



# EUROPEAN MICROSCOPY CONGRESS 2024

## EXHIBITOR MANUAL



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## GENERAL INFORMATION

Dear exhibitor at EMC 2024,

Thank you for your participation in the European Microscopy Congress (EMC) 2024. We look forward to a successful congress at Bella Center.

In this document you will find some practical information and updated details that will be useful in planning your participation. Kindly read the document carefully and feel free to contact us if you have any questions.

Important things to note:

- All exhibitor personnel, both the personnel included in your exhibitor package and additional personnel must register. Please refer to the confirmation you received when booking the stand.
- 1 May - deadline for submitting stand design/plan to Bella Center. Send to [emcexpo2024@bellacenter.dk](mailto:emcexpo2024@bellacenter.dk)
- You might need a work permit – please refer to Appendix 1 in this document for more information.
- Kindly familiarize yourself with the Bella Center Copenhagen's [Exhibitors Terms](#) and [Technical Information document](#) (Sections related to Hall C, page 11-14) prior to the exhibition
- Read the Fire section in [Exhibitors Terms](#). It contains important information.

### Congress Secretariat

MCI Copenhagen A/S  
Strandvejen 171  
2900 Hellerup, Denmark  
Email: [EMC@wearemci.com](mailto:EMC@wearemci.com)  
Phone: +45 70 22 21 30

### Dates

25-30 August 2024

### Congress website

[Link to website](#)

### Programme

[Link to Programme](#)

## 1. VENUE ADDRESS

### Bella Center Copenhagen

Center Boulevard 5

2300 Copenhagen

Denmark

[www.bellacenter.dk](http://www.bellacenter.dk)

## 2. EXHIBITION OPENING HOURS

Date	Time
Monday 26 August	09:00 – 18:30
Tuesday 27 August	09:00 – 17:30
Wednesday 28 August	09:00 – 17:30
Thursday 29 August	09:00 – 17:30
Friday 30 August	09:00 – 15:00

Please note that all catering breaks will take place within the exhibition area.

## 3. EXHIBITOR REGISTRATION

The Exhibitor Registration entitles to:

- Free access to the exhibition area
- Coffee, tea & fruit all day

Included in the Exhibitor registration is one (1) Exhibitor badge. Additional Exhibitor badges can be purchased for € 325 + VAT.

Please note that all exhibitor personnel, both the personnel included in your exhibitor package and additional personnel must register. Please refer to the confirmation you received when booking the stand.

Please note, in order to keep the costs and registration fee as low as possible, lunch is not included.

## 4. FLOOR PLAN

The exhibition will take place in Hall C. To see live floor plan please click [here](#).



## 5. DATES & TIME AVAILABLE FOR SETTING UP AND DISMANTLING

Access times for setting up and dismantling your stand are as follows:

### 5.1 Exhibition Build-up

24 August 08:00 – 18:00 and 25 August 2024 08:00 - 20:00\*

\* Additional build-up days can be purchased. Please contact MCI for more information.

### 5.2 Exhibition Dismantle:

Friday 30 August 2024 16:00 - 22:00

## 6. EXHIBITION HALL DESCRIPTION AND GENERAL INFORMATION ON SETTING UP AND DISMANTLING IN HALL C

**IMPORTANT:** Kindly familiarize yourself with the Bella Center Copenhagen's [Exhibitors Terms](#) and [Technical Information document](#) (Sections related to Hall C, page 11-14) prior to the exhibition, as not all details are described in the below.

### 6.1 Brief description of Hall C

#### **Ceiling heights**

Each of the four sections in hall C has its own ceiling height, measured from the floor to the lower edge of the lighting truss: C2: 5,85m , C3: 6,85m , C4: 6,85m.

Allowed building height max 4.5 m.

Please see [Technical Information document](#).

#### **General lighting**

The hall is equipped with permanent lighting truss with 150W Powerball Spots, color 5000 kelvin.  
General hall light fittings (3x58 W)

#### **Ceiling/suspension in the ceiling**

Network cables will be supplied from the ceiling.

Drop wires: Most places in the hall drop wires can be mounted with a weight up to 99 kg. Drop wires exceeding 50kg will require a special approval. Please contact [emcexpo2024@bellacenter.dk](mailto:emcexpo2024@bellacenter.dk) for calculations and approval.

#### **Hoist and rigging:**

Please see [Technical Information document](#).

