



## **Exhibitors rules and regulations for Tivoli Congress Center**

**All exhibitors are required to read these carefully before signing their agreement, signature of which constitutes agreement with these terms and conditions.**

### **1.0 ADMINISTRATIVE OFFICES OF TIVOLI CONGRESS CENTER (Hereafter called TCC)**

For further information concerning these regulations, please contact Tivoli Congress Center, Arni Magnussons Gade 2-4, 1577 Copenhagen V.

### **2.0 ACCEPTANCE OF THE REGULATIONS**

A copy of these regulations, duly signed for acceptance by a representative of the Office of the Organising Body or the Exhibitor, must be done prior to the scheduled commencement date of the conference.

### **3.0 MATERIAL IN STORAGE (TCC).**

TCC is in no way liable for damage possibly caused to materials and/or packaging while stored at the TCC. Any material not promptly removed after the end of the conference must be properly packed and labeled along with the relevant dispatch documents, before handed over to the Congress Reception at TCC. Storage is provided free of charge, but all packed is not to be delivered before 7 days prior to the setup of the congress begins.

### **4.0 MATERIAL LEAVING TCC**

At the end of the event all freight bills must be issued c/o the Organising Body or Exhibitor. Exhibition material may be collected from the Conference Reception between 8.00 am and 5.00 p.m. on working days. In the case of material requiring special care or unloading facilities, please contact TCC 30 days prior to the materials arrival, in order for TCC to provide the proper arrangements for you. All extra cost due to the special requirement (staffing) and rentals of equipment in respect of such service are duly agreed upon and paid by the exhibitor. All special requirements and rental of equipment will have to be paid in advance to TCC.

### **5.0 FITTINGS/FIXTURES TO BE INSTALLED WITHIN THE CONFERENCE AREA**

Any fittings/fixtures to be installed for an exhibition can be mounted in TCC between 8.00 am and 9.00 p.m. every day. Where any work is to be carried out at different times, it must be approved by the TCC, which will be given consideration to the circumstances of the case carefully before granting or denying the relevant authorization. The following must be strictly adhered to:

**It is strictly forbidden to:**

- Construct and/or paint props/material inside TCC unless suitable protection measures and special techniques are adopted in order to prevent any damage occurring to the room or to the furnishings therein;
- Use glue, sticking tape of any kind, nails, screws, etc to attach panels, signs, posters or other onto doors, windows, columns or pillars and in general any item of furnishings belonging to TCC; fit any kind of floor covering other than that already existing.
- Cover fire hoses, fire call points, and emergency exits and the given distance of 1,5 meter cleared space must be obeyed.



- Place exhibition materials outside the given exhibition stand and not obey the exhibition floor plan.

#### **It is allowed to**

- Use carpets or mats provided they are simply placed on the ground and are not fitted by any means whatsoever.

**TCC reserves the right to discontinue any installation work in the event all of the above requirements are not complied with in full.**

#### **6.0 ELECTRICITY SUPPLY**

The conference area is equipped with a number of power points (220 volt single phase). All connections to the electricity supply network must be made in accordance with the regulations in force (TCC will not supply the requisite power in the event any of these regulations are not complied with). TCC cannot be held responsible for any electricity power failure.

#### **7.0 SURVEILLANCE**

No provision is made for a surveillance service. If any such service is deemed requisite, the TCC should be contacted in advance in view of the requisite estimate of costs.

#### **8.0 DAMAGE**

All damage caused by Exhibitors or their personnel to the building, its internal and/or external facilities, systems and/or fittings and/or to third parties, including employees, must be compensated through the Organiser of the conference in question.

#### **9.0 PRIOR NOTICE**

Where major changes to the Conference Rooms and Conference Centre in general (e.g. the use of special stage-type effects) and/or the use of potentially dangerous technical devices are envisaged in the Conference and/or exhibition programme (e.g. the use of lasers for special effects or the mounting of suspended loads of "American lights"), a detailed plan of the project must be submitted for approval to TCC no later than 30 (thirty) days before the scheduled commencement date of the event in question. The documents concerned should provide sufficient evidence that all safety requirements as provided for by the laws in force are fully complied with.

#### **EXHIBITION AREA SECTION**

##### **10.0 CONDITIONS UNDER WHICH THE EXHIBITION AREA IS HANDED OVER**

The exhibition area is cleared of all its contents before it is handed over to the Exhibitors.

