



Exhibitor Manual

**New Nordic Jewellery &
Watch Show CPH 2022**

Welcome to New Nordic Jewellery & Watch Show CPH 2022

**August 26th, 27th and 28th
Copenhagen in the Øksne Hall**

We are pleased to welcome all exhibitors to New Nordic Jewellery
& Watch Show CPH 2022 with this
Exhibitor Manual.

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

We ask you to read the material thoroughly, so that the event is going to work as well as
possible for the benefit of all involved. If you are unsure about practical issues or need
further information, please contact
Jesper Åndahl from CPH Exhibition Group (the organizer).

Happy reading - we look forward to welcoming you at the Øksne hall in Copenhagen.

Best regards

CPH Exhibition Group

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ADDRESSES AND TELEPHONE NUMBERS

Organizer of New Nordic Jewellery & Watch Show CPH 2022

CPH Exhibition Group ApS
Niels W. Gades Gade 35
DK – 2100 København Ø
VAT.: DK21488003

Jesper Åndahl:
P: +45 2127 0814
E: jesper.andahl@gmail.com

Homepage: www.newnordic-cph.dk

Phone us at the Øksne hall

If you want to contact Jesper during the fair or during the build-up day, please phone Jesper and Jesper will come down to your stand and help you.

Contact person:

Jesper Åndahl: P: +45 2127 0814

The address of the Øksne hall:

Halmtorvet 11
DK-1700 Copenhagen V
Phone +45 3329 8000
Denmark

Contact person at the Øksne hall:

Contact person for exhibitors: Dorte Jørgensen
P: +45 3329 8368 - M: +45 5219 1415 - E: DJ@dgiby.dk
(Dorte have her vacation in week no. 26, 27 and 28 – use her mail, and some of her colleagues will answer her mail)

WWW: <https://www.dgiby.dk/en>

OPENING HOURS at New Nordic Jewellery & Watch Show CPH 2022

Access for exhibitors during the build-up day – August 25th

Exhibitors can enter the exhibition hall Thursday, August 25th from 8:00 am to 12:00 pm.

Access for exhibitors during the fair – August 26th, 27th & 28th

Exhibitors can enter the exhibition hall from 9:00 am on the first two fair days of the fair. August 26th. – 27th. And the exhibitors need to be out of the Hall at 4:30 pm latest (the first two days on the fair). The exhibitors can enter the exhibition hall from 8:00 am on the last day Sunday 28th August.

Access for visitors during the fair

Opening hours during the fair:

Friday 26th August 10:00 am to 5:00 pm

Saturday 27th August 10:00 am to 5:00 pm

Sunday 28th August 09:00 am to 5:00 pm

Break down for exhibitors

Sunday 28th August from 5:00 pm to 12:00 pm

PS. The exhibitors must not start the breakdown of the stand before 5:00 pm; and exhibitors are not allowed to remove the exhibited products from the stand before 5:00 pm. Observe that CPH Exhibition Group are entitled to issue fines (according to the general terms) if anyone starts break down before 5:00 pm.

PRACTICAL INFORMATIONS

Admission for visitors

It is free of charge to visit New Nordic Jewellery & Watch Show CPH 2022. The only requirement is the visitor needs to have a professional relation to the Industry. All visitors must register and print out their admission card. Visitors can pre-register on our homepage www.newnordic-cph.dk, or they can do it on-site at the entrance to the fair. In the start of June, the link to the pre-register system will open. There is a bar code on the card, and when the visitor enters the fair, their admission card will be scanned.

How are the visitors' visitor figures made?

According to UFI (World Organization for trade fair operators), we count the number of visitors per day - i.e., if a visitor comes two days in a row, we count the person as two visitors. If you go in and out at the fair (during the same day) and are scanned each time; you count only as one visitor that day. The visitor scan-system can see if you have been at the fair earlier that day. And remember all exhibitors (with their ID Admission Card), that enter the fair, will not be included in the finale figures.

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

Evaluation and analysis of the fair

Shortly after the fair we make an evaluation of New Nordic Jewellery & Watch Show CPH 2022. We send an evaluation scheme to all the exhibitors, and ask how they experienced the fair. Based on the feedback, a report will be prepared and published on our homepage www.newnordic-cph.dk. And all exhibitors will also receive a mail with the report.

