proforma invoice / packing list in English, showing weights, sizes, values, description of content and Harmonized Codes. ❑ Separate invoices for temporary goods (Exhibits / Standfittings) and final importation (consumables / advertising materials) or send temporary goods by ATA Carnet ❑ If necessary: Certificate of Origin (Form A / EUR.1) / Special certificates (Health / veterinary) 	
6	CONTACT DETAILS	
	Project responsible: Direct tel: Email:	DSV Fairs & Exhibitions +45 43203850 expo@dk.dsv.com

All services are rendered according to the DSV Standard Terms and Conditions and the General Conditions of the Nordic Association of Freight Forwarders - NSAB2015 which can be forwarded upon request

Handling Tariff 2023



Fairs & Events / On-site Services

1. Handling at Venue

Direct unloading / re-loading of standfitting material (8-14 ldm.) (2,5 ton Forklift with long forks)	Each way, per trailer	€	975,00
7 ldm or less (minimum € 230,00)	Each way, per ldm.	€	85,00
Consolidated goods from arrival warehouse Bella Center to / from stand (Minimum fee € 195,00 per shipment) (1 cbm = 300 kgs, based on volume or effective weight - whichever is greater)	Each way, per 100 kgs	€	25,00
Courier shipments from warehouse Bella Center to / from stand (up to 20 kgs, excl. clearance charges, if any)	Per shipment	€	115,00

2. Empty Goods

Pick up from stand, storage and re-delivery (min. 2 cbm)	Per commenced cbm/pcs	€	75,00
Express empties (empty boxes will be returned within 30 min after closing. Available up to max. 20 cbm) Minimum 2 cbm			
1-20 cbm	Per commenced cbm/pcs	€	150,00
Surcharge for handling of empties on 1 and 2 floor			+ 35%

3. Accessible Storage

Accesible Storage (min 2 cbm)	Per commenced cbm/pcs	€	150,00
Partial Deliveries from warehouse (max 4 cbm per delivery)	Per delivery	€	110,00

4. Lifting Equipment / Manpower

Labour	Per hour (min. 2 hours)	€	105,00
Forklift 2,5 to with driver - for construction purposes only!	Per hour (min. 1 hour)	€	185,00

5. Equipment Rental

Rent of pallet truck (normal)	Per day (min. 1 day)	€	55,00
Rent of pallet truck (long)	Per day (min. 1 day)	€	75,00

6. Surcharges (applicable for sections 1, 3, 4 and 5 above)

Monday-Friday 18:00 - 08:00	+ 50%
Weekends and Bank Holidays	+ 50%
Work done before or after official build-up / breakdown period	+ 35%
Work done on 1 and 2 floor	+ 35%

7. Aircargo

From free arrival airport to free arrival warehouse incl. airport Handling	min 100 kgs / actual weight		
1-200 kg	Per kg	€	2,50
201-500	Per kg	€	1,50
501-2500	Per kg	€	0,50
2501-4500	Per kg	€	0,35

For shipments above 4500 kgs ask for price.

For delivery from warehouse to exhibition stand the rates stated in section 1. **Handling at Venue**

(consolidated goods) applies. For shipments exceeding 1000 kgs please ask for special rate

8. Customs Clearance

Handling of ATA Carnet - each way	€	135,00
Permanent Customs Clearance, Includes 1 tariff no.	€	155,00
Additional tariff nos.	€	25,00
VAT, tax and duties must be pre-paid (as per outlay +15%) prior to goods release		
Temporary Import Clearance	€	300,00
- Additional tariff nos.	€	25,00
VAT, tax and duties must be pre-paid (as per outlay +15%) prior to goods release		
VAT and duties to be refunded within 30 days of finalized re-exportation		
For temporary cleared shipments DSV must arrange the return transport.		
Export Documents, Includes 1 tariff no.	€	165,00
Additional tariff nos.	€	25,00
Surcharge for clearance of goods arriving later than 3 workdays before requested stand delivery		+100%

9. Goods Insurance

Goods value up to € 27.000,00	€	47,00
Goods value exceeding € 27.000,00, please contact DSV		

10. Agency Fee

Agency / Co-ordination fee	Per invoice	€	75,00
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11. Terms of Payment

All charges must be prepaid on-site or by bank transfer. All major credit cards accepted (surcharge 5%)
 Claims cannot be set-off against charges for freight and services
 All prices are excl. tax and VAT
 Charges from other forwarders and shipping agents will be invoiced as per outlay +10%

12. Bank Information

Nordea Bank Danmark A/S, Christiansbro, Strandgade 3, P.B. 850, DK-0900 København C
 Account: 2149 0724121284, Swift: NDEADKKK, IBAN: DK1720000724121284

13. Legal Conditions

DSV Standard Terms and Conditions

All services are rendered according to the DSV Standard Terms and Conditions and the General Conditions of the Nordic Association of Freight Forwarders - NSAB2015. In case of contradictions between the DSV Standard Terms and Conditions and the NSAB2015, the NSAB2015 shall prevail. Your legal position is materially altered due to DSV's limited liability in case of loss of, damage to or delay of your cargo. DSV will furthermore obtain the right of lien over your cargo and all claims against DSV are time-barred after 1 year. We recommend that you review the full text of the DSV Standard Terms and Conditions and the NSAB2015 prior to DSV's pick-up of your cargo - [NSAB2015 - DSV Standard Terms & Conditions](#).

Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the DSV Ocean Transport Bill of Lading/Sea Waybill. Your legal position is materially altered due to DSV's limited liability in case of loss of, damage to or delay of your cargo. DSV will furthermore obtain the right of lien over your cargo and all claims against DSV are time-barred after 9 months. We recommend that you review the full version of the DSV Ocean Bill of Lading before DSV's pick-up of your cargo - [DSV Ocean Transport B/L](#).

Orders undertaken as carrier of carriage by air are subject to conditions stipulated in DSV's House Air waybill. Your legal position is materially altered due to DSV's limited liability in case of loss of, damage to or delay of your cargo. All claims against DSV are time-barred after 2 years. We recommend that you review the full version of the DSV House Air waybill prior to DSV's pick-up of your cargo. DSV House Air Waybill.

In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail.

14. Contact Us

DSV Solutions A/S	Telephone:	+45 32 47 30 17
Fairs & Events	Telefax:	+45 43 25 35 10
c/o Bella Center	E-mail:	expo@dk.dsv.com
Emma Gads Vej 11 - Gate E		
DK-2300 Copenhagen S		



Shipping label for stand material

UIA 2023



EXHIBITOR NAME:

STAND NO:

Delivery address:

**DSV Solutions A/S
c/o Bella Center
Emma Gads Vej 11 (Loading Area E)
DK-2300 Copenhagen S**

Latest delivery June 26 2023

Shipper: