Stand Information

SETAC Europe annual meeting

15-19 May 2022

Hall

A (Boothnumber 1-34)

The stand (6 m²)

WITH BASIC STAND CONSTRUCTION, including:

- Stand wall facing your neighbour(s), off-white plastic laminate
- Fascia board(s) facing gangway(s), off-white plastic laminate
  - incl. company name with black letters on 1 fascia board
- One 12W LED spotlight, 3pcs, including power supply
- 10 Amp 1 phase 230V (2.3 kW) power supply
- Wireless internet
- Dark blue carpet (permanent hall floor)
- Table
- Chair, 2pcs

See detailed sketch of the stand construction system later in this document.

Hall

E (Boothnumber 35-58)

The stand (6 m²)

WITH BASIC STAND CONSTRUCTION, including:

- Stand wall facing your neighbour(s), off-white plastic laminate
- Fascia board(s) facing gangway(s), off-white plastic laminate
  - incl. company name with black letters on 1 fascia board
- One 12W LED spotlight, 3pcs, including power supply
- 10 Amp 1 phase 230V (2.3 kW) power supply
- Wireless internet
- Table
- Chair, 2pcs

If you wish to remove or make changes to this basic stand construction, please write an e-mail to setacexpo2022@bellacenter.dk. Please note that there will be costs involved with any kind of changes to the basic stand construction and you as the exhibitor have to cover these costs.
**Additional orders**

**Deadline**
Additional orders must be received no later than

**Sunday, 10 April**

**Request & order confirmation**
Please place your order on the webportal, you will then receive an e-mail confirming that your requests have been received. When we have processed your requests, you will receive a formal order confirmation. It is important that you check this, as some requests may not be possible to fulfill for various reasons.

**Late orders**
Orders received after the deadline will be charged with a 25% fee, and cannot be guaranteed delivered in time for commencement of build-up. Furthermore, a 50% price increase will be charged on products ordered after Friday 13 May 2022. For products within signage and furniture the fee is determined upon request, however minimum 50%. The orders cannot be guaranteed delivered before the event starts.

**Location of Installation**
We reserve the right to place technical supplies in the position we see fit, in cases where no drawing of the desired position has been received. Any relocation of installations etc. will be chargeable.

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

**Access exhibitor portal**
The exhibitor portal closes Friday, 13 May at 16.00. You can send late orders hereafter to setacexpo2022@bellacenter.dk.

**Build-up & dismantling**

**Build-up & dismantling period**

<table>
<thead>
<tr>
<th>General build-up:</th>
<th>Sunday, 15 May</th>
<th>08.00 - 17.00</th>
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<table>
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<tr>
<th>General dismantling:</th>
<th>Thursday, 19 May</th>
<th>15.00 - 19.30</th>
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**Opening hours at the Exhibitor Service:**

<table>
<thead>
<tr>
<th>Sunday, 15 May</th>
<th>08.00 - 15.00</th>
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**Exemption**
On this exhibition it is not possible to make exemptions from the above mentioned build-up/dismantling times.

**Logistics**

**Traffic in the halls**
NO vehicles are allowed inside the hall for unloading or loading. Please use the area outside the hall for unloading. From there your items can be transported on trolleys, which you may bring yourself. Alternatively, you may contact our logistics partner DSV on phone number +45 32 47 30 17 for assistance. This will be chargeable.

**Parking**
During build-up and event days you can park your car in the public car park market on the map at the last page. It is possible to buy parking tickets at the parking machines in the car park or via the app (Apcoa or Easypark).

**Build-up**

**Building height**
Please note that the maximum stand building height is 2.5 m.

**Use of sticking material**
If you need to stick material on to Bella Center Copenhagen’s stand walls and fascia boards you must use a tape called DuploColl 43102, because this kind of tape can be removed without leaving marks or damages. It can be purchased onsite at the Exhibitor Service, where you can also find wall hooks for light weight equipment (e.g. poster frames). If you do not remove...
sticking material from the stand upon departure you will be charged for damages.

**The floor & ceiling in the hall**

**The floor in hall A**
The floor is covered by a navy blue carpet with a very discreet pattern. It is the exhibitor’s responsibility to protect the carpet during build-up.

**The floor in hall E**
The floor is concrete, and only removable tape is permitted. Power, plumbing, network etc. will be supplied via the subfloor service ducts.

**The ceiling in hall A**
Please note the ceiling grid of 3 x 3 m will be placed at the height of 5 m above floor. Power and network etc. will be supplied from the ceiling.

**The ceiling in hall E**
The ceiling height is variable, however 9.30 m in most of the hall.

**Handling of goods**

**Goods delivery**
It is not possible to deliver goods to the stands prior to the build-up period, unless an exemption for early build-up has been granted. Alternatively, shipments may be delivered to DSV Solutions’ warehouse in Bella Center Copenhagen. Please contact DSV Solutions for arrangements, and information on pricing etc.
Phone +45 32 47 30 17 / e-mail: expo@dk.dsv.com

**Empty goods**
Packaging, pallets and other surplus materials may not be stored in the halls during the event, but must be removed for storage by DSV Solutions for a fee charged to exhibitor. Please contact DSV Solutions to pre-order and get information on pricing etc. At the end of the build-up period, any material left in the aisles will be removed by DSV Solutions at the exhibitors expense.

**Left material**
Packed goods (pallets, boxes etc.) left on the stand when dismantling hours expires will be removed to DSV Solutions’ warehouse in Bella Center Copenhagen and can be collected on the first workday after the event. The handling fee for this will be invoiced to the exhibitor. Please contact DSV Solutions for arrangements, and information on pricing etc. Any other left material will be considered as waste and disposed of at the exhibitors expense.

**Prohibition**

**Sound on the stand**
Please be aware that it is prohibited to play music/film on the stand during this exhibition.

**Services**

**Internet access**
Wireless network is available in the hall. Please note that own wireless network may NOT be installed without the authorisation of Bella Center Copenhagen, just as IT connections provided by Bella Center Copenhagen may not be shared with a third party. If an internet connection is critical for your stand we recommend a cabled connection. If you need a dedicated (guaranteed) internet bandwidth or special server access we recommend our dedicated products. These are available with thorough description in the exhibitor portal when searching for “Network”. If you have any questions regarding your bandwidth requirements, we suggest that you consult with your own IT department.

**Catering for the stand**
If you wish to order food and beverages, please visit the exhibitor portal and place your order by Friday, 13 May at 16.00. After this date you can order via e-mail to setacexpo2022@bellacenter.dk. Please note that you can only order catering through this portal for your stand. If you need to order any catering for meeting rooms, please send an email to barbara.koelman@setac.org. Please note that if you want to bring in your own catering related products and it requires to be kept cool, or if you wish to prepare food at your stand, Danish Food and health regulations approval
must be obtained and you need to contact Bella Center Copenhagen to apply for a permission.

Complaints
Should you wish to lodge a complaint about services supplied by Bella Center Copenhagen, this must be done in writing and delivered before the event closes.

Contact
Please e-mail setacexpo2022@bellacenter.dk
We are looking forward to assisting you.

Exhibition Floor Plan:
The stand construction system:

Parking: