



EXHIBITION INFORMATION – DOS CONGRESS 21st-23RD OCTOBER 2020

Below, please find information and suggestions helping you plan for the event.

Should you have material that you wish to forward to the venue prior to the event we will be able to accept the delivery maximum 1 day before exhibition starts. Following must be clearly stated on the delivery:

Scandic Falkoner
Att: DOS Congress
Falkoner Alle 9
2000 Frederiksberg
Att.: (NAME OF EXHIBITOR)

Details regarding your exhibition area

It is not permitted to use nails, screws, double sided tape etc. on either walls nor floors. Furthermore you are not allowed to set up materials, furniture, item and marketing materials outside your dedicated exhibition area.

Purchase of add ons

It is possible to purchase extra services for your exhibition area. These services must be ordered min. 14 days before exhibition start and payment must be received upon ordering.

SERVICE	PER PCE PER DAY
Power (3-socket incl. consumption)	DKK 695.00
Table cloths rental (white)	DKK 55.00
House high coffee table	DKK 350.00
House black conference table	DKK 75.00
House bar chair	DKK 95.00
House black conference chair	DKK 50.00

Set up / Dismantling

Set is possible on Wednesday 21st from midnight until 09:30 AM

Dismantling must be done Friday 23rd from 03:00 PM till 06:00 PM

Each exhibitor must take care of own set up/dismantling of own exhibition area and this include waste disposal

Serving of taste samples (food & beverage) from the exhibition area

You are welcome to bring minor taste samples without charge. Venue will however decide if it is minor taste samples or if we will charge a fee. Samples must be agreed with Scandic no less than 14 days prior to event. It is only permitted to serve the samples within own exhibition area. If you need serving dishes etc. from venue, we shall be happy to give you an offer for this.

Waste handling

When the exhibition starts, stand and floor areas must be emptied of boxes, construction materials and waste. Scandic Falkoner offers the storage and disposal of this for a fee, alternatively we ask you to otherwise remove your brought materials. Waste is not allowed to be visibly stored on the stand for the safety of our guests and staff.

Security

For the sake of public safety, changing a stand location is not permitted either on or before the event. This can only be done by written agreement with Scandic Falkoner and the organizer, and any change must only be made after prior approval by the fire authorities. Stands and material must never block emergency exits, and all exhibitors are obliged to respect the marked markings indicating the location of the stand.

Scandic
FALKONER

Falkoner Alle 9
DK - 2000 Frb, Copenhagen



Exhibitors are responsible for all equipment on the stand. We recommend removing all valuables if the stand is unmanned. Please note that the hotel is not liable for any charges, theft or damage to the stand and / or equipment.

Parking

As of 1st January 2020, Frederiksberg Municipality has introduced new parking rules - read more about these here: <https://www.frederiksberg.dk/parkering>

The public parking garage "Falkoner Plads" is just behind Scandic Falkoner.

Under Scandic Falkoner there is also a basement where parking is possible for at higher fee. From the basement there is direct access by elevator to the hotel lobby, and with easy access to the exhibitor area. Parking in the basement under Scandic Falkoner is done according to the "first-come, first-served" principle.

We look forward to welcoming you to the Scandic Falkoner.

Kind regards,

SCANDIC FALKONER

Scandic
FALKONER

Falkoner Alle 9
DK - 2000 Frb, Copenhagen