

## RULES BOOK

### 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 2025 STAND BOOKING TERMS AND CONDITIONS](#)

2. **General venue regulations**

[BELLA CENTER – GENERAL TERMS FOR PARTICIPANTS](#)

3. **Health and safety Rules** – listed below.
4. **Stand design rules** – explained in section below.
5. **Exhibition rules** listed below.

### BASIC HEALTH AND SAFETY REGULATIONS

All activities during build up and dismantling must be in compliance with Danish Working environment regulations.

All builders and contractors are responsible for complying with and upholding the safety requirements while carrying out work in the Bella Center, during WindEurope Annual Event 2025.

All instructions given by Health and Safety Managers must be respected. All builders and contractors must accept and cooperate with safety inspections carried out by the health and safety team. Lack of compliance with these safety rules may lead to eviction from the premises.

#### General Instructions

In accordance with the stipulations of the Occupational Hazard Prevention Act 31/95 of 8 November 1995 and other complementary regulations, the prevention regulations contained in this document must be observed by all companies that operate at the facilities of the Bella Center.

The said companies must ensure at all times that **all workers under their responsibility receive a copy of these regulations.**

As stipulated in Article 24 of the Occupational Hazard Prevention Act (Act 31/95), the basic instructions for Occupational Safety and Health to be followed and fulfilled by workers and contractor companies are established in this document.

The contractor must ensure that all supervisors, officials and personnel have sufficient training and information concerning their own occupational hazards and the preventive measures to be implemented, as well as having the necessary individual protection equipment. It must also inform workers of the hazards and preventive measures to be taken at the facilities they are going to occupy, for which an informative diagram has been provided before contracting services. In the same way, it

must ensure that sub-contractors who provide services on their own account at the Bella Center will at all times, comply with the labour, social welfare and safety and health regulations in force for workers.

The Bella Center will not intervene in the direct management of occupational hazard prevention for contractors or sub-contractors regarding workers, although it is authorised to carry out all the inspections it considers advisable, by means of its technicians or members of the Safety and Health Committee, to verify compliance with the regulations established.

The contractor company will appoint a "Preventive resource" who will carry out safety and health surveillance functions on workers under its responsibility, as well as business co-ordination with the Bella Center in order to co-ordinate all matters related with prevention.

Non-fulfilment of any obligation as regards hazard prevention may lead to work being stopped until the said regulations are duly complied with.

All work tools, tooling, machinery, material, individual protection equipment, etc. must be used appropriately and be in general good condition.

All instructions given by Health and Safety Managers must be respected.

### Access and communication routes

- Access to the facilities will be exclusively via the places established for this purpose (authorised routes and doors).
- The Signage and signalling that exists in each work area must be respected.
- Vehicles and equipment must never be parked in areas where they might hinder evacuation of the facilities or in unauthorised places. The speed limit of 10 kph must be respected at all times.
- Regulation fork-lift trucks will be driven by duly authorised persons and used exclusively for transporting material, and never for transporting persons.
- Drivers of special vehicles, such as cranes, lorries, etc., must remain in their vehicles while work is being carried out and must not leave the area.
- Fire-fighting equipment must be respected at all times: vehicles must not be parked and materials must not be deposited in areas where they might hinder access to this equipment.
- Marked access and escape routes must be respected. If work needs to be conducted in these areas special approval must be applied for with the WindEurope operations team/health and safety team.

### Personal protective equipment - PPE

- In order to carry out work inside the work centre, the personal protective equipment PPE needed for the activity to be carried out in each work position must always be used.
- Workers and Contractors must provide the required PPE for their respective crews. Others who access work-areas must individually ensure they have and wear appropriate PPE when present in working areas.
- Workers will previously have been informed about the activity and the occasions when each PPE must be used, as well as about the hazards they are to be protected against. They will have been given theoretical and practical training in the use of the equipment by their respective company.
- Use and maintenance of the PPE must be in accordance with the PPE-instructions.

- Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Clothing which is stained with grease, oil, solvents, etc. must not be worn while working.
- During construction work, workers must wear safety footwear and protective gloves appropriately. High-visibility vests must be worn during build-up and breakdown by everyone in the hall.
- Whenever there is the risk of falling items, materials, etc., or of 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 meters which is not completely protected by means of collective protection systems (handrails, harnesses, nets, etc.).
- To carry out any work that might involve the risk of inhaling dust, fumes, vapour or any other harmful substances, workers must use the appropriate mask, face-guard, filters or breathing equipment.
- Safety glasses or goggles and hearing protection must also be used for work when so required.

### Electrical hazards

- Unauthorised persons are strictly forbidden to operate electrical switches or switchboards and similar. The contractor or sub-contractor's electrical installations and appliances may only be operated by persons who are licenced to do so, in accordance with Danish regulations for electrical work. In case of any anomalies, please report to the onsite health and safety managers.
- Avoid the use of multiple sockets.
- Before using an electrical appliance or installation, ensure that it is in a safe condition, find out about any precautions which should be taken for its use and respect them thoroughly.
- Before starting any work, check that the mains voltage is the same as the rated voltage of the machine.
- Never work with or near electrical installations or appliances with wet hands or feet.
- Never open the protective or access covers of electrical appliances and always respect any sign or protective device intended to prevent bodily contact with wiring or live parts.

### Order and cleanliness

- Everyone working during buildup and dismantling must take part in keeping their individual areas clean and orderly throughout; this includes disposal of empty packaging and ensuring not to block marked safety lanes.
- If protective devices (handrails, shelters, etc.) are removed from equipment in order to carry out maintenance work, they must be replaced once this work has finished and the consignment terms for the equipment or installation will be checked before work starts.
- Work will not be considered finished until all materials and equipment used have been removed and the area is left clean and tidy.
- If any chemical product is used in carrying out work, it will be in a correctly labelled container. Transferring such products to containers which are not properly labelled is not permitted.
- Any waste created as a result of carrying out work must be appropriately removed and must never be put into containers or drains.

### Special hazards

- When working close to edges and areas with fall-hazards, where handrails or barriers cannot be installed, fall-prevention gear must be worn).

Whenever there is a risk of objects falling from heights, fall-prevention mechanisms must be installed or a safety zone must be established.

All chemicals must be CE-marked, Approved chemicals, of any kind, must be used within the safety parameters of the individual product. Chemicals that produce vapours and fumes must not be used inside venue facilities

- Working at heights and hoisting equipment of the ground must be done within the confines of an established safety zone. Safety Zones must be supervised and maintained by the person responsible for the work-activity, for the duration.

## Hand tools

- All Hand tools must always be used safely with consideration for bystanders, facilities and objects.
- The use of hand tools is only permitted if they are in good and safe condition.
- Connection of hand tools must be carried with the appropriate voltage outlets and standard sockets of electrical switchboards.
- If extension cables are used to connect equipment, they must be in good condition and have a protective earthing conductor when not working with tools, with double insulation.
- If hand tools are used in areas indicated as having potential fire or explosion hazards, inquiries must be made about possible limitations and particular conditions for use.

## Machines

- Unless workers are properly trained and licenced, they must not operate or use machinery, equipment or appliances that require specific training.
- All machines must be in perfect and safe working condition.
- Before starting work, the driver/operator must conduct a check, confirming that the machine is in good and safe working- condition.
- Drilling into walls and other surfaces must be carried out safely, accounting for electrical wiring etc. Drilling into any venue walls/surfaces etc., is strictly prohibited.
- Rivet guns and similar pneumatic tools must always be kept with the tool facing downward when they are not being used. At the end of the working day or during any rest period, the tool will be removed from the machine to which it has been fitted.
- All obligatory protective devices must be used on all machines and must be checked prior to starting any work.
- Conducting hot work, e.g. work that might produce heat, flame or sparks must only be conducted by persons appropriately licensed for "Hot Work".
- Work producing particles, must only conducted with appropriate eye-protection (PPE)
- It is forbidden to adjust machine supports while they are in operation.
- Each machine must only be used for its specific purpose.

