

EuroPerio10

An EFP initiative

JUNE 15-18 | 2022
COPENHAGEN

EXHIBITOR MANUAL

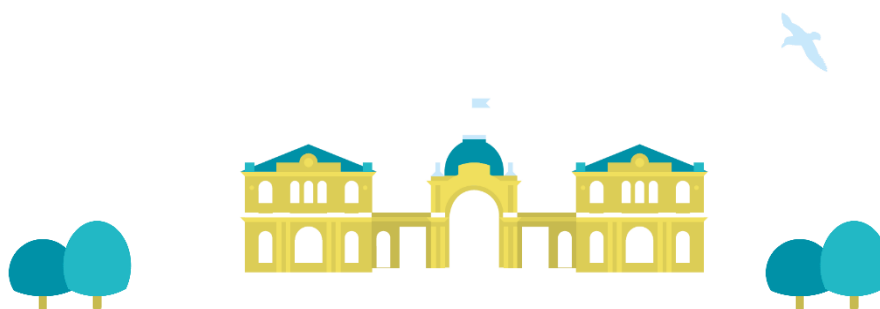
www.efp.org



Please make sure to carefully read this manual and share it with the necessary colleagues, agencies and booth building companies involved in the organization of your EuroPerio10 activities!

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GENERAL CONGRESS INFORMATION

Key dates and deadlines

When	What	Where
29 January	Final payment of Exhibition and Sponsoring Package <i>Cancellation deadline Exhibition (50% fee)</i>	
2 March	Deadline Early Bird Fee for Delegate Registrations	www.efp.org/attendance/registration
20 April	Deadline for submission of the stand plan / exhibition layout for booth approval	info p. 9
2 May	Early bird Deadline Lead Retrieval Systems	info p. 12
9 May	First deadline Bella Center webshop order: Shell Scheme / Furniture / Carpet / Signage / Electricity / Telecommunication / AV equipment & Computers / Rigging / Security / Cleaning and waste removal / Flowers <i>After the deadline, prices will increase of 25%.</i>	info p. 11
18 May	Deadline Regular Fee for Delegate Registrations	www.efp.org/attendance/registration
20 May	Deadline for DHL order forms Transportation, handling, storage	info p. 7
23 May	Deadline Catering order	Info p. 12
25 May	Deadline for Exhibitor Registration	info p. 13
1 June	Deadline for staff orders via Moving Talent (Hostesses)	Info p. 13
12 June	Second deadline Bella Center webshop order <i>After the deadline, prices will increase of 50%</i>	info p. 11
13 – 14 June	Set-up of Exhibition	info p. 6
15 – 18 June	EuroPerio10	Bella Center
18 June	Dismantling of the Industrial Exhibition	info p. 9



Important Addresses & Contact Details

Sponsoring & Exhibition Management

Mondial Congress & Events
Mondial GmbH & Co. KG
Operngasse 20b
1040 Vienna, Austria

Ellen Valckenaere
Sponsorship Management
valckenaere@mondial-congress.com
+43 1 58804 – 143
+43 664 889 468 31

Sandra Wagner
Exhibition Management
wagner@mondial-congress.com
+43 1 58804 – 244
+43 664 346 31 09

Registration

Mondial Congress & Events
Operngasse 20b
1040 Vienna, Austria
T: +43 1 58804-0

Tina Wögerbauer
Registration Manager
euoperio@mondial-congress.com
+43 1 58804 – 219

Accommodation

CAP Partner
Nordre Fasanvej 113
DK-2000 Frederiksberg

Susan Svenningsen
ss@cap-partner.eu

Copenhagen is a popular city, so make sure to secure your room early!

Venue & Exhibition Service

Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen

Euoperio10expo2022@bellacenter.dk

Bella Center Webshop

Shell scheme, furniture, carpet, signage, electricity, rigging & suspension, cleaning and waste removal, plants, screens, lighting, safeguarding partitions, custom build exhibition, catering, security, etc.

The Webshop will be available in February 2022!

Access codes will be sent via email.

Catering

Booth catering can be ordered through the Webshop of the Bella Center.

If you have any special request, please send an e-mail to: Euoperio10expo2022@bellacenter.dk

Hostesses

Moving Talent
CPH: Office - Rosenørns Allé 31, 2
DK-1970 Frederiksberg C

Fredrik Bjurö
eventstaffing@movingtalent.eu
+45 29 72 03 00

Download order form in the EP10 Industry Zone!

Lead Retrieval System

Mondial Congress & Events
Operngasse 20b
1040 Vienna, Austria
T: +43 1 58804-0

Ellen Valckenaere
Sponsorship Management
valckenaere@mondial-congress.com
+43 1 58804 – 143 / +43 664 889 468

Download order form in the EP10 Industry Zone!

Official Freight Forwarding & Handling

DHL Trade Fairs & Events (UK) Ltd.
Unit 17 & 21, 2nd Exhibition Avenue
N.E.C. Birmingham B40 1 PJ
United Kingdom

Simon Latchford
simon@dhl-exh.com
+44 7966 623 777

Download DHL order forms in the EP10 Industry Zone!

VENUE

Bella Center Copenhagen

Center Blvd. 5

2300 Copenhagen, Denmark

www.bellacentercopenhagen.dk

**BELLA ·
CENTER**
COPEN
HAGEN

How to reach the congress venue?

Bella Center Copenhagen is just 6 km away from Copenhagen Airport and 8 km away from Copenhagen city center.

From the airport

Bella Center Copenhagen is just a 10 minute taxi drive from Copenhagen Airport (estimated price: DKK 150-200), which offers a wide range of international and domestic flights every day. Regional trains also run from the airport to Ørestad Station. Further information via Copenhagen Airport or SAS.

By car

There is a motorway right to the front door from Denmark and Sweden. Follow the "Airport Motorway", E20. The exit to Center Boulevard is number 19 and is called "Ørestad" with "Bella Center" listed below.

Parking

24h paid parking administered by APCOA PARKING

EasyPark - area code 3533

Parking for Royal Arena events

Walking from Bella Center Copenhagen to Royal Arena takes approx. 10-15 minutes - or take the metro for one stop.

By taxi

A taxi from Bella Center to the city center costs about DKK 200. A taxi from Bella Center Copenhagen to Copenhagen Airport costs about DKK 150-200.

By train

If you plan on travelling by train, Copenhagen Central Station is within reach from Copenhagen Central Station. To get to and from Copenhagen Central Station, you can take the bus line 30, which takes 20-25 minutes. All regional trains also stop at Ørestad Station, where you can transfer to the metro to get to Bella Center Copenhagen. Note that Intercity Trains DO NOT currently stop at Ørestad Station. Information and reservations via DSB.

Tip: Earn points for travelling by train & get the EP10 sustainability supporter status!



By metro

If you take the metro, the center of Copenhagen is just a few minutes away. The Metro line M1 runs between Vanløse and Vestamager. The metro station "Bella Center" is located by Bella Center's east entrance. More information at www.m.dk.

Entrance EuroPerio10 Congress

The main entrance for delegates and exhibitors is **Entrance 6** of the Bella Center. The exhibitor registration desk as well as the registration service desks will be located there.

Companies who have to deliver goods, have to proceed to the **loading bay at P5a**, traffic staff will be onsite to facilitate this process. Detailed information and a map can be found in section 4 Deliver and Storage Information on page 7.

**The detailed venue concept is
available in the EP10 Industry Zone**

(available in February 2022)

SET-UP, DISMANTLING & EXHIBITION SCHEDULE

All times listed in this chapter are preliminary and subject to change, the exhibitor manual will be regularly updated.

	Monday, 13 June	Tuesday, 14 June	Wednesday, 15 June	Thursday, 16 June	Friday, 17 June	Saturday, 18 June
Set-up exhibitors >24 sqm only	07:30-22:00	07:30-20:00	07:30-11:00 Decoration only			
Set-up exhibitors (space only)	12:00-22:00	07:30-20:00				
Set-up exhibitors using Shell Scheme¹		12:00-20:00				
Exhibitor Service Desk (Bella Center)	07:30-19:00	07:30-19:00	07:30-14:00			
Exhibitor Registration Desk		10:00-19:00	09:00-20:00	07:00-18:30	08:00-18:30	08:30-12:30
Exhibition opening hours²			12:30-20:00	08:30-18:30	08:00-18:30	08:30-12:00
Booth packing-up inside the stand. Aisles must stay clear for carpet removal and the cherry-picker for rigging release.						12:00-13:00
Dismantling						13:00-24:00

As of January 2022, may be subject to change

Any material delivered outside of the indicated time-slots will be turned away. Exhibitors with booth builders have to check the availability of their booth with their contractor. Installations must be finished and products must be installed before the exhibition opening.

¹ Shell schemes and booth packages will only be available to exhibitors at this time.

² Exhibitors can access their booth one hour before the opening hours. Your booth has to be staffed during all these times!

Please note that alcohol is not permitted during the build-up and dismantling times. Anyone believed to have consumed alcohol will be removed from the site and may not be permitted to return to the venue for the event.

Set-up times

The exhibition will be set up on Monday and Tuesday, set-up times are mentioned in the table above. On **Wednesday, 15 June 2022 no construction works are allowed anymore. Furthermore, aisles have to be emptied** but exhibitors are still allowed to work on decoration within their booths. **All exhibition booths must be fully operational until Wednesday, 15 June, 11:00h at the latest.**

Personal protection equipment

Everyone working at Bella Center Copenhagen must comply with the rules of the Danish Working Environment Authority at www.at.dk.

For all types of work in lifts, a safety helmet must be worn, regardless of lift-type, task or work-duration.

In addition, wearing safety shoes and a helmet is highly recommended for everybody during the entire build-up and breakdown period. If you do not have a safety-helmet available, one may be borrowed at the Bella Center.



Exhibition Breakdown

The exhibition breakdown is scheduled for Saturday, 18 June 2022, 13:00-24:00. The exhibitor must dismantle the booth and return hired furnishings by the end of the day. Stored materials, empty containers, packing materials, and items for which the exhibitor has made no arrangements regarding removal and storage must be disposed of at his/her cost, any item left behind become the property of the organising secretariat. If the exhibitor does not dismantle and clear away his/her exhibit in a timely manner, these items will be removed by the organising secretariat at the exhibitor's cost.

12:00-13:00 only booth packing-up activities inside the stand are allowed; aisles must stay clear for carpet removal and the cherry-picker for rigging release activities. **13:00** start of delivery of empties to the booth, contractors' breakdown will commence.

Booth evacuation must be completed during the dismantling hours. Additional overnight breakdown is not possible.





DELIVERY & STORAGE INFORMATION

Deliveries must be received by a representative of your company. Neither the organiser nor the Bella Center will accept deliveries on behalf of exhibitors and sponsors. **Please make sure your staff is onsite at the time of delivery.** The organising committee, Mondial Congress & Events or the Bella Center cannot, in any case, be in charge of customs clearance and storage.