#### **Floor**

The floor is concrete, painted light grey (color code Ral 7038). Power, plumbing, network and compressed air will, if possible, be supplied via the subfloor services ducts which are build-in the floor at 6 m intervals.

The floor can carry the following loads:

Wheel loads (twin wheels) 5,500 kg per sq.m.

Single point loads per 15x15cm 4,000 kg

Max loads (load incl. weight of truck) 4,000 kg per sq.m

#### **Pillars**

40x80cm freestanding concrete pillars line the arcade sections running east/west at intervals of 9m.

Pillars let into the outer walls measure 35x40cm wide. Fire hose reel – must not be concealed.

For more details on how to build around pillars, kindly refer to *Appendix 1*.

Please contact Bella Center on [emcexpo2024@bellacenter.dk](mailto:emcexpo2024@bellacenter.dk) if you wish to build around a pillar.

## **6.2 Deliveries**

Deliveries which have been ordered prior to the deadline via Bella Center Copenhagen will be ready for the first stand build-up day. There will be a service desk in the exhibition hall during build up. Information about opening times, contact details etc will be available on a screen in the expo hall. On the event days the service staff will also be available by email and phone. Please note that print for the stands, are not available during the weekends and not always possible on the same day.

If you place an order after the deadline, it may be necessary to pay a surcharge (see the event specific guidelines). Therefore, it is a good idea to place orders in due time as Bella Center Copenhagen cannot guarantee that orders received after deadline can be processed.

The deadline is usually four weeks before the event starts to ensure that they can provide all the services on time and at the agreed price.

Also, if you want to cancel an order, remember to do so in due time. An order becomes binding 21 days before the event starts.

If your deliveries need to be made to a particular location on the stand, this must be marked on a detailed drawing submitted with the order. Furniture is always placed arbitrarily on the stand.

Order deadline: July 18<sup>th</sup>

25% will be added to orders placed between July 19<sup>th</sup> and August 14<sup>th</sup>.

50% will be added to orders placed from August 15<sup>th</sup>.

## **6.3 Stand build-up**

Please also see [Exhibitors Terms](#).

Do you need assistance with a custom stand build-up? Please contact Exponent on [BC@exponent.dk](mailto:BC@exponent.dk)

Do you have questions? Please contact Bella Center Copenhagen on [emcexpo2024@bellacenter.dk](mailto:emcexpo2024@bellacenter.dk)

Only Bella Center Copenhagen's staff is permitted to affix wires, mount/dismount Bella Center Copenhagen's walls, fascia boards, spots etc. For safety reasons, at least two wires must be ordered for setting up banners, signs or similar. For safety reasons, it is forbidden to load the wires. If you need to lift equipment, you should use chain blocks in rigging points.

Bella Center Copenhagen must establish the rigging point, but you can use it to mount your own chain block.

If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use DuploColl 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. Onsite, you can purchase DuploColl as well as wall hooks for lightweight items such as poster frames. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning.

If you fail to remove stand materials and own carpets from the stand, Bella Center Copenhagen will ensure that they are removed and environmentally sorted. You may be invoiced for this service.

If you have a general room or a meeting or conference room for more than 49 persons, it is necessary to establish two exit doors at opposite ends.

Builders should bring the certificates for the materials they are using. If Bella Center security has doubts about materials they see being used, they might ask for certificates.

#### **6.4 Vehicles in the halls, unloading and parking**

Driving or parking vehicles in the hall is not permitted

#### **6.5 Fire regulations**

**IMPORTANT:** Kindly read the fire guidelines and regulation in the [Exhibitors Terms](#).

### **7. ADDITIONAL EXHIBITION ITEMS**

The exhibition is sold as floor space only. If you require any additional exhibition items (furniture, light, audio-visuals, flowers etc). Link to webshop will be provided shortly. Until further, please contact [emcexpo2024@bellacenter.dk](mailto:emcexpo2024@bellacenter.dk).

#### **7.1 Stand walls**

Wall height for shell scheme stands is 2,5 meters.

#### **7.2 Catering service to stands**

Bella Center Copenhagen 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, we kindly ask you to make an agreement with Bella Center Copenhagen beforehand.

#### **7.3 Stand cleaning**

Bella Center will vacuum and empty paper bins over-night before every opening day of the event. Additional cleaning like floor wash or wiping of counters need to be ordered. Additional cleaning can be ordered in the webshop.

