



MNE 2018 Exhibition Terms

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GENERAL INFORMATION

THE EXHIBITION

MNE 2018 – Micro and Nano Engineering Conference 2018

EXHIBITION HOURS

Tuesday, 25 September 2018:	09:30-18:00 hours
Wednesday, 26 September 2018:	09:30-18:00 hours
Thursday, 27 September 2018:	09:30-13:30 hours

VENUE

Exhibition Congress Hall A1, ground Level
Bella Center Copenhagen
Copenhagen, Denmark

Floor

The floor is carpeted in dark blue colour. Power supplies, network and telephone cables as well as plumbing and compressed air will be run into your stand via the hall ceiling.

The floor can carry the following loads:

Single point loads per 15x15 cm = 4,000 kg

Outdoor vehicles are not allowed in the area.

Electricity

The power supply in Denmark is 230 voltage. Each booth will be provided with 2,3 kW power 230V, 10 amp, 1 phase. In case of higher demand for power this should be ordered through the Bella Center's WEB Shop. No extension cords will be provided, but can be ordered through Bella Center's WEB Shop.

Socket:



WiFi

Free WiFi will be available for all the participants in all conference areas including the exhibition hall. Please note that the band width is dimensioned for e-mails and low speed downloads only.

In case you would like to set up a WiFi hotspot at your stand or require LAN connections, you may order these services through the webshop of the Bella Center.

Please note: Exhibitors are not allowed to set up their own WiFi hot spot at the booth using the public WiFi. You may order a dedicated WiFi network with the Bella Center in this case.

THE ORGANISER

Technical University of Denmark, Department of Micro and Nanotechnology
Ørstedes Plads, Building 345C
2800 Kgs. Lyngby
Denmark

EXHIBITION & CONFERENCE SECRETARIAT

BDP A/S
Bredgade 28
DK-1260 Copenhagen K
Denmark
Mr. Henrik Dyhr
Email: hd@bdp.dk
Telephone: +45 3345 4544

MNE 2018
Exhibition Secretariat
c/o BDP A/S, Congress Department

Bredgade 28
DK-1260 København K
Denmark

Phone +45 3345 4510
E-mail: congress@bdp.dk



OFFICIAL CONTRACTOR

Bella Center A/S
Center Boulevard 5
DK-2300 Copenhagen S
Denmark
Telephone: +45 3247 3369
Contact Person: Arooj Bashri
Email: abb@bchg.dk

OFFICIAL FREIGHT FORWARDER

DSV Solutions A/S
Center Boulevard 5
DK-2300 Copenhagen
Denmark
Tel: +45 3247 3017
Email: expo@dk.dsv.com
Fax: +45 4325 3510

EXHIBITOR BUILD-UP

Monday, 24 September 2018 at 18:00 – 23:00 hrs.

EXHIBITOR

Exhibitor staff registration

Monday, 24 September 2018: 18:00 – 20:00hrs.
NB! All staff need an official conference badge in order to have access to the exhibition hall at any time.

EXHIBITOR DISMANTLING

Thursday, 27 September 2018 at 14:30-17:00 hrs.

PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE.

For your easy reference, the details of the Organisers, Official Stand Contractor and Hall Venue providers are listed below.

Exhibition Secretariat

BDP Congress
Bredgade 28
DK-1260 Copenhagen K
Denmark
Tel: +45 3345 4545
Contact:
Mr. Henrik Dyhr
Email: hd@bdp.dk

Official Contractor:

Bella Center A/S
Center Boulevard 5
DK-2300 Copenhagen S
Denmark
Telephone: +45 3247 3369
Contact Person: Arooj Bashri
Email: abb@bchg.dk



RULES & REGULATIONS

1. ADMISSION

Registered delegates only. The Organisers reserve the right to refuse admission or to remove any person without giving reason. This also applies during the build-up and dismantling period.