Deliveries which have been ordered prior to the event via the Bella Center Webshop will be ready for the first stand build-up day, except of AV which will be delivered on the last build-up day.

DHL Trade Fairs & Events has been appointed as preferred logistics service provider for EuroPerio10 and as such the company is handling storage and customs clearance for this event.

Delivery Access for the Exhibition Area

The delivery will only be accepted on Monday, 13 June from 07:30 to 22:00 and Tuesday, 14 June from 07:30 to 20:00. Any deliveries, which arrive at the Bella Center prior arrival of the company's staff, will not be accepted and will be turned away.

Exhibitors may hand carry only what they can manage by themselves (one person) in one trip, using no equipment. Hand-carried items may not come through the freight entrance.

Exhibitors expecting deliveries at other times during the event should advise Mondial Congress & Events of the expected delivery time and date, number, size and weight of items to be delivered. Mondial Congress & Events can be contacted via email (*Ellen for Sponsors: valckenaere@mondial-congress.com or Sandra for Exhibitors wagner@mondial-congress.com*) or at the Exhibitor Registration Desk located in the entrance area.

Loading and Unloading

For deliveries during build-up and pick-ups during dismantling, please use:

Gate E & C at Center boulevard 5, DK-2300 København S.

Security staff will be onsite to coordinate the deliveries. Furthermore, a time schedule will be created in due time. In case your delivery and unloading are not planned via DHL, please get in contact with [Ellen Valckenaere](mailto:Ellen.Valckenaere) to book your delivery time. Everybody is asked to unload as quickly as possible to avoid traffic jams in front of the building.

Unloading Doors Information

Gate 1 / Loading Area E

Door hall E access: gate 4.93m wide

Door hall C access: gate 5m wide

Floor load: max. 4,000 kg/m²

Forklifts & Trolleys

The Bella Center does not provide pump trucks or forklifts, but lifting carts can be provided by DHL. Orders have to be done prior to the event directly with [Simon Latchford](#) (DHL).

Any companies unloading themselves need to do so by hand.

Parking

Vehicles are only granted access to the loading bay within their official time-slots. As soon as loading/unloading is finalised, vehicles must leave the loading bay.

Vehicles are not allowed inside the exhibition hall. Please note that only forklift trucks operated by the official logistics partner are permitted within the loading bay and halls. **Trucks cannot be parked at the congress venue.**

Parking slots can be found through the following website: www.apcoa.dk





DHL Trade Fairs & Events (UK) Ltd is the appointed logistics partner for EuroPerio10.

DHL Trade Fairs & Events (UK) Ltd is able to pick up and/or receive and store courier shipments up to 30 days prior to the start of EuroPerio10 (Monday, 16 June 2022), and will deliver these to the stand once manned. There will be a handling charge for this service, paid directly to DHL Trade Fairs & Events (UK) Ltd.

Contact Details:

DHL Trade Fairs & Events (UK) Ltd Birmingham Birmingham, B40 1PJ United Kingdom	Simon Latchford simon@dhl-exh.com +44 7966 623 777
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If your shipment is for the exhibition stand, please **label the consignment as follows:**

EuroPerio10
Name of Exhibiting Company
Stand Number
Name of the person in charge
Mobile number
Total number of boxes

**The DHL order form and shipping manual
is available in the EP10 Industry Zone.**

Exhibitors are under no obligation to use the exhibition logistics services offered by DHL Trade Fairs & Events (UK) Ltd. However the exhibition manager and the organisers of EuroPerio10 will not accept any responsibility for late or non – delivery of exhibition materials if different logistic or courier companies are used. Courier charges are not included in the cost of the exhibition space as a package.

Customs

Each company has to carry out the necessary customs formalities on their own responsibility. DHL is available to exhibitors in order to help with the customs process. None of the products should leave/be shipped to the Bella Center without completed customs formalities.

Storage of Crates and Boxes

Storage can be arranged with DHL Trade & Events (UK) Ltd, and arrangements must be made in advance.

For compulsory safety reasons, under no circumstances should packaging materials (crates, boxes...) of any kind be left in the aisles, on the stands or stored behind exhibition stand displays. Exhibitors must make their own arrangements for the removal and storage of all cartons, crates, containers, packing materials, etc., which are necessary for re-packing. Exhibitors must ensure that they are **removed by the end of the build-up on Tuesday, 14 June 2022 at 20:00.**

Storage of Stand Supplies

If storage space is needed on-site for stand supplies (leaflets, etc.) and cannot be integrated into the booth itself, it is possible to rent a locked shell scheme storage only for stand supplies during the event – **NO EMPTY BOXES.** If storage space is needed please contact [Ellen Valckenaere](#) via email.

Post-Event Uplift of Exhibition Materials and Exhibition Stands

All exhibition stand materials are to be collected by a courier and must be labelled appropriately (company name, stand number, return address, contact name and phone number) and should be notified to DHL when ready for uplift.

Please instruct the courier company to collect the exhibition materials between 14:00 and 24:00 on Saturday, 18 June 2022. Any items remaining in the hall after 24:00 will be removed and stored by DHL Trade Fairs & Events (UK) Ltd and the exhibitor will be responsible for all costs incurred.



TECHNICAL INFORMATION FOR EXHIBITION STANDS CONSTRUCTION

The exhibition of EuroPerio10 is located in Hall C and Hall E of the Bella Center.

