

STOCKHOLM

2 - 3 oktober

**LabDays 2019**

*- trade fair for laboratory technology*



J.B. EXHIBITIONS

# Exhibitor manual

**Swedish LabDays 2019  
in Stockholm**



J.B. EXHIBITIONS

# **Welcome to Swedish LabDays 2019**

## **2<sup>th</sup> to 3<sup>th</sup> September at the Stockholmsmässan in Stockholm**

We are pleased to welcome all exhibitors at Swedish LabDays 2019  
with this exhibitor manual.

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

We ask you to read the material thoroughly, so that the event is going to work as well as  
possible for the benefit of all involved. If you are unsure about practical issues or need  
further information, please contact  
Bo Rasmussen or Jesper Åndahl from J.B. Exhibitions

Happy reading - we look forward to welcoming you at the  
Stockholmsmässan in October.  
(hereafter mentioned as SM)  
Best regards

**J.B. Exhibitions**

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## ADDRESSES AND TELEPHONE NUMBERS

### Organizer of Swedish LabDays 2019

J.B. Exhibitions ApS  
Svogerslevvej 6  
2700 Brønshøj  
Denmark

Bo Rasmussen:  
Phone: +45 2033 3316  
E-Mail: [bo@nordiclabfairs.dk](mailto:bo@nordiclabfairs.dk)

Jesper Åndahl:  
Phone: +45 2127 0814  
E-Mail: [jesper.andahl@gmail.com](mailto:jesper.andahl@gmail.com)

Homepage: [www.labdays.se](http://www.labdays.se)

### Organizers office in SM

Organizer Office is located right next to the Victoria hall (where the exhibition goes on), and it is located in the at the opposite end of the main entrance. We (the organizer) will probably not be at the office always during the fair or during the construction days. If you want to contact us, please phone us and we will come down to your stand and meet you.

### Contact persons:

Bo Rasmussen: Phone: +45 2033 3316  
Jesper Åndahl: Phone: +45 2127 0814

### The address of SM:

Mässvägen 1  
Älvsjö, 125 80 Stockholm  
Sweden

## OPENING HOURS at Swedish LabDays 2019

### Access for exhibitors during the build-up day – October 1<sup>th</sup>

Exhibitors can enter the exhibition hall (the Victoria Hall) Tuesday, October 1<sup>th</sup> from 7.00 am to 11.00 pm o'clock.

### Access for exhibitors during the fair – October 2<sup>th</sup> – 3<sup>th</sup>

Exhibitors can enter the exhibition hall from 8.00 am during the two fair days – October 2<sup>th</sup>. – 3<sup>th</sup>. And the exhibitors need to be out of the hall at 4.30 pm latest (the first day).

### Access for visitors during the fair

Opening hours during the fair:

Wednesday 2<sup>th</sup> October 9.00 am to 4.00 pm  
Thursday 3<sup>th</sup> October 9.00 am to 4.00 pm

## **Break down for exhibitors**

Thursday 3<sup>th</sup> October 4.00 pm to 12.00 pm

## **PRACTICAL INFORMATIONS**

### **Admission for visitors**

It is free of charge to visit Swedish LabDays 2019. The only requirement is the visitor need to have a professional relation to the Lab Industry. All visitors must register and print out their ticket. Visitors can pre-register on our homepage [www.labdays.se](http://www.labdays.se), or they can do it on-side at the entrance to the fair. In August the link to the pre-register system will open. There is a bar code on the ticket, and when the visitor enters the fair, their ticket will be scanned.

### **How is the visitor's figures made?**

According to UFI (World Organization for exhibition operators), we count the number of visitors per day - i.e. if a visitor comes two days in a row, we count the person as two visitors. If you go in and out at the fair (during the same day) and are scanned each time; you count only as one visitor that day. The visitor scan-system can see if you have been at the fair earlier that day.

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

### **Evaluation and analysis of the fair**

Shortly after the fair we make an evaluation of Swedish LabDays 2019. We send an evaluation schema to all the exhibitors, and a number of visitors, and ask how they experienced the fair. Based on the feedback, a report will be prepared and published on our homepage.

### **Exhibitor cards to your staff and stand no.**

Each exhibitor has to log into our E-Metric System Exhibitor Forum (via the Internet). Each exhibitor has already received an email incl. link to E-Metric system from JB Exhibitions ([jesper.andahl@gmail.com](mailto:jesper.andahl@gmail.com)).

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

If you can't find your Username or your Password; please contact Jesper Åndahl phone +45 2127 0814 mail: [jesper.andahl@gmail.com](mailto:jesper.andahl@gmail.com) – and he will make sure you get it.

Once you are logged into Exhibitor Forum, please use the button labeled "Exhibitor Card". The button is at the top right of the screen. You insert the names of the staff that will be on your stand during Swedish LabDays 2019.

