EXHIBITORS’ TECHNICAL MANUAL

www.fens.org/2016
Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the FENS Forum 2016 Exhibition.

The Exhibition will be held in conjunction with the 10th FENS Forum of Neuroscience - to be held in Denmark, Copenhagen from July 2-6, 2016.

The floor plan has been designed to maximize the exhibitor’s exposure to the delegates with posters and cash bar located in the exhibition area.

Please read all of the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the congress.

For your convenience, the manual has been divided into sections:

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Section 3: Exhibition Services
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Section 7: Order Forms
Section 8: Bella Center - General Regulations

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Copenhagen and wish you a successful Forum and Exhibition.

Best Regards,

Elianne Baran Ganot
Exhibition Manager

Mobile: +972 54 678 79 21
Tel: +41 22 9080488 Ext 921
Fax: +41 22 9069140
Email: eganach@kenes.com
Website: www.kenes.com
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Section 1: General Information

Congress Organizer
Kenes International
FENS Forum 2016
Rue François-Versonnex 7
CH-1207 Geneva
Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: fensforum2016_secretariat@kenes.com
Website: www.fens.org/2016

Forum Dates
Saturday, July 2 until Wednesday, July 6, 2016.

Exhibition Manager
Ms. Elianne Baran Ganot
Exhibition Manager
Mobile: +972 54 678 79 21
Tel: +41 22 9080488 Ext 921
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E-mail: eganach@kenes.com

Registration
FENS Forum 2016 Registration Department
Tel: +41 22 9080488 Ext 816
E-mail: fensforum2016_reg@kenes.com

Hotel Accommodation
Ms. Irina Sapir
Tel: +41 22 9080488 Ext 998
E-mail: isapir@kenes.com

Sponsorship and Exhibition Sales Contact
Noa Freilich Pollack
Tel: +41 22 908 0488 Ext: 900
Fax: +41 22 906 9140
Email: fensforum2016_ILS@kenes.com

Venue Address
Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen S
www.bellacenter.dk

Website
For updated information regarding the Congress, please visit the website:
www.fens.org/2016
### Exhibition Related Table

<table>
<thead>
<tr>
<th>Submission of Exhibition Forms</th>
<th>Deadlines</th>
<th>Tick Box Upon Completion</th>
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<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
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<td><strong>Monday, May 23, 2016</strong></td>
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<td>Text for Fascia (Shell Scheme booths only)</td>
<td><strong>Tuesday June 7, 2016</strong></td>
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<td><strong>Tuesday June 7, 2016</strong></td>
<td><strong>Friday June 17, 2016</strong></td>
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<td></td>
<td><strong>10% increase</strong></td>
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<td></td>
<td><strong>Once the boutique is closed</strong></td>
<td><strong>any possible orders will have a</strong></td>
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<tr>
<td></td>
<td><strong>50% surcharge and pending</strong></td>
<td><strong>product availability.</strong></td>
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<td>Application</td>
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<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full before Exhibition opens</td>
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**Please note these important dates:**

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<tr>
<th>Service</th>
<th>Deadline</th>
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<tr>
<td>Door to Door Shipments ready for pick up (EEC Countries)</td>
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<td>Airfreight Shipments - FRANKFURT Airport only</td>
<td><strong>June 23, 2016</strong></td>
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<tr>
<td>Shipment via GERMANY Warehouse no later than</td>
<td><strong>No later than June 27, 2016</strong></td>
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<tr>
<td>Exhibition goods - Direct Deliveries to Congress Venue – all shipments</td>
<td><strong>From July 1, 2016</strong></td>
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**VERY IMPORTANT: MOVE IN SHOULD BE COORDINATED IN ADVANCE WITH HERMES.**
Hermes Contact details may be found in the following sections.
**10th FENS Forum of Neuroscience**

**July 2–6, 2016 | Copenhagen, Denmark**

### Exhibition Timetable at-a-glance

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<th>Friday, July 1, 2016</th>
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<tr>
<td><strong>Set-Up</strong></td>
<td><strong>Exhibition Set-up for Space only booths</strong></td>
<td><strong>Exhibition Set-up- for all stands</strong></td>
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<td>12:00-19:00</td>
<td>08:00-19:00</td>
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<td>09:30-17:30</td>
<td>09:30-17:30</td>
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<td></td>
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<td>09:30-17:30</td>
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<td>09:30-14:00</td>
</tr>
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</table>

| Dismantling/Breakdown | Wednesday, July 6, 2016                                  | 14:00-23:00                                       |

(The hours are subject to change.)

**Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.**

**PLEASE NOTE:**
- Empty crates and packaging material must be removed after set-up and no later than Saturday, July 2, 2016 at 16:00.
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Any equipment, display aid or other material left behind on Wednesday, July 6, 2016 after 23:00 will be considered discarded and abandoned.

**Off Exhibition Information**
- Please note that participants will be walking through the Exhibition area to reach the Session Halls and other Congress activities which will be active before and after the Exhibition Opening Hours.
- Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

**Please note:**
- It is the exhibitor’s responsibility to dispose of all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.

**Dismantling of the stands before the official hour is not permitted.**
Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of March 2016)

The floor plan may be found online at:
http://forum2016.fens.org/Documents/FENS%202016%20Marked%20March%201st.pdf
List of Exhibitors (as of March 2016)
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No</th>
<th>Booth Type</th>
<th>Booth Size (sqm)</th>
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<td>24</td>
</tr>
<tr>
<td>Shanghai Information Center for Life Science Chinese Academy of Sciences</td>
<td>71</td>
<td>Space</td>
<td>9</td>
</tr>
<tr>
<td>STEMCELL Technologies</td>
<td>116</td>
<td>Space</td>
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<td>Stoelting Europe</td>
<td>85</td>
<td>Space</td>
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<tr>
<td>Sutter Instrument</td>
<td>31</td>
<td>Shell</td>
<td>15</td>
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<tr>
<td>Synaptic Systems</td>
<td>63</td>
<td>Shell</td>
<td>9</td>
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<tr>
<td>Ted Pella</td>
<td>30</td>
<td>Shell</td>
<td>15</td>
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<tr>
<td>The Brain Prize</td>
<td>120</td>
<td>Shell</td>
<td>18</td>
</tr>
<tr>
<td>Thermo Fisher Scientific</td>
<td>104</td>
<td>Shell</td>
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<tr>
<td>Thomas RECORDING</td>
<td>12</td>
<td>Space</td>
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<tr>
<td>THORLABS</td>
<td>66</td>
<td>Space</td>
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<tr>
<td>TSE Systems</td>
<td>27</td>
<td>Space</td>
<td>18</td>
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<tr>
<td>Tucker-Davis Technologies</td>
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<td>Space</td>
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<td>Ugo basile</td>
<td>11</td>
<td>Space</td>
<td>18</td>
</tr>
<tr>
<td>View Point</td>
<td>16</td>
<td>Space</td>
<td>9</td>
</tr>
<tr>
<td>Wisepress Medical Bookshop</td>
<td>TBA</td>
<td>Space</td>
<td>8</td>
</tr>
<tr>
<td>Wpi-Europe</td>
<td>13</td>
<td>Shell</td>
<td>9</td>
</tr>
</tbody>
</table>
Section 3: Exhibition Services

**Exhibitor Badges**
All exhibitors are required to be registered and will receive a badge displaying the personal name and the Exhibiting Company’s name.
Three exhibitor badges will be provided for every 9 sqm booked.
Please register your staff members receiving the complimentary badges online via the link which will be sent to you by the Registration Department.

<table>
<thead>
<tr>
<th>Booth size in Sqm</th>
<th>Number of complimentary exhibitor badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 sqm</td>
<td>2 badges</td>
</tr>
<tr>
<td>9 sqm</td>
<td>3 badges</td>
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<tr>
<td>12 sqm</td>
<td>4 badges</td>
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<tr>
<td>15 sqm</td>
<td>5 badges</td>
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<tr>
<td>18 sqm</td>
<td>7 badges</td>
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<tr>
<td>24 sqm</td>
<td>9 badges</td>
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<tr>
<td>27 sqm</td>
<td>11 badges</td>
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<tr>
<td>28 sqm</td>
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<tr>
<td>30 sqm</td>
<td>12 badges</td>
</tr>
<tr>
<td>36 sqm</td>
<td>15 badges</td>
</tr>
<tr>
<td>48 sqm</td>
<td>20 badges</td>
</tr>
</tbody>
</table>

Additional exhibitors will need to register as a corporate attendee of the FENS Forum, unless the exhibitor has an Affiliate Membership with FENS. Exhibitor registrations allow access to the exhibition area and to the scientific sessions.
Please register any additional staff members as a corporate attendee of the FENS Forum online via the link below:

http://forum2016.fens.org/registration-abstracts/registration

Exhibitor badges may be collected from the pre-paid registration stations located in the Registration area from 09:30, Saturday, July 2. Badges will not be mailed in advance.

**Access to the Exhibition Hall during Set-up and Dismantling Times**
Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Management Desk on-site.

**On Site Exhibition Management Desk**
The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.
Prior to this time, if you have any queries regarding your participation FENS 2016 please feel free to contact:
Ms. Elianne Baran Ganot at: eganach@kenes.com
Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.

Barcode readers may be rented in advance at the rate of EUR 400 per system for the duration of the Congress.

**The Smart Scanner**
- On-line comments per scanned badge
- On-line expanded participant info
- Hand held
- Cost per unit - **EUR 400**

**The Mini Scanner**
- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **EUR 300**

**Please Note:**
Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
In addition, please note that neither Kenes International nor the Organising Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.
Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

Please submit your order through the Kenes Exhibitor’s Portal: [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)
The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

**Deadline: Monday, May 23, 2016**

- The system(s) may be picked up on site at the Exhibition Management Desk on: Saturday, 2 July, 2016 from 12:00
- The lead retrieval system needs to be returned to the Exhibition Management Desk on: Wednesday, 6 July, 2016 by 13:00
K-LEAD STATE-OF-THE-ART LEAD RETRIEVAL SYSTEM

Unique opportunity to use our advanced iPod touch lead retrieval system, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication.

- Compact and intuitive design
- Sleek iPod touch with customized scanner
- Effortless process using registration badge barcode
- Option for pre-installed survey tailored to exhibitor needs
- Ability to insert exhibitor comments for each lead
- Immediate information retrieval online
- Secure use and password protected
- Package includes hardware and software with on-site support
- Use of device for full duration of exhibition

Empowering you to make the most out of your business

www.kenes-group.com
Section 4: Technical Information

Stands Design (Space Only)
Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions.

Each exhibiting company should submit the name and details of their construction company.

Please submit your order through the Kenes Exhibitor’s Portal: https://exhibitorportal.kenes.com

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

Deadline: Monday, 23 May, 2016

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

Work cannot commence until the exhibitor layout is approved by the Organizers.

Multi-level structures are not permitted.
Shell Schemes that have been pre-booked with Kenes include:

- Shell Scheme Frame including 2.5H system walls
- Fascia Panel (incl. Lettering)
- Carpet (Dark Grey)
- Table, 2 chairs, waste bin
- 1 power socket 2.3kW
- 1 spot per 3 m².

* Actual panel size: 103.5 cm wide x 245 cm high
Visible panel size: 94.5 cm wide x 235 cm high

Please note:
- Corner stands are provided with two open sides
- Cleaning is not included

For illustrative purposes only

Furniture included in the package:
Accommodation
Special hotel rates are available to the congress participants.
Please book online: https://hotel.kenes.com/en/congress/FENS16
Or email us to: booking@kenes.com

Build-Up Height
The maximum building height for the top of all elements in the booths is total of 5 meters. Please see the building height indicated on the floor plan.

Any part facing neighboring stands with mutual walls that needs to be designed with neutral surfaces (white).

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands. Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Ceiling and Ceiling Hangings
Power supplies, network and telephone cables as well as plumbing and compressed air will be run into your stand via the hall ceiling. Stands in C2-4 will get power and water from floor ducts.
Ceiling hanging is permitted. Please submit your request by 1 June 2016.
Stand builders cannot hang any item directly to the venue ceiling \hanging points. The Bella Center has to build pre-rigging in order to provide a hanging point. Please be sure to read thoroughly all of the “Rigging section” found on the online web shop: exhibit.bchg.dk

Kindly note that the hanging points are spread randomly throughout the Exhibition hall and may not be available above your booth location.

Electricity and Electrical Installations
According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Only the venue is authorised to provide the electrical switchboard for the power points. Thus, every exhibitor has to order an electrical switchboard from the venue and to pay for the electrical consumption according to his power needs. Prices for power includes mounting, consumption and dismantling.

To order 24 hours power supply please contact the Bella Center.

To order electricity, please refer to the electricity order form on the website. exhibit.bchg.dk
Exhibition Area
The Exhibition is being held in halls: The Center Hall (Hall E) and Hall C in Bella Center Copenhagen.

Floor
Hall floor is concrete, Unpainted or painted light grey (colour code NCS. 4502-Y).
The floor can carry the following loads:
Axle loads (twin wheels) 5,500 kg per m²
Single-point loads per 15x15 cm 4,000 kg
Net loads* 4,000 kg per sq.m.
*(load minus weight of truck)

Flowers and Plants
If you require additional furniture or services for your stand, please refer to the contractor’s website found at: exhibit.bchg.dk

Hostesses
If you require additional services for your stand, please refer to the contractor’s website found at: exhibit.bchg.dk

Internet
Wired internet connection may be ordered through Bella Center using the online order form.
Bella Center must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.
Please refer to the contractor’s website found at: exhibit.bchg.dk

Wi-Fi
You can submit your order on the Kenes Exhibitors’ Portal.
https://exhibitorportal.kenes.com

The exhibition manager will contact you with the link to the exhibitors’ portal, including your personal login details.

Deadline: Monday, 23 May 2016

Creation of Wi-Fi network are forbidden, Wi-Fi should be ordered from the organizer directly, information may be found under Wi-Fi section.

Parking
Parking for exhibitors on the internal area (just outside the halls) is free during build up and dismantling.
If parking during the event is needed, you should use the external parking areas P3-P7.
The fee is DKK 100 per day
Site visit
We recommend Exhibitors using Independent Booth Contractors to include a site visit in the planning process to assure a smooth and well planned set-up.
Please contact:
**Bella Center Copenhagen**
Jannie Haugaard
Technical Sales Coordinator
D: +45 32 47 23 18
Email: Jah@bellacenter.dk

Security
Neither the organisers nor the Bella Center can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.
**Individual stand security may be ordered.**

Stand Catering
The catering in the Bella Center is exclusive and needs to be requested in advance. Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the FENS Congress Caterer.
For ordering Catering, please refer to the contractor’s website found at: [exhibit.bchg.dk](http://exhibit.bchg.dk)

Stand Cleaning
The Organisers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.
For ordering daily stand cleaning, please refer to the contractor’s website found at: [exhibit.bchg.dk](http://exhibit.bchg.dk)

Waste Removal
Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.
Rules and Regulations - Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period
During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.
The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building
Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material
It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.
When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations
Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
It is strictly forbidden to smoke inside the building at any time due to Danish law.

Fire Insurance (compulsory)
Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.
Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

Insurance (compulsory)
While every reasonable precaution will be taken to protect the exhibitors’ property while on display at the Exhibition, it must be clearly understood that the organisers, the management of the Bella Center and the official contractors can accept NO liability for any loss or damage sustained.
You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.
Liability
Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Promotional Activities
All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands.
Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Special Effects
Special effects lighting, live music, smoke and laser projection may not be used in the stands.
No permission will be given for projection in the aisles or on the walls of the hall.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.
Section 5: Official Contractors

**Stand Fittings, Furniture, Graphics**
Esther Garcia  
Servis  
Exhibition Solution  
Tel: +34 93 423 330 01  
Mobile: +34608954696  
E-mail: egarcia@servisgroup.es

If you require additional furniture for your stand, please refer to the contractor’s website found at:  
https://servisboutique.com/fens16  
Please register to receive User name and Password.

**Rigging, AV, Hostess services, Electricity, Cleaning Services, Telecommunications & Internet, Plants & Floral Arrangements.**
**Bella Center Copenhagen**  
Jannie Haugaard  
Technical Sales Coordinator  
Tel: +45 32 47 23 18  
E-mail: jah@bellacenter.dk  
Website: www.bellacentercopenhagen.dk  
Web shop: exhibit.bchg.dk  
Access to the web shop will be available from April 1st, 2016

**Catering Services**  
Exhibitors who wish to order food and beverages for their Exhibition booth are welcome to do so directly with the Fens official and exclusive caterer at the online web shop:  
exhibit.bchg.dk

For further assistance, please contact:  
**Bella Center Copenhagen**  
Sogol Memaran  
F&B Manager  
Tel: +45 32 47 34 19  
E-mail: sme@bellacenter.dk

**Freight Handling & Customs Clearance Agent**  
**Hermes/Merkur**  
Ms. Zehavit Akerman  
Tel: +49 69 747 848  
Tel: +972 8 914 6382  
Mobile: +972 52 511 4982  
E-mail: zehavitak@hermes-exhibitions.com  
Website: hermes-exhibitions.com
Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

**VERY IMPORTANT: MOVE IN SHOULD BE COORDINATED IN ADVANCE WITH HERMES.**

Delivery & Logistic Services

Hermes/Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, Hermes/Merkur is the sole official agent to handle cargo inside the venue.

Stand builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form found at the end of this manual.

Please complete this form and return it to Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com.

You will then receive confirmation of your material arrival.
Customs Clearance
Hermes Exhibitions & Projects Ltd.
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com
Website: hermes-exhibitions.com

VERY IMPORTANT: MOVE IN SHOULD BE COORDINATED IN ADVANCE WITH HERMES.
Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for KENES congresses in 2016. We are a full door to door service company. As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

**Onsite Handling**

Due to security, insurance and organizer policy, Hermes-Merkur is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

**Contact Details:**

Hermes Exhibitions & Projects Ltd.
Contact: Ms. Zehavit Akerman
Tel: + 49 6173 966 95 28
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com

**Please note these important dates:**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEADLINE</th>
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</thead>
<tbody>
<tr>
<td>Door to door shipments</td>
<td>Please contact Hermes – Merkur</td>
</tr>
<tr>
<td>Airfreight shipments</td>
<td></td>
</tr>
<tr>
<td>Arrival to <strong>Frankfurt</strong> airport</td>
<td>June 23,2016</td>
</tr>
<tr>
<td>Shipment via Germany warehouse No later than</td>
<td>No later than June 27 , 2016</td>
</tr>
<tr>
<td>Exhibition goods - Direct deliveries to Congress venue</td>
<td>From July 1,2016</td>
</tr>
</tbody>
</table>
**Shipment Categories**

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

**Categories:**

(1) Marketing/promotion material-for unmanned display  
(2) Exhibition goods-for exhibition stand only