## Working at heights

- Workers must be duly instructed to carry out work at a height above ground.

## Ladders

- All use of ladders must be in accordance with the Danish Working Environment regulation section 107 to 114: <https://at.dk/en/regulations/executive-orders/application-technical-equipment-428/>

- If ladders are used in transit areas, the surrounding area must be marked, or a person must be in attendance to warn about the risk.
- Before using a ladder, it must be checked to ensure that it is in good condition and safely positioned. Ladders must be fitted with nonslip surface.
- Work must be carried out facing the ladder and holding it with one hand. If this is not possible, a safety belt will be used, fastened to a fixed point and never to the ladder
- Ladders must never be used by two persons at the same time.
- Joining together two ladders is not permitted unless they are fitted with devices specially prepared for this purpose.
- To carry out work above ground level, workers should wear a tool belt. Tools and materials must never be thrown, they should be passed from hand to hand or via a rope or basket.

### Scaffolding and platforms

- All use of scaffolding and platforms must be in accordance with the Danish Working Environment regulation section 84 to 106: <https://at.dk/en/regulations/executive-orders/application-technical-equipment-428/>
- Only scaffolds and platforms certified in accordance with European certification standards should be used.
- Scaffolding must be sturdy and stable, erected by skilled, licenced personnel (depending on the type of scaffolding). If the scaffolding is more than 2 meters high, it must be fitted with a handrail, a waist rail and a baseboard. If this is not so, the immediate superior must be notified.
- If the scaffolding has wheels, they must be locked before anybody ascends.
- The width of the work platform must be at least 60 cm.
- The weight of materials brought on to the platform or scaffold must not exceed the approved weight.
- Scaffolding must not be moved whilst workers are on it.
- The floors and gangways of work platforms must be nonslip, they must be kept clear of obstacles, and they must be equipped with a drainage system that allows slippery products to be removed.
- Platform access-ladders must be fitted to one side of the structure and never at a corner.
- When work is carried out on mobile platforms, safety devices must be used to prevent them from moving.

### Lifting and transportation

- If cables or slings are used at the work site, they must be marked with the carry-weight capacity.
- Workers who operate lifting and transportation equipment or load handling accessories must hold the corresponding authorisation from the main company that certifies the corresponding training regarding safe operation.
- Crane operations must only be conducted under the supervision of the health and safety team.
- Heavy lifting operations must be planned in advance to account for safety, floor load and logistics.
- In accordance with the Bella Center regulation rigging must only be carried out by the venue rigging team.

### Basic preventive measures

- Unless workers are properly trained, instructed or licenced they must not operate or use machinery, equipment, switchboards, cables, electrical connections or other equipment or appliances that require specific training.
- **It is strictly forbidden to consume alcohol and drugs in work areas. It is also strictly forbidden to be intoxicated or otherwise under the influence of alcohol and drugs during build up and dismantling. Violation will result in immediate eviction from the venue premises.**

- Empty packaging and combustible materials must not be stored inside venue facilities but instead, disposed of in the appropriate storage units or containers.
- Do not place combustible materials close to lighting or heating sources.
- Sawdust must be removed continuously to prevent fire.
- Avoid manual handling of loads that weight more than 25 kg.
- Use mechanical means to load and unload heavy materials.
- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or a dust collection system, hand sanding is not permitted.

## Accident and emergency procedures

On entering the exhibition halls:

- Check where the nearest emergency exits and fire extinguishers are located, identify personnel responsible for the hall (uniform, identifying clothing, counters).
- If you detect any anomaly, notify the safety personnel immediately.
- Do not obstruct aisles and emergency escape route doors that enable evacuation

In case of **Accident or Emergency**:

In case of emergency please contact Security: **+45 32 47 24 20**

- Call the telephone number shown above or contact a member of the security team.
- Provide details as to the location and the situation.
- Identify yourself

For external emergencies, when you are outside the venue please contact: 112 (General Emergency)

**In case of fire:**

- Keep calm and leave the area, do not shout or run. Do not use the lifts (elevators).
- As you leave, close doors behind you
- Do not go back for personal items.
- Follow the instructions of the Venue Evacuation Team.