Exhibitor admission cards to your staff and stand no.

Each exhibitor has to log into our eMetric ExhibitorForum (via the Internet). Each exhibitor has already received an email incl. link to eMetric system from jesper.andahl@gmail.com

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

If you can't find your Username or your Password; please contact Jesper Åndahl

P: +45 2127 0814 or E: jesper.andahl@gmail.com – and he will make sure you get it again.

Once you are logged into ExhibitorForum choose English, and then use the menu button "ID Card". The button is at the top right of the screen. You insert the names and titles of the staff that will be on your stand during New Nordic Jewellery & Watch Show CPH 2022.

And the eMetric system will automatically send an email to the person the company has indicated (the e-mail of this person can be seen on the pages in the system) to get information about the fair. This mail will be sent a few minutes after you have click on the menu button "Submit".

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

Exhibitor
New Nordic Jewellery & Watch Show CPH 2022
Stand no:
Name of the employee
Title
Company Name

Download Promotion kit for New Nordic Jewellery & Watch Show CPH 2022 and improve your marketing

Do you need our New Nordic Jewellery & Watch Show CPH 2022's logo on your website or in your auto signature in your mail system; download it here from the Promotion kit. Here you also can find other graphic elements you can use in your marketing as exhibitor.

Click here to download the Promotion kit: [New Nordic Jewellery & Watch - Download page](#)

Remember that all analyzes show that the exhibitors' marketing is the strongest. So, it is important that you as an exhibitor use all the elements of the Promotion kit.

Online catalog on our homepage

We have established an online catalog, which is located on the front of our homepage www.newnordic-cph.dk from the end of May. Under the button "Catalog 2022" appears all exhibitors in an alphabetical exhibitor list. When you click on the name of the firm, you get into the company's own site in the catalog, here contact info and such is found.

We have in advance put texts into your company site in the online catalog (taken from your homepage). If you want to change the text, you do it in the eMetrics ExhibitorForum.

In section "Exhibitor Card to your staff and stand no." above is a described how to get into the eMetrics Exhibitor Forum. Once you are logged in, then click on the button "online catalog" and change your text.

The alternative is to send a mail to jesper.andahl@gmail.com and write down the changes you want to have in the online catalog. Then Jesper will change the text in the eMetric system.

Our Online package with company logo, photo and video downloads are included in your stand rental

All exhibitors get our Online packet, which is included in the stand rental.

The online package contains your company logo in the company list, and on the front page on our homepage (also on most of the other sizes on our homepage). Beside this you can upload up to 10 photos and upload a video on your site in the online catalog.

If you need help to upload photos or your video, send it to jesper.andahl@gmail.com and Jesper will make sure it is uploaded on your size in the online catalog.

The online catalog will be active until the next New Nordic Jewellery & Watch Show fair about 12 months after New Nordic Jewellery & Watch Show CPH 2022.

Hold a company presentation at "Exhibitor's Open Stage"

We will establish a smaller stage in the exhibition area, where the exhibitors can make short presentations/seminars (20-35 minutes) for the visitors on the fair. It is free of charges, but each exhibitor has to sign up and get our approval (of the presentation you plan to do). Sign up by writing to: jesper.andahl@gmail.com

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

The program will be announced on our homepage and on banners in the exhibition hall.

All your ePoint App access is included in the stand rental.

ePoint is our Lead Management Module, which you can use by downloading an App on your iPhone or your iPad, so you can read the barcode on all the visitors that visited your stand during the fair. This means you easily and quickly can get all relevant information on the visitors that visiting your stand (name, title, company name, phone etc.); and all these information's can be downloaded directly from the system into your own CRM system.

You also have a number of options available in the ePoint system. You can for example put the names of all your staff on the stand into the system, you can also insert your product groups, and you can insert the action you want to take towards the customer you have scanned. Daily or after the fair, you can see who has talked with the customer, see which product groups he or she was interested in, and finally see what action your sales people are going to take.

All download of the App is included in your stand rental. The App is only available for iPhones and iPads from Apple. So, you can't get the App, if you have an Android phone or tablet.

