



# Checklist for participation at the fair

**STAND NO.:** \_\_\_\_\_

### Stand reservation and design

- reserved area, size \_\_\_\_\_
- sketched proposal for fittings
- any agency or construction firm contacts
- approval from event organiser

### Stand construction

- construction start date: \_\_\_\_\_
- hall plan
- stand partitions – sign friezes
- carpet
- ceiling above stand
- conference room
- transportation of stand materials
- insurance of stand materials
- allowances for construction personnel
- transportation/accommodation for personnel

### Stand inventory and installations

- display effects (ordering, purchase, etc.)
- construction of display materials, posters, etc.
- brochure material, price lists, etc.
- brochure holders, quantity: \_\_\_\_\_
- posters, photostats, quantity: \_\_\_\_\_
- lighting, number of spotlights, etc.: \_\_\_\_\_
- power supply, 220/380V  
kWh: \_\_\_\_\_, amp.: \_\_\_\_\_
- compressed air, bar: \_\_\_\_\_
- water/drains
- telephone, ISDN, fax
- furnishings/podiums
- flowers, plants, decoration
- insurance of display effects

### Various checklists

- press release
- ordering access cards
- ordering exhibitor cards/purchase cards
- distribution of invitations/access cards for customers
- staffing plan, accommodation, allowances, transportation of stand personnel
- uniforms, name tags for stand personnel
- stand photography
- stand cleaning during the fair period
- refreshments for visitors: beer/soft drinks, coffee, snacks, chocolate/sweets
- glasses, cups, cutlery, plates, napkins,

- tablecloths, sugar/cream
- ash trays, waste paper baskets, bins
- first-aid box, painkillers, etc.
- any tools for repairing minor damage
- office requisites, paper, envelopes, stamps
- report forms

### Take-down and removal of stand

- take-down starts: \_\_\_\_\_  
ends: \_\_\_\_\_
- transportation/insurance of stand materials and display effects
- allowances, accommodation, transportation of personnel for take-down
- return of display effects

### Finance

- framework budget for display, DKK: \_\_\_\_\_
- payment of stand hire
- settling account with agency/construction firm
- settling accounts for hire of technical installations, stand equipment, power, furnishings, etc.
- settling account \_\_\_\_\_

### Fair follow-up

- report on how the fair went
- follow-up of reports from the fair
- evaluation of fair
- reservation for next time, stand size and location: \_\_\_\_\_

### My notes:

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## Important times and deadlines



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### Structure

*From 4 pm the 7<sup>th</sup> of may, there is only the opportunity for construction within your own stand area, because gangway carpeting is being laid.*

May 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> 2012,	8 am – 10 pm
May 5 <sup>th</sup> and 6 <sup>th</sup> 2012,	8 am – 8 pm
May 7 <sup>th</sup> 2012	8 am – 10 pm

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### Exhibition

May 8 <sup>th</sup> 2012	8.30 am – 4 pm
May 9 <sup>th</sup> 2012	8.30 am – 4 pm
May 10 <sup>th</sup> 2012	8.30 am – 4 pm

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### Take-down of stands

May 10 <sup>th</sup> 2012	5 pm – 10 pm
May 11 <sup>nd</sup> 2012	8 am – 5 pm
May 12 <sup>th</sup> and 13 <sup>th</sup> 2012	8 am – 4 pm
May 14 <sup>th</sup> 2012	8 am – 5 pm

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### Submission of stand sketch and technical orders, etc.

**The 9<sup>th</sup> of march, 2012**

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### Submission of grocery- and foodorders (deliveries to the stand during the exhibition).

**The 9<sup>th</sup> of march, 2012**

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## General information

**It is important that you read the following carefully before exhibiting at Odense Congress Center. "General information" and "Rules and guidelines 1 – 4" are designed to ensure all exhibitors enjoy the best possible conditions during a fair. The exhibitor bears full responsibility for conscientious compliance with both the general rules and any special rules that may apply to the fair in question. None of these rules can be disregarded without the prior written consent of Odense Congress Center.**

### **Access to the exhibition area:**

During the fair, stand personnel in possession of an exhibitor's card have access to the exhibition area one hour before and after the official opening hours of the fair.

### **Cafeteria/Restaurant:**

Odense Congress Center publishes a leaflet about facilities for exhibitors and visitors alike. If special catering is desired on the stand, please get in touch with our chef directly to discuss the options. Tel. +45 6556 0100.

### **Carpets:**

For orders of carpet for the stand, the price includes laying and covering with plastic sheeting. Removable carpet tape can be purchased from Technical Services. If the exhibitor uses tape different from the tape recommended by the hall, it is the responsibility of the exhibitor to remove the carpet and the tape used. Otherwise, the carpet and tape will be removed at the exhibitor's expense.

### **Cleaning the stands:**

It is the responsibility of exhibitors to clean their own stand area and to remove all rubbish during the construction and take-down periods.

### **Complaints:**

If you have any complaints about services provided by Odense Congress Center, these must be submitted to us in writing before the fair closes. Complaints cannot be accepted otherwise.

### **Construction:**

Construction of the stand cannot begin any earlier than the time stated in the exhibitor handbook.

### **Construction rules:**

Please read our "Rules and guidelines". You are welcome to contact Technical Services if you have any questions. We recommend you submit drawings of your stand for approval.

### **Covering stands:**

Please read the enclosed rules from the Fire Service.

### **Deliveries:**

Deliveries to the stand at the fair **must** be labelled/addressed as follows:

#### **EL & TEKNIK 2012**

**Stand no. and company name**  
c/o Odense Congress Center  
Ørbækvej 350  
DK-5220 Odense SØ

Please note that we will **not** sign for deliveries; we will merely direct the haulier to the location of the stand area.

### **Draught beer unit:**

Please note that orders for draught beer and mineral water units must be placed prior to the fair.

Please use Order Form 7.

### **Driving in the halls:**

Unloading in the halls is only permitted during the periods stated in the exhibitor handbook. Parking and driving on carpets in the halls is **not** permitted.

### **Electrical installations:**

Installations can be ordered and equipment hired by submitting your order form to Technical Services. In order to be valid, the order form must be fully completed, signed and accompanied by a sketch plan with binding placement of installations. Any



## General information

changes will be made at the exhibitor's expense.

Please use Order Form 4.

For all main lines ordered in connection with your own machinery or other installations, the mains current directive requires mains leads to terminate in a CEE/Euro plug.

Moveable mounting equipment (plugs, leads, sockets, etc.) cannot be hired but can be purchased from Technical Services.

### **Emergency:**

Outside opening hours, the halls are monitored by a night watchman. However, please note the section about insurance.

### **Emergency exits/fire cabinets and electrical cabinets**

No exhibitor is allowed to cover, conceal or close off emergency exits or fire cabinets and electrical cabinets. Neither may exhibition items be placed in front of fire cabinets and electrical cabinets, emergency exits or gangway areas.

### **Fire cabinets:**

There must be completely unobstructed access to these from the nearest main gangway.

Please read the enclosed rules from the Fire Service.

### **Fire Service:**

Please read the applicable rules from the fire authorities. It is the responsibility of the exhibitor to obey instructions from Fire Service personnel, who must at all times have unrestricted access to the stand in order to verify compliance with all requirements imposed by the authorities.

Please read the enclosed rules from the Fire Service.

### **Floors:**

All halls have concrete floors. You are not allowed to drill into, drive nails into or otherwise damage the floors. During painting or where there is a risk of oil spillage, the floor must be covered.

### **Flowers:**

There is an option to buy large green plants and flowers to decorate the stand.

Please use Order Form 9.

### **Gas cylinders:**

No gas cylinders of any kind may be kept on the stands except by prior agreement with Technical Services.

Please read the enclosed rules from the Fire Service.

### **Gates and doors:**

Gates and doors to the congress centre must not be blocked either on the inside or on the outside, and the seal must not be broken.

### **Guards:**

All kinds of machines, systems and devices on display must be equipped with the safety components required by law, whether or not they are displayed in operation. Demonstrations that produce dust, smoke, steam, odour, gas, etc., may only proceed where contamination is removed effectively. Any demonstrations of this nature must be reported to and approved by Odense Congress Center at least one month before the fair.

See also under "Rules and guidelines".

### **Haulage:**

If you wish assistance with haulage, unloading and loading as well as storage of empty packaging, please contact:

**DSV messespedition, Odense**

**Mobile: +45 2015 1216**

**Fax: +45 6661 1027**

**Attn.: Steen Thorvaldsson**

Please note that Odense Congress Center cannot undertake to store empty packaging; you are referred to DSV in this regard. To avoid waiting, we recommend that you arrange assistance before the fair.

### **Height (clear) in the halls:**

Hall A	7 m
Hall B	6 m
Hall C	8 m
Arena	10 – 14 m



## General information

Lobby 1                      2.60 m

### Height/width of gates:

Hall A	w: 5,15 x h: 4,30 m
Hall B	w: 4,75 x h: 4,31 m
Hall C1	w: 4,74 x h: 4,44 m
Hall C2	w: 4,72 x h: 4,45 m
Arena	w: 4,95 x h: 4,45 m

### Hire/loan

The exhibitor is responsible for hired/borrowed items for the entire time they are in its care.

### Hotels:

Odense Congress Center has its own hotel with 109 rooms. Please contact the hotel directly to book rooms: tel. +45 6556 0100.

### Insurance:

Odense Congress Center does *not* accept any liability (whether direct or via insurance) for the equipment exhibited. We recommend you get in touch with your company's insurers with regard to insuring your own items or hired items on display.

See also under "Rules and guidelines".

### Internal transportation:

We recommend as far as possible that exhibitors bring their own sack barrows or trolleys. If you have large exhibition objects that cannot be transported along the gangways indicated on the hall plan (which are min. 2 m wide), please contact DSV no later than four weeks before the fair takes place.

### Liability/damage:

The exhibitor and its personnel bear full liability to pay compensation for any damage to the walls, ceilings, floors, columns, installations, etc., of the halls and the materials hired/borrowed for the stands.

The exhibitor is also liable for any personal injury or loss of or damage to property that may be caused by the exhibitor and its personnel or exhibition equipment.  
See also under "Rules and guidelines".

### Lighting:

During the exhibition period, there is normal room lighting in the halls. It is the responsibility of exhibitors to ensure they have the necessary lighting on the stand.

### Loudspeakers/TV/Video:

The noise level must not exceed 85 db (A) measured 1 m from the stand.

See also under "Rules and guidelines".

### Merchandising service:

From the merchandising service associated with Technical Services, you can buy various merchandising items. Please note that orders for draught beer and mineral water units must be placed prior to the fair. Items ordered by 4 pm will be delivered to the stand before the start of the fair the next day.

### Music and sound:

Exhibitors wishing to use music and sound on the stand must be aware of the Koda/Gramex rules.

For further information, see [www.koda.dk](http://www.koda.dk) or [www.gramex.dk](http://www.gramex.dk).

It is your own responsibility to ensure compliance with their rules for playing recorded music. We encourage you to inform your neighbours concerning the number and duration of any audio demonstrations you intend to put on. If there are any complaints from the event organiser or the surrounding stands, the volume must be turned down or the sound stopped.

See also under "Rules and guidelines".

### Network:

It is **not** permissible to establish any wireless network of your own in the exhibition area (e.g. wireless printers), because this would interfere with Odense Congress Center's general wireless network.

### Ordering technical installations, fittings, etc.:

Order forms for technical services, stand construction, carpet, lighting, fittings, etc., must be submitted to Odense Congress



## General information

Center by the deadlines stated. Any order forms submitted after this point **will attract a surcharge of 25%**.

Late orders for services will be dealt with in the order received, but there is no guarantee that they will be completed in time. Forms are to be completed and faxed to +45 6556 0299 or e-mailed to [teknik@ose.dk](mailto:teknik@ose.dk)

If you wish to return ordered items during the fair, there will be a surcharge of 50%.

Forms are sent directly to the exhibitor – but can also be downloaded from the Odense Congress Center website [www.occ.dk](http://www.occ.dk) – select “Messer & Udstillinger” [fairs and exhibitions]

### **Packaging/empties:**

For a fee, packaging can be stored by the trade-fair haulage company. Packaging **must** be labelled with a completed packaging label. Packaging labels are issued at Technical Services and at DSV Messespeditionen (trade fair haulage) behind Hall C. We recommend contacting DSV if you wish for assistance with transportation, storage of large quantities, etc. To avoid waiting, you are recommended to arrange assistance prior to the fair.

### **Parking:**

There is free parking for exhibitors and visitors.

### **Photographer:**

There is to be no photographing of stands or products without the permission of the exhibitor. The exhibitor has sole permission to photograph its own stand.

Odense Congress Center can put you in touch with a photographer.

### **Purchase card:**

The opportunity is offered to make purchases in the cafeteria and restaurant/hotel with the total invoiced after the fair. This requires registration and the issuing of a purchase card, which can be ordered prior to the fair. Purchase cards

are issued personally on application to Technical Services. It does not cost anything to have a purchase card issued.

### **Regulations:**

Exhibitors are responsible for their own stands and must comply with the rules and stipulations established by the event organiser, Fire Service or other authorities. The exhibited products and the stand area must be fully fitted out in accordance with the fair construction times. The right to make use of the stand area is conditional on the exhibitor's compliance with the established rules. Infringement entitles the event organiser to have free use of the allocated exhibition area without the exhibitor being released from its payment obligation. Exhibitors or their personnel can be expelled if their behaviour is offensive in the opinion of the event organiser, visitors, other exhibitors or the hall personnel. See also under “Rules and guidelines”.

### **Risk:**

With regard to fire, theft, water damage, malicious damage, etc., the exhibited items are all for the account and at the risk of the exhibitor. Under no circumstances can Odense Congress Center be held liable for any loss or damage to property or any personal injury caused by the exhibitor or the exhibitor's equipment, and the exhibitor is advised to arrange all insurance in this regard. Please also read the section on **insurance**. See also under “Rules and guidelines”.

### **Rubbish:**

Small amounts of non-combustible material can be put in the containers provided by the congress centre. Large quantities can be removed from the stands at the exhibitor's expense. Combustible material can be put in the containers provided. Special waste must not be put in the containers, but must be delivered to Technical Services. Special waste will be disposed of at the exhibitor's expense.



## General information

### **Spirits/serving drinks**

Exhibitors are not allowed to serve alcoholic beverages from their stands without prior agreement with Odense Congress Center, which is licensed to sell spirits. In addition, we advise all exhibitors to restrict the serving of alcoholic beverages on the stands. Obviously, serving alcohol to young people under 18 is **not** allowed.

### **Stand delineation:**

(use of the stand area)

Please refer to Section 1.3 of the "Rules and guidelines".

### **Stand description:**

#### ***Stand only, without construction***

Supplied as bare floorspace. Stands without construction, are intended for the company's own construction systems. For a fee, Odense Congress Center can assist with stand construction.

### **Stand height:**

The normal height of stand partitions, friezes and advertising signs is 250 cm, which corresponds to the partition walls available for hire from Odense Congress Center. If you wish to have a structure taller than 250 cm, please see the rules concerning this in the special rules.

### **Stand materials:**

Stand construction must not include materials such as cardboard, paper, textiles, plastic products, etc., which are easily ignited, explosive or give off toxic fumes in a fire. No materials more combustible than wood may be used. Accordingly, curtain fabrics must have fire-retardant impregnation in accordance with the directions of the Fire Service and the manufacturer.

Please read the enclosed rules from the Fire Brigade

### **Stand sketch:**

You can use Form 1 to draw a sketch of your own stand. You must indicate all technical installations on this sketch. REMEMBER to submit Form 1 to Technical

Services along with the other order forms.

Please be aware that it is **not** sufficient only to fill in Form 1; the other relevant forms must also be filled in.

### ***Stand, with construction:***

Supplied with white partition walls adjoining the neighbouring stand and with a rear wall and frieze over open sides. Partitions and frieze are white melamine plates in aluminium frames.

If you do **not** want these services, please put a cross to this effect on Form no. 1. The exhibitors themselves are responsible for the company name, logo, etc., on the sign friezes.

### **Suspension from the ceiling:**

Exhibitors themselves are not allowed to suspend exhibition objects, signs, banners, stand equipment, etc., from the ceiling, walls or installations of the hall. For safety reasons, at least two wires are required for a banner, sign, etc.

### **Take-down:**

No exhibitor may begin take-down of the stand in any way or removal of the exhibited products before the official closure of the fair.

### **Technical orders:**

If you have any questions concerning stand construction, order forms, etc., you are welcome to contact our Technical Coordinators during working days from 8 am – 3.30 pm on tel. +45 6556 0284.

### **Technical Services:**

"Technical Services" is the exhibitors' service centre during the fair. This is where you can have all your questions answered in connection with construction and the holding of the fair. Technical Services is located in Lobby 2 between Hall A and Hall C.

### **The Danish Working Environment Authority:**

During the entire construction, exhibition and take-down period, the rules of the



## General information

Danish Working Environment Authority concerning the use of machinery, scaffolding, lifts and tools must be adhered to.

See also under "Rules and guidelines".

### **Two-storey stands:**

Please read the enclosed rules from the Fire Service.

### **Unloading:**

The halls have large gates and you can drive right up to them. There are no steps or obstacles, so all equipment can be rolled directly to the stand. Be sure to read the enclosed information about times, etc., as well.

### **Vans, lorries, trailers, etc.:**

You are registered when you arrive for construction and take-down. Lorries can load and unload for 1 hour; vans and trailers for half an hour.

### **VAT**

For exhibitors within the European Union invoicing for exhibitions and similar services shall not include VAT if the customer is a business or VAT-registered entity and is established in a different country to the seller. This means that for exhibition services provided at the Odense Congress Center, Danish VAT will not be included on invoices if the customer is a business or VAT-registered entity established in a foreign country. Customers within the EU should instead declare VAT on these services in their respective countries, a so-called reverse charge. If the customer is not a business or VAT-registered entity then the place of supply for all services will continue to be the country in which the event takes place. Invoicing without VAT will only be executed if VAT no. is completed within the order forms.

### **Video/TV/Film:**

In connection with showing films, TV and videos, etc., exhibitors undertake to ensure there is sufficient standing room or seating within their own stand areas.

### **Workers' cards:**

Workers' cards are not necessary during construction or take-down. However, during the fair, exhibitors must wear visible exhibitor cards/badges.

### **24-hour electricity supply:**

Power in the halls is switched off at night. If you need 24-hour electricity, therefore, please note this on your order form. A 24-hour electricity supply will be provided from the day the exhibitor first moves in and continues up to and including the day after the fair closes at 12 noon – unless otherwise agreed with Technical Service.



# Rules and guidelines 1-4

## 1. Rules for use of the stand area

- 1.1 The right of utilisation cannot be loaned or hired to others.
- 1.2 The exhibition stand must be completed and exhibited items must be in place at the times stated before the fair opens, and take-down is not allowed until the exhibition closes. The exhibition stand must be open and manned throughout the fair period.
- 1.3 It is not permissible to place products, decorations, fixtures, etc., in the gangway and/or free areas.
- 1.4 Odense Congress Center has exclusive rights to serve food and beverages within the exhibition area. Samples can only be handed out with the prior approval of Odense Congress Center. This is because Odense Congress Center is responsible for ensuring compliance throughout the exhibition area with the laws and regulations of the authorities, including environmental and hygiene requirements pertaining to food regulations and licensing laws. Accordingly, it is only permissible to establish serving areas for food and beverages on the stands after obtaining approval from Odense Congress Center and in line with its specification of requirements. This way, you and your company are automatically covered by the Odense Congress Center spirits licence, and we have ensured compliance with the rules governing the storage and serving of foodstuffs. Exhibitors must not sell food or beverages under any circumstances.
- 1.5 The stipulations of the Danish Ministry of Economic and Business Affairs concerning participation in exhibitions must be complied with. Rules and guidelines established by the Danish Working Environment Authority and any other public bodies must be adhered to closely. Personnel from these bodies must have unrestricted access to the stand area and their instructions must be followed.
- 1.6 **Insurance:** Odense Congress Center does not accept any liability (whether direct or via insurance) for the equipment exhibited. We recommend exhibitors get in touch with their own insurers with regard to insuring their own items or hired items on display. Please also note that commercial liability, corporate and transport insurance only includes loss or damage in transit, during unloading and loading, as well as simple theft during the fair, by special agreement. In addition, it is a requirement of all commercial insurance policies for working (hazardous) exhibition items to be specially guarded.
- 1.7 Exhibited machinery, systems and devices of all kinds must be equipped with the prescribed safety components, whether or not they are in operation. All connections to power and/or compressed air must be in accordance with applicable norms. Demonstrations that produce dust, smoke, steam, odour, gas, etc., may only go ahead provided that there is effective removal of this pollution.

### Odense Congress Center

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## Rules and guidelines 1-4

- 1.8** The floor area in the halls must be protected to the maximum extent possible. In the case of any kind of spillage, the floor must be covered, and only special tape may be used, available from Technical Services. Lorries can only be driven in the halls by agreement, and all motor vehicles with the engine running must have a hose attached to take the exhaust fumes out into the open.
- 1.9** Exhibited items and equipment of all kinds are present at the responsibility and risk of the exhibitor, and transportation to, from and in the exhibition area is to be arranged by the exhibitor at its own responsibility and risk. The exhibitor is responsible for personal injury, as well as loss or damage to property or premises caused by the exhibitor, its personnel or equipment.
- 1.10** Use of the stand area is in all other respects conditional on the exhibitor's compliance with stated rules. Infringement may lead to the exhibitor being expelled, and this may happen if, in the event organiser's opinion, the exhibitor and/or its personnel behave inappropriately or contrary to good marketing practice. In the event of expulsion, the event organiser is free to use the exhibition area without the exhibitor being released from its payment obligation.
- 1.11** Personnel from the public authorities or from Technical Services must always be allowed onto the stand. Any corrective advice from the authorities or from Technical Services must always be complied with.

