

HALL PLAN



PARKING

We have put a lot of effort into ensuring that both exhibitors and visitors have good transportation possibilities. We therefore recommend that those who live in and around Copenhagen use public transport to get to Lokomotivværkstedet. Remember to take a parking ticket.

Parking during set-up and dismantling

**NB:** Parking during set-up and dismantling. Please keep your parking time at the gate to max 1,5 hours. After loading/unloading, please park outside the area to make room for other exhibitors.

PARKING OPTIONS

Lokomotivværkstedet

Fisketorvet Copenhagen mall

 Otto Busses Vej 5A Building OBV037 DK-2450 Copenhagen SV	 Havneholmen 5 DK-1561 Copenhagen V
 There are a limited number of parking spaces available at Lokomotivværkstedet.	 We recommend that exhibitors and visitors park at Fisketorvet Copenhagen Mall.
 We therefore suggest you leave the parking spaces available for visitors, to make it as convenient as possible for them to visit the expo and exhibitors such as yourselves.	 <b>Note</b> that if you become a member of Fisketorvets advantage club, you get 4 hours of free parking at Fisketorvet, which already provides free parking for two hours as standard. After your free parking expires, the price is DKK 15 per hour started. Your registration plate is read when you enter and leave the parking garage (P-hus) or rooftop parking facility (P-tag). Your parking time will be electronically registered. You do not need to do anything when you enter the parking facility – you just need to remember your registration number when you check out.
 <b>Note</b> that you will be charged for these parking spaces.	 <b>Here is how it works:</b> 1. Park your car on arrival 2. Visit DiaLabXpo 3. Pay for your parking after your visit  If you have stayed within the timeframe allowed for free parking, you do not need to do anything and can simply leave the parking facilities.

OPENING HOURS FOR EXHIBITORS \*

Tuesday 24 September 8 a.m. - 5 p.m.  
Wednesday 25 September 8 a.m. - 5 p.m.  
Thursday 26 September 8 a.m. - 5 p.m.

\* There will be a night watch on duty from Monday 23 September to Thursday 26 September.

OPENING HOURS FOR VISITORS \*\*

Tuesday 24 September 9 a.m. - 4 p.m.  
Wednesday 25 September 9 a.m. - 4 p.m.  
Thursday 26 September 9 a.m. - 4 p.m.

\*\* A valid access pass must be presented.

# EXHIBITOR GUIDE

24-26 September 2019

dialabxpo.com

**DiaLabXpo**  
Lokomotivværkstedet • CPH • 24-26 September 2019

## DEAR EXHIBITOR,

Welcome to DiaLabXpo. We hope you will have a great time at the expo. Below you can find all the relevant information you need during your time at the expo.

## ACTIVITIES IN THE HALLS

It is prohibited to distribute brochures and other materials in the halls. You may only distribute materials at your own stand.

## ACTIVITY PROGRAMME

You can find our three-day activity programme at the information desk by the entrance or you can download it at Dialabxpo.com.

## CLEANING STANDS

Your stand will be cleaned after your stand has been set up on Monday and again at the end of each exhibition day, Tuesday and Wednesday. Cleaning consists of vacuuming the floor area and emptying rubbish bins.

## CLOAKROOM

You are welcome to check your coat into the expo's cloakroom by the entrance. Price DKK 20.

## DELIVERIES

Any post or packages mailed to you will be delivered to your stand. All deliveries must be clearly marked with your company name and stand number. If you do not receive your expected delivery, please contact the Organiser's Office.

## DIALABXPO PARTY

On Wednesday 25 September, from 5:30 p.m. - 00:30 a.m., we will be hosting a DiaLabXpo Party for all exhibitors in the magical surroundings of the Circus Building in Copenhagen. Haven't you already booked your tickets? Drop by the Organiser's Office and find out if there are any tickets available.

## DISMANTLING

Your stand must be cleared of all items that do not belong to MCH Messecenter Herning no later than 10 a.m. on Friday 27 September.

If you need more time to clear your stand, please contact our operations manager, Kai Vium.

The expo management reserve the right to remove any materials that have not been removed by the specified time at the exhibitor's own risk and expense.

## Dismantling schedule

Thursday 26 September 4 p.m. - 11 p.m.

Friday 27 September 7 a.m. - 10 a.m.

\* A valid access pass must be presented.

**NOTE:** To ensure that all visitors and exhibitors get a positive experience at the expo, any exhibitor who dismantles their stand before 4 p.m. on Thursday 26 September will be fined DKK 5,000.

Empty packaging will be delivered to your stand as soon as possible after the expo closes. Note that there may be a waiting period.

Please park your vehicle near the gate closest to your stand:

Gate 1 Stand 1016-3034

Gate 2 Stand 3044-4010

## EMERGENCIES

If an emergency occurs and you have called an ambulance, please notify the Organiser's Office.

This will enable us to guide the ambulance best possible to the nearest gate and relevant location, which can save vital minutes in an emergency.

## Defibrillator

Lokomotivværkstedet has a defibrillator, which is kept at the entrance.

## Emergency phone:

Tel.: 1813

## Falck / ambulance:

Tel.: 112

## Police:

Tel.: 114

## Hospitals

Amager Hospital, Italiensvej 1, DK-2300 Copenhagen S, tel.: +45 3862 8282

Frederiksberg Hospital, Nordre Fasanvej 57, DK-2000 Frederiksberg, tel.: +45 3816 3816

## FIRE SAFETY

As an exhibitor, you are responsible for following all instructions from the fire authorities.