And the system will automatically send an email to the person the company has indicated (the e-mail of this person can be seen on the pages in the system). This mail will be send in the start of August.

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

Exhibitor Card  
Stand no:  
Name of the employee  
Company Name

## **FREE invitation cards printed in M65**

We have sent 250 free invitation cards (is only made in Swedish). For additional cards, please contact us and we will send you more. And this is of course free of charge.

Mail: [bo@nordiclabfairs.dk](mailto:bo@nordiclabfairs.dk) or [jesper.andahl@gmail.com](mailto:jesper.andahl@gmail.com)

Invitation cards can be sent by post to your customer database. But you can also give your staff in the market the cards; so, when visiting customers, you can give them an invitation. And finally, if you send packets out of the house; throw a few invitations in each package.

Everyone that has received an invitation card, need to register, just like all other visitors, on the homepages or on-side when they come to the fair (see the description of this under "Admission for visitors")

## **Download the exhibitor kit for Swedish LabDays 2019 and improve your marketing**

Do you need a Swedish LabDays logo on your website or in your auto signature in your mail system; download it here from the exhibitor kit. Here you will also find electronic invitation card, so you can email to your entire customer database and invite them to visit you at the fair.

Click here to download the Exhibitor Kit: <https://bit.ly/2TxmyJY>

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

## **Online catalog on [www.labdays.se](http://www.labdays.se)**

We have established an online catalog, which is located on the front of our homepage [www.labdays.se](http://www.labdays.se). Under the button "Online catalog" appears all exhibitors in an alphabetical exhibitor list. When you press on the name of the firm, you get into the company's own site in the on-line catalog.

We have in advance put texts into your firm's site in the on-line catalog (taken from your homepages or from previously fairs in Sweden or Denmark). If you want to change the text, you do it in the E-Metrics Exhibitor Forum.

In section "Exhibitor Card to your staff" above is a described how to get into the E-Metrics Exhibitor Forum. Once you are logged in, then press the button "online catalog" and change your text.

## **Buy the online package in the online catalog**

As exhibitor, you can get extra visibility in our online catalog and on our homepage [www.labdays.se](http://www.labdays.se) – all you have to do is buying our online package for only 995 SEK ex. VAT.

The online package contains your company logo in the company list. Beside this you can upload up to 10 photos and upload a video on your site in the online catalog.

If you need help to upload photos or your video, send it to [jesper.andahl@gmail.com](mailto:jesper.andahl@gmail.com) and Jesper will make sure it appears in the online catalog.

## **Hold a company presentation on "Exhibitor's FREE Lab Theater"**

We will establish a smaller scene in the exhibition area, where the exhibitors can make short presentations/seminars (20-35 minutes) for the visitors on the fair. It is free of charges, but each exhibitor has to sign up and get our approval (of the presentation you plan to do). Sign up by writing to: [bo@nordiclabfairs.dk](mailto:bo@nordiclabfairs.dk) phone +45 2033 3316.

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

The program will be announced on: [www.labdays.se](http://www.labdays.se)

### **Renting meeting rooms for your own seminars**

As exhibitor, you will also get the possibility to rent your own meeting room, which are located in the back of the exhibition hall on the ground floor. The prices for at smaller meeting room is SEK 3.200 (2-3 hours per day) and there are room for 25 persons in the room.

You have to be exhibitor to rent a meeting room.

Book your meeting room here: [jesper.andahl@gmail.com](mailto:jesper.andahl@gmail.com) phone +45 2127 0814

### **Book your hotel room in Stockholm**

Use this link and find your hotel room in Stockholm: <http://bit.ly/2siQfiG>

### **Parking**

There are 3.000 parking lots at the Stockholm Fair. Of these are 20 reserved for those with a parking permit for disabled people.

You buy your parking ticket from the parking machines located at the parking space.

The cost for parking is:

- Parking garage: 170 SEK per day or 60 SEK per hour.
- Outdoor parking: 150 SEK per day or 50 SEK per hour.

The parking machines take cards.

Payment can also be made through Betala P, Easy Park, SMS Park or Parkster. The area code can be found on signs located in the parking area.

### **Catering in connection with Swedish LabDays 2019**

You can order catering directly from SM – click here: <http://bit.ly/2t2dz9i>

### **Flavour Bar is open during the fair**

During the fair The Flavour Bar is open and here you can find a Café menu. The bar is located in the entrance – right opposite the entrance to the Victoria Hall, where the fair takes place. Openinghour I Flavour Bar: 1/10 kl.09.00 – 16.00, 2/10 kl.08.30 – 17.00, 3/10 kl.08.30 – 18.00.

### **Kiosk**

The "Pressbyrån" kiosk is at the main entrance, and here you can buy soft drinks, candy and so on.