The waste that is generated during build-up and break-down is contractually your waste and will be charged to your final invoice according to consumption.

#### **7.4 Sound on the stand**

If you plan to play music, make presentations or in other ways making noise on the stand, please make sure that you are using a sound system that only covers your stand in order not to disturb other exhibitors.

#### **7.5 Power**

Power ordered is on 24/7 and the price includes consumption.



## 8. SHIPPING, GOODS RECEPTION & STORAGE

Kindly familiarize yourself with Bella Center Copenhagen's [Exhibitors Terms](#) prior to the exhibition.

If you need to have packages and goods sent to Bella Center Copenhagen, you have the following options:

### **Packages & goods arriving before stand build-up:**

As Bella Center's storage capacity is limited, you should be aware that their forwarder DSV receives and stores your package/goods and will deliver them directly to you on the stand once you arrive. You will be invoiced for this service by DSV.

### **Packages & goods arriving during stand build-up and event:**

Here, you must ensure that couriers are supplied with the correct name of the event, company name, telephone number, stand number, and you also need to ensure that you are on the stand to receive and sign for deliveries. If not, couriers are referred to DSV, which receives and stores your package/goods and delivers them directly to you on the stand. You will be invoiced for this service by DSV.

It is possible to bring your own forwarder. Bella Center Copenhagen recommends that your own freight forwarder cooperates with DSV.

For information about additional transport services, logistics services, delivery address and prices, please contact DSV at [expo@dk.dsv.com](mailto:expo@dk.dsv.com)

Deliveries going directly to Bella Center must arrive/be picked up during the official build-up and break-down times.

Deliveries that arrive at the Bella Center outside the official build-up times will be rejected and will if open be forwarded to DSV that will charge for the service.

It is not allowed to keep empty boxes in the hall, so these need to be removed at the end of build-up. If the exhibitor has no place to store these, arrangements can be made with DSV.

### **Regarding placement of deliveries within the stand:**

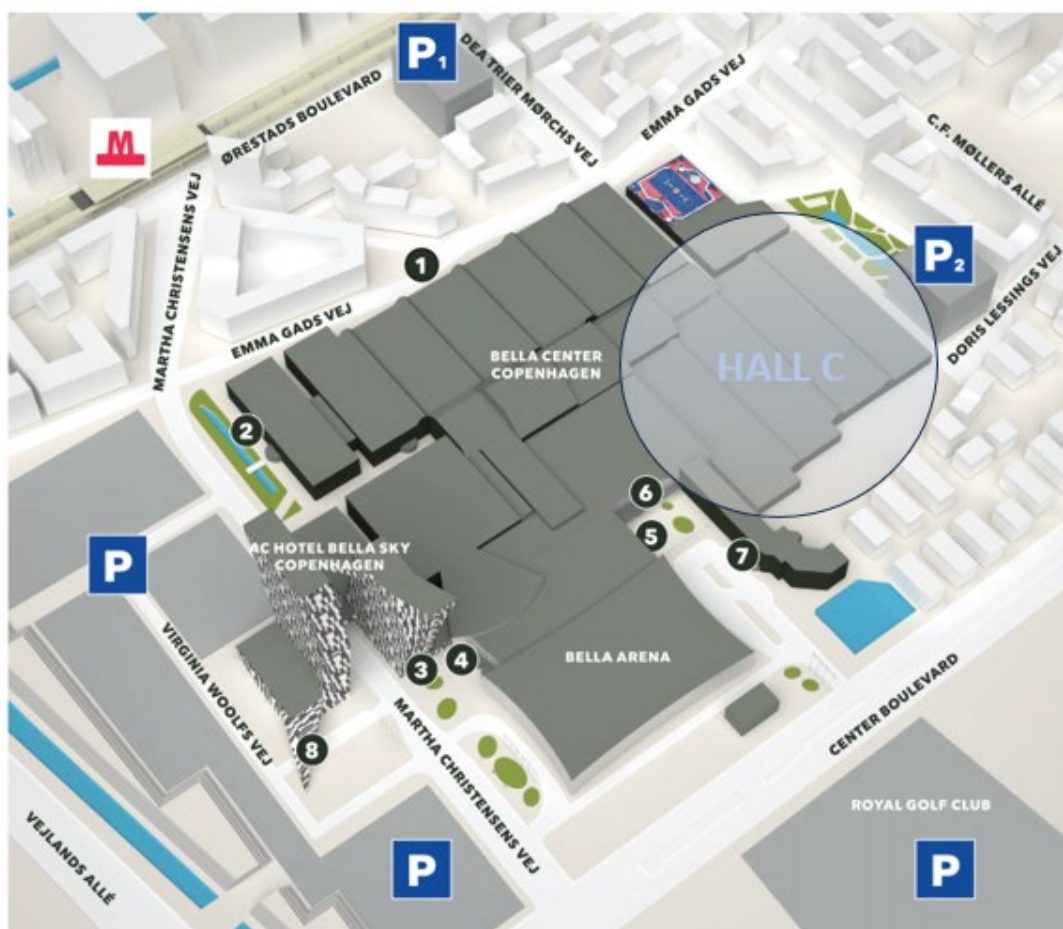
Bella Center reserve the right to place technical supplies in the position we see fit, in cases where no drawing of the desired position has been received. Any relocation of installations etc. will be chargeable.