You will partly be able to get support from us (Jesper) and partly from our IT partner, Sten Kaspersen mobile phone +45 3029 9166 mail: ska@metria.dk and Sten will also be at the fair during the two days the fair takes place.

Hotel offer from the CPH-Hotel

The Øksne hall (the venue for the fair) is a part of the DGI-Byen. And another part is the CPH-hotel, which is located about 50 meters from the Øksne hall. The hotel is newly renovated and is decorated in Scandinavian style and has light wooden floors and spacious bathrooms. All rooms have Kabel TV and WiFi. We have made an agreement with the hotel, so that all our exhibitors and visitors is offered a special deal on their rooms during the New Nordic Fair. More about the hotel: <https://www.dgiby.dk/en/hotel-tourism/cph-hotel/>

Contact CPH-Hotel: E: CPHHotel@dgi-byen.dk or phone +45 3329 8070

Parking

Exhibitors are referred to DGI-Byens parking house (192 places) right next to the Øksne hall. The P-house is centrally located by drive through Ingerslevsgade, 1704 Copenhagen V. You can buy your parking ticket in the ticket automat at the parking house, or you can use one of two parking Apps: EasyPark or Apcoa Flow. Parking is at your own risk.

Prices are:

From 06.00-22.00 – DKK 40 per hour with Apcoa Flow App

From 06.00-22.00 - DKK 40 per hour (automat or EasyPark App)

From 22.00-06.00 – DDK 40 per hour

24-hour ticket – DDK 195 (if you stay at the DGI-Hotel), otherwise the price is DDK 400 per Day.

Parking in the P-House can only be allowed for vehicles below 3.500 kg of total weight or max 2 m. in height. Over max weight and height refer to parking in the Hvide Kødby (White meat packing district) or at Ingerslevsgade.

For alternative p-houses, see map on our homepage. For prices and times of parking in Copenhagen please check out: <https://parkering.kk.dk/#/>

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

The square in front of the exhibition hall (when you come from Halmtorvet) can be used free of charge for loading and unloading on the construction days - you must have a loading and unloading note in the windscreen; This is handed out from our staff located at the entrance to the square or at the reception in the Øksne Hall (located at the entrance to the Øksne hall).

It should be emphasized that the parking space in front of the exhibition hall can't be used for parking during the fair (requirements from the Municipality of Copenhagen).

Catering for exhibitors

Coffee, tea, sandwich and breakfast, etc. can be booked in advance at the Øksne hall technical order forms. Alternatively, you are welcome to use Café ØX during the fair.

It should be noted that it is not possible to buy food and beverages outside the opening hours of the fair.

Sandwich, fruit, muesli and water for construction day 25th August can be ordered in advance – here you have to use the order forms from the Øksne hall.

Sale and dispensing of food and beverages in the Øksne hall

It is emphasized that all dining and selling of food and beverages in Øksne hall is made and sorted under the Øksne hall and must be ordered at Café ØX.

If the rules regarding dispensing are not complied with, payment of serving and prop taxes may be subject to the Øksne hall.

Exhibitor may hand out samples or "samples" according to the following guidelines:

- Regular drinks must not exceed 5 cl. - Spirits max. 1 cl.
- Food - max 5 gr. Per sample. The customer / guest must receive a maximum of 10 gr. In total
- The food must be served from the individual stand and must not be included as part of an event outside the booth

Click here to get to the booking forms: <https://jewelryfair.dk/bestillingsside>

Coffee arrangement

The Øksne hall has a coffee arrangement for the exhibitors, so for DDK 105 you get a full jug of coffee; and the subsequent fillings cost DDK 45. And you can get coffee cups when you collect the coffee in Café ØX (The café in the end of the Øksne hall). For DDK 125 you can get a credit card for your stand. So, when your staff make the refill, then they can pay with the card. Alternatively, you can also make an appointment with Café ØX, so they make a total bill for you, which you receive immediately after the fair.

Photographer

For only DDK 1.350 you can get 4 professional photos of your stand. The photos are computer processed and delivered digital by our photographer Torben Åndahl.

Should you use photos in addition to the standard package, then call Torben directly and come to an agreement about price and details.