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# Rules and guidelines 1-4

## 2. Rules concerning stand construction/design

- 2.1 There must be no construction outside the hired area. It is not allowed to cover more than 50 % of the sides towards the aisles.
- 2.2 The exhibitor is responsible for fitting out the stand area. Moreover, the exhibitor undertakes to keep the stand open and to have it properly manned during the exhibition period. Rules established by Odense Congress Center, the Fire Service and/or other authorities must be complied with.
- 2.3 The design of the structure must not inconvenience neighbouring stands by means of light, laser beams, sound/loudspeaker systems, noisy behaviour, undecorated white stand walls, etc. Use of loudspeakers, the showing of films, light shows, etc., is only allowed if it does not inconvenience the neighbouring stands. It should be noted that the noise level 1 m from the stand must not exceed 85 dB(A).
- 2.4 Structures on the perimeter of the area must not exceed 2.5 m in height before rising at an angle of 45° in towards the centre of the area. In cases where deviation from this is desired, a drawing must be submitted to Technical Services for final approval.
- 2.5 Construction (and take-down) of the stand area must take account of the safety of personnel and visitors.
- 2.6 The exhibitor must agree to comply with the deadlines established by the event organiser for any given event. Where deadlines are exceeded, the exhibitor undertakes to pay any additional costs arising, e.g. extra personnel costs.
- 2.7 Two-storey stands are only allowed by prior agreement with the fair organiser as well as Odense Congress Center Technical Services. A drawing **must** be submitted and Odense Fire Service shall make the final decision in each particular case. Stands on which an upper storey is established must be equipped with a sprinkler system. Please read Section 3. Fire Service rules.
- 2.8 Stand construction must not include materials such as cardboard, paper, textiles, plastic products, etc., which are easily ignited, explosive or give off toxic fumes in a fire. No materials more combustible than wood may be used. Accordingly, curtain fabrics must have fire-retardant impregnation in accordance with the directions of the Fire Service and the manufacturer. For all main lines ordered in connection with your own machinery or other installations, the mains current directive requires mains leads to terminate in a CEE/Euro plug.

Please note that the stated rules, technical building rules and rules established by the Fire Service and/or other authorities must be complied with.

**The exhibition management shall have the final say in cases of doubt** – and can require any structure that infringes the above rules to be dismantled.

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# Rules and guidelines 1-4

## 3. Fire Service rules

A fire at an fair would of course be a disaster, so you must be familiar with the Fire Service rules: A trade fair/exhibition at OCC is covered by the Danish Preparedness Act, Chapter 7 Sections 35 and 36, with the associated operational regulations. Accordingly, the Fire Service must approve the exhibition, and the Fire Service Inspector's instructions and directions must always be followed. The following special requirements should be noted:

- 3.1 Sprinklers** The halls are equipped with a sprinkler system. Therefore, you must not cover your stand, unless with 80% water-penetrable greys or scrim impregnated with fire retardant. Covering can be achieved by means of fixed materials or as evenly distributed panelled/strip ceilings – but filling no more than 20% of the covered area.
- 3.2** All two-storey stands constructed must have sprinkler systems – this also applies to waterproof ceilings, other enclosed rooms as well as vehicles and containers, etc., that are not included on the stand as sales items. The sprinkler system can be implemented by OCC in line with its quotation.
- 3.3 Emergency exits and fire hoses** No exhibitor is allowed to cover, conceal or block emergency exits, water-filled hose winders or fire alarms. Neither must you place exhibition items in gangway areas or in front of emergency exits. In all cases, two exits must be established from enclosed rooms.
- 3.4 Food preparation** On stands where actual food is prepared, i.e. where there is a hob, there must be a 6-kg CO<sub>2</sub> extinguisher and a fire blanket.
- 3.5 Materials** No materials more combustible than wood may be used. Thus, stand construction must **not** include materials such as paper, cardboard, plastic products, artificial flowers/decorations, etc., which are easily ignited, explosive, melt, drip or give of toxic fumes or large amounts of smoke in a fire. Accordingly, curtain fabrics must have fire-retardant impregnation in accordance with the instructions of the Fire Service and the manufacturer. Wooden floors laid as a grid with spaces and, in particular, with cavities beneath are not allowed. If you put down your own carpet on the stand, the carpet must have one of the following approvals:

A: "Class G floor covering conforming to DS 1063.2" – in accordance with the Building Regulations 1995, Chapter 6.11.1 item 5

B: Floor covering Class D -s1 classified in conformity with EN 13501 "Fire classification of construction products and building elements"

C: NT Fire 007 (Scandinavian approval).

You must be able to document such approval. We reserve the right to refuse use of materials that do not conform to the above requirements.

- 3.6 Flammable liquids** Containers of explosive or flammable liquids must not be brought into the halls; accordingly, it is necessary to apply for permission to have vehicles on the stand for decorative purposes.

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## Rules and guidelines 1-4

- 3.7 Gas cylinders** If you need bottled gas at an fair, you must inform OCC. It is not a problem to have 40 kg of bottled gas in each fire section (hall). At each place of usage, there can be one 11-kg gas bottle in use and one in reserve. They must be furnished with a sign stating "Gas cylinders to be removed in case of fire". Alongside the bottled gas, there must be a 6-kg powder extinguisher. No other types of gas cylinders are allowed on the stand without special permission from OCC. Otherwise, set-up of systems using bottled gas must be done in accordance with the technical regulations for bottled gas, and bottled gas installations must conform to the gas regulations.
- 3.8 Overnight accommodation** It is not permissible to spend the night in the halls when they are in use for trade fairs, exhibitions, etc.
- 3.9 Electrical safety** Because the Electricity Council introduced heightened requirements in 2001 concerning the inspection of electrical installations in premises where more than 150 people may congregate, the electrical installations on your stand must conform to the provisions of the Electricity Council. If the provisions of the Electricity Council are not complied with, OCC may be forced to cut off the power supply to the stand. Any resultant costs are not the concern of OCC.
- 3.10 The building authorities** In special cases, you must apply for approval from the building authorities. This applies where:
- you intend to construct a two-storey-height stand
  - tall podiums bearing a heavy load are incorporated into the stand construction, structures, etc.
- The approved material must be in the hands of OCC within the deadline set for submission of technical order forms.
- 3.11 The Danish Working Environment Authority** You must comply with the rules of the Danish Working Environment Authority at all times. You can read more about these in the Executive Orders and regulations of the Danish Working Environment Authority. You may also wish to refer to [www.arbejdstilsynet.dk](http://www.arbejdstilsynet.dk) or tel.: +45 7012 1288.

### Odense Congress Center

Odense Sport & Event A/S · Ørbækvej 350 · DK-5220 Odense SØ  
Tel.: +45 6556 0100 · Fax: +45 6556 0299 · E-mail: [messe@occ.dk](mailto:messe@occ.dk) · Web: [www.occ.dk](http://www.occ.dk) · CVR nr.: 7117 2112



## Rules and guidelines 1-4

### 4. Guidelines for use of stand equipment

- 4.1 Putting nails and screws directly into the stand plates and sign friezes is strictly prohibited. Similarly, painting/writing on the stand equipment is also prohibited.
- 4.2 Items can be hung using a variety of fittings, which can be borrowed/purchased from Technical Services. Please be aware that borrowed fittings, etc., must be handed back to Technical Services after use/after the fair – otherwise you will be invoiced for these. Lightweight materials can also be hung up using special tape, available for purchase from Technical Services.
- 4.3 **Note that all tape, etc., must be removed from plates, friezes and floors when you hand back the stand – otherwise you will be invoiced for cleaning/restoration as follows:**

**Stand plates DKK 250 per side. Friezes DKK 25 per continuous metre. Floors and other equipment according to invoice.**

Prices exclude VAT and are also applicable to any other type of damage to or soiling of equipment.

- 4.4 **Handing back the stand area after use.** The stand area must be cleared of rubbish at hand-back after use/after the fair, and rubbish must be placed in the appropriate waste receptacles/containers. The floor must also be cleaned and any remaining tape removed. Otherwise, the exhibitor will be invoiced for clear-up/cleaning.

***In cases of doubt, please contact Technical Services.***

Yours faithfully  
**Odense Congress Center**

**Odense Congress Center**

Odense Sport & Event A/S · Ørbækvej 350 · DK-5220 Odense SØ  
Tel.: +45 6556 0100 · Fax: +45 6556 0299 · E-mail: messe@occ.dk · Web: www.occ.dk · CVR nr.: 7117 2112







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Marks **1.1**

Marks for use on sketch of stand, Form 1.