**Services, Delivery Address & Shipping Instructions**

1. **Door to Door Shipment**

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. **Airfreight Shipments**

Please send all airfreight shipments to Frankfurt airport only. Airway bill (AWB) must be sent prepaid and consigned to:

**C**onsignee:  
Merkur Expo Logistics GmbH  
65760 Eschborn – Germany  
Tel: +49 6173 966 95 11  
Att: Mr. Bernd Blum

Notify:  
Congress name _____________________  
Name of Exhibitor ___________________  
Stand no. ___________________________

**IMPORTANT** !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

**Documents:**  
Original AWB, BL + Proforma invoice must be received 2 working days prior to goods arrival.

**The above instructions are only for Airfreight shipments.**
3. **Shipment via Frankfurt Warehouse**

**Warehouse address:**
Merkur Expo Logistics GmbH  
Schmitt Peterslahr  
AUF DEM HOCHEN 2  
56587 Oberhonnefeld - Germany  
Att: Dirk Dewald  
Tel: +49 2634 95 44 50  
Notify:  
Congress name ____________________  
Name of Exhibitor ____________________  
Stand no. ____________________

4. **Direct Deliveries to Congress Venue**

**Domestic Cargo / courier shipments / full load trucks**

Exhibition goods will be accepted from July 1 **from 09:00**

**Delivery Address:**
Bella Center  
Center Boulevard 5  
DK-2300 Copenhagen S - Denmark

**For delivery direct to the venue, please make sure to send time slot request form**

**Courier Shipments**

It is not recommended to use a courier service for shipping your goods to the congress venue. In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.

All courier shipment must be send PPD terms.
Courier charges for handover of import shipping documents € 85.00/ document.  
Shipments that arrive without pre alert and payment confirmation will not be accepted.
**Dangerous Cargo**
Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

**Insurance**
It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return. We will not accept any responsibility for loss or damage of the exhibitor's equipment.

**Heavy & Oversized Shipments**
Heavy and oversized shipments applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

**Payment terms**
In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify “Hermes - Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

Any services not outlined in the attached tariff will be quoted on an individual basis.

**Terms and conditions**
All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

*We wish you a successful experience!*

**HERMES-MERKUR**
HANDLING RATES – EUROPE 2016

Inbound / out bound

1. Air Freight
From free arrival Frankfurt airport up to free delivered booth including:
• Transfer from airport to the warehouse
• Transfer from warehouse to the show site
• Delivery to the booth

Minimum per shipment € 325.00
Up to 250 kg € 2.05 / Kg
Up to 500 kg € 1.55 / Kg
Up to 1000 kg € 1.40 / Kg
Above 1000 kg each additional kg € 1.35 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min
Outlay fees + 10% for pre payment

2. Handling via Germany Warehouse
From free arrival warehouse up to free delivered booth including:
Intermediate storage

Shipment up to 25 kg € 125.00
Shipment up to 50 kg € 175.00
Shipment over 50 kg € 85.00 / CBM / Min 3 CBM

3. Direct Delivery to Venue –
From free arrival venue up to free delivered stand, first time spotted:

Shipment up to 25 kg € 75.00
Shipment up to 50 kg € 95.00
Shipment over 50 Kg € 75.00 / CBM/Min 3 CBM
Truck 7.5t € 850.00
Truck 13.6 M € 1,550.00
4. Customs Formalities

**Carnet ATA**
Temporary importation under ATA Carnet € 190.00

**Temporary Importation**
Temporary importation and/or re-exportation
With commercial invoice € 190.00
Customs bond fee 1.5% CIF Value Min € 150.00

**Permanent Importation**
Per shipment / per document / per exhibitor € 190.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + 10% for pre payment

**Customs inspection** € 65.00

**Special Clearances**
Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- Handling of empties (including storage) € 75.00 / CBM (Min 2 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00

**Outbound Handling Charges**
The same rates will apply for outbound services.

**Insurance**
It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.
We will not accept any responsibility for loss or damage of the exhibitor’s equipment

**Please Note:**

- 1 CBM = 300 KG , 1 LDM =4 CBM
- The above rates do not include local VAT that will be charged where applicable.
- The above rates are for services provided from Mon – Fri, 08:00 – 17:00
- Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.
- Overtime surcharge (20:00 – 08:00) – additional 50% on total move in/out charges.
- Saturday Sunday & Holidays – additional 100 % on total move in/out charges
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to HERMES
E-mail: zehavitak@hermes-exhibitions.com

**Pre advise - Material handling form**

<table>
<thead>
<tr>
<th>Congress name</th>
</tr>
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<tbody>
<tr>
<td>Exhibitor name</td>
</tr>
<tr>
<td>Stand #</td>
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</table>

**Shipment information**

<table>
<thead>
<tr>
<th>Service requested</th>
<th>Door to Door</th>
<th>Germany Advance Warehouse</th>
<th>Direct to Venue</th>
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<table>
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<tr>
<th>Weight in Kg</th>
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<th>CBM</th>
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</tbody>
</table>
Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details ______________________________ VAT No. ________________

Email ______________________________ Phone _____________________

Address ____________________________________________________________

Card type       VISA  □  DINERS □  MASTER CARD □  AMEX □

Credit card #

Expiry date ____________ CVC (Last 3 digits on back of credit card) _____________

Card holder’s name _______________ card Holder’s Signature ________________

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5% .

We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!
## EXHIBITION GOODS

For the Exhibitor's Stand Only

<table>
<thead>
<tr>
<th>Direct to Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Name</td>
</tr>
<tr>
<td>Stand/Booth Number</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

Bella Center
Center Boulevard 5
DK-2300 Copenhagen S - DENMARK
For: EFNS 2016 - COPENHAGEN - DENMARK

Box No. ______ of _______
EXHIBITION GOODS
Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone
Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F   DE M   HÖHCHEN  2
56587 Oberhonnefeld, Germany
Dirk Dewald: +49 2634 / 95 44 50
For :FENS 2016 - COPENHAGEN , DENMARK

Box No. _______ of _______
EXHIBITION GOODS
For the Exhibitor's Stand Only

<table>
<thead>
<tr>
<th>Exhibitor Name</th>
<th>Stand/Booth Number</th>
<th>Contact Person</th>
<th>Mobile Phone</th>
</tr>
</thead>
</table>

Merkur Expo Logistics GmbH
65760 Eschborn – Germany
Tel: +49 6173 966 95 11
Att: Mr. Bernd Blum
For FENS 2016 - COPENHAGEN, DENMARK

Box No. ______ of _______
Section 7: Order Forms

The following orders below are to be filled and submitted through the Kenes Exhibitors’ Portal: https://exhibitorportal.kenes.com

Deadline: Monday, May 23, 2016
- Company Profile
- Badges
- Fascia for Shell Scheme only exhibitors
- Stand design for space only exhibitors
- K-Lead- Lead Retrieval Wireless Barcode Reader and or Mini Scanner order

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

If you require any additional services which do not appear in this manual, please contact:
Mrs. Elianne Baran Ganot
Exhibition Manager
Exhibition Unit Team Leader
Tel: +41 22 9080488 Ext 921
Fax: +41 22 9069140
Email: eganach@kenes.com
Site: www.kenes.com

Stand Fittings, Furniture, Graphics
Esther Garcia
Servis
Exhibition Solution
Tel: +34 93 423 31 07
Mobile: +34 608 343 889
E-mail: egarcia@servisgroup.es
If you require additional furniture for your stand, please refer to the contractor’s website found at: https://servisboutique.com/fens16
Please register to receive User name and Password.

Timelines:
- Tuesday June 7, 2016
  10% increase
- Friday June 17, 2016
  Deadline

Once the boutique is closed any possible orders will have a 50% surcharge and pending product availability.

Rigging\ AV\ Hostess services \ Electricity\ Cleaning Services \ Telecommunications & Internet \ Plants
Bella Center Copenhagen
Jannie Haugaard
Technical Sales Coordinator
Tel: +45 32 47 23 18
E-mail: jah@bellacenter.dk
Website: bellacenter.dk/ bellaskycomwell.dk
Web shop: exhibit.bchg.dk
Deadline: Friday, June 1st, 2016
Access to the web shop will be available from April 1st, 2016
Bella Center Rules and Regulations

***Please note that the regulations below are in addition to the Rules and Regulations found on Section No.4.
EXHIBITOR TERMS

Please read the following exhibitor terms and conditions. If you have any questions, please do not hesitate to get in touch.

We look forward to working together!

INVOICING

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

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

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

We ask all our customers to provide a VAT/central business register (CVR) number. A company registration number can also be used if your company does not have a VAT/CVR no. This information must be submitted when placing an order.

Orders may be revised after the invoice has been issued against a surcharge of DKK 250 per invoice.

DELIVERIES

Deliveries which have been ordered prior to the deadline via Bella Center Copenhagen will be ready for the first stand build-up day.

If you place an order after the deadline, it may be necessary to pay a surcharge (see StandInfo). Therefore, it is a good idea to place orders in good time as we cannot guarantee that orders received after deadline can be processed. Our deadline is usually four weeks before the event to ensure that we can provide all the services on time and at the agreed price.

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

If your deliveries need to be made to a particular place, this should be shown on a detailed drawing submitted with the order. Furniture is always placed arbitrarily on the stand.
INSURANCE/LIABILITY

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

Bella Center Copenhagen cannot be held liable for exhibitors’ property (private or company property), even in the case of simple theft. You can take out insurance through Bella Center Copenhagen’s partner Codan; for more information, see the exhibitor portal.

