



# International Conference on Neutron Scattering

At the Bella Center, Copenhagen, Denmark

## EXHIBITION

Conditions, Rules & Regulations



DIS CONGRESS SERVICE COPENHAGEN A/S

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**Exhibition Conditions, Rules and Regulations**

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**January 2022**



## Exhibition Conditions, Rules & Regulations ICNS 2025

The Exhibition Organizer (hereafter called the “Organizer”) is DIS Congress Service A/S on behalf of ICNS 2025. The venue is Bella Center, Center Boulevard 5, DK-2300 Copenhagen S, Denmark Hall A1.

### § 1 Set-up and mounting/decoration of stands

The Exhibitors may build and arrange their stands on:

**Sunday July 6<sup>th</sup> 10:00 – 17:00 hrs.**

**Monday July 7th (only small decoration) 06:00 – 09:00 hrs.**

All empties and tool boxes has to be removed from the aisles on Sunday at 17.30 – as cleaning of stands and aisles will start.

#### Opening hours

The opening hours have been fixed at:

**Monday July 7, 2025 09:30 – 16:30 hrs.**

**Tuesday July 8, 2025 09:30 – 16:30 hrs.**

**Wednesday July 9, 2025 09:30 – 16:30 hrs.**

#### Removal of articles exhibited

**Wednesday July 9, 2025 16:30 - 21:00 hrs.**

### § 2 Stand area includes:

- General lighting
- WiFi
- Vacuum cleaning of stand area (daily)
- Power plug

#### Stand with build up includes: (please contact [exhibition@discongress.com](mailto:exhibition@discongress.com) if build up is requested)

- Standard wall division (2,5 m) – 25 mm. thick, foam filled panels
- 1 spot per 3 m<sup>2</sup> + WiFi
- 1 facia board, **exclusive text** (25 mm thick, foam filled panels, 20 cm high)
- Vacuum cleaning of booth (daily)
- An extensive Exhibitor Service Manual containing all necessary information regarding booth furnishing, electrical and utility service, shipping and customs
- Power plug (10 Amp, 230 V, 1 phase (2,3 kW) / delivered as 1 earthed extension cord)

Each company must provide the ICNS 2025 the Exhibition Secretariat with a name list of **company employees** who will service the stand as exhibitors. Extra Exhibitor badges 1.875 DKK.

Exhibitor badges will be issued to exhibitors after submission of the name list (**latest by June 15, 2025**) Please send an e-mail to DIS. The badges display name and company name.

The badges are strictly personal and are intended for staff attendance at your stand.

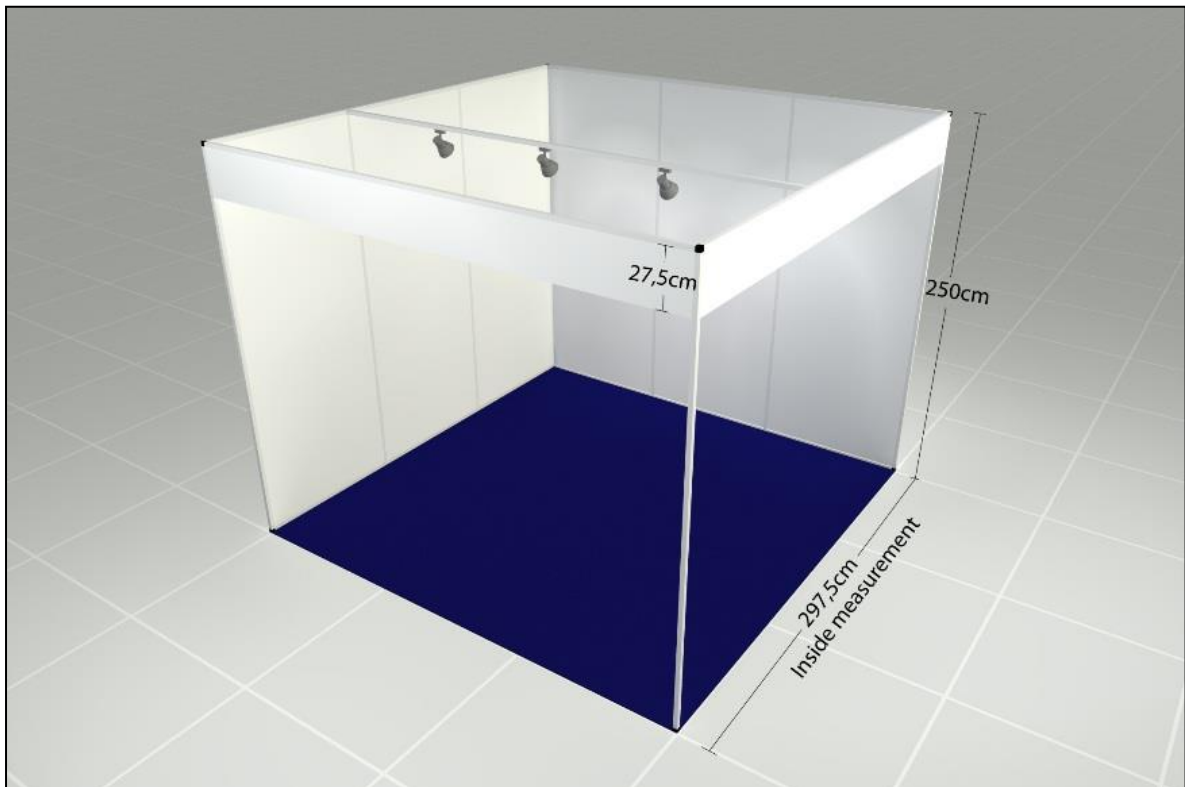
The exhibitor badges can be picked-up at the DIS Exhibitor Service Desk at The Bella Center upon arrival.

