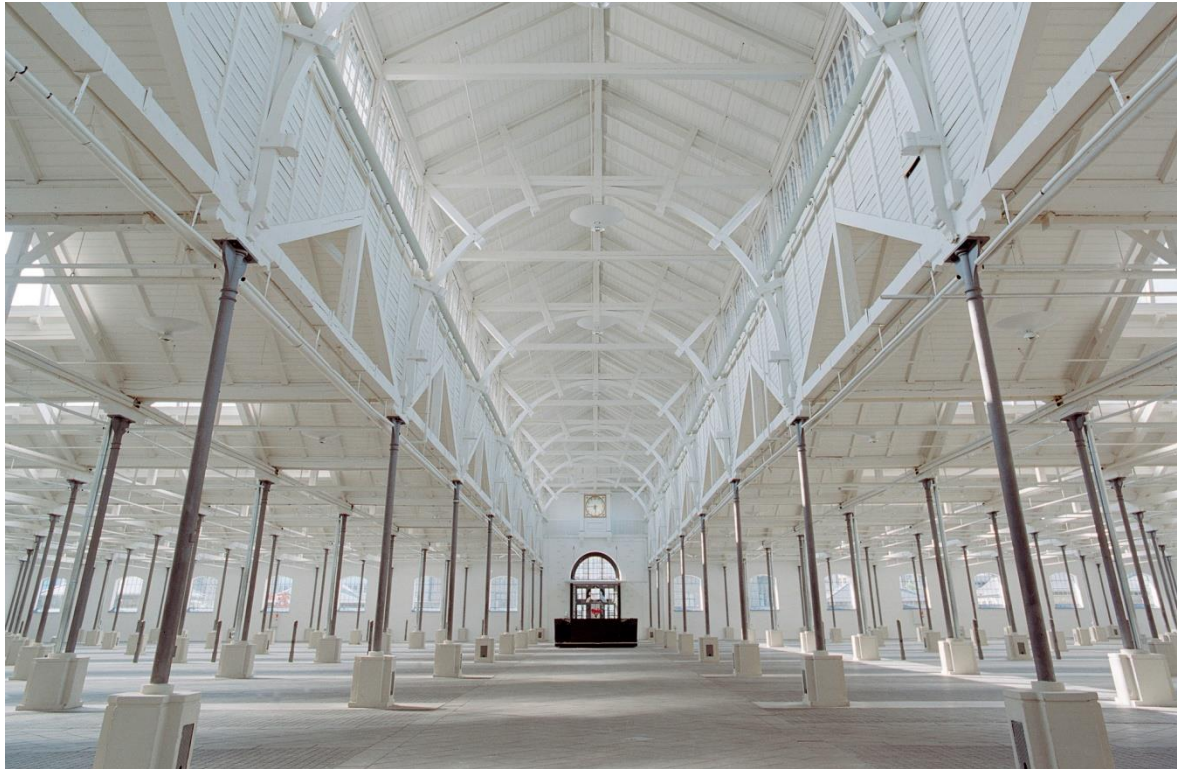


Baltic Grain Exchange
21. September 2023
Øksnehallen, Copenhagen



This trade show manual contains practical information from A to Z, for you as exhibitor at "Baltic Grain Exchange" 2023.

We hope that this information will be useful to you before and after the event and ask you to study this material carefully to ensure the trade show functions as well as possible for the benefit of all parties involved.

If you have any doubts about practical conditions, or if you require further information, you are welcome to contact Øksnehallen/DGI Byen – see page 4 for contact information.

All stands are 370cm in height. Spots, electricity 230V 10amp, 1 café table, 2 bar chairs and a LED screen are included in stand rental.

Please pay special attention to:

- Deadline for technical service reservations – 1. September 2023
- Delivery time for goods
- No parking on Kvægtorvet or in the streets near Øksnehallen – unloading and loading permitted
- Times for setup and dismantling of stands
- Access before, during and after the trade show
- Location of Production Office (to the right of the rear entrance of Øksnehallen)

Follow the link below and view photos and products on our order form.

[Download trade show catalogue as PDF](#)

[Read more about trade show standholdere on our website](#)

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ADDRESSES AND PHONE NUMBERS

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Børsen

1217 Copenhagen K

T/: 29621025

E/: edh@dakofo.dk

W/: www.dakofo.dk

Contact person: Emil Dalsgaard

Øksnehallen & DGI Byen:

Project Coordinator: Dorte Jørgensen

T/: +45 3329 8368

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E/: dj@dgiby.dk

Øksnehallen

Halmtorvet 11

DK-1700 Copenhagen V

T/: +45 33 29 80 00

F/: +45 33 29 80 80

W/: dgiby.dk/oeksnehallen

DGI Byen

Tietgensgade 65

DK-1704 Copenhagen V

T/: +45 3329 8000

F/: +45 3329 8080

W/: dgiby.dk

- All technical and practical questions concerning event handling should be directed to Øksnehallen.

- The organiser will reply to all general questions about the event, including signed agreements, participants and the program for the day.



OPENING HOURS

Setup

Tuesday, 21. September 2023 from 10.00 to 13.00.

Access for visitors during the event

Tuesday, 21. September 2023 from 13.00 to 18.00.

Dismantling

Tuesday, 21. September 2023 from 18.00 to 19.00

Note: Dismantling of stands or removal of exhibited products may not commence until **18.00** when the trade show is officially finished. Øksnehallen's technicians will help with removal of banners and such. Exhibitors are welcome to borrow ladders for dismantling.

PRACTICAL INFORMATION

Production Department

Øksnehallen's Production Department is responsible for the setup of all stands, lighting, audio etc., and is at your service with guidance and assistance during the full construction period.

The Production Office is located on the ground floor, to the right of the rear entrance.

If you need assistance from the Production Department for anything other than services reserved in advance, please contact the production office.

The supply of sold-out products, or services impossible to supply due to time pressure, are subject to general reservations.

Øksnehallen's staff will be invoiced according to the actual time used on the reserved assistance, with a minimum of 30 minutes.

Use of external technical equipment must be approved in advance by Øksnehallen's Production Department. All instructions given by this department must be followed.

Reservation and Payment

When reserving services from Øksnehallen, please use the reservation form submitted and mail it to **dj@dgiby.dk** at the latest on, **1st of September 2023**. **When reserving later than this date, there will be a service charge of 20%. That also applies to orders given at set up day.**

Payment of services reserved before the trade show will be invoiced by Øksnehallen after the end of the trade show.

Please contact Øksnehallen's Production Office for supplementary services during the trade show. Sold out products or services impossible to supply are subject to general reservations.

To facilitate a successful handling of the trade show, please ensure all deadlines for product and service reservations are met.

Remember that an order is binding 14 days before the event.

Complaints

If you have any complaints about items supplied by Øksnehallen, please send us your complaint in writing the day after the trade show ends, or the complaint will be inadmissible.

Delivery of Goods before the Trade

Goods or exhibition materials must be delivered no earlier than setup-day of, 21. September, as Øksnehallen does not have space to store goods before or after the trade show. If you have goods sent by courier, the following information must clearly appear on the accompanying documents: the name of the trade show "Baltic Grain Exchange", your company contact information, your stand number and that the goods are to be delivered to your stand. In addition, it is required that all goods must be delivered free of extra freight charges as neither the trade show organizer nor Øksnehallen will be able to pay for receipt of goods. Please note that the organizer or Øksnehallen will not take responsibility for goods delivered before or during the trade show. Even if the organizer or Øksnehallen have signed for receipt, the goods will be deposited at exhibitor's own expense. We recommend that the exhibitor is present at delivery.

Delivery address: Øksnehallen, Halmtorvet 11, DK-1700 Copenhagen V.

Don't forget to write name of trade show, contact information and stand number.

Collection of Goods after the Trade Show

If goods are to be collected by courier, the return address and contact, information must be clearly marked on pallets/boxes. Goods must be collected within the dismantling period day of, 21. September from 18.00 to 19.00. Any other collection time to be agreed with the Project Coordinator and the possibility depends on the date for next event in Øksnehallen.