STAND BUILD-UP

We hope that you will do everything you can to help us look after the floors, stand walls, signage and other stand material. It is therefore not permitted to screw, glue, paint or in any other way cause damage to Bella Center’s buildings or equipment. If you unexpectedly damage our interiors/building components, we will be obliged to invoice you accordingly.

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

Do you have questions about or need help with stand build-up?
- Please contact us so that we can find a solution.

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

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

Tradesmen who paint your stand must remember to lay protective covering on the floor, so that carpets and floors are not damaged by paint etc.

If you have a general room or a meeting or conference room for more than 10 persons, it is necessary to establish two exit doors at opposite ends.

Important! Read the Fire section - it contains further information in relation to the official requirements!

SPECIALY BUILT STANDS

Covered stands

As all the halls have a sprinkler system in the event of a fire, it is only permissible to cover your stand with fireproofed and water permeable fabric. It is also possible to construct a ceiling with solid materials or as an evenly distributed panelled/louved ceiling – however only covering max. 40% of the covered area.

All stands which have been built with two storeys must be covered by a sprinkler system - this also applies to waterproof ceilings, closed rooms as well as vehicles, containers etc. which are not sales articles but are only used for decoration. Dispensation may be granted for actual sales items if they do not exceed 9 m².

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

Elevated stands, high podiums or structures with heavy goods

If you want to build a two-storey stand or use high podiums in your stand area, it must be authorised by the building authorities. The same applies to structures with heavy goods. You must apply via Bella Center Copenhagen (application with technical drawings and any photographic material). The material must be submitted together and by the deadline, which is usually four weeks before the event (see StandInfo). Please note that two-storey stands must always have two stairway exits. Please get approval from the event organizer before you contact Bella Center Copenhagen.

Specially built stands

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

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

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

Packages and goods arriving during stand build-up:
Here, you must ensure that couriers are supplied with the correct name of the trade show, company name, telephone number and stand number, and you also need to ensure that you are on the stand to receive and sign for deliveries. If not, couriers are referred to the forwarder, which receives and stores your package/goods and delivers them directly to you on the stand. You will be invoiced for this service.

Packages arriving during the event:
Small packages and letters sent by Post Danmark are received at Bella Center Copenhagen (address: Center Boulevard 5, 2300 Copenhagen S.), and are delivered directly to the stand. Remember to include event name, company name, telephone number and stand number on the package. Packages and goods sent by courier are delivered directly to the stand by the courier company, and signed for on delivery.

GOOD NEIGHBOURLY RELATIONS

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

POWER AND ELECTRICAL INSTALLATIONS

Power
The mains power supply in Bella Center Copenhagen’s halls is switched off at night. Therefore, if you require a 24-hour power supply, you will need to order it. 24-hour power will be connected from the first stand build-up day and up to and including the day after the end of the exhibition at 12:00. If you need a power connection for longer, this can be arranged.

Electrical installations
Check whether the electrical installations on your stand comply with the Danish Safety Technology Authority’s regulations for installations at trade shows and on stands. See more on the Danish Safety Technology Authority’s (Sikkerhedsstyrelsen) website (section 6, described in detail in chapter 711). This requirement must be complied with before we can supply power to your stand.

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

FOOD & BEVERAGE

Bella Center Copenhagen’s food and beverage (F&B) department has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor you must therefore not sell food or drinks on your stand. If you want to serve food and beverage samples on your stand, please email Bella Center Copenhagen’s F&B department beforehand to make an agreement at f&b.orders@bellacenter.dk.

This policy is due to the fact that Bella Center Copenhagen’s F&B department is responsible for ensuring compliance with the environmental and hygiene laws and regulations of the Danish authorities. If you contact Bella Center Copenhagen’s F&B department in advance, we can approve your company in relation to the requirements specifications, so that the regulations for storing and serving food are complied with. Following approval, your business will also be covered by the F&B department’s license to serve beer, wine and spirits.

At food fairs, it is certainly possible to serve samples of your own products, as long as you comply with the requirements covering hygiene and waste disposal.

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

If you want to prepare food on your stand using a stove with gas hobs, you must ensure there is a 6 kg CO2 fire extinguisher and fire blanket available.

If you are in doubt about the rules, please send an email to the above email address.

DANISH WORKING ENVIRONMENT AUTHORITY

Everyone working at Bella Center Copenhagen must comply with the rules of the Danish Working Environment Authority at www.arbejdstilsynet.dk (tel.: +45 7012 1288).
VEHICLES IN THE HALLS, UNLOADING AND PARKING

- During stand build-up and breakdown, vehicles are not allowed in the halls without special permission from the organizer and security.
- After unloading, you must park in the designated parking bays or leave the area completely.
- If you have large and heavy items for your stand, this should be agreed with us before the exhibition. If necessary, we can transport your items into the halls before stand build-up commences.
- Try not to obstruct the aisles so as to ensure free passage for others.
- You are responsible for unloading items and transporting them to the stand, but it is possible to order truck assistance from the local forwarder in advance. The forwarder will also store empty cardboard boxes etc. during the event so they do not get in your way. Please note that empty packaging material placed in the aisles will be removed by the forwarder on the last build-up day at closing time so the aisles can be cleaned. The forwarder will invoice you for this service. Empty packaging material will not be removed from your stand unless this is agreed in advance.

MUSIC, SOUND AND FILMS

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

If you would like to show films/videos or parts thereof, this also requires the permission of the copyright holders. For more information, visit the Motion Picture Licensing Company at www.mplc.dk/paraplylicens

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

WIRELESS NETWORK

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

1. Any individual who fails to exercise proper caution in the use of fire, light, matches, ash, inflammable substances, and any other articles or substances which may cause or contribute to fire, or who fails to ensure that persons belonging to the household or enterprise of the individual exercise such caution; and

2. Any individual who owns or makes use of electrical devices or other light, heating, power plant or machinery, which may cause or contribute to fire, or who makes use of such systems or devices or allows them to be used, regardless of them not being in good condition.

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

- Coffee-makers, electric kettles, photocopiers/printers, refrigerators and other electrical appliances in backrooms require that you mount a CO2 hand-held fire extinguisher which is visible and accessible.
- Bioethanol stoves must be installed according to the supplier’s instructions and safety specifications. It is not permitted to carry out any type of fuel decanting within exhibition opening hours. Moreover, it is not permitted to store any reserve fuel on the stand, and the stove’s combustion chamber must be covered at closing time if the stove still contains fuel. Appropriate fire extinguishing equipment must be available on the stand.
- Nothing containing inflammable or explosive liquids may be brought into the halls unless so agreed with us.
- Candles create a nice mood, but also pose a fire risk. It is therefore imperative that candles cannot tip over and that they are placed in solid candlesticks on non-flammable surfaces. Candles must not be placed near textiles, and they must not drip. If they pose a safety hazard, Bella Center Copenhagen may require that the candles are extinguished.
- 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.

Materials:

- Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which, in a fire, emit toxic gases or large quantities of smoke.

According to the Regulation on operational requirements for hotels, etc. (Bekendtgørelsen om driftsmæssige forskrifter for hoteller m.v.) 14.6/14.7, all decoration material must be safeguarded as class B. However, certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.

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

Carpets must have one of the following approvals:

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

Gas cylinders

If you need gas cylinders, bottled gas (F-gas) or other types of gas cylinders (e.g. oxygen, hydrogen or helium), we need to know at least four weeks before the start of the event. In the event of fire at Bella Center Copenhagen, we have to be able to supply Copenhagen Fire Brigade with a complete overview of where gas cylinders are located on the premises. If you have gas cylinders (F-gas) on the stand, you are also required to have a 6 kg powder fire extinguisher. Gas cylinders (F-gas equipment) must always be installed in compliance with the Regulation on technical requirements for gases (Bekendtgørelsen om tekniske forskrifter for gasser), while F-gas installations must always comply with the Danish Gas Regulation.

In addition, particularly hazardous gas cylinders must be removed from the halls after closing time and stored according to our instructions. During exhibition opening hours, those manning the stand must be able to remove these cylinders in the event of an evacuation. This plan is coordinated with our Risk Management unit when we receive information about the storage and use of gas cylinders.

Vehicles

If you would like to have a vehicle on your stand for decoration purposes, you must submit an application to Bella Center Copenhagen with a drawing and description before the deadline, which is usually four weeks before the event (see Stand-Info).

The following guidelines apply:

Petrol/diesel-powered vehicles:

- The tank may contain max. 5 l of fuel
- The fuel cap must be unlocked
- The battery must be disconnected
- The keys must be handed to Bella Center Copenhagen’s security staff at night. The security staff will be on duty in the halls or can be contacted on tel. +45 3247 2424.

Electric vehicles:

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

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

Unfortunately, we cannot allow hydrogen vehicles on the stand. Natural gas vehicles can be accepted on the usual conditions which apply for petrol and diesel vehicles. However, all pressure must be removed from the gas tank.
BESTILLING 2016
ORDER 2016
## Premium Turnkey / Premium Turnkey

<table>
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<th>Leje / Rental</th>
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Husk at medsende farveønske på blomster, velourfilt tæppe, vægpaneler og fremsend også logofil på mail til os. / Please remember to add your colour choice for flower bouquet, velour felt carpet, wall elements and e-mail us a logo as well.

<table>
<thead>
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<td>Open Turnkey 27</td>
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<td>4.054,05</td>
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Husk at medsende farveønske på nølletæppe, farvet væg og bogstaver på væg. / Please remember to add your colour choice for needle felt carpet, coloured walls and letters on wall.