##### **11.0 INSTALLATION DATES AND TIMES**

Exhibition stands must be installed and dismantled on the days and at the times to be established by the Organising Body compatibly with the opening and closing times of TCC.

##### **12.0 PARKING ARRANGEMENTS**

Exhibition material may be unloaded and loaded at the goods delivery area. Loading bridges may be used in case of need. The Office of the Organising Body must ensure that vehicles transporting exhibition material remain parked for the minimum time required for completing the unloading procedures. As the parking area in front of the TCC are strictly for unloading and pickup TCC kindly ask for all permanent parking to be in the parking facilities adjoining the



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Tivoli Hotel (P-hus Kalvebod). The maximum height for cars and vans in the parking facilities are 2,0 meters. The price for parking in the parking facilities adjoining the TCC are DKK 15 per hour and the maximum charge per day is DKK 120.

Larger vans, trucks and busses can be parked on the area covered with gravel on the opposite side of TCC. The price for parking at the gravel area is DKK 15 per hour, and the parking ticket must be drawn upon parking the vehicle.

Exhibition material arriving on the day it is to be installed must be unloaded in the exhibition zone in the presence of the consignee. TCC will not take on responsibility in respect of materials not correctly delivered due to the absence of a representative of the consignee. Whenever any heavy material must be unloaded and transferred to the exhibition area on the day, the firms concerned and courier/haulier are to make the proper arrangement before the delivery.

### **13.0 MATERIAL DELIVERED BY COURIER/HAULIER SERVICES**

TCC will accept delivery of materials belonging to exhibitors provided the same bear markings specifically identifying the event in question and are delivered postage paid. A representative of the Exhibitor must attend the delivery operations and sign the requisite consignment documents when the material are being picked up from the TCC. In the event no such representative is present, TCC shall not be held liable to the Exhibitor or any third parties, including the haulier, for any missing payment, and/or missing or damaged material and/or damages caused by the same to third parties, including employees. Similarly, responsibility for sending back the material at the end of the event rests entirely with the Exhibitor.

### **14.0 ELECTRICITY SUPPLY**

Every area will be connected to the electricity network for lighting purposes (220 volts single phase). Stands requiring greater amounts of electricity must apply to the TCC at least 15 days before the beginning of the exhibition. The cost of the additional electricity supplies as well as special connection fees, where applicable, will be charged to the Exhibitor in question. The TCC will supply a network shunt connection near each stand. Responsibility for connecting up to these electricity points using exclusively materials and techniques conforming to the regulations in force as well as for installing a lifesaver differential magnetothermal switch in each stand rests with each firm.

### **15.0 SURVEILLANCE**

No provision is made for surveillance services. It is the responsibility of each Exhibitor to see that the stands are duly staffed during opening hours, to see that visitors are provided with all necessary information and to ensure that the exhibition area is being watched at all times. Exhibitors are expected to arrange insurance cover against theft and/or bodily injury and property damage.

### **16.0 INSURANCE**

All Exhibitors must arrange for coverage with an Insurance Company of their choice to insure against theft, fire, water damage and/or leakage, breakage, destruction and civil liability against third parties. TCC is not liable for any damage or bodily injury whatsoever, whether suffered by the Exhibitor or caused by the same to any property and/or people.

### **17.0 SAFETY**

- Stands including metal structures must be properly “earthed”



- On the occasion of controls carried out by Management Exhibitors must be able to produce fireproofing certificates in respect of the materials used in their stands.

Carpets and mats may be laid provided that double-sided adhesive tape easily can be removed at dismantling the exhibition stand. Other forms of glue are not to be used. Evidence must be provided that all materials used for exhibitions must be coated with a fireproof material. Before any fittings are installed in connection with an exhibition, it is the responsibility of the exhibitors concerned to verify whether any parts of their stands may cause damage to the conference centre.

**In the exhibition area it is forbidden to:**

- use equipment emitting harmful radiation unless it has been correctly protected;
- employ artificially or naturally radioactive materials other than those allowed under the laws in force;
- operate machinery which is not in perfect working order;
- perform demonstrations which could result in fire hazards or other forms of danger;
- remain in the exhibition area after closing time.