If you detect **any suspicious item**:

Do not touch it, keep away from it and call the emergency telephone number or contact the safety staff in the area.

## STAND DESIGN RULES & EXHIBITOR RESPONSIBILITIES

### Health and Safety Declaration

It is important for all exhibitors to read and comply with WindEurope regulations, Fire and Safety Regulations and Safety at Work regulations. Therefore, it is mandatory for all exhibitors to complete and return the Health & Safety Declaration form, confirming that you have read and received the exhibitor manual.

All exhibitors are required to fill in a Health & Safety Declaration form **by 21 February 2025**. Please ensure that you complete the form in order to avoid any delays in build-up.

All General Instructions as presented above, also applies to Exhibitors.

Exhibitors are responsible for safety conditions related to the construction of their individual exhibits and booths. This includes communication with hired contractors and workers prior to arrival at the venue.

### Waste removal

In order to ensure a more efficient and sustainable waste management at the event, the event venue has a new process in place for the exhibitor waste handling depending on the stand type:

- **Full package stands:**
  - The venue takes care of the stand build, and the waste generated by their stand builders during the build-up period.
  - Any waste generated by the exhibitor during the build-up or breakdown period, such as packaging of the material and similar, will be subject to additional charges.
  - Full package stand exhibitors should contact the onsite waste management team to purchase a container or a waste bag depending on the amount of waste they need to discard.
- **Basic package stands:**
  - For all waste generated by the basic package stand exhibitors a general waste handling fee applies.
  - The fee of 3.25 EUR / per sqm is compulsory and it is capped at the maximum of 550EUR per stand/pavilion.
  - The general waste handling fee covers general waste generated from the build-up and breakdown. This includes items such as: foil from wrapping or transport or folded cardboard boxes.
  - This fee must be added to your order in the Bella Center web shop. All exhibitors with up to 165sqm total surface should fill in the exact surface of their stand in the order form. All exhibitors with more than 165sqm surface, should fill in 165 as their stand surface in order to benefit from the capped fee.

- If you wish to discard elements not covered by the general waste handling fee (see table), you should contact the Bella Center Exhibition Team for a custom solution. Large waste items will be charged at the price of 271EUR m3 if the order is placed by the deadline.
- The Bella Center team will be present in the halls during the build-up and break down to monitor the waste handling. Should you have missed to order the appropriate waste handling services, you can do so by contacting this team on spot or the exhibitor service counter which will be open during the build-up days.
- Please note that the onsite the price of the onsite order increases with 50% per sqm exhibition space and the maximum pay per stand/pavilion is approximately EUR 800.

## Fire safety regulations

Exhibitors are responsible for ensuring that all activities are carried out with respect for fire-safety and fire-prevention.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, chairs or displays may protrude into aisles. Always keep all your exhibits inside your stand area. Building work or decorations, signs or lighting over aisles **is** not permitted. Bear in mind that these aisles represent escape routes in the event of an emergency.

Fire hose cabinets, fire extinguishers, or any other fire-safety equipment must not be hidden, obstructed or otherwise made inaccessible.

Stand materials and furniture must comply with the European fire-protection grade, corresponding to D-s2,d2. You are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc., which is easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Such materials must always be treated with a fireproofing agent, while closely following the guidelines laid down by the manufacturer.

Fire-retardant materials must be approved by the Health and Safety Team. Approval or certificates must be available at the stand-

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:

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

The use of plastics or expandable plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard D-s2,d2 smoke emission standard Q1 and drop formation standard TR1 have been met.

The use of car body filler to fill stands with is strictly prohibited.

Storing Empty packaging on the stand or behind the stand in separation areas is strictly prohibited. This must be stored outside or in approved storage compartments or containers.

Use of smoke or pyro must be approved by the Bella Center Copenhagen before arrival. A fire guard may be required, which will be subject to a fee.



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

### 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 extra 200sqm.
- 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.



Smoking and vaping is prohibited inside the venue.

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 the owner’s expense and risk.