Access to Øksnehallen

On setup day, exhibitors/couriers are requested to register at Øksnehallen's reception desk or the Production Office from where they will be guided to the entrance nearest the relevant stand. If opening of a side gate is needed, it must be arranged with the receptionist or Production Office. This procedure also applies to collection of equipment. After completion of unloading/collection, the reception / Production Office must be contacted to effect locking of side gate and removal of vehicle. The dimensions of the rear entrance are as follows: (W: 255 cm x H: 315 cm). The exhibitor is responsible of the unloading and transport of goods. It is possible to order truck assistance or the transport of heavy goods.

NOTE! During trade show opening hours, transport of equipment into Øksnehallen is not permitted. Goods on exhibition day will be carried out through Øksnehallen's back gate.

Transport in Øksnehallen

Due to Øksnehallen's specialist floor, only vehicles approved or provided by the Production Department are allowed in Øksnehallen. This includes lifts and trucks. We recommend that exhibitors bring their own sacks or trolleys. Exhibitors are not allowed to use their own lifts or trucks but can order that assistance on the order form.

Øksnehallen is willing to provide transport of goods on the condition that such goods are carefully packed, and clearly marked with handling instructions such as "fragile". Øksnehallen will not take responsibility for transport of goods, which do not comply with these standards. All transport will be invoiced according to time used. Transport of goods is not permitted during trade show opening hours.

Alarm

To protect objects on display and to ensure that visitors only have access through Øksnehallen's main entrance, Øksnehallen's gates are secured with alarms. For this reason, Øksnehallen's side gates may **not** be opened – unless there is a fire. **Unauthorized opening of gates will incur a fine DKK 4,375.**

Electricity and Lighting

Electricity and spots are included in the stand rental. Setup, dismantling, and light focusing will be carried out by Øksnehallen's Production Department. Exhibitors may bring light / lamps that can stand on floor or are secured materials such as roll ups. Electrical appliances brought by the exhibitor must have a ground connection.

Hanging and Setup of Own Materials Brought Along

Øksnehallen's Production Department is willing to assist you with advice, service, and counselling, concerning hanging items onto the stand. No signs should be hung over or across aisles and other open areas. There should also be no construction carried out above the height of the stand (3.7 m) without special permission from Organizer and Øksnehallen. Banner walls – back walls and neighboring walls are suspended in a hanging rails system with a profil of 6mm in diameter, from where wires, logo banners etc. may be hung in such a way that they cover the banner walls. Please contact the Project Coordinator for further information.

See video example here: [**Video ophængning / hanging**](#)

It is not permitted to do damage to Øksnehallen's floors, external walls, roof construction or materials with screws, bits, nails or in any other way. Also, nothing can be fastened or glued to the walls. If the walls are damaged, the exhibitor will be fined a minimum of 5000 DKK or according to the damage.

Floors

Øksnehallen's stone floor is oil treated, but may be sensitive to specially colored liquids, paint, oil, red wine and the like. Heavy, pointed, and sharp objects will scratch the floor. Exhibitors must take care not to damage the floor, and if necessary, must cover the floor with a grease and oil-absorbing mat. If you want to setup objects weighing more than 750 kilos, please contact the Project Coordinator. The use of TESA no. 4964, adhesive on both sides, is allowed.

Logo Banners and Signposting

Øksnehallen is happy to help with printing a banner or sign with logo, company name, information, etc. in various formats that fit Øksnehallen's exhibition system. For other formats for printing of materials and logo banners, please contact the Project Co-ordinator.

Banners brought along by the exhibitor must be made of fireproof materials or be efficiently impregnated with a fire-resistant substance.

Load on Roof Construction

The maximum load on each collar beam is 80/160 kg with/without snow load. Suspension of heavy objects must be carried out by the Production Department.