Construction		Electrical installations and light	
	Stand Panels, cf. Form 2, no. 2000 + 2001		Electrical outlet 230V, max 1,5kW, cf. Form 4, nr 4000 + 4001.
	Open side		Electrical outlet 400V 16 Amp, cf. Form 4, no. 4008.
	Sign frieze, cf. Form 2, no. 2002 and Form 3.1 text for sign frieze		Electrical outlet 400V 32 Amp, cf. Form 4, no. 4010.
	Girder, cf. Form 2, no. 2003		Electrical outlet 400V 63 Amp, cf. Form 4, no. 4012.
	Door with lock, cf. Form 2, no. 2018		Spotlight single, cf. Form 4, no. 4004.
	Curtain, cf. Form 2, no. 2019		24 hours electricity, cf. Form 4, additional to no. 4000 + 4009 + 4011 + 4013
<b>Plumbing and compresses air</b>			If mounting from ceiling use 
	Water, cf. Form 4.1		Halogen 500W, cf. Form 4, no. 4006
	Drain, cf. Form 4.1, no. 4030 + 4031+ 4032		Halogen 1500W, cf. Form 4, no. 4006
	Kitchen unit, cf. Form 4.1, no. 4030 + 4031	<b>Wires</b>	
	Compressed air, cf. Form 4.1, no. 4033 + 4034		Wire 30 kg, cf. Form 4, no. 4015
<b>Internet</b>			Wire 50 kg, cf. Form 4, no. 4016
	Internet, cf. Form 5, no. 5203		Wire 150 kg, cf. Form 4, no. 4017

May 2011

Exhibition	<b>El &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
<b>*IMPORTANT:</b>	VAT no. must be completed for EU companies for invoicing exhibitions and technical services from Odense Congress Center without Danish VAT. Otherwise Danish VAT will be included.			

**Deadline for ordering: Friday March 9<sup>th</sup>**

Subsequently the prices will be charged an extra 25 %.

**Remember copy for own use!**

Date, Company and binding signature



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**Build-up of stand 2****Stand construction, hire incl. mounting**

No.	Units	Cobra Expo	DKK	Total
2000		Stand panel, white folie panel, 0,6 cm x 100 cm x 250 cm	290,-	
2001		Stand panel, white folie panel, 0,6 cm x 50 cm x 250 cm	195,-	
2002		Sign frieze, linear meter, 26 cm high	135,-	
2003		Girder, linear meter	55,-	

**Extra charge for stand materials with coloured foil sides (standard foil colours)**

No.	Units	For colour samples send e-mail at: teknik@ose.dk	DKK	Total
2006		Per side stand panel	200,-	
2007		Per linear meter, sign frieze	25,-	

**Attachment**

No.	Units		DKK	Total
2010		Metal shelf, white, incl. shelf support	100,-	
2011		Slanted brochure shelf, white, incl. shelf support	115,-	
2012		Suspension bracket	75,-	
2014		Cloakroom rack	130,-	
2015		Small cloakroom rack	60,-	
2016		Tray for brochures, A4	50,-	
2018		Door with lock (collect key in Teknisk Service)	600,-	
2019		Hire and mounting of curtain, 1 m width (Grey)	175,-	
2021		"S-hook" for hanging (collect in Teknisk Service)	5,-	
2022		Hook for hanging. Ca 10 cm (collect in Teknisk Service)	10,-	
2023		Hook for hanging. Ca 20 cm (collect in Teknisk Service)	15,-	
2024		Various – please contact Messeafdelingen, tel.: +45 6556 0100		

All prices excl. VAT

Terms of payment: 8 days from date of invoice

May 2011

Exhibition	<b>EI &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
<b>*IMPORTANT:</b>	VAT no. must be completed for EU companies for invoicing exhibitions and technical services from Odense Congress Center without Danish VAT. Otherwise Danish VAT will be included.			

**Deadline for ordering: Friday March 9<sup>th</sup>**

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**Carpet and cleaning 3****Carpet, including fitting, covering with plastic, removal and disposal**

No.	Units	For colour samples send e-mail at: teknik@ose.dk	DKK	Total
3016		Buying and fitting of carpet incl. plastic covering. <i>Per m<sup>2</sup></i> <b>Colour: Red</b>	70,-	
3017		Buying and fitting of carpet incl. plastic covering. <i>Per m<sup>2</sup></i> <b>Colour: Blue</b>	70,-	
3018		Buying and fitting of carpet incl. plastic covering. <i>Per m<sup>2</sup></i> <b>Colour: Green</b>	70,-	
3019		Buying and fitting of carpet incl. plastic covering. <i>Per m<sup>2</sup></i> <b>Colour: Grey</b>	70,-	
3020		Buying and fitting of carpet incl. plastic covering. <i>Per m<sup>2</sup></i> <b>Colour: Black</b>	70,-	
3021		We bring our own carpet/floor, yes _____ no _____		
3022		Removal and disposal of customers carpet, incl. tax, <i>per. m<sup>2</sup></i>	15,-	
3008		Various – please contact Messeafdelingen, tel.: +45 6556 0100		

All prices excl. VAT

Terms of payment: 8 days from date of invoice

If you need carpet (more than 100 m<sup>2</sup>) please contact Messeafdelingen for an offer.**Cleaning - (will not include exhibited objects)**

No.	Size m <sup>2</sup>	Cleaningen will be executed every morning on the	DKK per day	Total
		ordered dates.		
		DATE DATE DATE DATE DATE		
4022		Vacuum cleaning and emptying of dustbin. <b>Plastic covering has to be removed before cleaning.</b>	7,- per m <sup>2</sup>	
4023		Washing of floor and emptying of dustbin.	9,- per m <sup>2</sup>	

All prices excl. VAT

Terms of payment: 8 days from date of invoice

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Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
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Text on frieze **3.1****Text on sign frieze**

No.	Units	Base colour off-white	DKK	Total
3010		Print on frieze per running metre (min. the length of the frieze)	175,-	
		The above-mentioned presupposes that we receive files ready for production. Logo/speciel types - According to offer. Please contact Messeafdelingen, tel.: +45 6556 0100	Per hour 750,-	

Height of lettering for standex: 14 cm, height of sign: 26 cm. Please contact Messeafdelingen for other heights of lettering.

**Indicate font colour**       Black       White       Other/colourcode: \_\_\_\_\_**Indicate base colour**       Black       White       Other/colourcode: \_\_\_\_\_**Indicate type**       Ariel       Times       Other/font: \_\_\_\_\_**Text (please fill out legible)**Height of lettering 14 cm, visible plate height 16 cm. Height of sign incl. aluminium profile 2 x 5 cm = 26 cm.  
Loga can profitably be send. Price per meter is incl. print of logo.**Indicate position og logo**       Left       Centred       Right

(ex. of frieze could be drawn here)

Please indicate no. of logos per meter.

**Height:**

17,6 cm

**Width:**

2 meter frieze = 189,9 cm

3 meter frieze = 291,7 cm

4 meter frieze = 194,9 cm x 2 (divided in two by aluminum profile)

5 meter frieze = 245,8 cm x 2 (divided in two by aluminium profile)

6 meter frieze = 291,7 cm x 2 (divided in two by aluminium profile)

**Files ready for use must be in High Definition pdf files in minimum 100 dpi 1:1****Please note: Calculate 7 mm around the plate for cropping. Visible plate is 16 cm.****Files must be mailed before deadline to: teknik@ose.dk**Price only for ordinary script type, incl. mounting  
All prices excl. VAT

Terms of payment: 8 days from date of invoice

May 2011

Exhibition	<b>EI &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
<b>*IMPORTANT:</b>	VAT no. must be completed for EU companies for invoicing exhibitions and technical services from Odense Congress Center without Danish VAT. Otherwise Danish VAT will be included.			

