

MCH & DiaLabXpo Regulations

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DiaLabXpo
Lokomotivværkstedet • CPH • 24-26 September 2019

Exhibitors must comply with the rules specified by the organisers and public authorities, in accordance with relevant legislation, e.g. Inland Revenue, the Fire Department, the Danish Veterinary and Food Administration, the Danish Working Environment Authority, etc. It is the exhibitor's responsibility to inform build-up partners or other partners about the rules in force. By deviation MCH will consider each case and has the right to take proceedings, which can lead to suspension.

Exhibitors must also observe the fair's other rules, including deadlines for the submission of material, information, etc. Read more about these under Practical Information in the Exhibitor Manual on the fair's website.

MCH Regulations

AMENDMENTS

The organiser has the right to change times, dates, and the location of stands, if special circumstances so require, without being held liable for any loss as a result.

CLEANING OF THE STAND

Cleaning of the stand is a part of the stand price and includes vacuuming the floor area and emptying trash bins.

DIRECT IMPORT OF FOREIGN GOODS TO MCH

For imported goods supplied directly from abroad to the fair, the exhibitor's name and address must appear clearly on the customs documents, etc. If MCH's name is used, it may only appear as a c/o address.

DVDS AT YOUR STAND

If you show entertainment DVDs to add interest to your exhibition stand, you need a license from the rights holders (ref. the Danish Copyright Act). MPLC administers a license on behalf of over 400+ Hollywood film studios and film distributors. Please contact MPLC to apply at www.mplc.dk or call us on tel. +45 32 505 505.

FIRE REGULATIONS

Exhibitors must follow all fire safety regulations. The following rules should be strictly observed:

- ⚡ It is not allowed to exceed the rented stand space, since the corridors are evacuation routes
- ⚡ It is not allowed to block exits, fire cabinets, fire extinguishers, and visibility to fire signage and fire exits
- ⚡ Signs, banners, etc. must not be hung up or pushed into corridors or open areas
- ⚡ There may not be explosive material on the stand. Petrol, gas cylinders, open fire, etc. may only be used in so far as the fire authorities permit
- ⚡ Plastic material may only be used in limited circumstances. Styrofoam must not be used for stand construction
- ⚡ All banners must be produced in fire approved material
- ⚡ Vehicles in the halls may only contain up to 5 liters of petrol/fuel in the tank
- ⚡ Exhibiting gas-powered vehicles indoor demands a special authorization. Please contact the project management
- ⚡ It is illegal to have lit candles at the stand

HOT ACTIVITIES

- ⚡ Hot activities are the term for processes in which heat-generating tools are used, where you work with heat generating tools, or where you work with, or generate flames, sparks and flammable heating.
- ⚡ Hot activities should not be performed without written approval from Technical Services.
- ⚡ Hot activities include tarpaper work, welding, cutting, soldering, drying, heating and weed burning.
- ⚡ Hot work should only be performed by certified individuals, and a responsible person and fire fighter must always be designated.
- ⚡ The responsible person must sign an agreement form. The form is provided by Technical Services.
- ⚡ Violation of the rules for hot activities can result in liability and increased deductibles.

INSURANCE, PERSONAL INJURIES

All equipment/fixtures that is rented/borrowed through MCH A/S is insured by MCH A/S

Each exhibitor is responsible for personal injuries and property damage caused by the exhibitor, their staff, or the exhibition material. Exhibitors leave their exhibited objects on the stands at their own cost and risk.

We recommend that exhibitors ensure they have the necessary insurances covering fire, theft, water damage, etc.

KODA

If exhibitors use live music, soloist performance or background music (radio, CD, DVD, TV, video, etc.) at the stand, Koda's payment rules must apply. You can download a report form from www.koda.dk. It is each exhibitor's responsibility to make arrangements with Koda.

For submission of reporting form, contact:

Koda/Gramex
Landmærket 23-25
Postboks 2154
1016 København K
Tel. no. +45 3330 6300

If music is played on the booth, the exhibition organizer must be informed. The noise level (from, for example, loudspeaker and video system) must not exceed 70 db, measured 1 meter from the stand, for other exhibitors.

LOSS OF PROFIT

The organiser cannot be held liable for any loss of profit, or any indirect loss in general.

NIGHT WATCH

There will be a night watch after the fair's opening hours during the fair. In the absence of a special agreement, however, the fair organisers shall not be responsible for the surveillance of each stand or exhibited object. It is recommended you take out separate insurance.