Internet Connection

Øksnehallen offers wireless or cabled Internet access. Please complete the reservation form to book cabled Internet access. When buying a cabled internet connection, it is possible to connect your own wireless access point, it is however crucial that no DHCP is enabled on your device. If in doubt, do not connect your equipment; consult the manual of the product or your IT department for further troubleshooting. Our DHCP server will handle all IP address allocation and designation; no device incompatibility will occur if the device is DHCP capable, which every standard device is. The internet supplied to the building consists of enterprise grade fiber with a total throughput of 1Gbit, distributed throughout the entire guest network.

The WIFI-code may be picked up at Øksnehallen's reception desk.

Water

It is possible to have a water connection for washing and a collection tank in Øksnehallen. Please book using the order form. A direct outlet is not available. It is exhibitor's responsibility to connect the water to his or her own facility.

Cleaning

During the trade show, Øksnehallen will be responsible for the cleaning of common areas, i.e. aisles, lobbies, toilets and the café. Exhibitors are responsible for the cleaning of stands, platforms, showcases etc. If an exhibitor requires cleaning of the stand to be carried out by Øksnehallen's cleaning staff, such service may be reserved on the attached reservation form for technical services. Hovering of stands may be booked for the full exhibition period.

Storage and Inventory

For fire safety reasons, empty packaging may not be kept on the stand.

Øksnehallen has a limited space for storage. For this reason, the exhibitor is requested to book storage on the order form. Access to store goods during exhibition please contact production office. Stored goods should be collected within the dismantling period. Any other collection time must be arranged with the Project Coordinator. If assistance with collection is required, such assistance will be invoking a charge of DKK 300.

Storage is at exhibitor's own risk. Goods / pallets for storage must be clearly marked with name of trade show, name of exhibitor and stand number. Please contact production office when goods are ready to be collected for storage.

Waste

There are waste containers at Øksnehallen's rear entrance. Cardboard boxes should be folded, whilst bottles should be placed into bottle containers. Rubbish bins for light waste, plastic cups, napkins etc. are to be placed across the hall.

Reception

Øksnehallen reception is staffed all day, including during setup and dismantling periods within the specified opening hours.

Cloakroom and Personal Article

During opening hours, there will be a staffed cloakroom in the Øksnehallen foyer.

Please hide bags, coats and similar personal articles on the stands from visitors to ensure a fine and proper appearance. Alternatively, please feel free to use the cloakroom.

Toilets

Ladies and men´s toilets with handicap and baby changing facilities are on the ground floor.

Parking:

Exhibitors are referred to DGI Byen´s car park (192 parking spaces) The car park is centrally located with entrance on Ingerslevsgade, 1704 København V. 32 additional parking spaces are available in the area between CPH Conference and CPH Hotel. Parking is at visitor´s own risk.

Prices:

Payment via APCOA FLOW DKK 40 pr. hour.

Payment via EasyPark DKK 40 pr. hour.

If you wish to pay for 24 hours of parking, the fee will correspond to 10 hours.

Parking in the car park is restricted to vehicles weighing under 3,500 kg total weight or with a maximum height of 2m.

If max weight and height exceeds, please use the parking site between CPH Conference and CPH Hotel.

For alternative car parks, see map page 10. For prices and parking hours in Copenhagen, see:

kk.dk/parkering .

No parking on Kvægtorvet and in the streets near Øksnehallen. Unloading and loading permitted.

Meals Provision for Exhibitors

Catering will be provided as part of your ticket, but other consumables may be reserved using the technical reservation form.

Please note that it will not be possible to buy meals and beverages in Øksnehallen outside exhibition opening hours.

Sale of Food and Serving of Beverages in Øksnehallen

It is emphasized that the food and drinks are served on the booth. Please note that the exhibitors must order catering from Øksnehallen using the order form. If the exhibitor wants to bring Coffee TUC C, logo water or similar there will be a waiver fee of DKK 1.000 ex VAT pr. day. Exhibitors are asked to contact Project Coordinator in advance for a more detailed information. Exhibitors are welcome to hand out treats such as sweet, nuts or similar small delicacies. Please contact Project Coordinator for further information.