**Deadline for ordering: Friday March 9<sup>th</sup>**

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**Electrical installations, light  
and wires****4****Electrical installations, lights and wires**

No.	Units	DKK	Total
4000	Electrical outlet 230V, max. 1,5 kW	650,-	
4001	Electrical outlet 230V, max. 1,5 kW – suspended from ceiling	725,-	
4002	Extra Charge for 24-hours electricity, 230V – <b>additional to no. 4000 / 4001</b>	285,-	
4004	Spotlight, incl. power <b>Indicate placing on Form 1</b> – Recommend:1 spot per 3 m <sup>2</sup> <b>Halogen 500W, suspended from ceiling.</b>	245,-	
4006	<b>Indicate placing on Form 1</b> - OCC recommend 1 x 500W halogen per 9 m <sup>2</sup> (3m x 3m) <b>Halogen 1500W, suspended from ceiling.</b>	825,-	
4007	Indicate placing on Form 1 - OCC recommend 1 x 1500W halogen per 16 m <sup>2</sup> . (4m x 4m)	975,-	
4008	Electrical outlet 400V 16 Amp. (3 x 3520 W) CEE socket	2.100,-	
4009	Extra charge for 24-hours electricity, 400V 16 Amp. – <b>additional to no. 4008</b>	700,-	
4024	Power strip with 3 outlet 230 V (incl 10 kW)	1.875,-	
4010	Electrical outlet 400V 32 Amp. (3 x 7040 W) CEE socket	3.100,-	
4011	Extra charge for 24-hours electricity, 400V 32 Amp. – <b>additional to no. 4010</b>	1.400,-	
4014	Suspended from ceiling 400V – <b>additional to no. 4008 / 4010 / 4012</b>	500,-	
4012	Electrical outlet 400V 63 Amp. (3 x 13680 W) CEE socket	4.500,-	
4013	Extra charge for 24-hours electricity, 400V 63 Amp. – <b>additional to no. 4012</b>	2.800,-	
4025	Suspended from ceiling 400V – <b>additional to no. 4012</b>	1.000,-	
4015	Wire, suspended from ceiling - per wire max. 30 kg in vertical load* <b>Indicate placing on Form 1</b>	350,-	
4003	Wire lock, max. 30 kg. (Collect at "Teknisk Service")	50,-	
4016	Wire, suspended from ceiling - per wire max. 50 kg in vertical load * <b>CAN NOT be used for rig. Indicate placing on Form 1</b>	550,-	
4005	Wire lock, max. 50 kg. (Collect at "Teknisk Service")	75,-	
4017	Wire, suspended from ceiling – per wire max. 150 kg <b>ONLY PERMITTED for rig. Indicate placing on Form 1</b>	1.000,-	
4046	Cable tie, packet of ten. (Collect at "Teknisk Service")	50,-	
4020	Various – please contact Messeafdelingen, tel.: +45 6556 0100		

All prices excl. VAT

Terms of payment: 8 days from date of invoice

If wire is for mounting of banner please sent the banner with a copy of this form. Remember ordering hire of lift incl. driver at Form 4.1, no.

4040. Send the banner to: Odense Sport &amp; Event, att. Messeafdelingen, Ørbækvej 350, 5220 Odense SØ.

Inform how high lower edge of banner is placed from floor \_\_\_\_\_

May 2011

Exhibition	<b>EI &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
<b>*IMPORTANT:</b>	VAT no. must be completed for EU companies for invoicing exhibitions and technical services from Odense Congress Center without Danish VAT. Otherwise Danish VAT will be included.			

**Deadline for ordering: Friday March 9<sup>th</sup>**

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Date, Company and binding signature



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## Plumbing, compressed air and assistance **4.1**

### Plumbing and compressed air (mounted from floor canals – please contact Messeafdelingen for sketch. Tel.: +45 6556 0100)

No.	Units	DKK	Total
4030	Kitchen unit 60 x 90 w/sink, cold water and drain Ø 65 mm	3.000,-	
4031	Kitchen unit 60 x 90 w/sink, hot and cold water and drain Ø 65 mm	3.500,-	
4032	Cold water inlet, ½" Ballofix and drain Ø 65 mm	1.900,-	
4033	Establishment of compressed air 100 l./min. Cejn coupling (max. 8 bar)	1.200,-	
4034	Compressed air in excess of 100 l./min. (Total compressed air l ) Price per 100 l./min.	400,-	
4054	Additional fee for compressed air above 8 bar. Max 16 bar available, max 300 l/min. Total bar	1.295,-	
4037	Various – please contact Messeafdelingen, tel.: +45 6556 0100		

When ordering before deadline the equipment is included delivery and collection at your stand. Ordering after deadline will cause extra costs.

**Mounting and installation will be charged per hour.**

**Draw Plumbing installations and compressed air on Form 1. Cf. marks on Form 1.1**

### Assistance

No.	Units	You will be charged for min. ½ hour	DKK	Total
4040		Hire of lift incl. driver* Price per ½ hour	400,-	
4041		Hire of internal assistant Price per ½ hour	250,-	
4042		Hire of electrician Price per ½ hour	310,-	
4043		Plumbing technician Price per ½ hour	310,-	
4044		Compressed air technician Price per ½ hour	310,-	

All prices excl. VAT  
Terms of payment: 8 days from date of invoice

- *Lift assistance for mounting banners. Banners must be shipped 14 days before the exhibition. Inform how high lower edge of banner is placed from floor on Form 4.*

Ordering truck assistance for loading/unloading, please contact, DSV, tel.: +45 2015 1216.

Exhibition	<b>EI &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
<b>*IMPORTANT:</b>	VAT no. must be completed for EU companies for invoicing exhibitions and technical services from Odense Congress Center without Danish VAT. Otherwise Danish VAT will be included.			

**Deadline for ordering: Friday March 9<sup>th</sup>**  
Subsequently the prices will be charged an extra 25 %.  
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\_\_\_\_\_  
Date, Company and binding signature



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**Internet /broadband 5****Dynamic broadband connection****Remember to order 230 V!**

No.	Units		DKK	Total
5203		Broadband. Wired connection to 1PC Incl. wiring, equipment, delivery, free traffic and taking down. <b>Indicate placing on Form 1</b>	1.500,-	
5207		Switch for connecting up to 8 PC's. Can be used to 5203	500,-	
4018		Electrical outlet 230V, max. 1,5 kW – incl. in price for 5207	Incl.	
5207		Switch for connecting up to 8 PC's. Can be used to 5203	400,-	
5208		Straight through internet patch cable, 5 m	75,-	
5209		Straight through internet patch cable, 10 m	100,-	
5210		Straight through internet patch cable, 15 m	125,-	
5211		Straight through internet patch cable, 20 m	150,-	
5212		External /direct IP address (without firewall)	300,-	
5213		Network cable connector (RJ45 male/female connector)	45,-	
5214		VGA cable 2,0 m	100,-	
5215		VGA cable 3,0 m	150,-	
5216		VGA cable 5,0 m	200,-	
5400		Price per ½ hour for technical assistance not incl. above. Min. ½ hour.	250,-	

All prices excl. VAT

Terms of payment: 8 days from date of invoice

**According to your own safety please read enclosed "Specification, precaution and safety of Broadband Solutions"**

For further informations, please contact our Technical Department, tel.: +45 2372 3195.