<table>
<thead>
<tr>
<th>nr.</th>
<th>Basic Turnkey</th>
<th>Stk.</th>
<th>Leje / Rental</th>
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<td>DKK</td>
<td>EURO</td>
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<td>Basic Turnkey 18</td>
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</table>

Husk at medsende farveønske på nølletæppe og bogstaver på frise. / Please remember to add your colour choice for needle felt carpet and letters for fascia board.

<table>
<thead>
<tr>
<th>nr.</th>
<th>Afmelding af opbygning</th>
<th>Stk.</th>
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<td>Spots fjernes / Remove spots</td>
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<td>Friser fjernes / Remove fascia boards</td>
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<td>0,00</td>
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<td>31145</td>
<td>Vægge fjernes / Remove walls</td>
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<tr>
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<td>Tæppe fjernes / Remove carpet</td>
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</table>

### Ekspeditionsgebyr ved bestilling efter deadline
BC Hospitality Group forbeholder sig ret til at fakturere et ekspeditionsgebyr for ordre modtaget efter deadline og i opbygningsperioden, hvis stand informationen. Ordre modtaget i opbygningsperioden kan ikke garanteres udført til udstillingsåbningen.

### Surcharge for ordering after deadline
BC Hospitality Group reserves the right to invoice a surcharge for orders received after the deadline and during the Stand build-up in accordance with the stand information. Orders received during build-up cannot be guaranteed in the time for the opening of the exhibition.

---

**BEMÆRK**

BRUG BLOKBOGSTAVER / USE BLOCK LETTERS

Udstilling / Exhibition

Stand nr. / no.

Telefon / Phone

E-mail

Underskrift / Signature

Dato / Date

Firmaoplysninger / Company info:

Firmaempeml / Company stamp

Skemaerne kan faaes på 32 51 56 36 / The forms may be faxed to (+45) 32 51 96 36

01.01.2016
### Belysning, el og VVS / Lighting, electricity and plumbing

<table>
<thead>
<tr>
<th>nr.</th>
<th>Symbol</th>
<th>El-tilbehør</th>
<th>Volt / Amp</th>
<th>Bemærk</th>
<th>Stk. Qty.</th>
<th>Leje / Rental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>36502</td>
<td></td>
<td>El-tavle 16A / Fusebox 16A</td>
<td>16 Amp</td>
<td></td>
<td></td>
<td>886,00</td>
<td>119,73</td>
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<tr>
<td>36503</td>
<td></td>
<td>El-tavle 32A / Fusebox 32A</td>
<td>400/32red</td>
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<td>1,127,00</td>
<td>152,30</td>
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<tr>
<td>36504</td>
<td></td>
<td>El-tavle 63A / Fusebox 63A</td>
<td>63A</td>
<td></td>
<td></td>
<td>2,229,00</td>
<td>301,22</td>
</tr>
</tbody>
</table>

**Bemærk:** El-CEE stik kan godt monteres på vores 1,3 kw el-forsyning. / NB: A CEE plug can be connected to our 1300 watt electrical supply.

<table>
<thead>
<tr>
<th>nr.</th>
<th>Symbol</th>
<th>Lamper</th>
<th>Bemærk</th>
<th>Højde?</th>
<th>Stk. Qty.</th>
<th>Leje / Rental</th>
<th>Total</th>
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<tbody>
<tr>
<td>33237</td>
<td>Soft Cube</td>
<td>NB</td>
<td></td>
<td></td>
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<td>407,00</td>
<td>55,00</td>
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<tr>
<td>36124</td>
<td>Spot for light truss</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>448,00</td>
<td>60,54</td>
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<tr>
<td>36100</td>
<td>Erco spot arm</td>
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<td>-</td>
<td></td>
<td></td>
<td>354,00</td>
<td>47,84</td>
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<tr>
<td>36120</td>
<td>Spotskinne / Spot power rail</td>
<td>3x12W LED</td>
<td>-</td>
<td></td>
<td></td>
<td>827,00</td>
<td>111,76</td>
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<tr>
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<td>Ekstra spot / Extra spot</td>
<td>12W LED</td>
<td>-</td>
<td></td>
<td></td>
<td>208,00</td>
<td>28,11</td>
</tr>
<tr>
<td>36123</td>
<td>Ekstra spot hal B0-B2 / Extra spot in hall B0-B2</td>
<td>a*</td>
<td>-</td>
<td></td>
<td></td>
<td>445,00</td>
<td>60,14</td>
</tr>
<tr>
<td>36413</td>
<td>Ophæng E / Suspension Floodlight E</td>
<td>c*</td>
<td></td>
<td></td>
<td></td>
<td>1,018,00</td>
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<tr>
<td>36110</td>
<td>Hvid lysspand / White floodlight</td>
<td>500 / c*</td>
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<td>1,592,00</td>
<td>215,14</td>
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<tr>
<td>36111</td>
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<td>500 / c*</td>
<td></td>
<td></td>
<td></td>
<td>1,592,00</td>
<td>215,14</td>
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<tr>
<td>36112</td>
<td>Sort lysspand / Black floodlight</td>
<td>1000 / c*</td>
<td></td>
<td></td>
<td></td>
<td>1,639,00</td>
<td>221,49</td>
</tr>
</tbody>
</table>

**GENERELT:** Strøm er inkluderet i al belysning leveret af BC. Husk at placere lampesymbol på detaljtegning. **ØVRIGT:** a) kun til spotskinne i hal B3-1. b) Højdeanbefaling: 500W = 3-3,5 m over gulv, 1000W = 4 m over gulv og 2000W = 5 m over gulv. Vare 36411+36412 paktrævæ, hvis halogen skal hænges fra loft. c) Vare 36413 paktrævæ, hvis lysspand skal hænges fra loft. / GENERAL: Power is included in all lighting supplied by BC. Remember to place lamp symbol on details sketch. **OTHER:** a) Only for power rails in Hall B3-1. b) Height recommendation: 500W = 3-3.5 m above floor, 1000W = 4 m above floor and 2000W = 5 m above floor. Items 36411+36412 needed if halogen lamp must hang from ceiling. c) Item 36413 needed if floodlight must hang from ceiling.

<table>
<thead>
<tr>
<th>nr.</th>
<th>Symbol</th>
<th>VVS</th>
<th>Bemærk</th>
<th>Tid/dato?</th>
<th>Stk. Qty.</th>
<th>Leje / Rental</th>
<th>Total</th>
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</thead>
<tbody>
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<td>34101</td>
<td>Vask, lille / Sink, small</td>
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<td>Cold/Warm</td>
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<td></td>
<td>5,320,00</td>
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<tr>
<td>34102</td>
<td>Vask, stor / Sink, large</td>
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<td>Cold/Warm</td>
<td></td>
<td></td>
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<td>718,92</td>
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<tr>
<td>34105</td>
<td>Afleb / Drainage</td>
<td></td>
<td>1&quot; RG</td>
<td>40 mm</td>
<td></td>
<td>1,725,00</td>
<td>233,11</td>
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<tr>
<td>34106</td>
<td>Elvandvarmer / Water heater</td>
<td></td>
<td>15 l./230V</td>
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<td></td>
<td>2,548,00</td>
<td>344,32</td>
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<tr>
<td>34103</td>
<td>Vand &amp; afleb / Water and drainage</td>
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<td>1/4&quot; / 1/2&quot; RG</td>
<td>25mm/40 mm</td>
<td></td>
<td>2,301,00</td>
<td>310,95</td>
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<tr>
<td>34104</td>
<td>Vand / Water</td>
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<td>1/2&quot;</td>
<td>25 mm</td>
<td></td>
<td>1,725,00</td>
<td>233,11</td>
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<tr>
<td>34201</td>
<td>Trykluft / Compressed air</td>
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<td>Acc. to quote (a*)</td>
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<td>0,00</td>
<td>0,00</td>
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### Belysning, el og VVS / Lighting, electricity and plumbing