Contact: Photographer Torben Åndahl Phone +45 2125 2608 or mail torbenandahl@yahoo.com - for more info: www.torbenandahl.com

The stand rental includes the following:

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

Light: 2 spot for each 12 m2 will be installed in the ceiling over your stand

1 power supply approximately 1,5 kW (3 plugs)

1 café table and two chairs for each 12 m2

ePoint App access (system so you can scan visitor badges at your stand)

Wi-Fi connection

Inclusion in the online catalog with two profile text, your company logo and possibility to upload up to 10 photos and 1 video on your site in the catalog.

Cleaning of the stand is not included and must be ordered separately at the Øksne halls' technical department - (see the order form from Øksne hall).

Water

It is possible to connect water, sink and collection tank in the Øksne hall. To order this, you have to fill out the order form from the Øksne hall. Direct drainage is not available.

Waste

At the rear (outside) right outside the Øksne hall there are waste containers. Cardboard boxes must be folded together, bottles you have to put in the bottle container. For lighter waste, plastic cups, napkins etc. there are trash cans around in the hall.

Alarm / guard outside opening hours

In order to secure the exhibited objects, and to secure that the visitors only have access through the main entrance, the Øksne halls' gates are secured with alarms. Therefore, the Øksne Hall gates should not be opened - only in case of fire. **Unwarranted opening of gates is invoiced to the stand by DDK 4.500.**

There is an alarm on all the gates to the Øksne hall, and these alarms are activated when the fair closes approx. pm. 17.00 and deactivate again the next morning just before the first exhibitors can enter. And if the alarm goes off, the Øksne halls' guards automatically receives a message, so they will be in the exhibition Hall shortly after. At the same time,

the alarm goes to the Øksne halls' security company; who contact guards from the Øksne hall; and if they confirm that there is a real alarm, they will send a car to the hall immediately.

Ordering and payment of additional supplies at the Øksne halls' Technical Department

The technical department in the Øksne hall is our technical operator for the fair. So, if you need extra power plugs, extra shelves and such, this can be ordered from the Technical Department.

Get to our order page with order forms and a catalog and such from the technical department at the Øksne Hall: <https://jewelryfair.dk/bestillingsside>

Deadline for ordering additional supplies

Fill out the order form and submit your order before Friday 3th August 2022. Orders made after this date will cost 20% more than the prices shown.

Payment of services/furniture etc. ordered before the fair is invoiced by the Øksne hall after the end of the fair.

Ordering of additional services during the fair takes place at the Øksne hall production office. If any products or services are sold-out, then we can't guarantee to deliver the products/services.

In order to make sure everything is ready when the fair starts, it is very important that the deadline for orders is respected (Friday 3th August 2022).

Complaints

If you have any complaints about deliveries from the Øksne hall, please send the complaints in writing (mails) immediately, before the fair closes. Otherwise, complaints can't be accepted (of the Technical Department from the Øksne Hall).

Load of roof structure

Suspension of banners, light or heavy objects over 2½ meters, must be approved by CPH Exhibition Group.

Heavy objects have to be hung up by the Øksne halls' technical department.

Max construction high in your stand

Exhibitors that want to build higher than 2,5 meters, need to get a permission from the organizer: CPH Exhibition Group. If your stand is located along the outer wall of the exhibition hall, then we will allow you to build higher than 2,5 meters. And if your stand is located between other stands, your neighbors have to approve it, if you build higher than 2,5 meters. And in the end, you need to get a permission from CPH Exhibition Group.

Fire and Emergency Exits

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

- Fire and emergency exits must not be blocked.
- Smoke and steam must not be produced.
- All flammable material used in the exhibition Hall must be fireproofed.
- Roof structures of any kind must be approved by the organizer.
- The use of open fire must not take place without prior agreement with the organizer and the Danish fire authorities.
- The exhibition Hall is equipped with the required escape route signs; and if the fire authorities require additional escape route signs,

the Øksne hall will make sure it is established.

- The fire authorities in Copenhagen have in advance approved the floorplan made by the organizer CPH Exhibition Group.

Smoking

Smoking in the Øksne hall is **not** allowed.