May 2011

Exhibition	<b>EI &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
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\_\_\_\_\_  
Date, Company and binding signature



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## Specification, Precautions and Safety of Broadband Solutions

Appendix to Technical Order Form No. 5

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### **Specification:**

Odense Congress Centre's network is based on a 100 mbps super-fast Internet connection with an 8 mbps backup and protected by a firewall that blocks off external access. Internally, at Odense Congress Center, a 1-gigabit backbone is used for establishing V-lans that are kept separate and only have Internet access and access to any joint resources. We offer one or several V-lans with 2 mbps in- and outgoing traffic. IP addresses, etc., are allocated automatically.

All connections are included free traffic. Connections are not included configuration of exhibitors equipment.

### **Precautions:**

We are pleased that you want to use our broadband connection, but to give everybody the best result and to offer protection against viruses and hacker attacks, we have to insist that:

1. Your PC has an automatic, updated virus program that scans and encapsulates viruses and worms.
2. You have made a virus scan just prior to arrival at Odense Congress Center.

### **Safety:**

All connected computers will be protected by a firewall which will be currently updated. Odense Congress Center However disclaims any responsibility for any damage or loss suffered in connection with a hostile internal or external attack (e.g. hacking or virus) on the connected computers.

NB! To allow the biggest possible broadband availability and to ensure the seriousness of the network as a whole, certain topics that are not relevant to the fair/function are disabled (e.g. MP3, porn sites, etc.).

May 2011

If you have any supplementary questions, please contact our IT Department (Peter Hansen), tel. +45 2372 3195.

**AV-equipment**

No.	Units	Days	Equipment	DKK per day	DKK per 2 days.	DKK per 3-5 days
5116			Plasma screen 30" incl. floor standard and loudspeakers Both data and videosignal. Measures: W75,9 x H53,6 x D10,0 cm	1.400,-	1.800,-	2.200,-
5117			Plasma screen 42" incl. floor standard and loudspeakers Both data and videosignal. Measures: W83,8 x H52,1x D9,7 cm	1.700,-	2.200,-	2.800,-
5118			Plasma screen 58" incl. floor standard and loudspeakers Both data and videosignal. Measures: W121,8 x H71,4 x D9,8 cm	3.600,-	5.000,-	6.500,-
5119			Plasma screen 65" incl. floor standard and loudspeakers Both data and videosignal. Measures: W155,0 x H92,5 x D9,9 cm	4.600,-	6.600,-	8.600,-
5121			"Hotspot" loudspeaker. Provide sound within a radius of 100 cm.	920,-	1.000,-	1.200,-
5122			Notebook with Windows and Office. Connection by exhibitor	1.200,-	1.500,-	1.800,-
5123			Real HD projector. 6000 ANSI lumen	7.600	11.000,-	14.000,-
5124			Real HD projector. 20000 ANSI lumen	17.000	25.000,-	33.000,-
5125			LCD projector. 5200 ANSI lumen. XGA data og video	4.400,-	6.200,-	8.100,-
5126			DLP projector. 7700 ANSI lumen. SXGA data og video	7.600,-	11.000,-	14.000,-
5127			DLP projector. 10000 ANSI lumen. USXGA data og video	9.200,-	13.000,-	18.000,-
5128			DVD player with repeat function	550,-	600,-	650,-
5129			Frame screen 160 x 210 cm	970,-	1.100,-	1.300,-
5130			Frame screen 245 x 320 cm	1.100,-	1.300,-	1.500,-
5131			Frame screen 300 x 400 cm	1.200,-	1.400,-	1.700,-
5132			Frame screen 450 x 600 cm	2.200,-	3.000,-	3.800,-
5133			Mixer-amplifier, stereo with 2 loudspeakers and 1 wireless microphone	1.900,-	2.500,-	3.100,-
5134			Technical assistance, price per ½ hour, (min. ½ time)	250,-		

All prices excl. VAT  
Terms of payment: 8 days from date of invoice

All prices include delivery, setting up (standard setting up, one hour free of charge) and picking up at the stand. Insurance also is included. Technical assistance beyond this will be charged per hour.

Mounting of plasma screen on wall is only possible on 12 mm thick and stabil wall. Mounting on wall is only possible in max. height of 250 cm.  
**Please note:** Odense Congress Centers stand panels CAN NOT be used for mounting on wall.

If you wish mounting in wires – you have to order the wires separately – see order form 4.  
Please specify in order form 4 if wires are for suspension of plasma screen/projector or frame screen.

Please contact AV-Center if you have any technical questions. Tel.: +45 7020 2955.

May 2011

Exhibition	<b>EI &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
<b>*IMPORTANT:</b>	VAT no. must be completed for EU companies for invoicing exhibitions and technical services from Odense Congress Center without Danish VAT. Otherwise Danish VAT will be included.			

**Deadline for ordering: Friday March 9<sup>th</sup>**  
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**Remember copy for own use!**

\_\_\_\_\_  
Date, Company and binding signature



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**Hire of furniture/equipment 6****Furniture/equipment**

No.	Units		DKK	Total
6000		Black plastic chair with fabric	85,-	
6004		Table, brown laminate incl. white tablecloth. Measures: B80 x W180 x H72 cm	190,-	
6005		Table, brown laminate incl. white tablecloth. Measures: B80 x W120 x H72 cm	180,-	
6006		Standing table. Diameter 80, H110 cm	185,-	
6007		Table. Diameter: Ø80, H72 cm	185,-	
6008		Bar chair	140,-	
6009		Counter with shelf, white laminate Measures: B105 x W55,5 x H92 cm	450,-	
6010		Stand for brochure with 3 shelves, white	280,-	
6016		Stand for brochure (Collect at "Teknisk Service")	305,-	
6011		Refrigerator	450,-	
6012		Coffee brewer approx. (Collect at "Teknisk Service")	140,-	
6013		Dustbin	30,-	
6014		Bowl of glass, small	20,-	
6015		Bowl of glass, large	30,-	
6017		Hat stand	115,-	
6018		Tablecloth <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> violet	35,-	
6020		Various – please contact Messeafdelingen, tel.: +45 6556 0100		

All prices excl. VAT  
Terms of payment: 8 days from date of invoice

May 2011

Exhibition	<b>El &amp; Teknik 2012</b>		Stand no.	
Company			*VAT no.	
Address				
Zip code		City/Country		
Contact person			Telephone	
E-mail			Mobile	
<b>*IMPORTANT:</b>	VAT no. must be completed for EU companies for invoicing exhibitions and technical services from Odense Congress Center without Danish VAT. Otherwise Danish VAT will be included.			

**Deadline for ordering: Friday March 9<sup>th</sup>**

Subsequently the prices will be charged an extra 25 %.