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<th>Symbol</th>
<th>VVS/Plumbing</th>
<th>Bemærk note</th>
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<th>Stk.</th>
<th>Leje/Rental</th>
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<tr>
<td>34107</td>
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<td>Tilslutning / Installation</td>
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<td>444,00</td>
<td>60,00</td>
<td>1.151,00</td>
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<tr>
<td>34114</td>
<td></td>
<td>Varmtvandstilslutning / Hot water supply</td>
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<table>
<thead>
<tr>
<th>nr. no.</th>
<th>Professional lighting for stands</th>
<th>Antal spot Qty.</th>
<th>Leje/Rental Total</th>
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<tbody>
<tr>
<td>36159</td>
<td>Sort rigfarve / Black truss colour</td>
<td>30,00</td>
<td>4,05</td>
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<tr>
<td>36151</td>
<td>Single rig 3 m / Single Truss 3 m</td>
<td>3.814,00</td>
<td>515,41</td>
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<tr>
<td>36142</td>
<td>Single rig 6 m / Single Truss 6 m</td>
<td>5.299,00</td>
<td>716,08</td>
</tr>
<tr>
<td>36143</td>
<td>Single rig 9 m / Single Truss 9 m</td>
<td>8.261,00</td>
<td>1.116,35</td>
</tr>
<tr>
<td>36144</td>
<td>Single rig 12 m / Single Truss 12 m</td>
<td>11.017,00</td>
<td>1.488,78</td>
</tr>
<tr>
<td>36152</td>
<td>Single rig 15 m / Single Truss 15 m</td>
<td>11.810,00</td>
<td>1.595,95</td>
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<tr>
<td>36130</td>
<td>Lysrig 3x6 / Lighting truss 3x6</td>
<td>14.050,00</td>
<td>1.898,65</td>
</tr>
<tr>
<td>36132</td>
<td>Lysrig 6x6 / Lighting truss 6x6</td>
<td>21.085,00</td>
<td>2.849,32</td>
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<td>36153</td>
<td>Lysrig 3x9 / Lighting truss 3x9</td>
<td>18.315,00</td>
<td>2.475,00</td>
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<tr>
<td>36136</td>
<td>Lysrig 6x9 / Lighting truss 6x9</td>
<td>26.074,00</td>
<td>3.523,51</td>
</tr>
<tr>
<td>36138</td>
<td>Lysrig 9x9 / Lighting truss 9x9</td>
<td>29.532,00</td>
<td>3.990,81</td>
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<tr>
<td>36140</td>
<td>Lysrig 12x9 / Lighting truss 12x9</td>
<td>34.414,00</td>
<td>4.650,54</td>
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<tr>
<td>36154</td>
<td>Cirkelrig Ø 3 m / Round truss 3 diameter</td>
<td>9.985,00</td>
<td>1.349,32</td>
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<tr>
<td>36155</td>
<td>Cirkelrig Ø 4 m / Round truss 4 diameter</td>
<td>10.913,00</td>
<td>1.474,73</td>
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<tr>
<td>36156</td>
<td>Cirkelrig Ø 6 m / Round truss 6 diameter</td>
<td>15.945,00</td>
<td>2.154,73</td>
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<tr>
<td>36157</td>
<td>Lysrig 3x3 m/ ben / Lighting truss 3x3 on feet</td>
<td>9.775,00</td>
<td>1.320,95</td>
</tr>
<tr>
<td>36131</td>
<td>Lysrig 3x6 m/ ben / Lighting truss 3x6 w/ feet</td>
<td>10.203,00</td>
<td>1.378,78</td>
</tr>
<tr>
<td>36133</td>
<td>Lysrig 6x6 m/ben / Lighting truss 6x6 w/ feet</td>
<td>16.259,00</td>
<td>2.197,16</td>
</tr>
<tr>
<td>36158</td>
<td>Lysrig 3x9 m/ ben / Lighting truss 3x9 w/ feet</td>
<td>17.822,00</td>
<td>2.415,14</td>
</tr>
<tr>
<td>36137</td>
<td>Lysrig 6x9 m/ ben / Lighting truss 6x9 w/ feet</td>
<td>21.446,00</td>
<td>2.898,11</td>
</tr>
<tr>
<td>36139</td>
<td>Lysrig 9x9 m/ ben / Lighting truss 9x9 w/ feet</td>
<td>25.568,00</td>
<td>3.455,14</td>
</tr>
</tbody>
</table>

Alle lysrigge inkluderer strøm og fokusering. For specielle forespørgelser kontakt venligst Teknisk Udstillerservice. / All lighting trusses include power supply and focusing. For special offers please contact Technical Exhibitor Service.

### Expiditionssgebær ved bestilling efter deadline

BC Hospitality Group forbeholder sig ret til at færdigstille et expeditionssgebær for ordre modtaget efter deadline og i opbygningstiden jf. standinformationen. Ordre modtaget i opbygningstiden kan ikke garanteres udført til udstillers åbning.

![BRUG BLOKBØGSTAVER / USE BLOCK LETTERS](image)

<table>
<thead>
<tr>
<th>Udstilling / Exhibition</th>
<th>Stand nr. / no.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Udvalgstelefon / Phone</strong></td>
<td><strong>E-mail</strong></td>
</tr>
<tr>
<td><strong>Underskrift / Signature</strong></td>
<td><strong>Dato / Date</strong></td>
</tr>
</tbody>
</table>

01.01.2016

Kontaktinformationer kan findes på 32 53 96 36 / The forms may be found at (+45) 32 53 96 36
### AV- og PC-udstyr / AV and PC equipment

<table>
<thead>
<tr>
<th>nr.</th>
<th>PC og printer</th>
<th>Stk.</th>
<th>Leje / Rental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>39617</td>
<td>Printer s/h / Printer b/w</td>
<td>1</td>
<td>1.185,00</td>
<td>160,14</td>
</tr>
<tr>
<td>39620</td>
<td>Farveprinter / Colour printer</td>
<td>2</td>
<td>2.055,00</td>
<td>277,70</td>
</tr>
<tr>
<td>39618</td>
<td>Laserprinter farve / Laser printer colour</td>
<td>2</td>
<td>2.285,00</td>
<td>308,78</td>
</tr>
<tr>
<td>39650</td>
<td>PC adm. gebyr / PC Admin Fee</td>
<td>6</td>
<td>618,00</td>
<td>83,51</td>
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</tbody>
</table>

PC'erne inkl. Windows Pro og Office Pro. Vare 39650 er obligatorisk tillab ved leje af PC-ydelser. / The Pc's include Windows Pro and Office Pro. Item 39650 is mandatory purchase when renting PC equipment.

<table>
<thead>
<tr>
<th>nr.</th>
<th>Skærm og tilbehør</th>
<th>Watt</th>
<th>Stk.</th>
<th>Leje / Rental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>39613</td>
<td>23&quot; Touch skærm / 23&quot; Touch screen</td>
<td>2.678,00</td>
<td>361,89</td>
<td></td>
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</tr>
<tr>
<td>39622</td>
<td>23&quot; TFT skærm / 23&quot; TFT screen</td>
<td>1.085,00</td>
<td>146,62</td>
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<tr>
<td>39409</td>
<td>32&quot; skærm / 32&quot; screen</td>
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<td>2.970,00</td>
<td>401,35</td>
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<tr>
<td>39410</td>
<td>42&quot; skærm / 42&quot; screen</td>
<td>4</td>
<td>3.370,00</td>
<td>455,41</td>
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<tr>
<td>39411</td>
<td>51&quot; skærm / 51&quot; screen</td>
<td>5</td>
<td>4.170,00</td>
<td>563,51</td>
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<tr>
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<td>60&quot; skærm / 60&quot; screen</td>
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<td>4.870,00</td>
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<td></td>
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<tr>
<td>39428</td>
<td>80&quot; skærm / 80&quot; screen</td>
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<tr>
<td>39415</td>
<td>DVD+Blu Ray / DVD+Blu Ray Player</td>
<td>824,00</td>
<td>111,35</td>
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<tr>
<td>39650</td>
<td>PC adm. gebyr / PC Admin Fee</td>
<td>618,00</td>
<td>83,51</td>
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<tr>
<td>39408</td>
<td>Beslag egen væg / Mount for own wall</td>
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<tr>
<td>31283</td>
<td>Monteringsbøjle / Mounting bracket</td>
<td>515,00</td>
<td>69,59</td>
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</table>

Alle priser er inkl. levering, opsætning og nedtagning. Udstyret vil blive leveret efter kl. 12 dagen før messestart. Du bedes være på standen ved overlevering. / All prices include delivery, set-up and derig. The equipment will be delivered the afternoon before the exhibition opens.

<table>
<thead>
<tr>
<th>nr.</th>
<th>Lydanlæg</th>
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<th>Stk.</th>
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<th>Total</th>
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<td>300</td>
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<tr>
<td>39445</td>
<td>Anlæg baggrundsmusik / System background music</td>
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<tr>
<td>39444</td>
<td>Ekstra mikrofon / Extra microphone</td>
<td></td>
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</tr>
</tbody>
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**Ekspeditionsgebyr ved bestilling efter deadline**

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**BRUG BLOKBOGSTAVER / USE BLOCK LETTERS**

Udstilling / Exhibition

Stand nr. / no.