### Stands exceeding 4 meters

Please submit drawings (pdf) and calculations, 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. Please forward to the Exhibition Operation Team.

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./sqm. Manhole covers over service ducts may 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.

Complex stands (over 4m high, suspended custom-built structures i.e., timber frame) require an approval by **Campbell Reith Structural Engineers**, the official contractor of WindEurope. Exhibitors / contractors will receive final approval once the stand plans and accompanying documents have been checked.

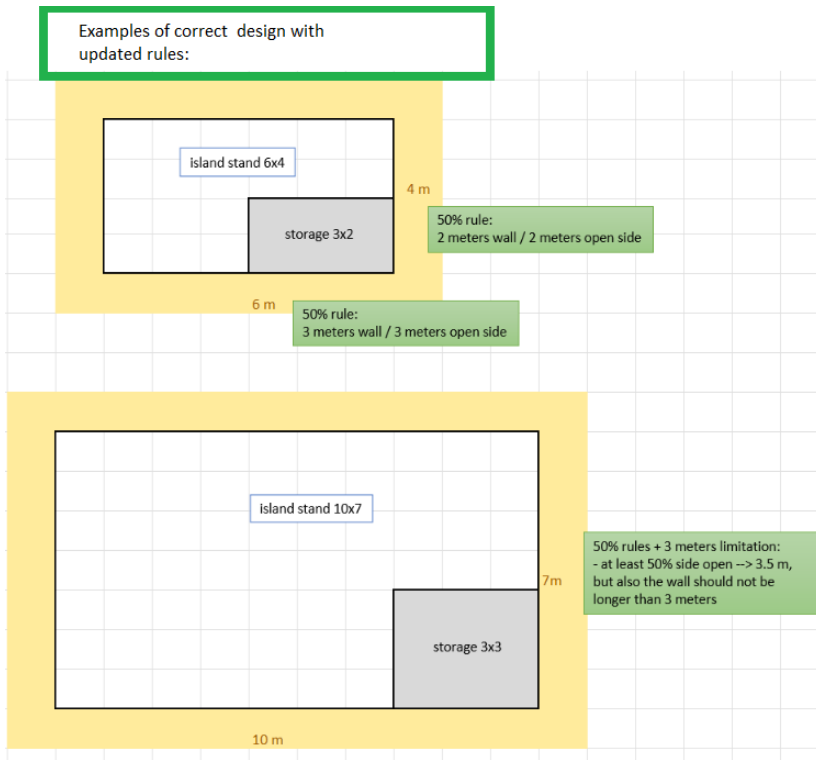
Additional costs for this service will be charged directly to the exhibitor/contractor. Single-storey (over 4m, suspended custom-built structures i.e. timber frame) stand - £365 + VAT, Two-storey stand - £515 + VAT.

Two-storey stands must be submitted with structural calculations, risk assessment and method statement. They will then be forwarded to the venue and Danish Authorities for final approval. 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.