**Booth size/height**

- The standard booth size is 3 meters wide and 3 meters deep. Selecting multiple booths in one location may make larger configurations. Please note: 10 FT = 3.048 meter
- Floor plans and booths design for such stands must be submitted to Organizer and will be checked 4 weeks before the Exhibition..

If approved after technical scrutiny, the Organizers will return the plans to the exhibitor with an “approved stamp” also with respect to heights.

9 m<sup>2</sup> stand with build up (Extra):

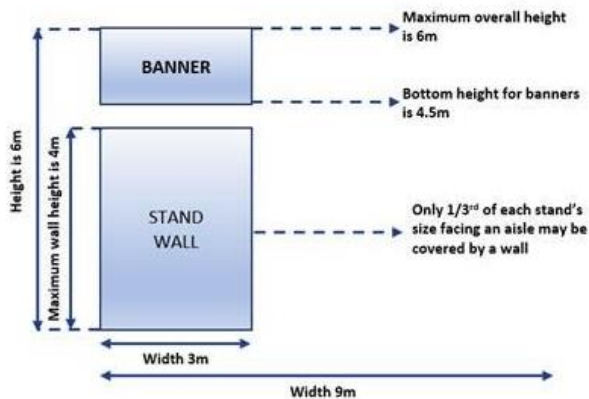


**NB Important Note:**

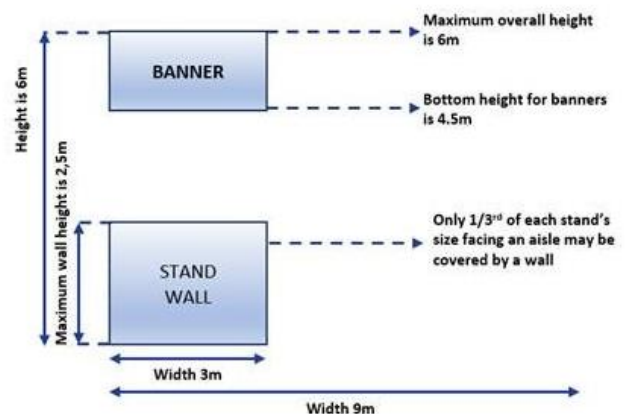
We must inform you, that all companies who want to build higher than 2.5 meters (incl. signs) or who have other special requests in respect to § 2, will have to apply for permit from the ICNS 2025. Posters for the walls will be available from now. Deadline for ordering is June 1<sup>st</sup> 2025.

