



Exhibitor Manual

Exhibition location

The exhibition area is located in the Royal Veterinary and Agricultural University “Marble Hall” combining all colloquium areas. This is the area of the Sunday Welcome Brunch and where lunch bags and coffee are served during the 8ICP. Also the registration desk is situated in the same area.

Main entrance to the Hall: Thorvaldsensvej 40, DK 1871 Frederiksberg C

Parking: Thorvaldsensvej 50, DK 1871 Frederiksberg C. (with a side entrance to the Marble Hall).

Shipping address:

**The Royal Veterinary and Agricultural University
Thorvaldsensvej 40, DK-1871 Frederiksberg C, Denmark**

Attention: 8. ICP. Aud. 3.05.

Contact Jörg Enemark 28917092 or Søren Saxmose 27140858

**Please plan your delivery to arrive from August 8th to 11th
and notify Jörg Enemark by e-mail when your shipment is due at jen@kvl.dk**

8ICP Exhibition opening hours:

Sunday August 14: 10.00 – 18.00

Monday August 15: 8.30 – 18.30

Tuesday August 16: 8.30 – 18.30

Wednesday August 17: 8.30 – 16.30

During the night the building will be locked and frequently controlled by the University night watchmen.

Set up time: Saturday 13: 9.00 – 17.00

Dismantling: Must be completed Wednesday 17th at 18.00

Technical information:

Ceiling height: 3.50 m. (E-5 and E-4 5 m.)

Hall floor: Grey marble tiles

Hall walls: Off-white paint (E-3 dark gray paint)

At E-4, E-5, E-6 E-7 and E-8 there are grids for heating in the wall, which you may want to cover (the heating is turned off during the event.)

Power supply: 230 v AC. The power supply for the booths will be switched off overnight. Should you require 24 hr. power, please order on arrival.

Network cabling possible on request

Locked storage room in the vicinity of the booths

There will be a waste container for your use outside the side entrance to the Marble Hall between auditorium 3.01 and 3.13.

Included in Booth:

One table

One chair (more chairs can be arranged)

Access to electrical outlet (230 V AC). Please bring your own extension cables if possible.

Rental of further equipment:

Birch & Hansen Dekoration, Uvelse Byvej 2, Dk 3550 Slangerup. (+45) 48 27 85 86

Dansk Videocenter, Nyropsgade 6, DK 1602 Copenhagen V. (+45) 33 93 80 80

Insurance:

As neither the 8ICP nor the University can be held responsible for the exhibitors' property, we recommend that you take out the necessary insurance coverage.

Exhibition rules:

- Make sure your build-up, display material etc., is kept within the confines of your own stand – for the sake of public flow, the cleaning staff and escape routes.
- Do not cause inconvenience for your neighbours by employing light or sound effects, which can cause annoyance.
- The stand design, signage, banners etc., may not exceed 2.5 metres in height
- It is not permitted to screw, nail, glue, paint or in any way cause damage to the University material or equipment

- Should you need to affix anything to the building, you may use TESA Fix 4964 or TESA Power Strips.
- Any material remaining after your departure from the venue will be removed by the cleaning staff.
- You are advised to make your own arrangements with regard to transport and unloading of goods to your stand.

We hope that this information will help you to make your exhibition a success. Should you need further information or help, do not hesitate to contact the service staff who will do their utmost to assist.