



Important contacts Euroanaesthesia 2018

Exhibition Organiser

ESA

Ann De Groot
Marketing & External Relations Manage
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Congress Venue

Bella Center Copenhagen
Center Boulevard 5,
S-2300 Copenhagen
Denmark

Badge Readers

Key4Events
geraldine.schmuck@key4events.com
Tel: + 33 4 97 08 14 14
Fax: + 33 4 97 08 14 75

Preferred Shipping and Logistics Agent

Kristal Logistics International Exhibition & Marketing Logistics
Geert Frère
Brucargo 829a
1931 Zaventem
Belgium
Tel: +32 2 751 46 80
Fax: +32 2 751 47 20
geert.frere@kistal-logistics.com

Freightforwarding, customs clearance and storage

Kristal Logistics International Exhibition & Marketing Logistics has been appointed as the official supplier to provide handling, customs clearance and storage for ESA 2018.

Kristal Logistics International Exhibition & Marketing Logistics

Mr Geert FRERE
Geert Frère, Brucargo 829a
1931 Zaventem
BELGIUM
Tel: +32 2 751 46 80
Fax: +32 2 751 47 20
Email: geert.frere@kistal-logistics.com



KUONI

The official accommodation agency for Euroanaesthesia 2018

HOTEL BOOKING CONTACT

Email: esa2018@kuoni.com

Phone: +45 2597 4464

Catering

For all catering services, please contact Bella Center

Make your order via the Bella Center Online shop: f&b.orders@bellacenter.dk

Lunch boxes, meeting rooms, receptions on stands

Bella Center is the exclusive catering provider, offering a wide variety of food and beverages. Bella Center Copenhagen's food and beverage (F&B) department has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor you must therefore not sell food or drinks on your stand. If you want to serve food and beverage samples on your stand, please email Bella Center Copenhagen's F&B department.

Electricity, rigging etc – via online shop

On-line Shop

- Bella Center is the provider of most of the technical and other services needed for your stand.
- These services are to be ordered online via the Bella Center Online shop.
- You will receive an email invitation with your log-in details and instructions when the Online Shop opens in January 2018.

IMPORTANT:

- On-line shop opening: January 2018
- Deadline for ordering through the on-line shop: 24 April 2018
- Extra payment for late orders start for exhibitors (25%): 25 April 2018
- Layout deadline of floor plans (all layouts must be finalized): 01 May 2018
- Deadline for cancellations and changes: 08 May 2018
- Extra payment for late orders start for exhibitors (50%): 28 May 2018



Useful information

Bella Center

The Bella Center site is situated less than 10 minutes from both the airport and city centre. The city centre is just 13 minutes from the airport by train or underground and Bella Center is a stop on this line.

For more information about the venue: <http://www.bellacentercopenhagen.dk>

Emergency exits

- Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be kept in full view at all times.
- Fire safety signs, emergency alarm buttons, emergency exits or exit signs should not be covered by any products/company signs, decorations or stand roofs.

Exhibitor's contact desk: At the entrance of the exhibition area in Hall C during build-up time

- Thursday 02 June 2018 - 08:00 – 19:00
- Friday 03 June 2018 - 08:00 – 19:00
- Saturday 04 June 2018 - 08:00 – 22:00

Fire regulations

- Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Insurance

- Exhibitors must have a valid insurance policy, covering (but not limited to) theft, fire public (including occupier's) liability, damage to property and effects, personal injury, consequential loss, pecuniary and pain and suffering damages occurred in any part of the premises and any such other risks and natural causes.
- ESA or Bella Center will assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits, or other materials owned, rented, or leased by the exhibitor.
- It is also recommend having additional coverage against loss or damage to exhibition material during transport and during exhibition times.
- Please make arrangements for insurance coverage through your company's insurer.

Internet Access

- Free WIFI will be available throughout the congress.
- We advise that if you do require constant and dependable internet for programmes, apps and websites, to order a dedicated WiFi or wired network for your stand via the Online Shop.
- Creation of WiFi network is forbidden.



Inventory of fixtures/damages

- Exhibitors are requested to leave the exhibition hall in the same condition they received it. Repair of occasional damage caused by carelessness or requirements of stand assembly, as well as cost derived from such assembly, are the sole responsibility of Exhibitors.
- Exhibitors are responsible for any damage or harm caused by their structures, equipment or articles to be exhibited, or activities in their stand, as well as action of the subcontracted firms, when these firms damage visitors or other Exhibitors. Any repairs of damage will be invoiced to the exhibitor.

Parking for cars and vans: (space, permit price, hours)

- Public parking around Bella Center, price per day maximum DKK 80,- incl. VAT and DKK 20,- per hour incl. VAT. To be paid onsite at the parking area.
It is not possible to pre-order parking or pay for parking in advance. The parking area is open 24 hours.

Parking for vehicles higher than 2m (trucks):

- No truck parking is available. But you can refer to this web page: <https://truckparkingeurope.com>

Poster Hanging, Banners etc.

- Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of Bella Center is not allowed without prior written authorization.

Promotional activities, use of microphones or PA systems on stands

- All demonstrations or promotional activities must be confined to the limits of the exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitors' stands.
- Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
- Live presentations at the stand are not permitted without prior approval from ESA.
- The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Security of your valuables

- Bella Center is responsible for the general security of the venue (in case of emergency) and not for the surveillance of the exhibition.
- It is recommended not to leave any valuables at your stand.
- Exhibitors must ensure safekeeping of their products during the times stated above in the Exhibition Dates Section.



- The exhibitors can, at their own expense, request individual surveillance of their stands.
- ESA, Bella Center, Kristal Logistics or any sub-contractors to the aforementioned cannot be held liable for any loss, damage, or theft occurring to goods left on the stands.

Security on site during set-up and dismantling

- Only exhibitors, visitors and delegates wearing official badges are authorized in the exhibition halls.
- During set-up and dismantling all exhibitors and stand builders are required to wear the official exhibitor or stand builder badge
- Wearing helmets and safety shoes is required during build-up and dismantling of any event inside of Bella Center
- Persons under the age of 16 are not allowed in the exhibition hall during set-up and dismantling.

Stand Cleaning

- To be ordered via the Online Shop

Storage at the venue

- Storage beyond stand limits is not permitted in the exhibition area.
- Storage services for the duration of the exhibition can be ordered directly from Kristal Logistics: geert.frere@kristal-logistics.com

Boxes and crates will be returned to the venue on Monday 04 June.

Taxes and duties

The Exhibitors must pay all taxes and duties they might owe resulting from their taking part in the Exhibition.

Waste Removal

- Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included.
- Every exhibitor/ standbuilder has to take care of their waste removal.
- It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.
- ESA reserves the right to charge exhibitors / standbuilder who do not remove their waste for the extra costs that will occur for the cleaning and removal of their waste.