

**Exhibition Conditions, Rules and Regulations**

# WOMEX 2009 – EXHIBITION

On behalf of WOMEX and World Music Fair Copenhagen:

**Welcome Meeting Management ApS**

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## Exhibition Conditions, Rules and Regulations

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## **Exhibition Conditions, Rules and Regulations**

### **1 – Rental prices**

Stand pre-built with shell schemes: €785 per stand - Minimum stand size: 6 m2

Stand space without shell schemes: €785 per stand - Minimum stand size: 6 m2

### **The rental price includes:**

Stand pre-build with shell scheme – 6 m2:

- ❖ Standard shell schemes, walls towards neighbouring stands
- ❖ General lighting in exhibition hall.
- ❖ 1 spot per 2 m2.
- ❖ 1 fascia/ signboard facing the gangways
- ❖ 1 table and 4 chairs per stand. Table size: 120 x 80 cm or 200 x 75 cm
- ❖ 1,3 Kw power supply per stand
- ❖ Cleaning of booth (daily)

Stand space without shell schemes – 6 m2:

- ❖ General lighting in exhibition hall
- ❖ 1 table and 4 chairs per stand. Table size: 120 x 80 cm or 200 x 75 cm
- ❖ 1,3 Kw power supply per stand
- ❖ Cleaning of booth (daily)

The exhibitor badges can be picked-up at the Service information in the Bella Center.

VAT (at present 25%) is added to the above price and must be paid when invoiced.

VAT is at the present refundable for foreign exhibitors/companies who are VAT- registered in their own country. Requests for refunds should be addressed to the national VAT authorities. See more information at the Copenhagen information website.

The Organizer reserves the right to adjust the rental prices and VAT if tax or other charges is changed by Danish law.

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.

For technical supplies to the stand the latest deadline for ordering is **28 September 2009**.

You will be forwarded the technical catalogues directly from the Bella Center after your registration of a stand. You can also find the catalogues by using this link:

<http://www.bellacenter.dk/English/Services/Technical+supplies>

## **Exhibition Conditions, Rules and Regulations**

### **2 – Exhibitor manual**

To get all necessary information concerning furnishing, electrical and utility service, shipping and customs – please contact the Meeting secretariat.

The Exhibitor shall be bound to comply with the regulations issued by the Organizer, the Exhibition Architect, the Fire Authorities, the Health Authorities, and any other Public Authority, and in other respects to comply with the “Conditions, Rules and Regulations” from the Bella Center.

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.

The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls). There will be some poster walls around the WOMEX area. For the Shell schemes you are allowed to use tape for the posters.

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

### **3 - Booth size/height**

The standard booth size is 2 meters deep and 3 meters wide and 2.5 meters high incl. signs.

Companies who want to build higher than 2.5 meters incl. signs or have other special requests must forward floor plan and booth design to the organizers.

If approved – the Organizer will return with further information to the exhibitor.

### **4 – Exhibition area**

The Organizer shall be entitled to change allocation of stands and exhibition area, if there is a high demand for extra exhibition space or other matters.

Throughout the Bella Center there is a “no smoking” policy. There will be poster walls in the Bella Center where you are allowed to put up your poster. You will be advised for their location when you arrive to the Bella Center.

### **Exhibition Conditions, Rules and Regulations**

The general WOMEX rules in the exhibition area are: Keep it quiet! Please listen to music at your stands with headphones only, and no "LIVE" music in the exhibition area.

### **5 - Terms of payment**

The terms of payment are:

- ❖ Full payment of rental price upon receipt of the invoice.

No Exhibitor will be allowed access to the exhibition stand if the Organizer has not received the stand rental before the set-up time of the exhibition.

### **6 - Cancellation**

The Organizer must receive notification of cancellation of exhibition space in writing.

- ❖ The refund policy is will be forwarded by WOMEX.

### **7 - Opening hours**

28 October 2009 – build up, from 08:00 – 21.00 hrs. - you need a **work permit**.

28 October 2009 – 15:00 - 19:00 - registration counter open

29 October 2009 – from 09:00 – 18:00 hrs.

30 October 2009 – from 10:00 – 18:00 hrs.

31 October 2009 – from 10:00 – 18:00 hrs.

01 November 2009 – from 10:00 – 14:00 hrs.

01 November 2009 - break down, from 14:00 – 24:00 hrs.

No exhibited article may be removed from the stands until the exhibition is closed.

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

For build up and break down periods you must order a **work permit** for the staff. This can be order by using the form which has been forwarded to you.

**Parking facilities** during build up and break down is free of charge. You can order the parking permit by using the form which has been forwarded to you.

### **8 - 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.

## **Exhibition Conditions, Rules and Regulations**

### **9 - Transport/ Official freight forwarder**

The official agent of the exhibition is also announced in the Exhibition manual.

The forwarding agent will be able to assist you in any matters – ex. Customs Authorities.

### **DSV Solutions A/S**

Center Boulevard 5, DK-2300 Copenhagen S.

Phone: +45 3247 3017

Att.: Henrik Glendorf

expo@dk.dsv.com

Remember to write your stand number on all goods. WOMEX, Stand no.(ex. B2-012), Company details and contact details. Crate and goods storage are handled by DSV Solutions A/S.

### **Waste**

During the build-up and dismantle, waste may be placed in the waste containers in the exhibition area.

### **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 - 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.

### **12 - 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.

### **13 - Danish law**

In the event of any dispute arising in connection with or incidental to this Agreement, the parties hereto shall first make an effort to settle the matter by negotiation, and the parties shall be bound to participate therein.

If a settlement by negotiation cannot be achieved, all disputes shall be settled before the Maritime & Commercial Court of Copenhagen in accordance with and governed by the law of The Kingdom of Denmark.

## **Exhibition Conditions, Rules and Regulations**

### **14 - Special arrangements**

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

### **15 - 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 Bella Center. If an exhibitor makes any damage to the Bella Center, the exhibitor will be held financially responsible. There will be some poster walls around the WOMEX area. For the Shell schemes you are allowed to use tape for the posters.

### **16 - Insurance and Security**

Insurance will NOT be offered to the exhibitor neither by the Organizer or Bella Center.

The Bella Center and the Organizer can not guarantee the exhibitor against loss or theft of any kind. It shall be the responsibility of each exhibitor to maintain such insurances against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate.

### **17 - General Information**

The agreement of the stand allocation is based on these conditions, rules and regulations.

The Exhibitor is also bound to comply with the technical rules stated in the information from the Bella Center.

### **18 - Contact**

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

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