Packaging and cargo handling/DSV contact information

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

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

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

Driving trucks in the exhibition hall

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

The Øksne hall has a pallet truck which can be borrowed by the exhibitors.

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

Cloakroom

There will be a manned cloakroom for visitors and exhibitors on the fair. It is free of charge to use the cloakroom and the cloakroom is located next to the main entrance, when you enter the exhibition hall.

Toilets

The toilets are located in the back of the exhibition hall, if you enter from the main entrance. And here you also find handicap toilets and toilets with baby changing table.

WiFi/Internet connection

There is WiFi in the exhibition hall. You don't need a code to access the WiFi system.

If you want a cable line, you can order this from the Øksne halls' technical department (check the order form from the Øksne hall above).

Use of sound system

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

Insurance/Responsibility

For your own sake, we recommend you to make an appropriate insurance. The Øksne hall or the organizer can't accept any responsibility for exhibitors' property.

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

Storage of the exhibitors' products outside the opening hours and on the construction day

We have established a security system, according to which exhibitors can hand in their valuables on the construction day, as well as outside the fair's normal opening hours. In the corner of the exhibition hall, just to the left of the main entrance, a container will be located. And here the exhibitors can hand in, and later pick up, their valuables (product they exhibit at the stand). The system is arranged with a professional security guard who has previously been involved in implementing the same system at previous New Nordic fairs. Outside the normal opening hours (ie overnight) there is security staff on duty in this area (the exhibition hall). In addition, DGI-Byen also has security staff from 08:00 pm and until the morning. And finally, a connection will also be established to the Police Station, which is located on the other side of Halmtorvet, just opposite the entrance to the Øksne Hall.

Personal items

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

Media partner is the trade magazine AuClock

The trade magazine, AuClock, is our media partner. They are doing a special edition of "AuClock", a fair edition, and it will be published in the period up to the fair. This issue will be published 3th August 2022 to be more precise. In addition, "AuClock" also makes a quick guide with exhibitor list and floorplan; and it will be distributed to all visitors free of charges, when they enter the fair.

The quick guide will also be made available in an electronic form, and it will be distributed on www.labdays.dk and distributed to "Dansk Kemi's" online readers.

Printed circulation: 1.300
Advertisement deadline: 1th July 2022
Published: 3th August 2022

Contact person:

AuClock – Consultant, Beth Vinther Lillegård:

Phone +45 2571 5211

E-mail: BETH@GULDSMED.DK

WWW: <http://www.guldsmed.dk/>

General terms

The exhibitor is subject to the general terms from CPH Exhibition Group

Besides the above, the exhibitor is also subject to the general terms which the exhibitor received with the order confirmation from CPH Exhibition Group.

General terms and conditions

**Trade fair company = CPH
Exhibition Group ApS
Venue for the event = The Øksne
hall**

CPH Exhibition Group ApS, CVR no. 21 48 80 03, legally represents the trade fair company in this order confirmation/stand rent contract.

Art. 1 Price, payment and delivery

The order confirmation/stand rent contract is binding for the exhibitor and the trade fair company, when the trade fair company has received the signed order confirmation/stand rent contract, or when the exhibitor has paid his registration fee. In other words, the order confirmation/ stand rent contract cannot be terminated by the exhibitor, when the trade fair company has received the signed order confirmation/stand rent contract. The

exhibitor binds himself to comply with the terms of payment stated by the trade fair company in the order confirmation/stand rent contract.

§2 Changing the stand location

There may be situations where it is expedient for both the exhibitor and trade fair company to move the exhibitor from the agreed stand location (i.e., the stand location in the signed

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

Art. 3 Force majeure

Should any unexpected events take place, such as war, mobilization, strike, lockout, fire, authority regulations or other, which the trade fair company has no influence on, and which precludes or substantially complicates the completion of the event, the trade fair company is entitled to fully or partially change the location of the event. And the trade fair company is also entitled to change the dates for the event, so that the event can be conducted on a later date than planned original. In this situation, the trade fair company is also entitled to change the exhibitor's stand size, if the new venue/location require it. Any reduction of the exhibitor's stand size entitles the exhibitor to a corresponding reduction in his stand rent price. If this force majeure article is called upon, the trade fair company is also entitled to nullify the signed order confirmation/stand rent contract. If the trade fair company is compelled to nullify the order confirmation/stand rent contract, the exhibitor is entitled to a full refund of his stand rent price. The exhibitor is entitled to no further compensation from the trade fair company.