## Plan building restrictions

### Building Restrictions Island booths



### Building Restrictions Inline, corner and peninsula booths



#### Booth types :

- Inline booth = 1 side open towards aisle
- Corner booth = 2 sides open towards aisle
- Peninsula booth = 3 sides open towards aisle
- Island booth = 4 sides open towards aisle

**This is done by mailing a copy of your proposed stand drawing to the Exhibition Organizer, DIS Congress Service in Copenhagen to be received no later than May 11<sup>st</sup>, 2025.**

- Multi-level exhibits are permitted but need to be negotiated with the Organizer.
- If so desired the Organizers will provide a uniform stand construction (re. § 2), a basic stand.
- Standard booth height is: 2.50 meters.
- For this and for extras (decoration, fittings, furniture, power, etc. not included in the stand rental) all contracted Exhibitors will be contacted by:

### **Bella Center**

Mail Bella Center ICNS 2025 [icns2025expo@bellacenter.dk](mailto:icns2025expo@bellacenter.dk)

You have received an email from Bella Center - with instructions, user name and password so you can order on-line stand supplies on Bella Center Exhibitor Web.

**Deadline for stand orders will be June 1st.** After this date 25% extra fee will apply on all prices for booths and other technical orders and booth supply.

### § 3 Allocation of stands

In order to Sponsorship material and hereafter in chronological order receipt of "Orders for Exhibition Space" and the following payment of rental fees establish the stand allocation priority. **The Organizer shall be entitled to change allocation of stands and exhibition area, if there is a high demand for extra exhibition space.**

§ 4 **Alteration of allocation, area and periods of exhibition besides cancellation**

The Organizer shall be entitled to alter the placing given to an Exhibitor and to undertake limitation of the area rented. Such limitation can only be made against a corresponding reduction of the stand rental, but shall not render the Organizer liable to pay compensation.

Furthermore, the Organizer shall be entitled - within 30 days of receipt of the signed "Order for Exhibition Space" without assigning any reason and without incurring liability to damages - to cancel the lease entered into, against reimbursing any stand rental paid at the time of cancellation.

§ 5 **Force majeure**

In case of war, mobilisation, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the Organizer, that might render it impossible or difficult to carry through the arrangement, the Organizer shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the Organizer shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the stand rental paid.

§ 6 **Transport/Forwarding agent**

The official forwarding agent of the exhibition will be:

**DSV Solutions**  
Emma Gads Vej 11  
DK-2300 Copenhagen S  
Tlf: +45 32 47 30 17  
Email: [expo@dk.dsv.com](mailto:expo@dk.dsv.com)

The forwarding agent will receive the name and address of every contracted Exhibitor, and should be contacted for further arrangements regarding transportation, storage of goods before and after the exhibition, etc.

**The forwarding agent will be solely in charge of all dealings with the Customs Authorities.**

**It is the responsibility of each exhibitor to find suitable space for the storage of potential empty wrapping during the days of exhibiting. Please contact your forwarding agent or make arrangement with the official forwarding agent DSV Solutions.**

§ 7 **Set-up and mounting/decoration of stands**

Please make sure that all invoices are paid before arrival. Build up will not be allowed with a balance due. Should there be any doubt, please supply us with a copy of your bank transfer.

All notified articles shall be displayed and the stand ready for exhibition not later than July 7<sup>th</sup> at 9:00 hours. Alterations may occur.

The Exhibitor shall be bound to comply with the regulations issued by the Organizer, Bella Center (See Exhibitor Terms & Conditions here: [Exhibitor and technical information](#)), the Fire Authorities, the Health Authorities, and any other Public Authority, and in other respects to comply with the "Conditions, Rules and Regulations", a copy of which is submitted to every Exhibitor.

No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the organizer.

The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, etc.