### **The stand rental includes the following:**

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

Light: The standard light in the hall

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

1 table for each 8 m<sup>2</sup> (wood colored, round and 80 cm in diameter)

2 shell chairs in wood for each 8 m<sup>2</sup>

1 ePoint download (Lead Management Module)  
Daily cleaning of your stand  
Wi-Fi connection  
Inclusion in the online catalog and the printed quick guide  
Cleaning of public and stand area - your stand is cleaned before the opening day (in the period from 1<sup>th</sup> October to 2<sup>th</sup> in the evening/morning) and after the first trade fair day (during the period 2<sup>th</sup> October to 3<sup>th</sup> in the evening/morning)

### **Buy e-Point access and scan all visitors on your stand**

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

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

The first download is free of charge; and the following downloads is only SEK **260** ex. VAT.

Send an email to [bo@nordiclabfairs.dk](mailto:bo@nordiclabfairs.dk) if you want to sign up for extra e-Points, and write how many downloads you need besides the first which is incl. in the stand rental. If there are questions, then you are also welcome to call Bo phone +45 2033 3316.

You will partly be able to get support from us (Bo & Jesper) and partly from our IT partner, Sten Kaspersen mobile phone +45 3029 9166 mail: [ska@metria.dk](mailto:ska@metria.dk)

### **Waste/Rubbish & cleaning of public- and stand areas**

Close to the Victoria hall are containers for waste and rubbish.  
For lighter waste, plastic cups, napkins etc. you find a number of smaller garbage containers located around in the exhibitions hall and they will regularly be emptied during build-up day (these small containers will only be used during the build-up and break down days).

All public areas are cleaned before, and during the fair, with a vacuum cleaner, and afterwards the floor is washed. In addition, the toilets will continuously be cleaned.

Stand areas are cleaned right before the start of the fair at 2<sup>th</sup> October, and right before the start of the 2. day on the fair 3<sup>th</sup> October. The daily cleaning consists of vacuuming and washing all free floor areas in the stand, as well as emptying the trash. Dusting of desks, shelves and so on, is a responsibility of the exhibitor.

### **Alarm & guards outside normal opening hours**

There is alarm in the exhibition hall (The Victoria Hall) at the SM, so when the fair closes the alarm will be switch on. And finally, there are guards around the clock in SM – so if the alarm goes off, the guards will be in the hall shortly after.

### **Ordering and payment of extra supplies from Stockholmsmässan**

SM acts as our technical operator in connection with the fair. If you want to rent extra chairs, tables, power supply and so on, then you can lock into SM's Order system.



Click here to get into the web portal – on your first entry you have to sign in and you will receive your Password: <http://bit.ly/2rJUJPE>  
If you can't enter your email, please contact [www.eventservice.stockholmsmassan.se](http://www.eventservice.stockholmsmassan.se) or call 08-74904444 to get help.

### **Deadline for ordering extra supplies**

By ordering before 9th September, you will ensure that you receive the products and services you want at the lowest price. Then (after the 9<sup>th</sup> September) a price increase of 30% occurs. If you order or change your order during the build up days, the prices will be plus 50%.

### **Load capacity hanging from the roof**

Hanging banners, lighting truss or heavy objects from the roof will not be possible.

### **Max construction high in your stand**

You are not allowed to have any constructions (in your stand) that are higher than 2½ meters, which is the height of our standard walls. And our standard walls will always be between the stands. Which means, if you build up your own walls, you will have to build it parallel with our standard walls.

### **Fire and Emergency Exits**

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

- Fire and emergency exits must not be blocked.
- Smoke and steam must not be produced.
- All flammable material used in the exhibition hall must be fireproofed.
- Roof structures of any kind must be approved by the organizer.
- The use of open fire must not take place without prior agreement with the organizer and the Swedish fire authorities.
- The exhibition hall is equipped with the required escape route signs; and if the fire authorities require additional escape route signs, SM will make sure it is established.
- The fire authorities in Stockholm has in advance approved the floorplan made by the organizer.

### **Smoking**

Smoking in the SM is **not** allowed.

### **Packaging and cargo handling – contact info**

If you need help for cargo handling- and storage, this can be arranged by SM. Click here and get info about cargo handling. <http://bit.ly/2t2dz9i>

You have to use the following address for when you send cargo to SM:

Stockholmsmässan, Godsmottagningen

"Swedish LabDays 2019"

"Your company name"

"Your stand number"

Parkeringsvägen 10

125 30 Älvsjö

Contact or questions: [logistik@stockholmsmassan.se](mailto:logistik@stockholmsmassan.se)

Cargo of any kind must **not** be stored on the stand.