## The following are not permitted:

- Exceeding the hired stand area, as the passageways between the stands are emergency routes.
- Blocking access to fire exits, fire equipment or views of fire signs and exits
- Having lit candles at your stand
- Using back rooms for storing empty packaging
- Displaying or storing fireworks, aerosol cans, bottles containing flammable substances, pressurised cylinders, etc.

All easily-ignitable material used in the halls, including artificial plants and flowers, must be treated with fire retardant.

**NB!** Please note that the use of open flames, gas stoves or similar is not permitted in Lokomotivværkstedet.

## FLOWERS

If you require flowers, decorations, etc. for your stand, you can contact one of the following:

## Det Sorte Træ

Istedgade 112, DK-1650 Cph W, tel.: +45 3324 0301, detsortetrae.dk, opening hours: weekdays 9 a.m. - 5 p.m.

## Frk. Trepile Blomster

Vesterbrogade 148 G, DK-1620 Cph W, tel.: +45 3323 8850, frk-trepile.dk, opening hours: weekdays 10 a.m. - 5 p.m.

## Interflora

Tel.: +45 7777 7777, interflora.dk, opening hours: weekdays 8 a.m. - 5 p.m.

## INTERNET ACCESS

Lokomotivværkstedet provides access to free Wi-Fi throughout the premises. There are two networks available: one for visitors and one for you as an exhibitor. Login details are required to access the exhibitor network, while visitors have free access.

## Login information for the exhibitor network:

Network: Udstillernet

Password: Loko2019

## LANYARDS

White: Visitor

Black: Exhibitor

## MEALS AND REFRESHMENTS

Visitors at the expo can buy lunch in the Café or FoodTruck.

## Pre-ordered meals

During the expo, you can buy your lunch in the Café or in the exhibitors' café. If you have pre-ordered meals, you can collect them from the exhibitors' café. Breakfast is available for collection from 8:30 a.m. - please provide your stand number - and you can pick up your lunch from 11 a.m. You are welcome to enjoy your meal in the exhibitors' café, which is situated on the platform in the hall.

## Pre-ordered meal tickets

You can pick up pre-ordered meal tickets at the Organiser's Office from **Monday 23 September**.

Meal tickets include a drink and cost DKK 100 each, excl. VAT. Unused meal tickets must be returned to the Organiser's Office no later than 4:15 p.m. on **Thursday 26 September** - otherwise you will be charged for the meal tickets.

## Pre-ordered water

You can pick up pre-ordered water from the exhibitors' café from 11 a.m. on **Monday 23 September**. A case consists of 12 bottles of water and costs DKK 120 per case, incl. VAT.

## NOISE

For the sake of the other exhibitors, the noise level (e.g. from a speaker or video installation) must not exceed 70 dB, measured at 1 metre from the stand.

## ORGANISER'S OFFICE

The Organiser's Office is located at the back of Lokomotivværkstedet, where the expo's project managers and other staff members are based. The Organiser's Office is open during the following hours:

Monday 23 September 8 a.m. - 10 p.m.

Tuesday 24 September 7 a.m. - 4 p.m.

Wednesday 25 September 8 a.m. - 4 p.m.

Thursday 26 September 8 a.m. - 10 p.m.

## PACKAGING

Storing packaging materials at your stand or in a back room is prohibited. However, you can purchase storage space for your packaging materials. If you choose to purchase storage space, your empty packaging will be collected from your stand before the expo and returned when the expo closes.

You will not have access to stored packaging during the expo. All empty packaging must be placed on a pallet, marked with your stand number, company name, contact name and phone number.

Please be advised that you are responsible for insuring your own packaging.

## Prices for storing packaging

1 m<sup>3</sup> per m<sup>3</sup> DKK 600

2-5 m<sup>3</sup> per m<sup>3</sup> DKK 500

6-10 m<sup>3</sup> per m<sup>3</sup> DKK 400

## PARKING

See reverse.

## PRESS OFFICE

The press office is located to the right of the exhibitors' café in Lokomotivværkstedet. As an exhibitor, you can leave brochures and other information for the media here.

## PRINTING AND PHOTOCOPYING

You can purchase printing services at the Organiser's Office.

## SMOKING POLICY

Smoking is strictly prohibited indoors. The outdoor smoking area is located near the entrance.

## TAXI SERVICES

TAXA 4x35: Tel.: +45 3535 3535

Cafe Taxa: Tel.: +45 3583 2200

Dantaxi: Tel.: +45 4848 4848

## UTILITY ROOM

You can wash dishes etc. in the utility room (Room 14), where you will find kitchen counters and sinks for shared use. Please remember to clean up after yourself. Refer to the hall plan to find the nearest sink.

## WASTE DISPOSAL

You can find waste containers at Gate 4 next to Lokomotivværkstedet. Bins will also be placed throughout the hall for general waste such as plastic cups, napkins, etc.

## WORK AND EXHIBITOR PASSES

For security reasons, anyone who assists with setting up and/or dismantling a stand must carry a work pass with name and company name. The pass must always be worn and be visible and presented upon request when entering the exhibition area and inside Lokomotivværkstedet.

Anyone not carrying a work pass cannot gain access to Lokomotivværkstedet. Work passes are only valid during stand set-up and dismantling. Exhibitor passes must be worn during the three days of exhibition.

## CONTACT

Should you need any assistance, please give us a call or drop by the Organiser's Office and we will help you as quickly as possible.



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