The trade fair company can't be hold responsible for any mistakes in the point system (system to scan visitor badges); and if the system fails; the exhibitor are not entitled to compensation of any kind from the Trade fair company.

Art. 4 Stand decoration and built-up

The exhibitor binds himself to comply with the regulations of the event venue. Be it regulations of the event venue itself, the technical staff of the event venue, health authorities, fire service and/or any other public authorities. The exhibitor also binds himself to meet the time limits/deadlines set by the trade fair company and the time limits/deadlines set by the event venue for the trade fair/event. The exhibitor binds himself to keep his stand staffed to the extent possible during all opening hours of the trade fair.

Art. 5 Exhibition goods/products

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

Art. 6 Dismantling and removal of exhibited goods/products

The dismantling of the exhibition stand and the removal of the exhibition goods/products cannot take place until the trade fair/event is officially closed, unless the Trade Fair company has given the exhibitor permission. If the exhibitor breaks down his stand without

permission is the trade fair company is entitled to give the exhibitor a fine of

DKK 2,500 (+VAT 25%)

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

Art. 7 Sale, promotion and service

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

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

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

Art. 8 Stand lending or stand sublease

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

Art. 9 Visitor and exhibitors entry passes

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

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

Art. 10 Liability

The exhibitor is responsible for any damage to persons, facilities or furniture/equipment caused by the exhibitor, his staff and suppliers or his exhibited goods or display materials.

The exhibitor is not allowed to fix any damages. The trade fair company and/or the event alone is responsible for the damage, which is caused by faults/errors or neglect at the event venue and/or by the trade fair staff.

All exhibited goods, products and decoration materials are at the exhibitor's own responsibility and risk in every sense. The exhibitor should in self-interest take out all necessary insurance. The trade fair company disclaims all responsibility for personal injury, damaged goods and damaged display materials etc. and disclaims all responsibility for any implied loss to the exhibitor caused by failing power and water supply, all kinds of wire/pipe ruptures, flooding, natural disasters etc.

Art. 11 Rules and regulations

The exhibitor or his staff can be excluded after prior warning (and/or this order

confirmation/stand rent contract can be nullified), if the trade fair company and/or the event venue finds their behavior challenging or contrary to the contract, including contrary to these general terms and conditions, or if the exhibitor's use of the rented, including if the exhibitor's manner of exhibiting is found very inconvenient to the other exhibitors or exposes the trade fair company or the other exhibitors to damage. The trade fair company hereafter has the right of disposal of the rented stand, and the exhibitor is not entitled to any reimbursement of the prepaid stand rent. Further, the trade fair company reserves

KODA is a non-profit collective rights management society that administers Danish and international copyrights for music creators and publishers, when their music is performed in public.

the right to exclude any person not employed at the trade fair/event or its built-up or dismantling.

Art. 12 Complaints

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

Art. 13 Agreement on Danish law and Danish venue

With his signature or with his payment of the registration fee (in this order confirmation/stand rent contract), the

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

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

Art. 14 Matters of dispute

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

Art. 15 Amendments to these terms and conditions

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

Art.16 Confidentiality regarding the contents of this order confirmation/stand rent contract

The exhibitor binds himself to handle the signed order confirmation/stand rent contract with confidentiality. This means that the exhibitor is not allowed to show or inform any third party of the contents in this order confirmation/stand rent contract.

If the exhibitor violates this article 16, the trade fair company is entitled to nullify the signed order confirmation/stand rent contract; should this happen, the exhibitor is not entitled to reimbursement of any kind.

If the exhibitor has obtained any kind of discount compared to the list prices of the trade fair/event, the trade fair company is entitled to annul this discount and claim the full amount, if the exhibitor violates this article 16.

If the authorities put demands on the exhibitor to see this order confirmation/stand rent contract, it is not considered a violation of this article 16.

Art.17 Special agreements

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

Art.18 Duration of the offer

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

Art. 19 Other material and information regarding the event

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