

Exhibitor information CAP-NosCos

Dear Exhibitor.

We are looking forward to welcome you here at Scandic Copenhagen.

Before your arrival we have a few remarks and recommendations that hopefully will make your preparations before the event easier.

If you have questions, feel free to contact us
Meeting.copenhagen@scandichotels.com or +45 3375 7125

Best Regards,
Conference Department,
Scandic Copenhagen

- ❑ It is possible to ship material, documents and/or anything you might need for your exhibition before the event. Please make sure it arrives on **10th of September** at the earliest

Shipments to Scandic Copenhagen must be marked as follows:

CAP-NosCos + Exhibitionstand number
c/o Scandic Copenhagen, Malin
Vester Soegade 6
DK – 1601 Copenhagen V
Denmark

- ❑ The exhibitor stand is **X m²** and includes:
 - 1 power outlet
 - 1 conference table (60x120cm) no table cloth
 - 1 chair
 - Wi-FiCleaning before the start of the exhibition/ event every day
It is not allowed to use nails/screws or anything similar that possibly could damage the walls/ floors or interior of the hotel. No roll ups or other marketing material is allowed outside of the stand.
- ❑ Extra equipment is available at an extra fee. Such extra equipment is ordered by sending an e-mail to meeting.copenhagen@scandichotels.com latest 20 days before the exhibition/event. Terms of payment should also be arranged in advance.

Examples:

Table cloth DKK 20,-

High Café tables DKK 250,-

High Bar chair DKK 250,-

Extra conference table/ chair – free of charge

Lounge/other furniture can be arranged by our partners, please ask for a quote

Extra power outlets DKK 15,- pr. Outlet/cable

Flowers, please ask for a quote

AV-equipment, screens ect. Please ask for a quote

Extra vacuum cleaning of the stand from DKK 250,- pr. 30 minutes

- ❑ Set up and tear down is agreed between:
 - Setup: Wednesday September 11th from 08AM**
 - Tear down: Friday September 13th from 5 PM – 7 PM**According to the agreement with the event organizer there will not be any Scandic staff available during the hours mentioned above. It is possible to rent staff á 500,- DKK pr. hour incl. VAT (min. 5 hours).
Please contact meeting.copenhagen@scandichotels.com latest 2 weeks before the event if you want to order staff
- ❑ Food and beverages on the stand:
Food and beverages to be served from the stand must be agreed with the hotel. The hotel offers different food and beverages options, please email meeting.copenhagen@scandichotels.com latest 2 weeks before the event for an offer. It is not allowed to walk around between the stands with tastings

❑ Garbage handling

Before the exhibition area opens, all empty boxes and waste must be removed from the area. It is not allowed to keep empty boxes ect. visible at the stand for the sake of the safety of our guests and staff.

❑ Safety

For safety reasons it is not allowed to change a stand location, either before or during the event, this can happen only after written agreement with Scandic Copenhagen and organizer of the exhibition. Stands must never block emergency exits and all exhibitors are kindly asked to respect the markings indicating the corners of the stand. We do not recommend to let things of value stand at the booth when it is unattended. Please note that the hotel is not liable for any theft or damage to the stand and/or equipment.

We are looking forward to welcoming you to Scandic Copenhagen !

Team Scandic Copenhagen