## STAND DESIGN

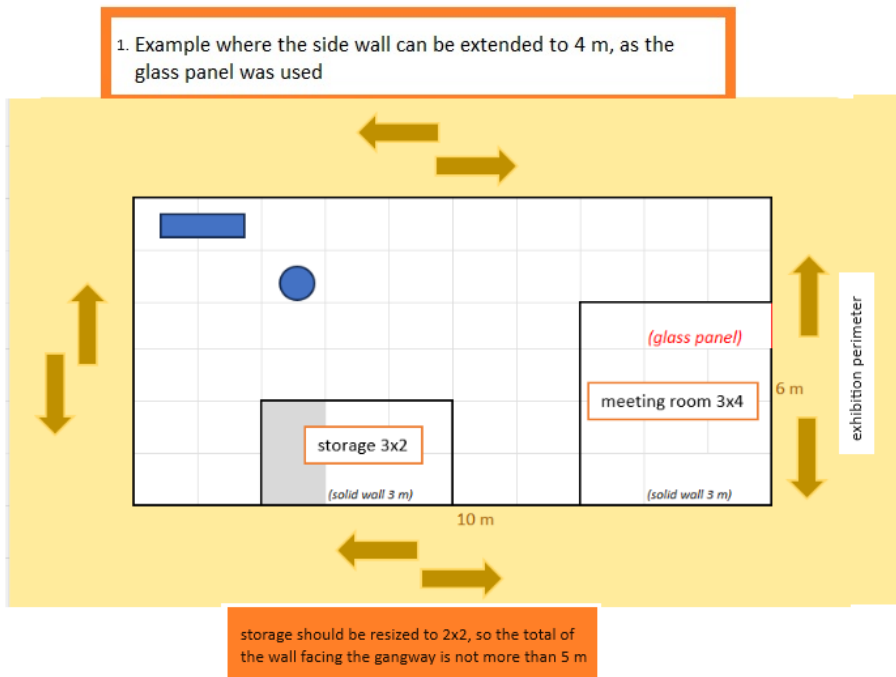
### General rules of stand design

- Maximum build height restrictions vary in the halls and this includes banner height. As this may vary 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.
- Lighting rigs are permitted up to a maximum of 8m depending on the hall height and written permission from the organiser. 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.
- Non-island stands sharing a back wall must not suspend a branded banner less than 1.5m from the shared walling.
- There are two rules that will be applied to the solid walls facing onto an aisle:
  1. **50% rule:** At least 50% of each side of a stand that faces onto an aisle must remain open; additionally,
  2. **3 metres + 1 metre 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 at least 1m gap



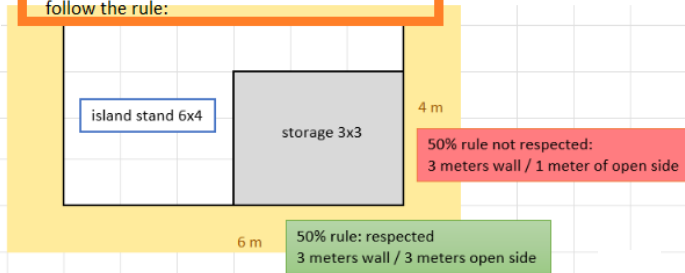
- Every stand will be evaluated on a case by case basis, the exact location and the impact on neighbours will be considered, as well as the stand structure.
- Gaps between the walls, or glass panels should be used where keeping the wall at 3 meters is not sufficient.
- Exceptions may be considered where a stand is located on the perimeter of the hall.

Examples:



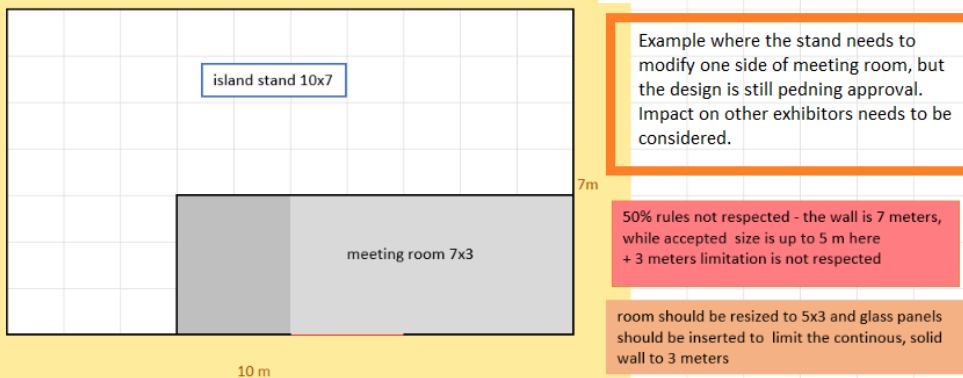
2.

Example where one side of the stand does not follow the rule:



3.

Example where the stand needs to modify one side of meeting stand, but the design is still pending approval. Impact on other exhibitors needs to be considered.



- Any solid structure going up to the height of an adult person – from the floor level - will be considered as a wall, and therefore, will fall under the same rules as solid walls.
- 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 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 is 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 in the exhibition operations office, located between hall 1 and hall 3.
- 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.

