



# **ISFA 2017**

**18 – 20 May 2017  
Tivoli Congress Centre, Copenhagen**

**EXHIBITION**  
**Conditions, Rules & Regulations**

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## Exhibition Conditions, Rules & Regulations ISFA 2017

The Exhibition Organizer (hereafter called the "Organizer") is DIS Congress Service A/S on behalf of ISFA 2017. The venue is Tivoli Congress Centre, Copenhagen, Denmark.

### Opening hours

The opening hours have been fixed at:

<b>Thursday - May 18</b>	<b>08:30 – 16:00 hrs.</b>
<b>Friday – May 19</b>	<b>08:30 – 16:00 hrs.</b>
<b>Saturday – May 20</b>	<b>08:30 – 13:30 hrs.</b>

### **1. Stand size**

Stands are available in a minimum size of 6 m<sup>2</sup>.

### **2. Stands**

#### **Only Space - without Build up:**

Stand number: 1 – 2 (only for main sponsors)

Stand number: 3 – 6 & 10 - 12

1 electricity outlet 230V/1000W earthed (plug with 3 connections).

- One exhibitor badges indicating name and company name.
- WiFi

#### **With Build up includes furthermore:**

Stand number: 7 – 9 & 13 - 15

- Carpeting (grey)\*
- Standard wall divisions\* (white plastic coated & alu. framed)
- 1 signboard, exclusive of text\*

List of staff names should be provided before March 1, 2017 to DIS Conference Service c/o Exhibition Department on a special form mailed to each exhibitor together with DIS exhibition confirmation/first invoice.

Hotel reservations made through the ISFA Exhibition Secretariat: DIS Conference Service. In order to secure your hotel reservation we strongly advise to book your hotel as early as possible and decidedly before March 1, 2017.

Value Added Tax (VAT - at present 25%) is added to the prices and must be paid as invoiced for Danish Companies. Companies located within the EU with

VAT number will be made with Reversed Charge. Outside EU will not be added with VAT. At present, VAT is refundable for foreign exhibitors/ companies who are VAT- registered in their own country. Requests for refunds should be addressed to the Exhibitor's national VAT authorities.

The Organizer reserves the right to increase the stand rental insofar as and to the extent to which tax or other charges - including purchase tax or similar are imposed by law on exhibition material and/or stand rental.

With regard to stand mounting - individual height restrictions per stand - and extras (decoration, sittings, furniture, power, etc. - not included in the stand rental), all contracted Exhibitors will be contacted by:

**SCANEX**

Ursusvej 6, Skovby

DK-8464 Galten

Att.: Kim Bräuner

Tel: +45 87 54 11 00

Direct : +45 25 29 21 03

Mail: [kb@scanex.eu](mailto:kb@scanex.eu)

### **Terms of payment**

The stand rental will be invoiced upon the Organizer's receipt of the Order form.

The terms of payment are:

- 50% of total stand rental upon receipt of the first invoice.
- 50% of total stand rental to be paid no later than February 17, 2017.

Exhibitors ordering exhibition space after February 1, 2017 will be invoiced the total stand rental by the Organizer upon receipt of the "Order for Exhibition Space" for immediate payment.

In the event that the Exhibitor does not adhere to the terms of payment, the Organizer shall be entitled to demand from the Exhibitor the outstanding part of the stand rental in addition to all attending expenses for immediate settlement of - or to cancel the agreement with the Exhibitor

without the Organizer being obliged to repay the rental already paid.

No Exhibitor will be allowed access to his exhibition stand for build-up if the Organizer has not received the total stand rental.

### **3. Allocation of stands**

The chronological order receipt of "Orders for Exhibition Space" and the following payment of rental fees establish the stand allocation priority.

### **4. Alteration of allocation, area and periods of exhibition besides cancellation**

The Organizer shall be entitled to alter the placing given to an Exhibitor and to undertake limitation of the area rented. Such limitation can only be made against a corresponding reduction of the stand rental, but shall not render the Organizer liable to pay compensation.

Furthermore, the Organizer shall be entitled - within 30 days of receipt of the signed "Order for Exhibition Space" without assigning any reason and without incurring liability to damages - to cancel the lease entered into, against reimbursing any stand rental paid at the time of cancellation.

### **5. Force majeure**

In case of war, mobilization, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the Organizer, that might render it impossible or difficult to carry through an arrangement, the Organizer shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel. The arrangement and the Organizer shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the stand rental paid.

### **6. Transport/Forwarding agent**

The official forwarding agent of the exhibition will be:

DSV Solutions - Center Boulevard 5  
DK-2300 Copenhagen S  
Kontakt: Henrik Glendorf  
Tlf: +45 32 47 30 17 Fax: +45 43 25 35 10  
Email: [expo@dk.dsv.com](mailto:expo@dk.dsv.com)

The forwarding agent will receive the name and address of every contracted Exhibitor, and should be contacted for further arrangements regarding transportation, storage of goods before and after the exhibition, etc.

The forwarding agent will be solely in charge of all dealings with the Customs Authorities.

### **7. Set-up and mounting/decoration of stands**

The Exhibitors may build and arrange their stands on:

**Wednesday, May 17, 2017  
19:00 – 22:00 hrs.**

Please make sure that all invoices are paid before arrival. Build-up is not allowed with a balance due. Should there be any doubt, please supply us with a copy of your bank transfer.

All notified articles shall be displayed and the stand ready for exhibition no later than Wednesday May 17, 2017 at 22:00 hrs. Alterations may occur.

The Exhibitor shall be bound to comply with the regulations issued by the Organizer, the Exhibition Architect, the Fire Authorities, the Health Authorities, and any other Public Authority, and in other respects to comply with the "Conditions, Rules and Regulations", a copy of which is submitted to each Exhibitor.

No Exhibitor may allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the Organizer.

The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, etc.

The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls).

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.

It is the responsibility of each exhibitor to find suitable space for the storage of potential empty wrapping during the days of exhibiting. Please contact your forwarding agent or make arrangement with the official forwarding agent DSV Solutions.

### **8. Removal of articles exhibited**

The hours of the dismantling of exhibition stands are:

**Saturday May 20, 2017  
13:30 – 17:00 hrs.**

The Organizer shall be entitled, at the risk and expense of the Exhibitor, to remove all articles, exhibition material, etc. which have not been removed by the Exhibitor before the expiry of the time limit, i.e. May 20, 2017 at 20:00 hrs.

The Exhibitor with build-up shall restore the Stand to its original form/condition.

### **9. Sales and publicity**

The Exhibitor shall be obliged to observe the provisions fixed by the Organizer and the Authorities concerning sales, taking of orders, delivery of samples, etc.

The placing or handing out of publicity material, samples, etc. outside the area of the stand is not permitted.

Exhibitors may only hand out samples, etc. for Companies represented on the stands. Political propaganda is prohibited. The Exhibitor must not from his stand promote companies, who are not notified and have not been recognized in writing as an Exhibitor.

Cash sales or on-site sales to prospective purchasers within the confines of the exhibition

space are prohibited. (For Exhibitors selling books: Please contact DIS for specific instructions).

Use of loudspeakers and exhibition film, slides, video etc. may only take place after obtaining permission from the Organizer and must never constitute a nuisance to the surrounding stands and lecture halls.

### **10. Transfer of space**

Exhibitors are not permitted to sublet their stand or lend it to a third party, either in part or as a whole. No changing of stands among the exhibitors may take place without the written consent of the Organizer.

### **11. Exhibitor register**

All exhibitors will have:

- company logo on the Congress web site and a hyperlink to your company's website.
- Acknowledgements on the List of Congress Supporters in the congress.

### **12. Responsibility**

The Exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the Exhibitor, his staff or his exhibited articles and exhibition material. The Exhibitor shall not be entitled to repair any such damage himself.

### **13. Claims**

Any complaint shall be made forthwith and no later than at the closing of the exhibition and shall be sent by registered letter to the Organizer.

### **14. Adoption of Danish law**

The Exhibitor recognizes by his signature that any legal matter between him and the Organizer arising out of the contract, including the interpretation of the contract entered into between himself and the Organizer and the settlement of claims with regard to the Exhibitor's responsibility to pay compensation – shall be adjudicated and decided according to

Danish law. The Maritime and Commercial Court in Copenhagen is accepted by the Exhibitor as the Arbitrer.

### **15. Questions of doubt**

Any and every matter, which is not covered by the above regulations and about which there may be any doubt, shall be settled by the Organizer and is subject to the Organizer's discretion.

### **16. Alteration of the regulations**

The Organizer reserves the right to alter the present regulations with immediate effect in case of orders from the Authorities or other compelling reason might make it necessary.

### **17. Cancellation**

The Organizer must receive notification of cancellation of exhibition space in writing. The refund policy is:

50% refund for cancellations received before February 17, 2017

After February 17, 2017 no refund will be made.

The fully invoiced is due.

### **18. Special arrangements**

Special arrangements, if any, between the Organizer and the Exhibitor, which are not included in the agreement, shall only be binding when accepted in writing by the Organizer.

### **19. General information**

#### ***Official contractors***

All official contractors act on their own behalf in all arrangements with exhibitors and are not agents, employees or representatives of the ISFA 2017. All services or materials supplied by such contractors on order of the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, ISFA 2017 does not assume any liability or responsibility for any act performed or omitted by such official contractors.

#### **Damage to Facilities**

No part of any exhibits, signs, posters or displays can be nailed or attached to columns or walls or any parts of the Conference Venue. Any damage to the

Conference Venue by an exhibitor shall be the financial responsibility of the exhibitor.

#### **Insurance**

It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate. Neither the ISFA 2017 Exhibition, nor the Conference Venue will offer the exhibitor any kind of insurance protection.

#### **Security**

General guard service will be supplied by the Conference but in no instance will guarantee the Exhibitor against loss or theft of any kind. The safekeeping of the exhibitor's property is the responsibility of each exhibitor. Exhibitors are advised to add on their existing insurance a portal-to-portal rider, protecting them against loss/damage to their materials by fire, theft, accident and the like.



**Your Contacts:**

**Exhibition Secretariat**

 **DIS CONGRESS SERVICE COPENHAGEN A/S**  
Herlev Ringvej 2 C  
DK-2730 Herlev, Denmark  
Att.: Peder Andersen  
Telephone: +45 4492 4492  
Fax: +45 4492 5050  
E-mail: [exhibition@discongress.com](mailto:exhibition@discongress.com)

**Venue:**

**Tivoli Congress Center**  
Copenhagen, Denmark

**Decoration & Arrangement**

  
Ursusvej 6, Skovby  
DK-8464 Galten, Denmark  
Att.: Kim Bräuner  
E-mail: [kb@scanex.eu](mailto:kb@scanex.eu)  
Phone: +45 87 54 11 00

**Forwarding agent**

**DSV Solutions**  
Bella Center,  
Center Boulevard 5  
DK-2300 Copenhagen S, Denmark  
Att.: Henrik Glendorf  
Telephone: +45 32 47 30 17  
Fax: +45 43 25 35 10  
E-mail: [expo@dk.dsv.com](mailto:expo@dk.dsv.com)