2. EXHIBITOR BADGES

The Standard 3 x 2 sqm. exhibition booth is entitled to one complimentary conference registration, the Premium 3 x 3 sqm. exhibition booth is entitled to two complimentary conference registrations and the Gold Sponsor 6 x 3 sqm. exhibition booth is entitled to three complimentary conference registrations for staff to manage the space and access to the technical program. Please note that all exhibitors are kindly requested to wear badge at any time during build-up, the conference and dismantling.

Additional exhibitor badges are available at EUR 400.00 per badge (Do not grant access to the conference sessions).

Exhibitor badge includes Welcome Reception on Monday, all breaks during the conference and grant access to the exhibition and poster exhibition floors. Surcharge for the conference dinner at Wallmans: EUR 175.00. Early bird conference registration will tentatively be EUR 690.00.

External contractor:

External contractors must wear a work badge at any time during build-up and dismantling in order for the security to check legitimacy of access. Work badge is available at EUR 40.00 per badge and can be purchased through the Exhibition Secretariat. The work badge grants access to Bella Center during build-up and dismantling only.

3. FAILURE TO EXHIBIT

In the event where any of the Exhibitors, having confirmed and fully paid to participate in the exhibition, fail to exhibit, due to no fault of the Organisers, payment submitted would be forfeited. These terms cannot be varied under any circumstances

4. LIMITATION OF LIABILITY

Security men will make rounds during the build-up on 24 September and throughout the duration of the Exhibition opening hours 25-27 September 2018. During nights, the exhibition hall will be closed. Neither the Organiser, the Bella Center nor the Exhibition Secretariat shall be liable for the safety and security of Exhibitor, their employees, representatives, servants, agents, contractors or invitees, nor for any exhibit materials, articles, documents or other property of whatever kind, brought into the Exhibition venue at any time during the Exhibition.

The Exhibitor must bear all liability, costs and expenses due to any loss or, injury to contractors or invitees as well as that of any third parties and members of the public, however caused as a result of any act, omission, default or negligence on the Exhibitor part.

Please note there is no storage space available onsite for exhibitor usage. Please contact the official freight forwarder directly for enquiries.

5. ADDITIONAL ORDERS

8-10 weeks prior to MNE 2018 Conference the exhibitors will receive login information to Bella Center WEB Shop.

Standard prices are valid up to 24 August 2018.

A surcharge of 25% will apply on orders from 25 August up to 23 September 2018.

A surcharge of 50% will apply on orders from 24 September up to 27 September 2018.

Please note that some items may not be available from 17 September 2018.



Surcharge for ordering after deadline

Bella Center reserves the right to invoice a surcharge for orders received after the deadline and during the stand build-up in accordance with the information in the Technical Stand Information. Orders received during build-up cannot be guaranteed in time for the opening of the exhibition.

Cancellation of ordered services

In case an order is cancelled more than 21 days prior to opening of the event only expenses occurred will be invoiced. In case an order is cancelled less than 21 days prior to opening, Bella Center reserves the right to invoice the full amount of the order related to the catalogue price or the price offered.

Placement of deliveries on the stand

Bella Center reserves the right to place technical supplies in the position we see fit, in cases where no drawing of the desired position has been received. Any relocation of installations etc. will be invoiced directly to the exhibitor. Please note that rented furniture is only delivered to the stand and not placed according to sketch.

Complaints

Should you wish to lodge a complaint about services supplied by Bella Center, this must be done in writing and delivered before the close of the event, otherwise the management cannot accept the complaint. Should you have any other questions, please feel free to contact the Technical Exhibitor Service Department.

6. THE AUTHORITIES

All exhibitors at Bella Center are obliged to observe a number of regulations given by Danish Authorities. The regulations are made in order to prevent disasters from happening here. Furthermore, all exhibitors must comply with the regulations made by The Danish Working Environment Authority mentioned on www.arbejdstilsynet.dk/en.

7. EXHIBITOR INSURANCE

Exhibitor must make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause. If the Organisers so demands the Exhibitor shall provide proof to the Organisers that the Exhibitor has adequate insurance cover.