## 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
- Exhibitors 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.
- Coverings of more than 9sqm should be constructed with water permeable materials.
- As the halls have a sprinkler system, 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/ louvered ceiling- however this can only cover a maximum of 40% of the covered area and build in checkerboard style. 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 as well as closed rooms, vehicles, containers etc which are not sales articles but are only for decoration.
- Ceilings on stand exceeding 50sqm 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 sqm. The sprinkler system can be installed by Bella Center Copenhagen and they are happy to provide a non-binding quotation for 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).
- On special stands, for example; vehicles, tents or containers of more than 9sqm, where it is not possible to establish extra sprinklers, a dedicated fire strategy for the stand must be agreed with the Bella Center. The fire strategy contains handheld fire-fighting equipment, fire dedicated surveillance and intervention procedures on the stand, which will induce security related costs for you as an exhibitor.
- Dispensations for the above can be given only by the Bella Center Copenhagen based on a specific evaluation of the stand, area and present risks. You must apply for a dispensation eight weeks before the event start, as the Bella Center Copenhagen may need to apply to the authorities.
- To achieve a pleasant view of the whole stand, the Technical Service Department may request changes to ceiling finishes even if this entails additional costs for the exhibitors.

## 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, blind or partially sighted people, the following information applies to raised floors:
- A raised floor up to a height of 250mm measured from the floor of the building, requires a ramp which should have a 1:20 drop (equivalent to 500mm per meter) and a minimum width of 770mm.
- Maximum height cannot exceed 1200mm measured from the floor of the building up to and including the top of the raised floor;
- Stages of 600mm and over in height and all stages for public use are deemed to be complex; the procedures for complex structures must be followed.

- 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 500mm high relative to the floor of the building, a bevelled edge with a minimum of 1m in width is sufficient. This bevelled edge needs to be in a contrasting colour relative to the rest of the floor edges.
- A handrail on a ramp is not necessary when the raised floor is lower than 1200mm with respect to the aisle. When a handrail is positioned, it must be placed at a height of 800 - 1000 mm above the ramp. The handrail needs to be easy to grab (round or oval), and preferably to have a light contrasting colour compared with 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).
- Under the Equality Act it is required that exhibitors make all reasonable efforts to ensure that disabled visitors can enjoy the same experience on exhibitors stands as able-bodied visitors. Please ensure that your stand and exhibits are easily accessible to all visitors.

### Shared Walling

- Walls marked on the plan between two stands must be constructed to the full width and to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both side of their stand wall above a height 2.5m.
- The section of walling facing your neighbour's stand must be neatly finished and plain white. No branding or logos can be added. The same rule applies to suspended banners above shared walling if they are less than 1.5m from the back wall.
- 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 neighbour's stand.
- Company branding cannot be added to the back of the stand walls – plain painted finishes only, down to 2.5m.

### 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 the Bella Center, via BC online-shop, 30 days before the commence of build-up.

### Double-Decker (Two-Storey) Stands

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

- The stability and load-bearing capacity of the structure,
- Two-storey stands must have at least one staircase with a minimum width of 1300mm,
- 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
- Top floor of the stand should not have more than 49 people at any time

## Electricity

- Only electric lighting may be used for a stand and the electrical system must be installed only by certified electricians.
- Power is on 24/7
- Installations of Temporary Electrical Supplies: The electrical department of the Bella Center is responsible for installing all the main electrical supplies for stands, meeting rooms, stages, and special areas to ensure that all electrical requirements for the event are met.
- Technical Support During Events: The electrical department provides technical support during events to handle any unforeseen issues with the electrical systems and equipment. This is to ensure the operation of electrical systems during the event.
- Stand Installations: Stand installations carried out by the stand holder must use insulated wires with a cross-sectional area of at least 1.5 square millimetres. Cables must comply with IEC 60227 or IEC 60245.
- Cables must not be used in areas accessible to the public unless they are protected against mechanical damage.
- Where joints are made, they must be either by plug connection in accordance with the relevant IEC-standards or made in an enclosure with an enclosure rating of at least IPX4.
- Access to Panels:
- There must always be free access to distribution boxes within the exhibitor's construction.
- Circuit Protection:
- All circuits up to 32A supplying sockets, lighting, and all circuits supplying handheld electrical equipment with a rated current of up to 32A must:
  - Be protected by automatic disconnection of the supply along with supplementary protection by an RCD (Residual Current Device - HPFI) with a rated residual operating current not exceeding 30mA.
  - Be supplied via SELV (Safety Extra-Low Voltage) or PELV (Protective Extra-Low Voltage) circuits.