OFFENSIVE BEHAVIOUR

The exhibitor, or their staff, may be expelled if the fair organisers believe their actions appear objectionable to other exhibitors, visitors, or staff. This may take place with-out the exhibitor's obligation to pay lapsing.

PERMITS

Permits and exemptions, if any, only apply to the fair in question.

PHOTOGRAPHING STANDS

Exhibitors are only allowed to take photographs of their own stands. Photographs may only be taken of other stands and products with the agreement of the exhibitor. This rule applies between exhibitors at the fair. For visitors, the rules of society apply. It is up to exhibitors to enforce them in regards to visitors.

SALES FROM THE STAND

The Danish Commerce and Companies Agency's rules on sales at fairs and exhibitions allows:

- 🔗 the direct sales of all goods displayed
- 🔗 the ordering of goods which the company usually sells to consumers at standard prices

The provisions can be found in Article 15, item 4.2 of the Danish Trade Licensing Act.

In order to sell goods from their stands, exhibitors must also be VAT registered in Denmark.

SERVING SAMPLES AND ALCOHOLIC DRINKS

Cf. The Danish Veterinary and Food Administration's regulations.

The serving and distribution of samples is not allowed without the consent of the organisers. Exhibitors must comply with the relevant regulations of the Danish Veterinarian and Food Administration.

The serving of alcohol and alcoholic drinks may not take place without the permission.

SHIPMENTS TO STANDS

If shipments are to be sent to the stand, then the shipment and any freight papers have to be labelled with the company's name and stand number.

Delivery must take place before the fair begins and on the morning of the fair, before the fair opens.

SMOKING POLICY

Smoking in the Locomotive workshop (Lokomotivværkstedet) is not allowed. We refer to the outdoor areas.

STAFFING/STAND PERSONNEL

The exhibitor is required to properly staff their stand throughout the fair's opening hours. For companies, the Inland revenue consider those operating a stand, regardless of remuneration, either as the owner or employee of the company, with the consequent employment law and tax implications.

STAND ACTIVITIES INVOLVING NOISE OR ODOURS

Video, films, music, or other AV equipment at the stand must be placed at a distance of at least 1 metre from the neighbouring stand or walking area, and the noise level may not exceed 70 db (A) measured at a 1 metre distance from the stand. Furthermore, the exhibitor must make sure that there are enough standing places and seats at the stand during presentations. Moreover, exhibitors may not turn on installations that generate smoke, steam, etc. which might cause a nuisance to other exhibitors or to visitors. Activities that produce smells require extraction.

SUBLEASE

Exhibitors are not allowed to sublet the stand that they have been allocated. Exhibitors may not advertise companies which have not been registered as exhibitors or co-exhibitors. Deviation from the above-mentioned sublease regulations may only take place upon obtaining the organisers' prior written consent.

TRASH

At the locomotive's rear entrance (gate 4) there are waste containers. For lighter waste, plastic cups, paper etc. there are waste bins placed around the hall.

USED GOODS

Used products and machinery may not be exhibited.

WARNING AGAINST FAKE FAIR GUIDES

We experience at regular intervals that fake fair guides send you written offers of admission / advertising in their portals in connection with your participation in DiaLabXpo, FoodTech and other fairs created in collaboration with MCH Messecenter Herning.

DiaLabXpo and MCH Messecenter Herning in no way cooperate with external companies on the sale of exhibition stands. We also never hand out exhibitor lists to external companies. The exhibitors' names have the company / companies obtained without our knowledge and consent and have thus improperly copied MCH's website. The submitted offers / contracts can also be designed so that they can give the misleading impression that MCH Messecenter Herning cooperates with the companies in question.

MCH Messecenter Herning takes the firmest distance from the companies' business methods.

WORK IDENTITY BADGES AND

For security reasons, everyone who works on the stand during build-up, exhibition, and breakdown must carry a visible work identity badge or exhibitor badge with their name and company name. The badge is personal and may not be transferred to a third party.

Rules for build-up and breakdown

BREAKDOWN

The breakdown of stands must not begin, nor any of the exhibited products removed, before the fair is over. All products and exhibit materials must be removed from the fair before the end of the last day for breakdown, unless otherwise agreed. The taking down times can be found in the Hall's Exhibitor Manual. Material not removed at the appointed time, will be removed at the exhibitor's own risk and expense.

COMPRESSED AIR

Compressed air connections may only be carried out by MCH. Installations which require compressed air connections must be on-site on the first build-up day.

CONSTRUCTION

Out of consideration for the final cleaning and carpeting in walking areas, the build-up must be completed within the set period of time. This build-up period can be found in the Exhibitor Manual.

