

## BELOW SECTIONS ARE EXTRACTED FROM EXHIBITOR MANUAL.

Please note the new / updated rules that are relevant to all stand contractors:

- Please check **the height build restrictions** – depending on the location of the stand the limit on how height you can build / rig may be different – the physical height of the hall is not final reference. Please do refer to technical plans issued by WindEurope or cross check with Exhibition Operations team.
- Please note new rule applicable to solid walling facing the gangways. See section 9.10.1: GENERAL RULES OF STAND DESIGN
- Please note that any two-storey stand will require structural calculations and stand plans need to be submitted by **03 February 2023** – so earlier than normal deadline for regular stands. Double decker stands require special authorization from Danish authorities, which might take more time.
- We will ask all stand contractors to register their teams before coming onsite. The registration procedure will be communicated closer to the event.
- **Any heavy equipment** that needs to be placed on the stand needs to be cleared with WindEurope and booked with CEVA **in advance** (within deadlines for plan submission and service booking)  
It will not be possible to make last minute placements, as it is impacting onsite safety.

## EXHIBITION RULES AND REGULATIONS

All exhibitors must read and comply with following regulations:

1. **Stand booking general terms and conditions** – you can find them as a part of your contract, or you can download them here:
  - [WINDEUROPE 2023 STAND BOOKING TERMS AND CONDITIONS](#)
2. **General venue regulations**
  - [Bella Center Exhibition Centre: General terms for exhibitors](#)
  - [BASIC HEALTH AND SAFETY REGULATIONS](#)
3. **Stand design rules** related to your stand design – you can find them in **the Basic package stand section of this manual**.
4. **Exhibition rules** listed below.

### 7.1 EXHIBITION RULES

#### Balloons

The use of balloons or flying objects filled with a combustible gas in the exhibition halls or on outdoor exhibition areas is prohibited.

#### Children

WindEurope 2023 is a trade show and as such we regret that no one under the age of 16 is permitted on site during the build-up, opening and breakdown period, even if accompanied by an adult. The exhibition halls are regarded as a building site during build-up and breakdown.

## **Complaints**

It is in the interest of exhibitors and visitors that any faults or failures in the services provided by official suppliers or the WindEurope should be brought to the attention of the organiser as soon as possible. If you wish to make a complaint please contact us at [events@windeurope.org](mailto:events@windeurope.org), or onsite in the organisers' office.

## **Demonstrations**

Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events) Demonstration areas must be indicated on stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands.

The Organisers reserve the right to ban working demonstrations on-site if they disturb neighbouring stands or pose a safety issue to the public in any way.

## **Disabled visitors**

All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We ask that you ensure that your stand and exhibits are easily accessible to disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp. For further information, please contact the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events)

## **Distribution of promotional material**

It is not allowed to hand out leaflets etc., at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from WindEurope. At the discretion of the organiser, a penalty fee will be charged to the exhibitor for not adhering to this rule.

## **Emergency gangways**

The exhibition halls will have designated emergency gangways. These must be kept clear at all times so that emergency vehicles can gain access, throughout build-up and breakdown. All exhibitors and contractors on site are responsible for keeping these aisles clear.

Please ensure that your contractors are aware of the location of the emergency gangways, these are clearly indicated on the technical floorplan and marked out on the hall floor. There will be Health & Safety Floor Manager present who is in possession of an evacuation plan. Evacuation plans will also be available from the organisers' office.

## **Fire Regulations**

Fire hydrants in the exhibition halls and on outdoor exhibition areas shall not be obstructed or rendered unrecognisable or inaccessible. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.

The necessary fire department entry routes and manoeuvring areas designated by "no-parking" signs must be kept clear at all times. Vehicles or objects parked/deposited in rescue routes or on safety areas shall be removed at their owners' expense and risk.

### **LPG / compressed gases**

No LPG will be allowed in the halls without permission from the organiser. If you need further information please contact the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events)

### **Music / Entertainment**

The maximum permissible total sound level in any area of the show is 80db, measurable at a distance of three metres from the source of sound using a directional decibel metre.