### 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 100mm from any combustible material. In addition, no combustible material should be capable of being reached by reflected heat emission within 300mm 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.

## Heat Generation

- Lighting equipment such as incandescent lamps, spotlights, small projectors, and other equipment or devices with high-temperature surfaces must be properly shielded, installed, and positioned in accordance with the relevant standard. All such equipment must be placed far away from flammable materials to avoid contact.
- Display cases and signs must be made of materials with appropriate heat resistance, mechanical strength, electrical insulation, and ventilation, taking into account the flammability of the displayed items in relation to heat generation.
- Stand installations that contain a concentration of electrical appliances, lighting fixtures, or lamps prone to developing significant heat must not be installed unless adequate ventilation is established, for example, well-ventilated ceilings made of non-combustible materials.
- Switching and protective equipment must be placed in enclosures that can only be opened with a key or tool, except for parts that are designed and intended to be operated by non-experts.

## EXHIBITION GENERAL 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 2025 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 organiser's office.

### 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.



## Demonstrations

Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team by **21 February 2025**.

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 ban working demonstrations onsite if they disturb neighbouring stands or pose a threat 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. Danish building legislation requires any stand with a raised platform exceeding 250mm must provide an appropriate access ramp. Ensuring accessibility is safe for all users. Ramp should have a 1:20 drop (equivalent to 500mm per meter) and a minimum width of 770mm to allow sufficient space for manoeuvring. There must be a clear definition marking the edge of the elevated platform to prevent falls. For further information, please contact the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events)

## Distribution of Promotional Material

Please bear in mind that all business, including the dispensing of literature and promotional material, must be conducted from your stand.

It is not allowed to distribute 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 exhibitors who fail to respect this rule.

Please note that materials must not be attached to the fabric of the building. Any costs which result from the removal of these kinds of materials will be charged to the exhibitor responsible.

## 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

In the interest of guests and neighbours the maximum permissible total sound level in any area of the show is 96db. Your neighbours may thus only experience 40dB for half an hour.

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 would like to show films/videos or parts thereof, this also requires the permission of the copyright holders. For more information, visit the Motion Picture Licensing Company at <https://www.mplc.dk/page/om-paraplylicensen>

If you require a mixing console on your stand, you must have a hand-held fire extinguisher (CO2 extinguisher) available.

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 is 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 and vaping are not permitted in the venue at any time.

## Vehicle exhibit

If you are planning to exhibit a vehicle or other petrol engine equipment fitted with a fuel tank, including boats, please inform the WindEurope Exhibition Operations Team with a description and drawing of the location. The deadline is eight weeks before the event start.

Please ensure that the following guidelines for vehicles indoors apply:

### Petrol/diesel-powered vehicles:

- The tank may contain max. 5 litres of fuel.
- The fuel cap must be locked.
- The battery must be disconnected.
- If more than one vehicle on the stand area, a minimum of 3m distance between the vehicles is required.
- The keys must be handed to the staff in the Organiser's Office staff at night.

### Electric vehicles:

You must be able to produce documentation which can be used to approve the following:

- The battery must be disconnected.
- Factory-manufactured electric vehicles must be fitted with a mechanical, cable-deactivated parking brake.
- The gearbox must also be mechanically locked by a steel latch that engages with the gearbox.
- The key must be removed from the ignition system.
- The handbrake must be activated.

#### **Hydrogen and natural gas vehicles**

Unfortunately, we cannot allow hydrogen vehicles on the stand. Natural gas vehicles can be accepted on the usual conditions which apply for petrol and diesel vehicles. However, all pressure must be removed from the gas tank.

### **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.