Assignment of Booth Locations

For assignment of booth location, registered exhibitors are being contacted on a “first come, first served” basis according to the chronological order of applications received with priority for loyal exhibitors (Companies who attended the past 2 editions of EuroPerio and book more than 24sqm until Wednesday, 1 September 2021).

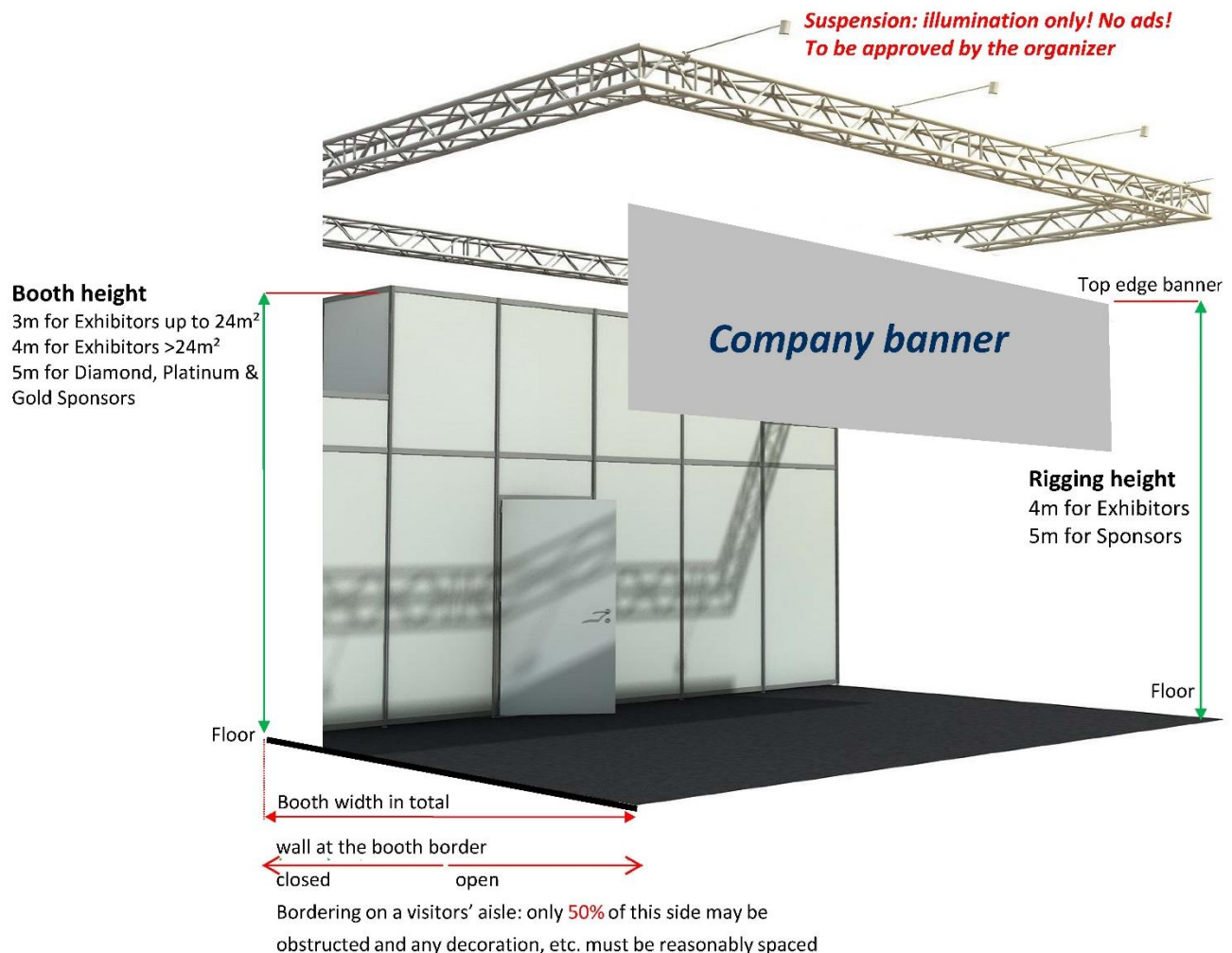
Approval of the Booth

IMPORTANT: All exhibitors who booked space-only and will bring their own, pre-constructed booths or will collaborate with other companies than the Bella Center for customised booths, must send the **stand plans** for approval by latest Friday, 20 April 2022 to [Sandra Wagner](#) via email.

- Detailed draft of the stand design/drawing to scale including length, width and height of the booth, front and side elevation, rigging, room orientation
- Plan showing the position of exhibition equipment, machinery and/or installation

Booth Heights & Rigging Regulations

According to the regulations of the organisers, the following restrictions for booth building apply:



Booth heights

3m for Exhibitors up to 24m²

4m for Exhibitors of 24m² and more

5m for Diamond, Platinum & Gold Sponsors

Rigging Height / Signage

Height: (top edge of the banner) max. 4m for Exhibitors, 5m for Diamond, Platinum and Gold Sponsors

Limitations for rigging options might appear at certain booth locations. Signage must stay within the footprint of the booth.

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.

Regulations

- Maximum heights, columns and/or other constructions
 - 3m up to 24m²
 - 4m for 24m² and more
 - 5m for Diamond, Platinum and Gold Sponsors
- Outer walls need to stay within the footprint of the booth
- The side and back walls of all booths should be **finished on the outside as well as the inside – from top to bottom**
- If displaying a pop-up or roll-ups, please order your own partition walls!
- **Only 50% of the visitors' aisle can be obstructed** – participants should be able to enter from all open sides of the booth (opening of at least for 50%)
- **When having counter(s) along the booth aisles, there must be a minimum of 50 cm space between the counter(s) and the edge of the booth.** *So when participants look at the display or come to talk to the staff they step on the booth and will not block the aisles pathway*
- Two-tier booths and / or 'double-decker' booths are not permitted
- For complex builds additional costs for a structural engineer to sign off the stand may occur. This will be charged to the exhibitor.