Telefon / Phone

E-mail

Underskrift / Signature

Dato / Date

01.01.2016

Skriv navne kan føres på 32 51 96 36 / The forms may be faxed to (+45) 32 51 96 36
<table>
<thead>
<tr>
<th>nr.</th>
<th>Udstyr</th>
<th>Symbol</th>
<th>Netværk m/ internetforbindelse</th>
<th>Længde</th>
<th>Stk.</th>
<th>Leje / Rental DKK</th>
<th>Total DKK</th>
<th>Leje / Rental EURO</th>
<th>Total EURO</th>
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<tbody>
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<td>Netværskabel 5 / Network cable 5</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>38121</td>
<td>Ekstra off. IP adr. / Extra public IP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>38122</td>
<td>Ekstra off. IP adr. / Extra public IP</td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>nr. no.</td>
<td>Blomster og dekorationer</td>
<td>Farvekode ColourCode</td>
<td>Bemærk Note</td>
<td>Stk. Qty.</td>
<td>Leje / Rental</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------</td>
<td>----------------------</td>
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<td>--------------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39101</td>
<td>Lille buket / Small Bouquet</td>
<td>*</td>
<td></td>
<td></td>
<td>210,00</td>
<td>28,38</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>39102</td>
<td>Stor buket / Large Bouquet</td>
<td>*</td>
<td></td>
<td></td>
<td>340,00</td>
<td>45,95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39103</td>
<td>Lille rosendekoration / Small Rose Decoration</td>
<td>*</td>
<td></td>
<td></td>
<td>370,00</td>
<td>50,00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39104</td>
<td>Stor rosendekoration / Large rose decoration</td>
<td>*</td>
<td></td>
<td></td>
<td>610,00</td>
<td>82,43</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39131</td>
<td>Roser i glasvase / Roses in vase</td>
<td>*</td>
<td></td>
<td></td>
<td>320,00</td>
<td>43,24</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>39137</td>
<td>Blå hortensia / Blue hydrangea</td>
<td></td>
<td></td>
<td></td>
<td>200,00</td>
<td>27,03</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>39138</td>
<td>Cala &amp; græs / Cala and grass</td>
<td></td>
<td></td>
<td></td>
<td>230,00</td>
<td>31,08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39142</td>
<td>Naturbuket / Nature bouquet</td>
<td></td>
<td></td>
<td></td>
<td>530,00</td>
<td>71,62</td>
<td></td>
<td></td>
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<tr>
<td>39126</td>
<td>Amaryllis</td>
<td>-</td>
<td>NOV-FEB</td>
<td></td>
<td>420,00</td>
<td>56,76</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>39128</td>
<td>Lime gladiolus</td>
<td>-</td>
<td>AUG-NOV</td>
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<td>390,00</td>
<td>52,70</td>
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<td></td>
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<tr>
<td>39143</td>
<td>Omítogalum</td>
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<td></td>
<td>420,00</td>
<td>56,76</td>
<td></td>
<td></td>
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<tr>
<td>39140</td>
<td>Anthyrium i skjuler / Anthyrium in container</td>
<td></td>
<td></td>
<td></td>
<td>290,00</td>
<td>39,19</td>
<td></td>
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<tr>
<td>39120</td>
<td>Orkidé / Orchid</td>
<td>**</td>
<td></td>
<td></td>
<td>580,00</td>
<td>78,38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39121</td>
<td>Orkideer / Orchids</td>
<td>**</td>
<td></td>
<td></td>
<td>565,00</td>
<td>76,35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39122</td>
<td>Hortensia / Hydrangea</td>
<td>***</td>
<td></td>
<td></td>
<td>445,00</td>
<td>60,14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39139</td>
<td>Buxbom / Boxwood</td>
<td></td>
<td></td>
<td></td>
<td>435,00</td>
<td>58,78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39134</td>
<td>Vild laurbær / Wild laurel</td>
<td></td>
<td></td>
<td></td>
<td>305,00</td>
<td>41,22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39135</td>
<td>Goldchrist / Thuja</td>
<td></td>
<td></td>
<td></td>
<td>445,00</td>
<td>60,14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39136</td>
<td>Goldchrist 2 / Thuja 2</td>
<td></td>
<td></td>
<td></td>
<td>700,00</td>
<td>94,59</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39114</td>
<td>Packira, stor / Packira, Large</td>
<td></td>
<td></td>
<td></td>
<td>750,00</td>
<td>101,35</td>
<td></td>
<td></td>
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<tr>
<td>39115</td>
<td>Oliventræ, lille / Olive tree, Small</td>
<td></td>
<td></td>
<td></td>
<td>360,00</td>
<td>48,65</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39116</td>
<td>Oliventræ, stor / Olive tree, Large</td>
<td></td>
<td></td>
<td></td>
<td>630,00</td>
<td>85,14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39124</td>
<td>Stuebirk m rund spand / Ficus 1.5 m</td>
<td></td>
<td></td>
<td></td>
<td>500,00</td>
<td>67,57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39125</td>
<td>Stuebirk i firkantet spand / Ficus 1.8 m</td>
<td></td>
<td></td>
<td></td>
<td>620,00</td>
<td>83,78</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>39130</td>
<td>Lejeplante / Rental plant</td>
<td>State type</td>
<td></td>
<td></td>
<td>470,00</td>
<td>63,51</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>nr. no.</th>
<th>Standværtinde / Stand Hostess</th>
<th>Dato/tid / Date/time</th>
<th>Bemærk / Note</th>
<th>Stk. Qty.</th>
<th>Leje / Rental DKK</th>
<th>EURO</th>
</tr>
</thead>
<tbody>
<tr>
<td>39201</td>
<td>Værtinde m/k 08-18 / Host(ess) 8am-6pm</td>
<td></td>
<td>Work days*</td>
<td></td>
<td>302,00</td>
<td>40,81</td>
</tr>
<tr>
<td>39206</td>
<td>Værtinde m/k i 9.-10. time / Host(ess) from 9th-10th hour</td>
<td></td>
<td></td>
<td></td>
<td>412,00</td>
<td>55,68</td>
</tr>
<tr>
<td>39207</td>
<td>Værtinde m/k fra 11. time + lær / Host(ess) from 11th hour + Sat</td>
<td></td>
<td></td>
<td></td>
<td>549,00</td>
<td>74,19</td>
</tr>
<tr>
<td>39208</td>
<td>Værtinde m/k - tillæg på søndage / Host(ess) - extra fee on Sun</td>
<td></td>
<td></td>
<td></td>
<td>45,00</td>
<td>6,08</td>
</tr>
<tr>
<td>39212</td>
<td>Værtinde m/k på helligdage / Host(ess) on holidays</td>
<td></td>
<td></td>
<td></td>
<td>45,00</td>
<td>6,08</td>
</tr>
<tr>
<td>39203</td>
<td>Ekstra sprog / Extra language</td>
<td></td>
<td>**</td>
<td></td>
<td>31,00</td>
<td>4,19</td>
</tr>
</tbody>
</table>

*) Ved værtindebooking: Oplys venligst ønsket dato, starttidspunkt og antal timer samt typer af opgaver. Værtinden taler dansk og engelsk. **) Skriv venligst sprog. / *) When booking hostesses: Please state wished date, start time, number of hours and required hostess duties. The hostess speaks Danish and English. **) Please write language.

01.01.2016
<table>
<thead>
<tr>
<th>nr. no.</th>
<th>Handyman</th>
<th>Stk. Qty.</th>
<th>Leje / Rental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>39204</td>
<td>Handyman 08-18</td>
<td></td>
<td>305,00</td>
<td>43,65</td>
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<tr>
<td>39205</td>
<td>Handyman 18-08</td>
<td></td>
<td>341,00</td>
<td>48,92</td>
</tr>
</tbody>
</table>

*Ekspeditionsgebyr ved bestilling efter deadline*
BC Hospitality Group forbeholder sig ret til at fakturere et ekspeditionsgebyr for ordre modtaget efter deadline og i opbygningsperioden jf. standinformationens. Ordrer modtaget i opbygningsperioden kan ikke garanteres udført til udstillingens åbning.

*Surcharge for ordering after deadline*
BC Hospitality Group reserves the right to invoice a surcharge for orders received after the deadline and during the Stand build-up in accordance with the stand information. Orders received during build-up cannot be guaranteed in the time for the opening of the exhibition.

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01.01.2016

*Firmaoplysninger / Company info:*

*Firmaoplysninger / Company info:*

Skemaerne kan faxes på 32 51 96 36 / The forms may be faxed to (+45) 32 51 96 36
<table>
<thead>
<tr>
<th>nr.</th>
<th>Sikkerhed</th>
<th>Dato/tid</th>
<th>Bemærk</th>
<th>Stk.</th>
<th>Leje / Rental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>39301</td>
<td>Vagt 8-16 / Guard 8am - 4pm</td>
<td>Work days*</td>
<td>329,00</td>
<td>44,46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39302</td>
<td>Vagt 16-8 / Guard 4pm-8am</td>
<td>+Weekend*</td>
<td>433,00</td>
<td>58,51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39310</td>
<td>CO2 slukker / Fire extinguisher</td>
<td></td>
<td>300,00</td>
<td>40,54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39311</td>
<td>24 t. overvågning / 24H surveillance</td>
<td></td>
<td>5,047,00</td>
<td>682,03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*) Ved vagtbooking: Oplys venligst ønsket dato, starttidspunkt og antal timer. Den oplyste pris er pr. time. / *) When booking guards: Please state wished date, start time and number of hours. The stated price is per hour.
<table>
<thead>
<tr>
<th>Nr.</th>
<th>Rengøring</th>
<th>m2</th>
<th>Stk.</th>
<th>Leje / Rental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sq.m.</td>
<td>Qty.</td>
<td>DKK</td>
<td>EURO</td>
</tr>
<tr>
<td>31160</td>
<td>Gulvvask 1 / Floor wash 1</td>
<td>9-36</td>
<td>10,38</td>
<td>1,40</td>
<td>31160</td>
</tr>
<tr>
<td>31161</td>
<td>Gulvvask 2 / Floor wash 2</td>
<td>37-90</td>
<td>8,07</td>
<td>1,09</td>
<td>31161</td>
</tr>
<tr>
<td>31162</td>
<td>Gulvvask 3 / Floor wash 3</td>
<td>91+</td>
<td>6,92</td>
<td>0,94</td>
<td>31162</td>
</tr>
<tr>
<td>30112</td>
<td>Startrengøring / Stand cleaning before fair start</td>
<td></td>
<td>398,00</td>
<td>53,78</td>
<td>30112</td>
</tr>
</tbody>
</table>
Transport- og udstillingsforsikring

For forsikringen gælder UDVIDEDE DANSKE BETINGELSER og nedenstående særlige vilkår:

1. De forsikrede genstande
Forsikringstageren skal være i besiddelse af en specifikation med genanskaffelsesværdien over de forsikrede genstande.

Såfremt ikke andet er aftalt dækker forsikringen IKKE proviant, tobaksvarer, vin og spiritus, kontor- og køkkenmaskiner eller lignende, glas, porcelæn, keramik, stentøj, marmor, ædelmetaler, ædelstene, kunstgenstande, antikviteter, lystbåde, biler, motorcykler, mønter, frimærker, pelse, plasmaskærme, digitalkameraer, mobiltelefoner, tablets samt ikke-fabriksnye genstande (excl. standmateriale).