Liability in respect of bodily injury and/or property damage caused to third parties in a stand lies entirely with the Exhibitor concerned. TCC reserves the right to forbid the setting up of and/or dismantle a stand which is deemed unsuitable or dangerous.

**18.0 REQUESTS FOR ADDITIONAL SERVICES**

TCC does not provide any furnishings or decorative features (chairs, tables, cloth, plants, etc.). As material of this kind may be hired in the vicinity of the Hotel, Exhibitors requiring this or other types of services may contact the Hotel staff no later than 15 days before the scheduled commencement date of an exhibition to arrange for its hiring.

**19.0 CONDITIONS UNDER WHICH THE EXHIBITION SPACE IS HANDED BACK**

Areas occupied by stands must be cleared immediately after the exhibition is over (except when otherwise agreed upon between TCC and the Organising Body) and must be left clean and free of waste material. Where the areas are not cleared within the pre-fixed time limit, TCC will make arrangements with its own specialist staff and charge the costs of the operation to the account of the Exhibitor concerned.

TCC cannot be held liable in respect of any damage caused to the stand and/or exhibition material during dismantling and storage.

**20.0 PRIOR NOTICE**

A copy of the exhibition layout shall be submitted for approval to TCC no later than 30 days before the scheduled commencement date of the exhibition. For reasons of internal organisation and/or safety, TCC reserves the right to designate exhibition areas other than those indicated in said general layout plan without being held liable in respect of any damage caused to Exhibitors or the Organising Body in consequence of such decision.

**22.0 AMENDMENTS TO THESE REGULATIONS**

By notice to those concerned, TCC reserves the right to amend these regulations up to the scheduled commencement date without accepting any liability in respect of damage possibly caused to the Organising Body or individual Exhibitors in consequence thereof.

**General rules and technical regulations for materials used in exhibition stands.**

1. All materials used in exhibition stands must conform to the fire reaction of all material being treated with fireproof coating:

More specifically:

- all curtains, internal wall coverings, vertical supports for displaying products and suspended ceilings must be made from materials not classified above class 1 (one);
- floor coverings must be class 1 (one);
- materials used for horizontal supports, e.g. platforms for displaying products, must similarly be class 1 (one);
- class 1 IM is required for padded furniture;
- wooden or plastic chairs must be made from materials not classified above class 2.

2. The following documents must be obtained and produced in respect of all materials:

- a copy of the type testing and approval certificates issued by the Home Office to the manufacturer, along with:
  - a) the manufacturer's written declaration attesting conformity of the material to the type-approved prototype.
  - b) the exhibitor's written declaration to the effect that only material of the relevant type has been used for the stand. The latter declarations may be cumulatively issued in respect of more than one material;
- **alternatively**, in place of the type testing and approval certificate TCC will accept a Testing Report issued by a laboratory officially recognised by the Home Office.
- a certificate purposely issued for such purpose to the Exhibitor in lieu of the manufacturer of the material may be produced in place of the above-mentioned Testing Report. None of the hereinabove additional declarations will be required in such a case;
- a Certificate of Fireproofing. As no such certificate is provided for under the regulations concerning the reactions of materials to fire, in order for this to be valid and/or acceptable from a technical point of view, the exhibitor or owner of the stand must also provide the following:
  - a) a declaration by the firm which carried out the fireproofing treatment on the materials attesting that the manufacturer's instructions to users have been fully complied with in respect of each fireproofing product used;
  - b) a copy of the 'pilot certificate' to which the manufacturer of the fireproofing product refers regarding the conditions under which it is to be used and applied;
  - c) a copy of the freight bill attesting that the individual/firm carrying out the treatment is the same that purchased the fireproofing product;
  - d) a declaration by the exhibitor to the effect that the material concerned has been used for the exhibition stand. The latter declarations may be cumulatively issued in respect of more than one material.

**Where any materials do not conform, albeit partially, to the above requirements and/or the required documentation has not been submitted in full, responsibility for devising and putting in place effective alternative safety and fire prevention measures (e.g. providing more fire extinguishers) as shall be requested by the Safety Department of the TCC lies entirely with the Exhibitor concerned.**



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TCC reserves the right to verify the documentation submitted and to make sure that the materials used in the exhibition stands actually conform to the fire reaction class as declared.