Stand Ceiling / Stand Covering

It is recommended not to have ceilings / stand coverings to finish the top part of the booth in order not to affect the Fire Safety Strategy of the Bella Center. As the halls have an automatic sprinkler system, there are limits to how you can cover your stand. In case of a solid cover, sprinklers might have to be installed – fireproof and water permeable fabric can be used as a light cover and would not need sprinklers.

Attention: Closed backrooms with any electrical appliances (e.g. coffee-makers, printers, etc.) require a **CO2 hand-held fire extinguisher** (min. 5 kg) which is visible and accessible. If you have a firm covering of more than 9m², you are obliged to establish extra sprinklers on the stand. Solid coverings below 9m² still need approval by Bella Center but are often approved without sprinkling.

More information is available in the Exhibitor Terms in the EP10 Industry Zone.

In case you plan to cover your stand, please send an email to Europerio10expo2022@bellacenter.dk for approval.

Covering the pillars next to the booth is only allowed if the pillar is integrated in the booth space – if you want to cover a pillar, please ask for approval.

Accessibility of Stand – Ramps

Stands should be accessible to all delegates. If you plan to install ramps, these must be integrated into the stand design and may not extend beyond the allocated floor space.

Please check the pillars (marked in black) on the floorplan to ensure that it does not disturb the access.

Booth Order & Onsite Facilities

The exhibition package is **SPACE ONLY**, therefore it does NOT include any partition walls, furniture, electricity, stand cleaning, etc. All these services and a standard rental booths will be available in the **Bella Center webshop** in February 2022.

The rented area includes the following contractual services:

- space rental
- booth mark-out on the floor
- 2 exhibitor badges (no access to scientific sessions) per 9m² purchased of exhibition space

The Bella Center Webshop will be available in February 2022!

Condition of the Floor

The original floor of the exhibition halls is concrete. Carpets and flooring for your booth can be ordered in the Bella Center Webshop (available in Feb. 2022). Nothing may be structurally attached to the floor of the exhibition premises without the written consent of the venue. Carpet may only be fixed to the venue floor with approved carpet tape. Wood floors please must not be laid like a grating with gaps or with underlying cavities.

In case you install flooring which has not been ordered through the Bella Center Webshop please have a look at the [Exhibitor Terms](#).

Tip: Earn points & get the EP10 sustainability supporter status by ordering recycled carpet, reusable carpet tiles or do not install any flooring.

Electrics / Power Box

Electricity (Main Power Connection) needs to be ordered via the Bella Center Webshop. Depending on the main power connection a simple socket or a fuse box with a residual-current device should be ordered and will be placed in the technical area inside the booth block. **The installation of main power, telecommunication and data, and connections to exhibition structures may only be carried out by the Bella Center authorised service provider and it is therefore strictly forbidden for exhibitors and booth builders to open floor ducts by themselves.**

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.

Water supply

The rented space is provided without any water supply. To arrange a water connection at your booth, please send an email to:

Europrio10expo2022@bellacenter.dk.

Booth Design, Furniture, AV, Plants & other services

Exhibiting companies have the choice either to design their own booth or to rent a shell scheme system (customized shell scheme also available) and furniture from the Bella Center Webshop.

Special requirements may be requested via Europrio10expo2022@bellacenter.dk.

**Deadline for webshop orders:
Monday, 9 May 2022!**

*Afterwards, a price increase of 25% will apply.
50% increase for onsite orders.*

According to the Regulation on operational all decoration material must be safeguarded as class B. Certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.

DO NOT FORGET: Stand plans have to be approved by Mondial Congress & Events Friday, 20 April 2022.

Exhibition Stand Cleaning

General cleaning of the exhibition hall (aisle and public areas) will take place prior to the exhibition opening each day. This service is free of charge to sponsors & exhibitors.

It is the responsibility of the exhibitor to make arrangements for booth cleaning and waste removal for build-up, during the meeting and upon dismantling/departure. If required, the Exhibitor may order cleaning services and waste containers/removal for the booth via the **Bella Center Webshop**.

Vacuuming of the floor and emptying of paper bins on the stands every night before an event day is included.

Tip: To get extra points for the EP10 Sustainability Initiative by ordering separate containers and recycle your waste.

Lead Retrieval App (Mondial Congress & Events)

The lead retrieval app is a fast and easy system to scan the bar code on delegates' name badges when they visit your exhibition booth to capture their contact details. You are also able to ask custom profile or marketing questions during the lead collection process. You will use your own device, either smartphone or tablet.

Prices for downloading the app: Prices include unlimited downloads of the app for booth staff. The lead retrieval app may only be used within the confine of the exhibition booth of the company. It is not permissible to scan delegates in other parts of the exhibition or other congress areas.

With the lead retrieval app, the following data will be transmitted to the exhibiting companies:

Title*, first name, last name, organisation*, address*, email address. (*Only available if it was provided during the registration process.)

WIFI-Regulations

Exhibitors who require Wi-Fi within their stands have the possibility to contract a service from the Bella Center or to bring their own Wi-Fi equipment. For those who decide to bring their own Wi-Fi equipment, exhibitors will have to follow some strict rules, apply the necessary technical settings to their equipment and pay a technical fee for the configuration of Bella Center's technical infrastructure.