Exhibitor must ensure that all their staff and the staff servants, agents or contractors are insured against claims for workmen's compensation. The period for which such insurance shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enter the exhibition grounds, and to continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

8. SPACE ALLOCATION

The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or part of his site, whatsoever for financial consideration or otherwise. The Exhibitor must, if he is an agent, distributor or licensee, state at the time of the contract the name of the principal to be represented. This does not prohibit the Exhibitor displaying the products of a principal for whom he becomes agent, distributor or licensee after the time of contract, with the prior written permission from the Organisers.

Show consideration for your neighbours

Taking part at an exhibition should be a beneficial experience for you – as well as your neighbours.

- Make sure your build-up, display material etc., is kept within the confines of your own stand – for the sake of the public flow, the cleaning staff, escape routes and the appearance of the exhibition as a whole.
- You must not cause inconvenience for your neighbours by employing light or sound effects, smells etc., which can in any way cause annoyance. Similarly, you may not hand out giveaways, foodstuffs etc., which necessitate extra cleaning of the gangway areas.



- Your stand design, signage, banners etc., may not exceed 2.5 meters in height. If you require exemption from this rule, please contact the exhibition secretariat. The general rule for objects in excess of 2.5 meters in height is that any surfaces facing a neighbouring stand must appear completely neutral (white) and may not contain company names, product names, text or logo designs. Wall panels facing towards the arcades must if not decorated, but should appear with a neutral white surface.
- You may not use parts of a pillar that is outside your stand area unless you have a written approval from the exhibition secretariat. Dogs, cats and other pets are not allowed inside the Bella Center unless anything else is stated!

Representatives of the Public Authorities, as well as Technical Department must be allowed access to your stand at all times. Rebukes placed by Public Authorities or the Technical Department must always be complied.

Take care of the building, its furnishings and equipment

Bella Center intends to remain an attractive exhibition centre for many years to come, and you can help us in this respect. It is important that you and your staff avoid causing damage to stand walls, fascia boards, light fittings or any part of the building itself.

- It is not permitted to screw, nail, glue, paint or in any way cause damage to Bella Center's building parts, material and/or equipment.
- Similarly, only Bella Center's staff is permitted to affix wires to the ceilings or other parts of the building. It is also forbidden to mount or dismantle material belonging to Bella Center, such as stand walls, fascia boards, spotlights etc.
- Each banner should be affixed with min. 2 wires due to safety reasons.
- Use of sticking material. If you need to stick material on to Bella Center's stand walls and fascia boards you must use a tape called DuploColl 43102, because this kind of tape can be removed without leaving marks or damages. You can also use TESA Power-Strips, but make sure to follow the instructions on the packages. Both items can be purchased onsite from Technical Exhibitor Service, where you can also find wall hooks for light weight equipment (e.g.: posters). If you do not remove sticking material from the stand upon departure you will be charged for damages.
- Should it prove necessary for us to remove unauthorized tape residue from your stand area, after you have left, you will be invoiced for this.
- Any material remaining after your departure from the venue will be removed and environmentally sorted. You will be invoiced for this service.
- During stand build-up, your staff are welcome to use the rinse basins provided for cleaning brushes, paint rollers etc. It is strictly forbidden to use the public toilets or the permanent flowerbeds etc., for this purpose. It is also important that you lay protective covering during build-up to avoid damaging the hall floor or carpeting. Please read the section concerning the Fire Authorities regulations regarding materials.
- During events BC fuse boxes must be accessible at all times. If BC employees are denied access to these due to the customers' booth setup, the customer will be charged with the price for break down and any possible reestablishment that allows access to the fuse boxes.
- The work will be carried out according to quote.

Should you or your staff cause damage to the venue's building, its furnishings or equipment, you will be held directly responsible.

Waste handling

Bella Center seeks to ensure that its development is sustainable, with as little environmental impact as possible, and that its consumption of resources is kept to a minimum. We do this through recycling and waste handling. Therefore, we kindly ask all exhibitors to contribute to sustainable behaviour before, during and after the events.

During build up and dismantling periods exhibitors may collect bags for combustible waste from Technical Exhibitor Service. Filled bags must be sealed and deposited in the hall containers labelled "Waste to be sorted". Other waste of max. 1 meter - such as carpets, bottles, paper, cardboard, wood, plastic film, mixed



plastic, PVC, small combustible waste, iron, metal and electronics – may also be placed in the containers, after which they will be sorted by Bella Center staff. Hazardous waste such as paint, batteries, light bulbs and leads can, however, be collected free of charge from the stand by Bella Center staff. Please book this service at Technical Exhibitor Service.

During event opening hours sorting bins for paper and small combustible waste will be located in all halls.

Constructed meeting rooms and meeting rooms on stands

Each room must have 2 doors - one located on the opposite wall to the other. On these doors an approved emergency sign with light must be placed (running man). We will be able to provide you with a quote for the emergency signs upon request.

The rule applies for all meeting rooms including break and lounge rooms on stands, but not for storage rooms.

9. FORCE MAJEURE

The Organisers shall not be liable to the Exhibitor for any delay, cancellation or non-performance of their obligations under the Contract, in each case to the extent that such occurrence is due to strikes, war, riot, floods, fire or any Act of God or any other circumstances not within their control.

10. SECURITY

Exhibitor and their staff will not be allowed in the exhibition hall after the show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Exhibition Secretariat for more information.

All personnel in the exhibition hall must wear identification badges at all times. Additional Exhibitor Passes and Contractor Passes can be obtained from the Organiser's office on-site.

For security and safety reasons, exhibit movement in or out of the exhibition during show hours is not permitted without the written consent of the Organisers.

The Organisers reserve the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors or invitees, to leave and vacate the Exhibition venue as well as remove their Exhibition materials, if they should in any way cause chaos, discomfort, or threaten the safety and smooth proceedings of the Exhibition in any manner whatsoever.

11. NO SMOKING

Smoking is not permitted in Bella Center Copenhagen.

12. CUSTOM DESIGN BOOTH

All custom booths must not exceed 2.50 meters in height except without prior consent from the Organiser and the Exhibition Secretariat.

Rigging

It is permitted to hang banners and other brands from the ceiling.

The prices are as follows:

Banners/signs in size up to (HXW): 400 x 200 cm: EUR 1,400.00 + VAT. Banners/signs exceeding one of the other measures (HXW) 400 x 200 cm: EUR 2,800.00 + VAT.

All prices are exclusive of production and mounting/dismounting. Rigging (mounting/dismounting) shall be conducted by Bella Center.

13. NON-OFFICIAL CONTRACTOR

Non-official contractors must

- a) Agree to abide by all rules and regulations contained in this manual.
- b) Ensure identifying access badges are worn at all times while at the Bella Center Copenhagen.

Passes will be issued with full details and information of the workers, e.g. identification card, company, etc. Passes will be controlled by the Official Contractor.



The Organisers reserve the right to charge “any additional cost incurred” any such Exhibitor and/or contractor who has violated the Rules and Regulations or delay in the build-up or teardown, for additional works requirements as a result of the violation.

14. AISLE AND GANGWAYS

Under no circumstance can any exhibits display be allowed to encroach into the aisle/gangways. Please remember to keep your entire exhibits inside your stand at all times.

15. ANIMALS

Live animals are not permitted in the Venue.

16. DISTRIBUTION OF BROCHURES

The distribution of printed matter and circulation of advertising materials is permitted only at the Exhibitor’s space itself.

17. Contractor and Exhibitor Badge Collection

The badges can be collected from the Exhibitor Registration Desk located in the Congress Foyer on the Ground Floor. The Contractor and Exhibitor badges must be collected no later than Monday, 24 September 2018 at 20:00 hrs. Final opening hours for the Exhibitor Registration Desk will be announced later.