### **Driving trucks in the exhibition hall**

It is only SM that are allowed to use a manned truck in the exhibition hall. In other words, exhibitors must not use manned truck in the exhibition hall. Exhibitors are allowed to use smaller trucks without motor (drawn by man power)  
SM has a pallet truck which can be borrowed by the exhibitors.

Do you have big heavy cargo you need to get into your stand, we recommend you to make an agreement with SM.

### **Cloakroom**

There will be a manned cloakroom for visitors on the fair, and it will be located right next to the entrance to the Victoria Hall where the fair takes place. The price is SEK 35 per item.

### **Storage boxes**

Storage boxes can be found in the A-gallery.

### **Toilets**

The toilets are located at the main entrance – right next to the entrance to the Victoria Hall.

### **WiFi/Internet connection**

In the exhibition hall, there are wireless network. You don't need a code to use the wireless network at SM.

The WiFi connection has 100 Megabits. If you want a cable line, you can order it from SM.

### **Use of sound system**

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

### **Insurance/Responsibility**

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

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

### **Personal items**

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

### **Media partner is Life Science Sweden**

Life Science Sweden with Kemivärlden is our media partner. Life Science Sweden makes a special fair edition, which will be distributed the weeks before Swedish LabDays takes place.

## Contact person at Life Science Sweden:

Maria Eriksson  
AFFÄRSUTVECKLINGS- OCH MEDIECHEF  
[maria.eriksson@nordiskemedier.se](mailto:maria.eriksson@nordiskemedier.se)  
+46 (0)70 874 18 34

## The exhibitor is subject to the general terms from JB Exhibitions

Besides the above, the exhibitor is also subject to the general terms which the exhibitor received with the order confirmation from JB Exhibitions.

### General terms and conditions

Trade fair company = J.B. Exhibitions ApS  
Venue for the event =  
Stockholmsmässan

J.B. Exhibitions ApS, VAT no. 35 24 12 99, legally represents the trade fair company in this order confirmation/stand rent contract.

#### Art. 1 Price, payment and delivery

The order confirmation/stand rent contract is binding for the exhibitor, when the trade fair company has received the signed order confirmation/stand rent contract, or when the exhibitor has paid his registration fee. In other words, the order confirmation/stand rent contract cannot be terminated by the exhibitor, when the trade fair company has received the signed order confirmation/stand rent contract. The exhibitor binds himself to comply with the terms of payment stated by the trade fair company in the order confirmation/stand rent contract.

#### §2 Changing the stand location

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

#### Art. 3 Force majeure

Should any unexpected events take place, such as war, mobilization, strike, lockout, fire, authority regulations or other, which the trade fair company has no influence on, and which precludes or substantially complicates the completion of the event, the trade fair company is entitled to fully or partially change the location of the event. In this situation, the trade fair company is also entitled to change the exhibitor's stand size. Any reduction of the exhibitor's stand size entitles the exhibitor to a corresponding reduction in his stand rent price. If this force majeure article is called upon, the trade fair company is also entitled to nullify

the signed order confirmation/stand rent contract. If the trade fair company is compelled to nullify the order confirmation/stand rent contract, the exhibitor is entitled to a full refund of his stand rent price. The exhibitor is entitled to no further compensation from the trade fair company.

#### Art. 4 Stand decoration and built-up

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

#### Art. 5 Exhibition goods/products

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

#### Art. 6 Dismantling and removal of exhibited goods/products

The dismantling of the exhibition stand and the removal of the exhibition goods/products cannot take place until the trade fair/event is officially closed. If the exhibitor ignores this, the trade fair company is entitled to give the exhibitor a fine of

DKK 2,500 (+VAT 25%)

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

#### Art. 7 Sale, promotion and service

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

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

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

#### Art. 8 Stand lending or stand sublease

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

#### Art. 9 Visitor entry passes

Guest passes and visitor entry passes can be purchased (if there is an entry fee) or obtained (if there is no entry fee) by the trade fair company. Both guest passes and visitor entry passes must be filled out in accordance with the guidelines issued by the trade fair company. All guest passes and visitor entry passes are strictly personal, and the exhibitor is held responsible for any misuse of these passes.

#### Art. 10 Liability

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

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

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

#### **Art. 11 Rules and regulations**

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

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

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

#### **Art. 12 Complaints**

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

#### **Art. 13 Agreement on Danish law and Danish venue**

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

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

#### **Art. 14 Matters of dispute**

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

#### **Art. 15 Amendments to these terms and conditions**

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

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

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

If the exhibitor violates this article 16, the trade fair company is entitled to nullify the

signed order confirmation/stand rent contract; should this happen, the exhibitor

is not entitled to reimbursement of any kind.

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

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

#### **Art.17 Special agreements**

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

#### **Art.18 Duration of the offer**

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

#### **Art. 19 Other material and information regarding the event**

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