During the event, Bella Center Copenhagen will have an on-site team who will manage and keep the airspace as interference-free as possible by locating and removing unauthorized wireless sources. **The Bella Center reserves the right to shut down exhibitors' unauthorized wireless sources, disconnect Internet access services and/or apply any further actions considered necessary.**

The WI-FI Order and Policy Acceptance Form are available online in the EP Industry Zone.

Booth Size	Early-bird fee until 2 May	Late fee After 2 May
9-21sqm	€ 525	€ 750
> 21sqm	€ 1.450	€ 1.900

Order form is available in the EP10 Industry Zone

Booth Catering

Booth catering can be ordered through the Webshop of the Bella Center (available in February 2022).

If you have any special request, please send an e-mail to: Europrio10expo2022@bellacenter.dk

It is not allowed to bring any kind of Food & Beverages from another catering provider or from outside the congress venue. This exclusivity also extends to all types of catering equipment. Exhibitors are only allowed to bring their own coffee machine, candies or dry snacks upon approval by the catering company. Pre-ordered products will be delivered to the stand daily before the opening of the exhibition or the individual requested time.

Catering for workshops and meeting rooms outside the exhibition please send an email to:

Europrio10expo2022@bellacenter.dk

Please note that prices for meeting room catering is different from stand catering as they include service. The stand catering is merely a drop off of the ordered items.

ONSITE ATTENDANCE

Onsite Catering

During build-up and dismantling no catering will be provided but cash catering will be available.

Coffee, tea and pastries/cookies will be available at the coffee stations located in the Exhibition Hall during the officially scheduled **coffee breaks** of the scientific programme. The organizer will not provide lunch for congress delegates.

A **cash catering** station serving savoury and sweet products as well as a variety of beverages will be located in the exhibition hall C during the official opening times of the exhibition (Wednesday to Friday).

Catering for Meeting Rooms

Exhibitors who booked a business room and other meeting rooms, may order catering via the Bella Center F&B department, order form available for download in the Exhibitor Zone, for special request, please contact: Europrio10expo2022@bellacenter.dk.

Last-minute orders cannot be guaranteed.



Signage

Signage directing the delegates and visitors to the exhibition and meeting rooms will be installed. Exhibitors are not permitted to erect their own signs (hanging or standing) anywhere within the exhibition halls and the congress center, other than within the confine of their booth.

Onsite Branding opportunities will be available in February 2022, please get in contact with [Ellen Valckenaere](#) if you are interested.

Registration of company staff

Exhibiting companies are entitled to

- 2 exhibitor badges (no access to scientific sessions) per 9m² purchased of exhibition space

For any additional booth personnel, a fee of € 90,00 (incl. VAT) per day will be charged – € 195,00 for 3 days

Registration & Deadlines

Exhibitors have to provide a name list of their company staff to the EP10 organizing team. Beside the full name, an individual email address is required of each staff member for registration. A template will be sent via email.

For exhibitor name list deadline: **Wednesday, 25 May 2022**

For security reasons, booth personnel must wear the official EuroPerio10 name badges at all times!

Further information will be provided in a separate email in due time.

Each representative who is issued with an exhibitor badge must be employed by the exhibitor or have a direct business affiliation. Exhibitor badges will not be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors, or others who wish to gain admittance for the purpose of making contacts. The exhibiting company will be responsible for the actions of anyone authorized to receive a badge under the exhibiting company's name, including their invited guests. An invoice will be sent based on your order.

Name badges can be either printed at self-print stations upon arrival at the registration area in the congress venue or can be collected as group pick-up at the Exhibition Registration Desk. Group pick-ups have to be arranged with the registration team before the congress – details will be sent in due time.

Lost/Forgotten Badge Policy

In the case of loss, a replacement badge will only be provided against full payment of the applicable onsite registration fee. Forgotten badges will be replaced against a deposit of the full onsite fee. The congress badge may only be used by the person stated on the badge and cannot be assigned to third persons.

Access to Scientific Sessions

Exhibitor badges will not grant access to scientific sessions. If exhibitor staff wants to attend the scientific programme, they need to register (be registered) as congress delegates.

Please refer to the [EuroPerio10 website](#), which provides further information and time schedules of the registration fees, meeting sessions and networking programme.

Delegate Registration

Delegate registration is available on the [EuroPerio10 congress website](#).

If you would like to register a delegate group, please send an email to europerio@mondial-congress.com.

Hostesses

Hostesses for the booth or meeting rooms can be hired from Moving Talent. The order form is available in the EuroPerio10 Industry Zone.

The ordering deadline is **Wednesday, 1 June 2022**.

Hired hostesses will be provided with an exhibitor badge. If companies choose to bring their own hostesses/staff, they will need to purchase exhibitor badges for them.

Please get in contact with Fredrik Bjurö via eventstaffing@movingtalent.eu for any questions you might have.



EXHIBITION REGULATIONS

In these regulations, the term “exhibition” in all cases refers to an industry exhibition being held in conjunction with “EuroPerio10”, held at Bella Center, Copenhagen, from Wednesday, 15 June until Saturday, 18 June 2022.

The term “exhibitor” includes any person, firm, company, association and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting in the exhibition area.

The term “organisers” means Mondial Congress & Events on behalf of the EFP.

The term “premises” refers to those portions of the Bella Center licensed to the organisers.

