



**Instructions for Exhibitors at the
9th Danish Emergency Medicine Conference 2021**

Venue

Comfort Hotel & Congress Copenhagen Airport.

Ellehammersvej 18, 2770 Kastrup Lufthavn, Danmark



Location of the Exhibition

The exhibition area is located at the Comfort Hotel & Congress Copenhagen Airport. Please see the enclosed floor plan of the exhibition. Coffee and lunch will be served in the exhibition areas during the congress breaks.

Stand set-up and dismantling

The exhibition area and the stands are open for set-up on Wednesday, October 13th, 2021, from 3 pm. – 8 pm. (15.00 – 20.00) and again Thursday, October 14th, 2021, from at 6 am. – 8 am. (6.00 – 8.00) Kindly notice that the exhibition area should be ready and final installation completed latest by 08.00. The Scientific Program starts at 09.00.

The exhibition dismantling time is Friday the 14th October after the last break at 14.30. The stand should be completely cleared by 17.00

The exhibitor is responsible for the installation and dismantling of their own stand materials.

Parking

The exhibition will take place in the meeting foyer, one floor down from the ground floor of Comfort Hotel. During on- and off- loading, the vans can park on the entrance at the back of the congress center.

IMPORTANT: Please remove the van/car immediately after loading. There is a discount if the tickets are bought at <https://www.cph.dk/en/parking-transport>

Stand and rental of additional exhibition furniture and decorations

The maximum building height in the main foyer is 250 cm. There can be various heights so please contact the hotel for the correct measurements.

The price of the stand includes floor space, a conference table (139 x 45 cm), 1 conference chair, 1 extension cord and Wi-Fi. To request any additional structures, electricity, furniture and decorations or a proposal of a modular booth or for a design booth construction, please go to: <https://exposhop.holmud.dk/> and follow the manual attached. Exhibitors are also free to bring additional decoration materials and booth furniture themselves.

Use of exhibition space

Approval must be obtained from Comfort Hotel in advance for the following:

The location of any object weighing more than 400 kg, structures, and fittings higher than 250 cm.

No exhibits or publicity products may be mounted on the floor, walls, ceiling, or columns. The exhibitor will be liable for any damage caused by him to the building or the exhibition area.

Catering services

Comfort Hotel has exclusive catering rights. Exhibitors may not serve any products brought to the stand themselves apart from their own company's sweets or other similar products. Any extra catering services should be ordered in advance from mb@meetingplanners.dk

Catering for exhibitors

Please remember that it is mandatory to register your exhibition staff to the conference here: <https://na.eventscloud.com/ereg/index.php?eventid=579235&> Price for both days: DKK 2.300 pr. person on the booth

The price includes access to the conference and exhibition area both days, food and beverages during the conference, conference folder with materials and the possibility to purchase accommodation at special agreement rates or attend the DEMC9 dinner.

Transport and storage

All exhibition goods must pass through a door with dimensions: door width 290 cm. Comfort Hotel has limited space for storing incoming or outgoing exhibition goods or other materials.

In case material and goods are wished to be delivered before the event, dates and time must be negotiated with Comfort Hotel. The shipment must include the following information:

*Comfort Hotel & Congress Copenhagen Airport, Ellehammersvej 18, 2770 Kastrup
Ref: DEMC, Stand number, Company name and name of contact person.*

Goods may arrive at the hotel from Monday, October 11th

The exhibitor will be responsible for the ground handling, unpacking, and storing of his goods and for their removal after the exhibition. The exhibitor is responsible for all costs

related to their material handling and storage.

If you use a transport, forwarding- or courier service to deliver materials make sure there is someone to receive the goods at your stand. The personnel of Comfort Hotel cannot sign material on your behalf.

Storage of exhibition packaging materials during the conference

You are responsible for your materials during the event.

Pick up of goods no later than Friday, October 14th 2021, at 18.00 from Comfort Hotel

Please pack your materials and arrange pickup, remember to mark the material well with all the labels that need to be on the package to be picked up. Remember to tell the hotel staff when they can expect the carrier to pick the package up.

Security

Comfort Hotel is responsible for fire protection and general order but not for any damage to or loss of goods, structures, or other materials on the stands unless a separate security agreement has been made with Comfort Hotel. Please obey to all instructions from the hotel staff and keep your exhibition furniture, roll ups etc. within the outlined area of your stand.

Insurance

The exhibitor must take out any liability and goods insurance they seem necessary at his own expense. Comfort Hotel, ConEx or The Meeting Planners will not assume any responsibility for property stored or left on the premises unless a separate security agreement has been made with Comfort Hotel. The insurance policies held by Comfort Hotel cover any damage caused to a third party by the actions of Comfort Hotel`s own employees or by any Comfort Hotel devices or buildings.

Additional information

Additional information concerning the exhibition can be obtained from jnt@conex.dk