The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

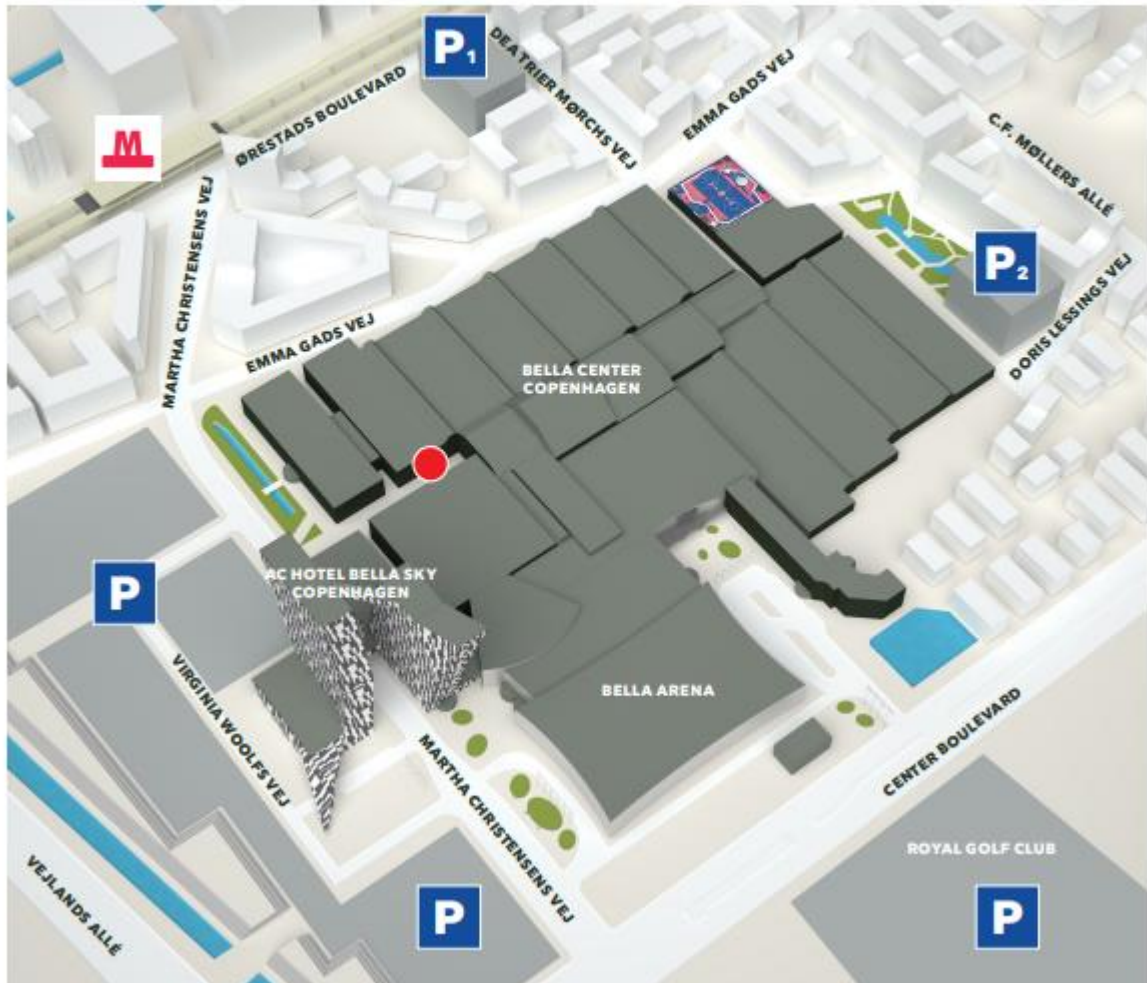
## DIS Congress Service Copenhagen A/S

The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls).

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.

Martha Christensens Vej 16, 2300 Copenhagen S

### ● Loading area A



**Access for trucks and loading from cars – only unloading & loading (no parking):**

### § 8 Removal of articles exhibited

No exhibited article may be removed from the Exhibitors' stands until the exhibition is closed. The hours of the dismantling of exhibition stands are:

**Hall A: July 9<sup>th</sup>, 2025 16:30 - 21:00 hrs.**

The Organizer shall be entitled, at the risk and expense of the Exhibitor, to remove all articles, exhibition material, etc. which has not been removed by the Exhibitor before the expiry of the time limit, i.e. July 9<sup>th</sup>, 2025 **at 21:00 hours.**

The Exhibitor shall restore the area to its original form/condition.

**§ 9 Sales and publicity**

The Exhibitor shall be obliged to observe the provisions fixed by the Organizer and the Authorities concerning sales, taking of orders, delivery of samples, etc.

Placing or handling out of publicity material, samples, etc. outside the area of the stand is not permitted.