**Remember copy for own use!**

Date, Company and binding signature



Tel.: +45 6556 0100 • Fax: +45 6556 0299

www.occ.dk • E-mail: teknik@ose.dk

**Various groceries 7**

No.	Units	DKK	Total
7000	Hire of Carlsberg draught beer system. H 86 x W 50 x D 60 (Remember to order electricity 1 x 230V + 24 hour electricity) Please mark at sketch 1 where to put draught beer system and electricity)	300,-	
7001	Draught beer 20 l, incl. CO <sub>2</sub> -unit	425,-	
7028	Hire of Carlsberg draught beer system for placing on table. H26 x W 65 X D 38 (Remember to order electricity 1 x 230V + 24 hour electricity) Please mark at sketch 1 where to put draught beer system and electricity)	300,-	
7029	Draught beer 25 l, incl. CO <sub>2</sub> -unit incl. deposit	700,-	
7002	Hire of mineral water system (remember to order electricity 1 x 230V) incl. 1 mineral water 19 l.	350,-	
7003	Mineral water 19 l.	120,-	
7004	Beer, 30 pcs. incl. deposit. _____ Carlsberg. _____ Carls Special	190,-	
7005	Water/sodas, 30 pcs. incl. deposit. Indicate pcs. _____ CocaCola _____ CocaCola Light _____ Sprite _____ Orange _____ Sparkling water _____ Mix _____ Sparkling water with lemon	178,-	
7030	Sodas, 1 pcs. incl. deposit	16,-	
7006	Water 24 pcs. of 0,5 l. incl. deposit	120,-	
7031	Water, 1 pcs. incl. deposit	16,-	
7007	1/1 bottle of the house wine <input type="checkbox"/> Red <input type="checkbox"/> White	58,-	
7018	Coffee, vacuum jug. Deposit DKK 50,-	40,-	
7032	Juice 1½ l <input type="checkbox"/> Orange <input type="checkbox"/> Apple	35,-	
7009	"Gammel Dansk" 1/1 bottle	150,-	
7010	"Gammel Dansk" ½ bottle	80,-	
7011	Beer glasses, plastic 65 pcs. 40 cl.	75,-	
7012	Water glasses, plastic 40 pcs. 24 cl.	62,-	
7033	Water glasses for mineral water system, white plastic - 100 pcs. 21 cl.	62,-	
7034	Wine glasses, plastic - 12 pcs. 20 cl.	62,-	
7013	"Bitter" glasses, plastic - 50 pcs. 3 cl.	30,-	
7014	Coffee cups, thermo - 25 pcs.	42,-	
7035	Various – please contact Messeafdelingen, tel.: +45 6556 0100		

All prices excl. VAT

Terms of payment: 8 days from date of invoice

**For delivery on stand – please give date and time for delivery.**

Date of delivery: \_\_\_\_\_ Time: \_\_\_\_\_

Concerning deposit/returnable bottles are only returnable when delivered in "Teknisk Service".

May 2011

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# Various groceries 7.1

No.	Units		DKK	Total
7015		Disposal bags - 10 pcs.	20,-	
7016		Filter bags for coffee - 20 pcs.	12,-	
7017		Coffee - 500 gr.	45,-	
7019		Tea bags - 20 pcs.	24,-	
7020		Potato crisps	25,-	
7021		Cookies	45,-	
7022		Peanuts - 1 kilo	85,-	
7023		"Fazermint" chocolate	20,-	
7024		Assorted sweets	10,-	
7025		"Twist" chocolate	29,-	
7036		Assorted caramel	16,-	
7037		Chocolate bar	8,-	
7038		Assorted liquorice - 1 pack	8,-	
7039		Peppermint pastilles - 1 pack	6,-	
7040		Teaspoon	20,-	
7041		Napkins	35,-	
7042		Cream for coffee	2,-	
7043		Milk for coffee	2,-	
7044		Kitchen rolls - 1 pcs.	15,-	
7045		Fruit per pcs.	8,-	
7046		Various		

All prices excl. VAT  
Terms of payment: 8 days from date of invoice

Pre-ordered goods can be collected in "Teknisk Service". Naturally groceries also can be bought during your stay at Odense Congress Center.

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May 2011

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**Various groceries 7.2**

No.	Units	DKK	Total
7026	Extension cord 1,5 m.	130,-	
7027	Extension cord 5,0 m.	170,-	
7047	Bottle opener	10,-	
7048	Wine opener	30,-	
7049	Hole puncher	50,-	
7052	Stapler	50,-	
7053	Calculator	75,-	
7054	Felt-tip pen	50,-	
7055	Scissors	50,-	
7056	Paper clips	50,-	
7057	Copying paper. 500 pcs.	75,-	
3004	Double-sided tape (only type permitted) per roll 25 m.	100,-	
3005	10 pieces of double sided cushion for hanging of 1 kilo/piece (only type permitted)	50,-	
3005	14 pieces of double sided cushion for hanging of 300 g/piece. (only type permitted)	50,-	
7058	Batteries	15,-	
7059	Light bulb		
7063	Fire extinguisher, for hire	500,-	
7064	Fire blanket	400,-	
7065	Memorystik	160,-	
7066	Various		

All prices excl. VAT  
Terms of payment: 8 days from date of invoice

Pre-ordered goods can be collected in "Teknisk Service". Various groceries than the above mentioned can be bought during your stay at Odense Congress Center.

May 2011

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**Ordering food 8****Food has to be ordered at least the day before use at 12 am, for delivery the following day.**

No.	Units		DKK	Total
7050		Bread roll incl. various cold meat	36,-	
7051		Packed lunch with 3 pcs. open sandwich (on dark bread) and 1 cheese sandwich (on white bread). Incl. knife/fork	64,-	
7062		Delivery	25,-	
		Delivery on stand		<b>Date:</b>
		Delivery on stand		<b>Date:</b>
		Delivery on stand		<b>Date:</b>

All prices excl. VAT  
Terms of payment: 8 days from date of invoice**NB:****Food preordered will be delivered on your stand between 11.30 am and 1 pm.**

May 2011

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**Buying flowers and plants**

No.	Units	Floor plants incl. white plasticpot	DKK	Total
9001		Dracena Fragens, approx. 150 cm.	525,-	
9003		Dracena Marginata, approx. 140 cm.	525,-	
9005		Ficus Cyastipula, approx. 130 cm.	525,-	
9007		Schefflera , approx. 150 cm.	550,-	
9009		"Today's bargain"	450,-	
9011		Beaucarnea, approx. 120 cm.	550,-	

No.	Units	Table plants incl. white plasticcrock	DKK	Total
9106		"Today's bargain", white, approx. 25 cm.	45,-	
9107		"Today's bargain", red/rosa, approx. 25 cm.	45,-	
9108		"Today's bargain", yellow, approx. 25 cm.	45,-	
9109		"Today's bargain", purple, approx. 25 cm.	45,-	
9110		Orchid in glass with "bark"-finish, approx. 50-60 cm.	250,-	
9111		Fern, approx. 50 cm.	45,-	
9201		Pot, off white, model Victoria	60,-	

No.	Units	Bouquet	DKK	Total
9203		"Today's bouquet", colour desired:	From 250,-	
9206		Vase, glass for floral bouquet	75,-	
9207		Stand decorations, colour desired:	From 750,-	
9208		Other wishes		

All prices excl. VAT

Terms of payment: 8 days from date of invoice

Odense Congress Center manage the plant service. The prices incl. delivery at your stand.

If you have other wishes – please contact Odense Congress Center Flowerservice - tel.: +45 2018 5320.

Unless otherwise is ordered, all plants are delivered in a white pot (plastic).

May 2011

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Purchase cards **10**

<b>Exhibition</b>		<b>Stand no.</b>	
<b>Company</b>	(BLOCK CAPITAL)		<b>Important!</b>
<b>Address</b>	(BLOCK CAPITAL)		
<b>Zip code and City/Country</b>	(BLOCK CAPITAL)		
<b>Tel. (Company)</b>			<b>Important!</b>
<b>Contact person</b>	(BLOCK CAPITAL)		

Units purchase cards \_\_\_\_\_ (Collect in "Teknisk Service").

The person ordering and receiving the purchase cards agrees with one's signature:

- To have received above mentioned card and that invoice will be send to the above mentioned Company.
- That the card is a companycard and can not be handed over to second person.
- That the card must be carried and presented when buying.
- That the recipient of the card is liable for everything bough with this card.
- That the card must be delievert in "Teknisk Service" after the exhibition.

CARD

Date \_\_\_\_\_ Signature \_\_\_\_\_

Reserved OCC	Reserved OCC		No.	
	<b>Handed card no</b>			
	Card no.	Card no.	Card no.	Card no.
	In case company and exhibitor are not the same please describe the connection on this form:			
	Registered on creditlist		Card returned	
	Date:	Signature:		