Non-adherence will force the venue management team to close the exhibition hall and all penalties or charges incurred will be passed on by the organisers to any exhibitor who has not adhered to this regulation. Exhibitors must leave the location used in the same condition as before the installation and respect the schedule indicated.

General Information & Conditions

The Bella Center and the organisers require all exhibitors, contractors and any other personnel to comply with the [Bella Center Terms](#), which are available in the online EP10 Industry Zone. All exhibitors must also comply with all current rules of the Danish Working Environment Authority.

The organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. Exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the organisers may occupy the premises and with policies of insurance effected by the organisers.

Exhibitors must leave the location used in the same condition as before the installation and respect the schedule indicated.

Security

The Bella Center Copenhagen will provide stewarding throughout the exhibition halls on event open days; however, each sponsor/exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. **Additional security cover for your stand can be booked through the web shop of the Bella Center.** In the unlikely event of a theft occurring, please report this to the congress organisers immediately.

There is 24-hour security coverage. At night the exhibition hall will be locked and monitored but there will be no personnel on the floor.

Please wear your exhibitor or contractor badge at all times.

Eligible Exhibits

Only the name of the company that signed up on the application form may be placed in the booth or appear on any printed or online list of exhibitors at EuroPerio10.

Good Neighbourly Relations

Exhibitors should not bother their neighbours with bulky furnishing, light, decoration, sound or smell. Stand build-up and exhibition materials should remain within the stand area during the exhibition for the sake of cleaning, escape routes etc.

Booth Occupation

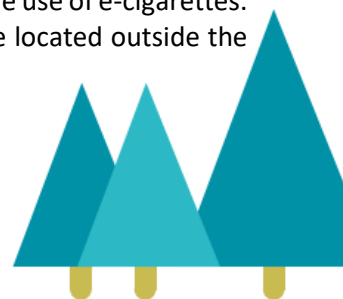
Exhibitors are not authorized to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility. Exhibitors have to finish their installations and their products are to be installed before the exhibition opening.

Exhibitors are asked

- Not to leave their booths unattended while visitors are still in the hall
- To be present at their booths during assembly and disassembly and to receive their deliveries
- To leave the locations used in the same conditions in which they were initially found. It is prohibited to nail, screw or stick items on the structure. Any deterioration will be invoiced to the exhibitor.
- It is absolutely prohibited to carry out: works affecting smoke, compressed air ducts electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines, drilling of holes for posting or sealing, removal of doors, aerials etc.
- Repair of damages subsequent to the non-observance of the above clauses will be entirely at the exhibitor's own expense.

Smoking Policy

Smoking is prohibited in all rooms and halls of the Bella Center, this includes vaping and the use of e-cigarettes. The designated smoking areas are located outside the congress venue.



Fire Precautions

In accordance with the requirements of the Bella Center, all materials used to construct, decorate or furnish exhibition structures at the exhibition site must at least conform to fire classes B1, Q1 or Tr1 under the applicable ÖNORM standards, or classifications B-s1d0 and C-s1d0 (hardly combustible, low smoke emission and no dripping) under EN 13501/1, or be impregnated with fire retardant substances. Additional fire extinguishers may be required on stands and in the back office depending on the activity. Please note that this will be at an additional cost to the exhibitor.

Also, additional emergency exit signage may be required on stands. All fire technical installations such as emergency exits, fire hoses, fire cabinets, call points and fire alarms must not be hidden, obstructed or covered. Empty flammable packaging and stock must be continually removed from the hall. Nothing containing inflammable or explosive liquids may be brought into the halls unless so agreed with Bella Center.

Promotional Activities

The booths may only be used for exhibiting and advertising the exhibitor's own products, materials or services as described in the application form, not for the sale of any products. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition booth is forbidden (such as working acts, distributing flyers, hand out giveaways, etc.).

Promotion activities (e.g. quiz show, live presentations, etc.) at the booth must be reported to Mondial Congress & Events in writing, at least 4 weeks in advance. In addition, no booth activities can be advertised during the official scientific programme.

No activity including public meeting set-up or presentation with microphones/speakers can be organized at the booth unless it is part of the sponsorship package – please refers to the industry prospectus.

Please make sure that sufficient space is available within the booth to accommodate the expected number of visitors.

Failure to Vacate

If the exhibitor should fail to remove all its property or otherwise fail to vacate the exhibition premises on Saturday, 18 June 2022 by 24:00 due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by the premises or any losses and costs incurred by the organisers as a result of the

exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organisers. The organisers may remove any property of the exhibitor left at the exhibition area by the exhibitor after the said time and the exhibitor shall pay all costs of such removal to the organisers on demand.

Insurance

Exhibitors are reminded of the need to consult their own insurance company or insurance broker to cover themselves fully against all risks at the exhibition. Particular attention is drawn to the need for the following:

Abandonment insurance: exhibitors should note that the organisers are not obliged to return any money paid for the space in the event of the exhibition being abandoned, postponed or altered in any way in whole or in part or if the organisers find it necessary to change the dates or the venue of the exhibition.

Stands fixtures and similar insurance: all risks on loss or damage to exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal property of the congress venue, directors, principals and employees whilst on the exhibition premises and transit risks to and from the exhibition.

Liability

Whilst the organisers will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises and the organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising therefrom. Nor shall the organisers be liable for any expenditure loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever. The organisers shall not be held liable for too low a number of registered delegates or for any lack of interest in the entire event.

Public Liability

Remove all liability to the public that may arise out of the Exhibitor's activities and should be covered by insurance. Each Exhibitor must have its own individual Public Liability Insurance in place with a minimum cover of € 2 million. Insurance should be affected with the minimum delay.