Exhibitors may only hand out samples, etc. of Companies represented on the stands. Political propaganda is prohibited. The Exhibitor must not from his stand promote companies, which are not notified and have not been recognised in writing as an Exhibitor.

Cash sales or on-site sales to prospective purchasers within the confines of the exhibition space are prohibited.

Use of loudspeakers and exhibition film, slides, video etc. may only take place after obtaining permission from the Organizer and must never constitute a nuisance to the surrounding stands and lecture halls.

**§ 10 Transfer of space**

Exhibitors are not permitted to sublet their stand or lend it to a third party, either in part or in whole. No change in stands between Exhibitors may take place without the written consent of the Organizer.

**§ 11 Exhibitor register**

All exhibitors will be included free of charge in the register of the official exhibition program provided notification is made before the program goes into print. The Organizer is not responsible for errors in the program. The program will be distributed to all the conference participants either as a separate publication or as a part of the official conference program.

**§ 12 Responsibility**

The Exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the Exhibitor, his staff or his exhibited articles and exhibition material. The Exhibitor shall not be entitled to repair any such damage himself.

**§ 13 Claims**

Any complaint shall be made forthwith and not later than at the closing of the exhibition and shall be sent by registered letter to the Exhibition Organizer.

**§ 14 Adoption of Danish law and Danish forum**

The Exhibitor recognises by his signature that any legal matter between him and the Organizer arising out of the contract, including the interpretation of the contract entered into between himself and the Organizer and the settlement of claims with regard to the Exhibitor's responsibility to pay compensation - shall be adjudicated and decided according to Danish law. The Exhibitor as the Arbiter accepts the Maritime and Commercial Court in Copenhagen.

**§ 15 Questions of doubt**

Any and every matter, which is not covered by the above regulations and about which there may be any doubt, shall be settled by the Organizer and is subject to the Organizer's discretion.

**§ 16 Alteration of the regulations**

The Organizer reserves the right to alter the present regulations with immediate effect in case orders from the Authorities or other compelling reason might make it necessary.

**§ 17 Cancellation**

The Organizer must receive notification of cancellation of exhibition space in writing. The refund policy is:

- 50% refund for cancellations received before April 1, 2025
- From April 2, 2025 no refund can be expected



**§ 18 Special arrangements**

Special arrangements, if any, between the Organizer and the Exhibitor, which are not included in the agreement, shall only be binding when accepted in writing by the Organizer.

**§ 19 General information**

**Official contractors**

All official contractors act on their own behalf in all arrangements with exhibitors and are not agents, employees or representatives of the ICNS 2025. All services or materials supplied by such contractors on order of the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, the ICNS 2025 Congress or DIS Congress Service A/S do not assume any liability or responsibility for any act performed or omitted by such official contractors.

**Damage to Facilities**

No part of any exhibits, signs, posters or displays can be nailed or attached to columns or walls or any parts of the Conference Centre. Any damage to the Conference Centre by an exhibitor shall be the financial responsibility of the exhibitor.

**Insurance**

It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate. Insurance protection will NOT be offered to the exhibitor neither by the Exhibition Organizer nor the Conference Centre.

**Security**

General guard service will be supplied by the Conference but in no instance will guarantee the exhibitor against loss or theft of any kind. The safekeeping of the exhibitors' property is the responsibility of each exhibitor. Exhibitors are advised to add on their existing insurance a portal-to-portal rider, protecting them against loss/damage to their materials by fire, theft, accident and the like.

**Your Contacts:**

Exhibition Secretariat:

DIS Congress Service A/S  
Lautruphøj 1-3, Block C  
DK-2750 Ballerup, Denmark  
Att.: Peder Andersen  
Telephone: +45 4492 4492  
Fax: +45 4492 5050  
E-mail: [exhibition@discongress.com](mailto:exhibition@discongress.com)

Decoration and  
Technical build-up:

Bella Center  
Center Boulevard 5,  
DK-2300 Copenhagen S  
[icns2025expo@bellacenter.dk](mailto:icns2025expo@bellacenter.dk)

Forwarding agent:

DSV Solutions  
Center Boulevard 5  
Emma Gads Vej 11  
Tlf: +45 32 47 30 17  
Email: [expo@dk.dsv.com](mailto:expo@dk.dsv.com)