Dersom udstillingsgodset og standmateriale helt eller delvist består af lånte, lejede, leasede genstande eller genstande, der på anden måde ikke tilhører forsikringstageren, er det en forudsætning for dækning under forsikringen, at der foreligger en klar skriftlig aftale om hvem, der bærer risikoen og dermed forsikringsrådigheden, samt den relevante forsikringssum for de nævnte genstande.

Såfremt der i en udstilling indgår nogle af ovenfor nævnte genstande skal kopi af den skriftlige aftale indsendes til selskabet forinden risikoens begyndelse.

2. Forsikringsværdi og forsikringssum
Forsikringsværdi og forsikringssum, der skal svare til genstandenes genanskaffelsesværdi ved forsikringens tegning, vil i skadestilfælde være at dokumentere.

3. Ansvares begyndelse og ophør
Selskabets ansvar begynder i det øjeblik, de forsikrede genstande udgår fra det lokale inden for Danmark, Norge, Sverige eller Finland, hvori de forud er anbragt med henblik på afsendelse til udstillingen og ophører, når de efter endt udstilling umiddelbart derefter ankommer til det oprindelige afsendelsessted.

4. Udvidede Danske Betingelser
I. Under transport til og fra udstillingen
Forsikringen dækker fysisk skade på eller tab af de forsikrede genstande som følge af, at en ulykkelig hændelse rammer disse, jfr. UDVIDEDE DANSKE BETINGELSER §§ 1, 2 og 3.

II. Under ophold på udstillingen
Forsikringen dækker kun for skade, der er en umiddelbar følge af ild eller eksplosion, indbrud, simpelt tyveri, hærværk, brækage eller tilfældig udstødning af vand fra røranlæg og sædvanlige vandinstallationer med undtagelse af udvendige spildevandsledninger.

ad I og II
Der henvises i øvrigt til de for forsikringen gældende bestemmelser, jfr. blandt andet UDVIDEDE DANSKE BETINGELSER §§ 4, 5 og 6.

5. Forsikring andetsteds
Forsikringen dækker ikke skade, som er dækket under eller hvis nærværende forsikring ikke var tegnet, ville være omfattet af en andetsteds løbende forsikring(er), undtagen for så vidt og i det omfang nærværende forsikringssum måtte overstige det beløb, som ville være dækket under en sådan anden police.

6. Forholdsregler i skadestilfælde

7. Voldgiftsklausul
I tilfælde af skade skal - for så vidt selskabet og den forsikrede ikke afgør skaden i mindelighed - denne takseres af to eksperter som voldgiftsmænd, egn valgt af selskabet og egn af den forsikrede. Såfremt disse voldgiftsmænd ikke kommer til enighed, vælger de i forening en opmand, hvis afgørelse da vil være at lægge til grund ved skadesreguleringen.

Firma:
Kontaktperson:
Post nr. By:
Telefon:

Messe/udstilling lokale/hal:
Bella Center
Transport til udstilling og retur fra:
Transportmiddel (egen eller fremmed):

Udstillingsgenstande:
Kopi af opstilling, vareliste eller lignende specification vedlægges Forsikringssum DKK

Standmateriale:
Kopi af opstilling, vareliste eller lignende specification vedlægges Forsikringssum DKK

Samlet forsikringssum

Dato, underskrift og evt. firmastempel
Marine and Exhibition Insurance

The Insurance is subject to UDVIDEDE DANSKE BETINGELSER (Extended Danish Conditions) and the below-mentioned special terms and conditions:

1. The Subject-Matter Insured

The Insured shall be in possession of a specification stating the replacement value of the subject-matter insured.

Where nothing to the contrary has been agreed, the Insurance shall NOT cover Supplies, tobacco, wine and spirits, business machines and kitchen appliances, glass, porcelain, ceramics, stoneware, marble, precious metals, precious stones, artwork, antiques, yachts, cars, motorcycles, coins, stamps, furs, plasma screens, digital cameras, mobile telephones, tablets, and items that are not fresh from the factory. (excl. stand inventory).

If the goods to be exhibited and the stand materials consist entirely or in part of borrowed, rented, leased matters or matters which otherwise do not belong to the Insured coverage under the Insurance is subject to the existence of a clear written agreement stating the name of the party who is at risk and thus has an insurable interest as well as the relevant sum insurance for the subject-matter insured.

If any of the above-stated matters are part of the exhibition, a copy of the written agreement shall be submitted to the Company prior to attachment of the risk.

2. Insurance Value and Sum Insured

In case of loss or damage, the insurance value and the sum insured corresponding to the replacement value of the subject-matter at the time when the insurance is effected shall be documentable.

3. Attachment and Termination of Liability

The Company's liability attaches the moment the subject-matter insured leaves the place of storage in Denmark, Norway, Sweden or Finland where it has previously been stored for shipment to the exhibition and terminates when at the end of the exhibition, the subject-matter arrives without delay at the original place of shipment.

4. Extended Danish Conditions

I. During carriage to and from the exhibition

The Insurance shall cover physical damage to or loss of the subject-matter insured if caused by an unfortunate event, cf clauses 1, 2 and 3 of UDVIDEDE DANSKE BETINGELSER.

II. During stay at the exhibition

The Insurance solely covers loss or damage proximately caused by fire or explosion, breaking and entering, theft, malicious damage, breakage or incidental leakage of water from piping systems and usual installations of water excepting outer sewage pipes.

Reference is further made to the appurtenant terms and conditions, cf clauses 4, 5 and 6 of UDVIDEDE DANSKE BETINGELSER.

5. Insurance elsewhere

The Insurance shall not cover loss or damage which is covered under or which - had this Insurance not been effected - would have been covered by current insurance(s) effected elsewhere, except if and to the extent that the sum insured under this Insurance exceeds the amount which would be covered under such other policy.

6. Procedure in case of damage

When loss or damage is incurred the Company shall be notified forthwith and if a third party is or may be anticipated to be liable, the right of recourse shall be secured. Any theft shall be reported to the police forthwith. Reference is further made to the terms and conditions in clause 9 of UDVIDEDE DANSKE BETINGELSER.

7. Arbitration

Where in the event of loss or damage the Company and the Insured cannot agree to settle the claim amicably such loss or damage shall be assessed by two experts acting as arbitrators, one of whom having been nominated by the Company and one of whom having been nominated by the Insured. If these arbitrators fail to agree, they shall be appointed an umpire whose award shall then form the basis of the settlement of the claim.

Company:

Postal No.: Town:

Telephone:

Exhibition / fair room / building:

Bella Center

Carriage to exhibition and back from:

Form of transportation used (own or other):

Exhibited items:

Copy of list of goods or similar. Attach specification

Sum insured DKK

Stand material:

Copy of list of goods or similar. Receipt for hire attached.

Sum insured DKK

Total sum insured

Date, signature and, if relevant, company stamp
UDSTILLINGSSERVICE / EXHIBITION SERVICE

Udstilling / Exhibition ____________________________________________
Udstiller / Company name ________________________________________
CVR / VAT number ______________________________________________
Stand nr. / Stand no. _____________________________________________
Kontaktperson / Contact person __________________________________
Telefon / Telephone _____________________________________________
E-mail _________________________________________________________
Dato / Date _____________________________________________________

BESTILLING

Før udstillingen

❑ Afhentning af gods samt transport til Bella Center/udstillingsområdet
  Afhentningsdato _____________________________________________
  Afhentningsadresse __________________________________________
  ____________________________________________________________
  Anslået mængde (vægt og volumen) ______________________________

On-site services

❑ Aflæsning / håndtering
  Med gaffeltruck _____ / Med kran ______
  Dato ___________ kl. ________________

❑ Mandskabsassistance / antal personer: ____________________________
  Dato ___________ kl. ________________
  Forventet tidsforbrug ________ timer

❑ Opbevaring af tom emballage ________________ cbm

❑ Andet ______________________________________________________

Efter udstillingen

❑ Læsning / håndtering
  Med gaffeltruck _____ / Med kran ______
  Dato: ___________ kl. ________________

❑ Transport fra udstillingen
  Dato: ___________ kl. ________________
  til flg. adresse: ______________________________________________
  ____________________________________________________________

❑ Jeg vil gerne kontaktes på tlf. nr. _______________________________

ORDER

Before the exhibition

❑ Pick up of goods and transport to Bella Center/the exhibition area
  Pick up date ________________________________________________
  Pick up address _____________________________________________
  Approx. quantity (weight and volume) __________________________

On-site services

❑ Unloading / handling
  With forklift _____ / With crane _____
  Date ___________ at ________________ hrs.

❑ Labour / no. of personnel required _____________________________
  Date ___________ at ________________ hrs.
  Expected time required ________ hours

❑ Storage of packaging material _________________ cbm

❑ Other _____________________________________________________

After the exhibition

❑ Loading / handling
  With forklift _____ / With crane _____
  Date ___________ at ________________ hrs.

❑ Transport from the exhibition address
  Date ___________ at ________________ hrs.
  to the foll. address __________________________________________
  __________________________________________________________

❑ Please contact me at tel.no. ________________________________

Venligst telefax denne bestilling til:  43 25 35 10
Please telefax this order to:  +45 43 25 35 10
Ekstra standplan. Markér venligst placeringen af din stand med åbne sider og vægge, i forhold til nabostandene / Shell scheme extra plan. Open sides and walls must be marked clearly and relate to the neighbour stands

Skemaerne kan faxes på 32 51 71 81 / The forms may be faxed to (+45) 32 51 71 81