Smoking

Smoking is not permitted in Øksnehallen.

Fire and Escape Routes

The Production Department is ready to provide advice about optimal space use in relation to the specific event and the subsequent fire safety approval. The following practical regulations must always be observed:

- Coffee makers, electric kettles etc. in backrooms require a CO2 fire extinguisher, min 5 kg.
- Fire and escape routes may not be blocked without prior agreement with Øksnehallen´s Production Department.
- Fire and electricity boxes may not be hidden or covered.
- Smoke, steam or reek must not be produced.
- All inflammable materials placed in Øksnehallen must be impregnated against fire.
- Covering of stands/ roof constructions must be approved by Production Department before setup.
- No use of open fire without prior agreement with Øksnehallen, which will be responsible for fireproof authorization.
- No exhibition objects in aisles.

Øksnehallen´s staff will hang fire signs in the hall as required.

Hotel

In connection with trade shows, it will be possible to book rooms at CPH Hotel located in the immediate vicinity of Øksnehallen.

CPH Hotel

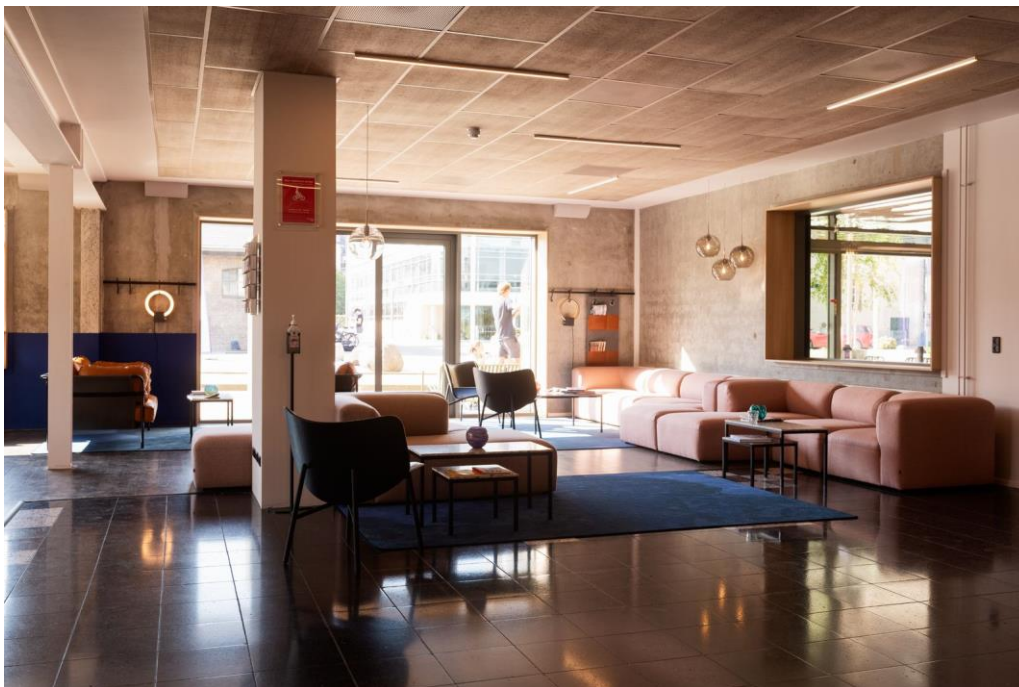
Tietgensgade 65
DK-1704 Copenhagen V
T/: +45 3329 8070

Booking T/: +45 3329 8070

Booking E/: CPHHotel@dgi-byen.dk

We offer a special price for exhibitors, so when booking, please use online booking.