Terms & Conditions

The exhibitor agrees to observe all regulations and requirements stipulated in the clauses of this document, the **Bella Center Exhibitor Terms**, the **Bella Center Technical Information** as well as the **EuroPerio10 Sponsorship & Exhibition Participation Terms & Conditions** and shall not construe them as merely administrative (*Documents are available in the EuroPerio 10 Industry Zone*). The authorities of Bella Center shall exercise full power in the duties vested to their rank to find the means necessary in order to enforce the present regulations to their full extent.

The exhibitor accepts to comply with all the regulations thereof and any new provision and/or amendment that may be brought due to the circumstances at that time and adopted as being in the best interest of the event pursuant to which the organisers reserve the right to convey such new information even verbally.

Any infraction of customary and statutory regulations, instructions or government decrees and/or amendments enacted or referred to in the information file and in the exhibitor manual, may result in the immediate eviction of the offending exhibiting person or company by decision of the organisers, without prior notice and without prejudice to any compensations that could be claimed as a result against the offender in repair for damages or harm from which the event could suffer.

The aforementioned shall apply in particular in the event of insurance coverage default, nonconformity to the general instructions, failure to comply with safety regulations, non-occupancy of the booth, absence of the reservation form duly completed and signed payment default. The organising committee shall hold a lien on all exhibits, personal property or decoration belonging to the exhibiting company. Whatever the reason, the organiser shall not consider eventual claims filed after the congress. Disputes arising in connection with the present clauses shall be settled in any court having jurisdiction over the organiser's head office.

All exhibitors, contractors and sub-contractors within the exhibition halls are advised to conduct their industrial relations in accordance with good practice. Persons carrying out work contrary to the requirements of Bella Center and the local authority will be required to stop work immediately and may be directed off the premises.

All exhibitors are obligated to follow the appropriate country as well as the European Ethical Codes.



www.efp.org

organised by



BECOME AN EuroPerio10 SUSTAINABILITY SUPPORTER!

Sustainability is more than an environmental issue – it is a broader challenge that affects everything and everyone on the planet. Recent trends clearly indicate how a sustainable resource management will be essential for future generations.

*"Make sustainability your priority:
small changes can have a big positive impact."*

As EuroPerio is the leading congress in its field, we like to draw the awareness to that topic and ask you to join the EFP in its Sustainability Initiative with the aim to **reduce resources and minimize the economic impact** of the congress.

The EuroPerio10 Sustainability Initiative for sponsors and exhibitors has been created to motivate companies to plan a **sustainable congress presence** as well as resource management and reward those who help us to support a more sustainable meeting.

HOW CAN I AS A SPONSOR OR EXHIBITOR BECOME AN EUROPERIO10 SUSTAINABILITY SUPPORTER?

By planning a more sustainable onsite presence at EuroPerio10, you will be able to collect points. Different initiatives will award you with a different number of points. If you have collected **more than 25 points**, you will become an EuroPerio10 Sustainability Supporter.

BENEFITS FOR SPONSORS & EXHIBITORS

Depending on your score, you will benefit from the following:

25-30 points

- » Announcement as Sustainability Supporter in the App
- » Announcement as Sustainability Supporter on the website
- » Logo presence at the EFP sustainability booth
- » Logo included in dedicated sustainability update newsletter

More than 30 points

- » Announcement as Sustainability Supporter in the App
+ including a link to your company's website
- » Announcement as Sustainability Supporter on the website
+ including a link to your company's website
- » Logo presence at the EFP sustainability booth
+ a break slide telling the EFP community about the sustainability initiatives of your company
- » Logo included in dedicated sustainability update newsletter
+ an article of your company's sustainability initiatives

**MORE INFORMATION ABOUT
EFP'S SUSTAINABILITY ACTIONS
CAN BE FOUND IN THE:**



EFP Sustainability Manifesto

HOW CAN I COLLECT POINTS?

The following initiatives have to be planned to collect points:

Catering

Cutlery/ cups	» Recyclable/biogradable material only (2 points)
	» Re-useable only (3 points)
	» Refillable cups/bottles for beverages (3 points)
Coffee	» Milk alternatives are offered (soya, oat, almond, etc.) (1 point)
	» Fair Trade Coffee (1 point)
	» No Capsule Coffee (2 points)
Food	» Regional/seasonal (1 point)
	» No single packaging (2 points)
	» „Grab & Go“ buffet stations at your sponsor sessions (1 point)

Booth

Re-useable booth elements	» 25% (2 points)
	» 50% (5 points)
	» 100% (7 points)
Carpet	» Recycled carpet (1 point)
	» Reusable carpet tiles (3 points)
	» No Carpet (3 points)

Marketing & Promotion

Flyers/ Brochures	» Made of recyclable paper only (1 points)
	» 50 % digital flyers/brochures (3 points)
	» Digital flyers only/no flyers (5 points)
Give always	» Recyclable packaging (2 points)
	» No give always (2 points)
Sustainable sponsorship items	» Water bottles (1 point)
	» Drinking fountain (1 point)

Staff

Travel to Copenhagen	» 25 % of staff arrives by train (2 points)
	» 50 % of staff arrives by train (5 points)
	» 100 % of staff arrives by train (7 points)
	» We will pay CO2 compensation for all our staff members arriving by plane. (2 points)
Travel within Copenhagen	» Staff uses public transportation only (5 points)

If you have your own ideas or measure to increase sustainability of your participation, please let us know. We will be happy to award applicable points for customized/individual ideas.