ELECTRICAL INSTALLATIONS

Machines and engines that have to be connected must be on site on the first build-up day. Installations connecting the exhibitors' equipment and providing outlets must be carried out by MCH's technicians. Own installations from outlets are each exhibitor's responsibility. Earth connections for the utility item is a statutory requirement. If your equipment is connected to the socket, it can be done by using an approved adapter. High voltage current regulations must be followed.

The power supply to the stands must be cut off 30 minutes after the standard closing time of the fair, unless otherwise announced on the public address system. It is possible to order a 24-hour power supply from Technical Services. Please note that air, water, electricity, and drainage connections must not be covered.

FLOORS AND FLOOR PROTECTION

Since the Locomotive workshop (Lokomotivværkstedet) has preserved its unique and original surroundings, one must expect floor-level differences within the stand area and limited weight load on parts of the floor. There will be raw floor in the hall. If you want a carpet, this can be ordered via the optional sheets.

The floors need to be covered during painting, or during jobs involving a risk of oil spillage, etc. Foil can be purchased from Technical Services. Heavy or sharp objects must be unloaded and placed on a foundation so as to avoid floor damage.

FOREIGN BUILDERS

If you use foreign companies to build your stand, remember to remind them to register in "RUT" (The Register of Foreign Service Providers).

The Register of Foreign Service Providers (RUT) is the Danish government's official register to report a foreign service. Foreign service providers (employees and self-employed) working in Denmark must register in RUT.

Regarding fairs RUT shall be made in case companies use foreign stand builders. It is the exhibitor or the stand builder for whom the service is being performed, that shall be stated as principal (and not MCH A/S). Læs mere her: www.virk.dk

HANDLING OF STAND WALLS AND FASCIA

Stand walls or fascias may not be papered, nor may paper, materials, etc. be attached to them.

Exhibitors may, however, use minor seams or screws at stand walls provided that they can be removed after use. Any damages must be rectified at the cost of the exhibitor.

HEAVY/LARGE OBJECTS

The driving in and arrangement of heavy and large objects must be agreed in advance with your Hall Manager, who can grant approval for early placement. Permission may be given for early insertion if the Hall Manager believes this will not cause any inconvenience.

MOUNTING ON THE CEILING

It is not allowed to hang the banner or the like above the stand and to go above 2.5m in building height.

UNCOVERING OPEN SIDING ON STANDS

50% of the open area on the stand sides must remain open. If the exhibitor wants the open area to be less than 50%, the MCH Technical Drawing Department must be informed in advance, and written consent obtained from the neighbouring stands. The neighbouring exhibitors have to give their consent to the stand side that lies towards their stand.

The exhibitors' obligations pursuant to the work environment act

1. Machines and safety component arrangement displayed during exhibitions or fairs must comply with the Danish Working Environment Authority's Executive Order concerning the setting up of technical aids. Machines or safety components may be displayed without following the provisions of the above-mentioned Executive Order provided that it is clearly labelled that the machine or safety component does not fulfil regulatory requirements and it cannot be purchased before it complies with them. When demonstrating the functions of the machine/safety component, appropriate precautionary measures must be taken to ensure personal safety.
2. In some cases it is necessary to take measures to protect the general public that go beyond the standard requirements of the Danish Working Environment Authority concerning machine use. This applies to both portable and fixed machines. Demonstrations of portable machines must take place within a restricted path or circle. As far as keeping machines with engines/machinery turned on, hazardous agents which, due to their nature, cannot be completely removed, must be restricted.
For example, such restrictions are necessary when demonstrating running front loaders or combines with platforms, as well as when lifting and lowering is demonstrated. With regards to the demonstration of stationary machines, it may be necessary to lock the starting systems etc. in order to prevent the general public from accidentally turning on the machine. For example, blocking tractor starting systems so as to avoid accidental start-up. Also, securing front loaders etc. that are exhibited with the load in a raised position so as to avoid the accidental lowering of the load.
3. If exhibitors are in doubt about the safety requirements that apply for the exhibited technical device, pursuant to the Health and Safety at Work Act, the necessary guidelines can be obtained from:

The Danish Working Environment Authority
Post-box 1228
0900 Copenhagen C
Denmark
Tel. +45 7012 1288
at@at.dk

4. Please note the Danish Working Environment Authority's Executive Order, on the work of children. The prohibitions of the Executive Order concerning the use of the under-aged to work with certain technical devices, aids, substances, and materials, as well as certain working processes and methods, also applies to exhibitions and fairs.