Online hotel booking: <https://www.dgiby.dk/en/hotel-tourism/cph-hotel/online-booking/> use promo code "messer" and get a discount of 10%



CITY MAP



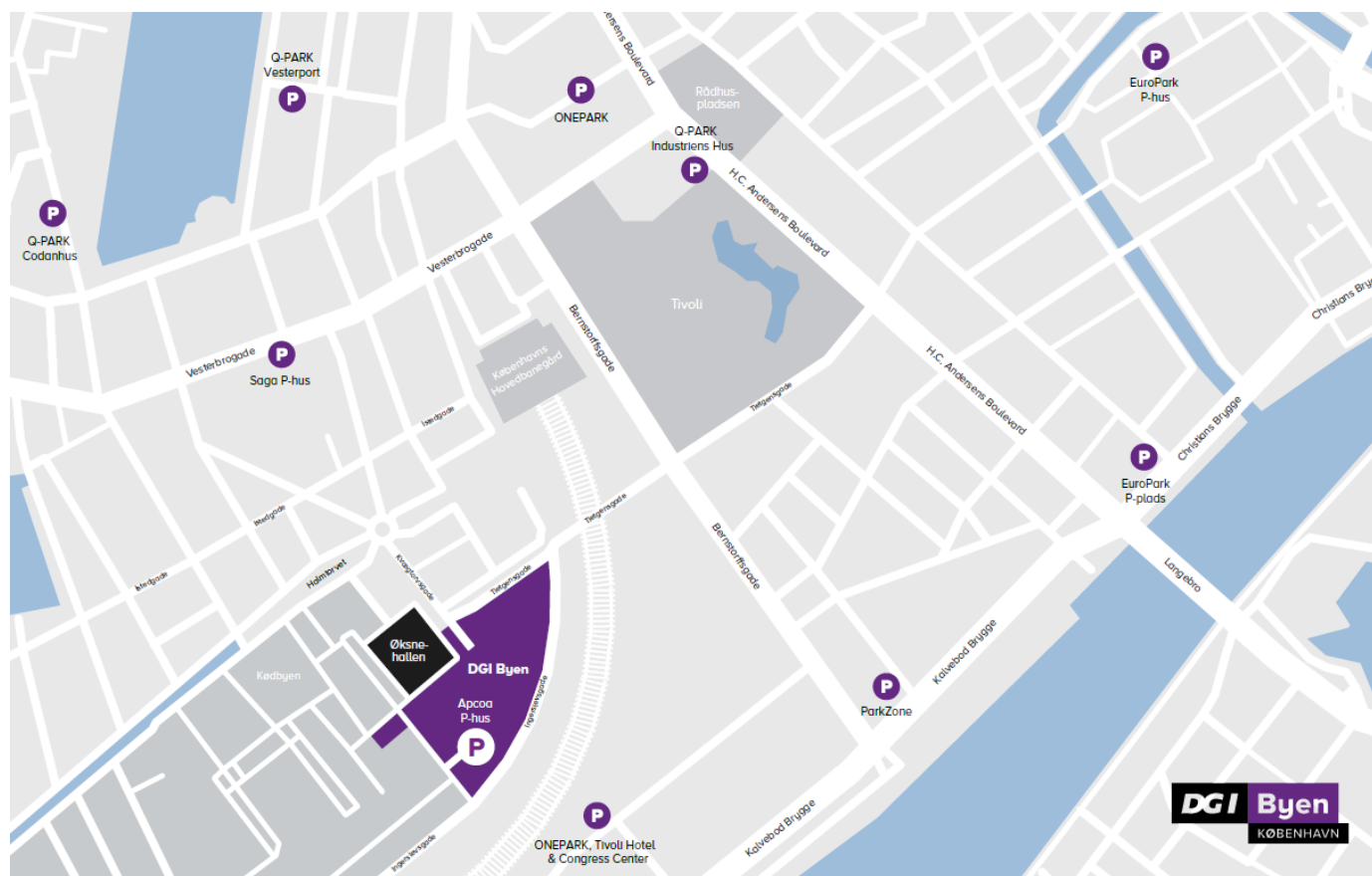
[Download city map as PDF](#)

Transport times from airport

Taxi to DGI Byen	About 15 min.
Train to the Central Station	About 20 min.
Bus to the Central Station	About 30 min.

From the Central Station about 2 min. walk to DGI Byen and about 7 min. walk to Øksnehallen.

KEY MAP – DGI BYEN



[Download key map as PDF](#)