Please ensure that music and commentary for demonstrations, videos, presentations etc, are kept at a level that will not interfere with neighbouring stands. Exhibitors failing to comply with warnings from the show management may incur a fine or have the power to their stand terminated.

If you wish to play music on your stand, you are obliged to inform Koda and Gramex of this, just as you must ensure that their conditions are strictly adhered to. Koda and Gramex are Danish societies that administer Danish and international copyrights for composers, writers and music publishers, when their musical work are performed in public.

For further information please see [www.koda.dk](http://www.koda.dk) or [www.gramex.dk](http://www.gramex.dk)



#### Contact

Koda

Lautrupsgade 9

DK-2100 Copenhagen

Tel: +45 333 063 80

Email: [kunde@koda.dk](mailto:kunde@koda.dk)

### **Neon**

If you wish to use neon lighting, please contact the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events)

All neon installations must incorporate a fireman's switch.

### **Smoking**

Smoking is not permitted in the venue at any time.

### **Stand construction rules**

For detailed rules related to stand construction, please refer to **the 'Basic package stand' section of this manual.**

### **Venue care**

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the building, nor is any ladder or other device to be fixed to, or suspended from, any overhead items. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building.

Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the hall or site, for example, paint and adhesive tape marks, damage to the walls or the exhibition floor.

## Water Features / Displays

Please notify the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events) if you are planning any features containing tanked or re-circulating water on your stand; a full risk assessment must be submitted with details of the control measure for the control of Legionella, including treatment methods.

All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6). By-laws of the relevant Water Authority must also be adhered to.

## **BASIC PACKAGE STAND**

A basic package / space only stand is an area, which does not include the construction of a modular stand or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.

Compulsory forms to be submitted by each basic package / space only exhibitor:

The following documents are mandatory and should be returned to Exhibition Operations Team, by the given deadline: **17 February 2023 (or 03 February)**

- Stand plans for approval
- Risk assessment / Method statement
- Health and Safety Declaration
- Structural calculations for stands over 4m in height, **double deckers\***, heavy suspended items, **complex structures\***
- Stand contractor staff registration (by 14 April 2023)
- Registration of the stand contractor (if not based in Denmark) in the Danish Register of Foreign Service Providers

\*Two storey stands / double decker or stands with structure considered as complex need to provide all documentation by **03 February 2023** – as special permission needs to be requested from Danish authorities.

**In case any of these documents is missing, delay in build-up might occur.**

All exhibitors must read and abide by all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.

### 9.1 THE REGISTER OF FOREIGN SERVICE PROVIDERS

Any foreign company working in Denmark you must comply with Danish regulations on occupational health and safety and taxation, among others. In order for Danish authorities to supervise and inspect your business, you must notify the Register of Foreign Service Providers (RUT).

If your business is going to perform work temporarily in Denmark, you must notify the Register of Foreign Service Providers (RUT) about your company and its services. This also applies to self-employed contractors without employees and businesses that have no actual activities in their home country.

Please note that the registration is mandatory. If you fail in registering your company and there will be control in the venue during the build up / break down, you might face a fine of more than 1 000 EUR.



You can find more information about the registration process here:

[Notification to the Register of Foreign Service Providers \(workplacedenmark.dk\)](https://workplacedenmark.dk)



Contact

Arbejdstilsynet, The Danish Working Environment Authority (WEA)

Tel: +45 70 12 12 88. Press 9 for support in English

Phone hours:

Monday - Thursday: 8-15

Friday: 8-14

### 9.2 STAND CONTRACTOR – STAFF REGISTRATION

All the staff working on the stand during the build-up and break-down need to be registered.

It is important that there is a main contact person per team, that can be reached at any time.

Build teams should work and remain in set teams.

Wrist bands permitting entrance to the exhibition halls during the build-up / break-down will be handed out by security only to teams that have pre-registered.

*More information about how to register will be shared with stand contractors closer to the event.*

### 9.3 STAND PLANS SUBMISSION

Exhibitors are responsible and liable for their appointed contractors' compliance with all of the rules and regulations specified in this manual.

All basic package/space only exhibitors must submit stand drawings, including:

- Plan views
- Dimensions

- Elevations

All plans must be accompanied by a risk assessment and method statement and complete [STAND PLAN SUBMISSION FORM](#).

Approval will be forwarded to all non-complex stands as soon as possible.

Structural calculations may be required for some stands. This is explained in the section below.

For complex stands approvals, once stand plans, risk assessment and method statement, along with any necessary structural calculations have been received, the local authorities and structural engineers will give final approval.



[STAND PLAN SUBMISSION FORM](#)

#### 9.4 RISK ASSESSMENT AND METHOD STATEMENT



[RISK ASSESSMENT & METHOD STATEMENT EXAMPLE](#)

#### 9.5 COMPLEX STANDS / STANDS EXCEEDING 4 METERS

Complex stands are defined as:

- Stand designs exceeding 4m in height
- Two- storey stands
- Suspended structures (does not include banners) e.g. wooden structures
- Sound / Lighting Towers/ Wall Screens
- Scaffolding
- Stand designs that include a platform over 600mm above floor level. (Platforms and stages over 170mm in height may also be considered complex.)
- Ceilings on stands exceeding 50 sqm
- Tents with an area exceeding 100 sqm

Please submit technical drawings (pdf), structural calculations, risk assessment and method statement as it is necessary to assess the structure with all details of the build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details.

Structural calculations are required to prove that the stand is stable and capable of supporting relevant loads i.e., lights, speakers, plasma screens etc. The floors of the halls can bear loads of up to 4.000kg. /m2. Manhole covers over service ducts must not be used as point load bearing areas. A technical floor plan showing the position of any service duct on your stand can be requested from the Exhibition Operations Team.

Please forward to the Exhibition Operation Team.

Your stand plans and required documents will be forwarded to the event's structural engineers and when they are satisfied with the stand's calculations, they will issue a Construction Permit.

Complex stands (over 4m high) require an approval by **Campbell Reith Structural Engineers**.



Additional costs for this service will be charged directly to the exhibitor/contractor. **£490 + VAT 2 - Storey Stands / £350 + VAT - Complex structures** (exceeding 4m or heavy items).

Two-storey stands will be submitted with structural calculations, risk assessment and method statement they will then be forwarded to the venue for final approval. A fee for application submission to local authorities might apply.



Please respect here early deadline for submission of all documents: **03 February 2023**

The venue reserves the right to proceed with additional inspections and ask for any modifications they consider useful or necessary in accordance with safety regulations.



Contact

WindEurope Exhibition Operations Team

Inside Events

Dianne Wright

Email: [operations@windeurope.events](mailto:operations@windeurope.events)

Tel: +44 247 651 0015



Deadline: **03 February 2023**

## 9.6 HEALTH AND SAFETY DECLARATION

It is important for all exhibitors to read and comply with WindEurope Regulations, H&S measures & Fire and Safety Regulations. Therefore, **it is mandatory** for all exhibitors and co-exhibitors to complete and return the Health & Safety Declaration by 17 February 2023, confirming that they have read and received the manual. Companies which have not returned their forms will not be allowed to enter the hall and to start the building their stand.

**Please note it is a form for exhibitors / co-exhibitors – not stand contractors.**



[BASIC HEALTH AND SAFETY REGULATIONS](#)



[HEALTH AND SAFETY DECLARATION - accessible as online form in the Exhibitor Zone](#)



Contact

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Email: [operations@windeurope.events](mailto:operations@windeurope.events)

Tel: +44 247 651 0015



Deadline: **17 February 2023**

## 9.7 PERSONAL PROTECTION EQUIPMENT

- In order to carry out work in the hall, the individual protective equipment needed for the activity to be carried out in each work position should always be used.
- Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Hi-visibility vests must be worn during build-up and breakdown by everyone in the hall.
- Build teams will work and remain in set teams.
- Whenever there is the risk of falling items, materials, etc. or contact with suspended equipment, a protective helmet must be used.
- Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 metres, which is not completely protected by means of collective protection systems (handrails, nets, etc.).
- To carry out any work that might involve the risk of inhaling dust, fumes, vapor or any other harmful substances, workers must use the appropriate mask, face guard, filters or breathing equipment. Any substances used on the stand need to comply with the Bella Center terms and also the Danish Regulations.
- Safety glasses or goggles and hearing protection must also be used for work when required.

## 9.8 WASTE REMOVAL

Full package stands will be vacuumed prior to each opening event day.

Basic package / space only stands are responsible for their own stand cleaning and removal of waste before, during and after the event. Space only stands will also be vacuumed and paper bins will be emptied before each opening day as part of the rental of the hall.

Floor wash or other cleaning tasks as well as waste containers can be ordered via the Bella Center web shop.

Contractors and Exhibitors should maintain a high level of cleaning to all elements of stands, including exhibits.

All rubbish and waste that is generated during the build-up, the event and during the breakdown period must be disposed of in the manner described below. For this purpose, you must only use the containers and refuse bags which are available from Bella Center online web shop.

If the rented exhibition space is not returned in proper condition, WindEurope will have it cleaned and restored at the exhibitor's expense; a minimum of €500 + VAT will be charged to the exhibitor.



[CLEANING AND WASTE – order form is in the Bella Center web shop](#)



Contact

Bella Center Exhibitor Services

Email: [wineuropeexpo@bellacenter.dk](mailto:wineuropeexpo@bellacenter.dk)

Phone: +45 32 47 33 45





Deadline: 17 March 2023\*

Early bird deadline, after that date 25% surcharge will be applied.

After 17 April 50% of surcharge will be applied.

## 9.9 FIRE SAFETY REGULATIONS

It is important for all exhibitors to read and comply with It is important for all exhibitors to read and comply with BASIC HEALTH AND SAFETY REGULATIONS. You can download the document from the link below.



[BASIC HEALTH AND SAFETY REGULATIONS](#)

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, chairs or displays may protrude into aisles.

### **Fire regulations and stand design**

All halls are fitted with a sprinkler system, which is the reason why you are only permitted to build a completely covered stand when you use a fireproof, water permeable textile ceiling. When using solid materials, you may build your ceiling in a checkerboard fashion, provided that the total covered area does not exceed 40% of the total stand area.

All double-decker stands must be fitted with sprinklers. This also applies to stands with watertight ceilings and closed rooms, motor vehicles, containers etc, which are not actual sales objects. Exemptions to this rule may be applied to covered sales objects, on the condition that these do not exceed 9 sqm.

The Bella Center can install the sprinklers for you – please contact them for a quote. Connection to the main sprinkling pipe must be installed by the Bella Center – any authorised electrician following the guidelines laid down by SKAFOR can install the remaining part of the sprinkling procedure. If you intend to cover your stand, you must always apply for permission at the Technical Department.

### **Displays**

All demonstrations and displays that are designed to attract crowds must be set back 1m from the gangway to avoid congestion in the aisles.

### **Fabrics**

Textile fabrics used for interior display purposes on the stand must be flame proofed or already treated with an approved chemical when purchased. Certain fabrics such as wool, twill, or felt need not be proofed. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing, secured 8cm above floor level and not touching light fittings.

### **Fire Extinguishers**

- Every level of an exhibition stand must be equipped with at least one adequate fire extinguisher.
- One additional fire extinguisher must be provided for every 200 m<sup>2</sup> further.

- An additional fire extinguisher must be provided at the top of each flight of stairs within a stand.
- The fire extinguishers must have an extinguishing capacity of at least 27 A for fire classification A or 144 B for fire classification B and should not weigh more than 12 kg.
- Suitable fire extinguishers must be provided if stands have kitchens.
- The use of coffee machines, electric kettles, photocopiers, printers, refrigerators and other heat-emitting machines is only permitted if a CO2 Carbon dioxide hand extinguisher is provided.



## FIRE PROTECTIONS

### **Materials**

No stand or display material may be more flammable than wood. You are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc., which are easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Materials must always be treated with a fireproofing agent, while closely following the guidelines laid down by the Fire Department and the manufacturer. If artificial flowers are used on a stand they must be made fireproof.

Wooden floors laid out as gratings with gaps and especially with cavities below are not allowed.

If you intend to lay your own carpet or floor covering, the product must carry one of the following approvals:

- A. Class G flooring as in DS-1063.2, in accordance with Danish Building Regulations '95, chapter 6.11.1 section 5.
- B. Class D- s1 flooring after EN 13501 Fire classification of construction products and building elements
- C. NT fire 007 (Scandinavian approval)

The use of plastics or expanded plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard B1, smoke emission standard Q1 and drop formation standard TR1 have been met.



The Bella Center reserves the right to reject the use of material that does not comply with the aforementioned requirements. Fire-retardant materials must be approved. Approval or certificates must be available at the stand if it is not clear whether the material is fire-retardant. Fabric ceilings and other decor must be impregnated against fire.



Before each our event, the Bella Center staff and the WindEurope Floor Managers may conduct a fire inspection, which includes your choice of construction and decor materials.

Nothing containing inflammable or explosive liquids or gasses, may be brought into the halls, for this reason, permission has to be applied for when motor vehicles form part of the stand design. The vehicle's fuel tank must be

emptied, the fuel tank cap must be locked, the batteries disconnected and the vehicle's keys handed over to night security staff.

## Painting

Products containing organic solvents may not be used in the hall. Examples of such solvents are contact glue, spray paint, paints with petroleum spirit or thinner as solvent. This applies before, during and after the exhibition. Special permission for spray painting must be obtained:



Contact

WindEurope Exhibition Operations Team

Inside Events

Dianne Wright

Email: [operations@windeurope.events](mailto:operations@windeurope.events)

Tel: +44 247 651 0015



Smoking is prohibited inside the Convention Centre.

## 9.10 STAND DESIGN

### 9.10.1 GENERAL RULES OF STAND DESIGN

- The maximum build height is 6m, including banners. This may be lower in certain areas of the halls, please check your stand location and any indicated height restrictions on the technical floorplan or contact the operations team.
- Maximum build height restrictions vary in the halls. Please check your stand location and indicated height restriction on the technical floorplan or contact the operations team.
- Lighting rigs are permitted up to a maximum of 8m depending on the hall height and written permission from the organisers. No build elements, ceiling or branding should be added to lighting rigs.
- Non-island stands must provide walling for the full length of their shared side/back walls to at least a height of 2.5m.
- Consideration should be given to your neighbouring stand(s) view point.
- There are two rules that will be applied to **the solid walls facing onto an aisle**:
  - **50% rule**: At least 50% of each side of a stand that faces onto an aisle must remain open,
  - **3 meters + 1 meter gap rule**: In cases where a stand side is longer than 6m the continuous wall should not exceed 3m. For every 3m of continuous wall there should be a 1m gap
- Exceptions may be considered where a stand is located on the perimeter of the event.
- If you require a more enclosed stand, please consider using either low walling or installing transparent material.
- Walling facing an aisle must be dressed with graphics, screens etc.
- Complex stands will need to provide structural calculations and plans, these will be checked prior to build at an additional cost to the exhibitor.
- When placing items which require water, drainage, compressed air or power, it is important to take the location of the service ducts into consideration.

- Doorways along escape routes must be easy to open to their full width from inside but should not block the aisles when open.
- Doors to emergency exits, emergency escape hatching and their identifying signs or markings shall not be obstructed, obscured, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please always remember to keep all your exhibits inside your stand area.
- Do not store cardboard boxes or other items behind your stand or in any void area.
- Building work or decorations, signs or lighting over aisles are not permitted.,
- Bear in mind that aisles represent escape routes in the event of an emergency.
- During build-up and breakdown access to the hall will be authorised only to people wearing wristbands handed out by security.
- Wearing sensible/safety shoes is obligatory for anyone who enters the hall during build-up or breakdown.
- Wearing a hi- vis vest during build-up and breakdown in the hall and lorry-way is compulsory.
- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or a dust collection system
- When placing items which require water, drainage, compressed air or power outlets, it is important to take the location of the service ducts into consideration.

#### 9.10.2 CEILINGS

- The material must also be of such a quality that it is not easily flammable or must have been flame-proofed to achieve the same effect
- Exhibitor may cover their stands with ceilings as long as technical guidelines of fire protection and safety regulations are observed. Each stand design with a ceiling will be looked at on an individual basis and approval will be confirmed to each stand contractor / exhibitor:
  - As all the halls have a sprinkler system in the event of a fire, it is only permissible to cover your stand with fireproofed and water permeable fabric. It is also possible to construct a ceiling with solid materials or as an evenly distributed panelled/ louvred ceiling – however only covering max. 40% of the covered area. However, depending on stand location and neighbouring stands this may be denied.
  - All stands which have been built with two storeys must be covered by a sprinkler system – this also applies to waterproof ceilings, closed rooms as well as vehicles, containers etc. which are not sales articles but are only used for decoration.
  - Ceilings on stands exceeding 50 sqm will be considered a complex stand and therefore require a Construction Permit.
  - Dispensation may be granted for actual sales items if they do not exceed 9 m<sup>2</sup>. The sprinkler system can be installed by Bella Center Copenhagen, and we are happy to provide a non-binding quotation for the work. Connection to main sprinkler pipes must always be undertaken by Bella Center Copenhagen. The rest of the sprinkler system may be installed by Bella Center Copenhagen or another authorised technician (according to SKAFOR's regulations).

- To achieve a pleasant view of the whole stand, the Technical Service Department may request changes to ceiling finishes event if this entails additional costs for the exhibitors

### 9.10.3 RAISED FLOOR

The use of raised floors is recommended in the case of stands that have water and compressed air connections and/or many electrical and ICT cables. To improve accessibility to visitors with disabilities, such as wheelchairs, walkers and blind or partially sighted people, the following guidelines apply to stand floors:

- Maximum height of 12 cm, measured from the floor of the building up to and including the top of the raised floor;
- The sides should be closed and neatly finished, sharp edges and corners need to be avoided and if necessary with bevelled edges;
- The floors should be within the stand building line;
- When a raised floor is used on a stand the outer edge of the floor must be in a contrasting colour with respect to the aisle and the ramp;
- If the raised floor is less than five cm higher relative to the floor of the building a bevelled edge with a minimum of 130 cm wide is sufficient. This bevelled edge needs to be in a contrasting colour relative to the rest of the floor edges;
- A raised floor up to a height of 12 cm measured from the floor of the building, a ramp of at least one by 130 cm width is desired.
- A handrail at a ramp is not necessary, when the raised floor is lower than 12 cm with respect to the aisle. When a handrail is positioned, it must be placed at a height of 80 - 100 cm above the ramp. The handrail needs to be easy to grab (round or oval), and preferably to have a light contrasting colour compared to a dark background. The rail end may not hang loose. If the handrail is positioned only on one side it should be attached to the wall;
- The edges around the ramp cannot contain any sharp edges; floor connections must have a smooth transition (no high thresholds). By a ramp in the corner of a stand there should be placed an upright edge of about four cm arranged in the longitudinal direction.

Under the Equality Act it is required that exhibitors make all reasonable efforts to ensure that disabled visitors are able to enjoy the same experience on exhibitors' stands as able-bodied visitors. Please ensure that your stand and exhibits are easily accessible to all visitors.

If you need help in estimating the size of your ramp, please check these few websites: [ramp calculator](#) or [article on how to design and calculate the ramp](#).

### 9.10.4 SHARED WALLING

Walls marked on the plan between two stands must be constructed to the full width and to a height of at least 2.5 m. Both exhibitors are responsible for cladding and decorating both side of their stand wall above a height 2.5 m.

The section of walling facing your neighbor's stand must be neatly finished and plain white. No branding or logos can be added. The tops of stands must be finished tidily, especially if visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned.

However, the joint construction of a dividing wall is acceptable. Please contact the operations team if you need the contact details of a neighbor's stand.

Company branding cannot be added to the back of the stand walls – plain painted finishes only, down to 2.5 m.

#### 9.10.5 ELECTRICITY/PLANS

It is essential to present the plans with the location of the electrical connection, indicating the type and amount of electricity required to Bella Center exhibitor services team: [wineuropeEXPO@bellacenter.dk](mailto:wineuropeEXPO@bellacenter.dk)

#### 9.10.6 DOUBLE-DECKER (TWO-STOREY) STANDS

The check carried out by the authorities will focus on the following points:

- The stability and load-bearing capacity of the structure
- Two- storey stands must have a staircase with a minimum width of 130cm.
- The safety of the handrails (at least two horizontal bars for each banister)
- The balustrades must be sufficiently strong and stiff
- The location and design of glass partitions
- The buttressing of the stand
- The design of various structures and the application of construction materials such as wood, iron, aluminium and plastic
- All two – storey stands must be covered by a Sprinkler system – this also applies to waterproof ceilings.
- Top floor of the stand should not have more than 49 people at a time.

#### 9.11 ELECTRICITY

- Only electric lighting may be used for a stand and the electrical system may be installed only by certified electricians. As an exhibitor, be aware to order day and / or continuous power for your equipment prior to build up.
- The power is 24/7.

Note on electrical systems and stand lighting:

- The installation should be distributed over sufficient groups and each group should have the correct fuses.
- Electrical cables should be fitted at a sufficient distance from steam, water or gas pipes. Cables exposed to potential damage should be sufficiently protected.
- Motors should have a thermal safety switch. Motors with a power capacity larger than 3kW should also be fitted with a star – delta switch.
- Spliced joints should be made by means of wire connectors or terminal clamps. Spliced joints may not be hidden behind walls, under floors or in ceilings.
- Metal parts that could potentially become conductors of electricity (live wires) due to an electrical defect should be sufficiently earthed. Electrical cable should be sufficiently secured.
- Heat-emitting light fittings should be kept at least 0.10m from any combustible material. In addition, no combustible material should be capable of being reached by reflected heat emission within 0.30m of the edge of the reflector.

- Neon lights require special permission from the Operations Team.
- The use of a laser light must be notified to the operations team. If permitted, the issue of a permit may also be made conditional, depending on the nature of the laser.

#### 9.12 GENERAL RULES FOR BASIC STANDS

- Doorways along escape routes must be easy to open to their full width from inside but should not block the aisles when open.
- Doors to emergency exits, emergency escape hatched and their identifying signs or markings shall not be obstructed, obscured, have anything build over them, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please always remember to keep all your exhibits inside your stand area .
- Do not store cardboard boxes behind your stand or in a void area.
- Building work or decorations, signs or lighting over aisles are not permitted
- Bear in mind that these aisles represent escape routes in the event of an emergency.
- During build-up and breakdown access to the hall will be authorised only to people wearing wristbands handed out by security,
- Wearing sensible/safety shoes is obligatory for anyone who enters the hall during build-up or breakdown
- Wearing a hi- vis vest during build-up and breakdown in the hall and lorry-way is compulsory
- Frequent hand sanitising or hand washing must be observed
- Build teams work in set teams and don't disperse or mix
- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or a dust collection system

#### 9.13 VENUE CARE

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead gantry. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.

#### 9.14 DAMAGES

Exhibitors will be charged for the cost of repairing, restoring, or renewing any damages to the halls or site, for example, paint and adhesive tape marks, damage to the walls or the venue flooring.

#### 9.15 DEMONSTRATIONS

- **Demonstrations** at the stand are possible only if well-defined seating space is indicated for that purpose.
- Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.
  - Plans must also show any proposed queuing and viewing areas within the stands. WindEurope reserves the right to forbid working demonstrations onsite if they disturb neighbouring stands or pose a threat to the public in any way.

Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team by **17 February 2023**.



Contact

WindEurope Exhibition Operations Team

Inside Events

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Deadline: 17 February 2023