## 9. ACCESS & PARKING

Please refer to the floor plan below where access points and parking options are indicated.

# ENTRANCE OVERVIEW

- |   |   |
|---|---|
| <b>1</b> Entrance 1<br>Emma Gads Vej 25                             | <b>5</b> Entrance 5<br>Center Boulevard 3                           |
| <b>2</b> Entrance 2<br>Martha Christensens Vej 18                   | <b>6</b> Entrance 6<br>Center Boulevard 5                           |
| <b>3</b> Bella Sky Conference & Event<br>Martha Christensens Vej 10 | <b>7</b> Reception / International House<br>Center Boulevard 9      |
| <b>4</b> Entrance 4<br>Martha Christensens Vej 8                    | <b>8</b> AC Hotel Bella Sky Copenhagen<br>Martha Christensens Vej 5 |



### Accessing Hall C

Builders and exhibitors need to access Hall C through the loading areas.

If you arrive by foot and only with small items you can enter Hall C through entrance 6 (Entrance 6, Center Boulevard 5, 2300 Copenhagen S) when accessing Hall C.

### Unloading - HALL C

For Unloading and Loading for Hall C please use Loading Area C, Dorris Lessings Vej 10, 2300 Copenhagen S.

It is not possible to park trucks at Bella Center and trucks need to leave the loading zones when unloading has been completed. If someone needs a parking space for trucks they could look here to find truck parking: (<https://app.truckparkingeurope.com/#/>)

## 10. SPONSORSHIPS

Companies who have booked a confirmed stand also have the opportunity to build on their presence by choosing additional opportunities to enhance their exposure before and during the event. Opportunities include company workshops and symposiums, branded promotional items, conference app sponsorship, visibility in program and on congress website and much more.

Click below link to find out more about the various sponsorship opportunities:

[EMC sponsorship opportunities](#)

## 11. CANCELLATION POLICY

The following cancellation fees will be charged, should you cancel the sponsorship and/or stand for whatever reason:

Cancellation after booking:	10%
Cancellation after 1 April 2024:	30%
Cancellation after 1 May 2024:	50%
Cancellation after 1 June 2024:	75%
Cancellation after 15 July 2024:	100%

## 12. WORK PERMITS

We kindly ask you to familiarize yourself with *Appendix 2 – Guide to work permits and foreign labor in Denmark* - to ensure that you have the right work permits.

## 13. OTHER INFORMATION

### 13.1. Exhibitors' civil liability

The exhibitor is liable for all damage caused to a third party, either by himself or his personnel or by persons authorized to act on his behalf.

### 13.2. Insurance and liability

Protect yourself against theft and accidents. We recommend that you take out the necessary insurance coverage for your own property, as this will not be covered by Bella Center Copenhagen's insurance.

Bella Center Copenhagen cannot be held liable for exhibitors' property (private or company property), even in the case of simple theft.

### **13.3. Terms and conditions**

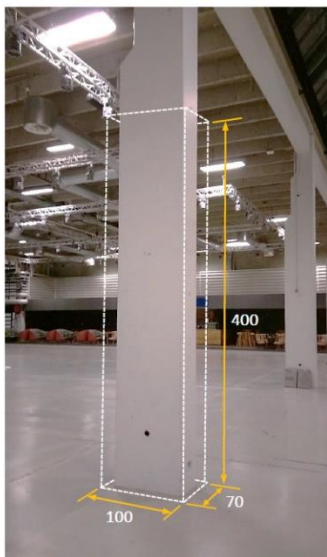
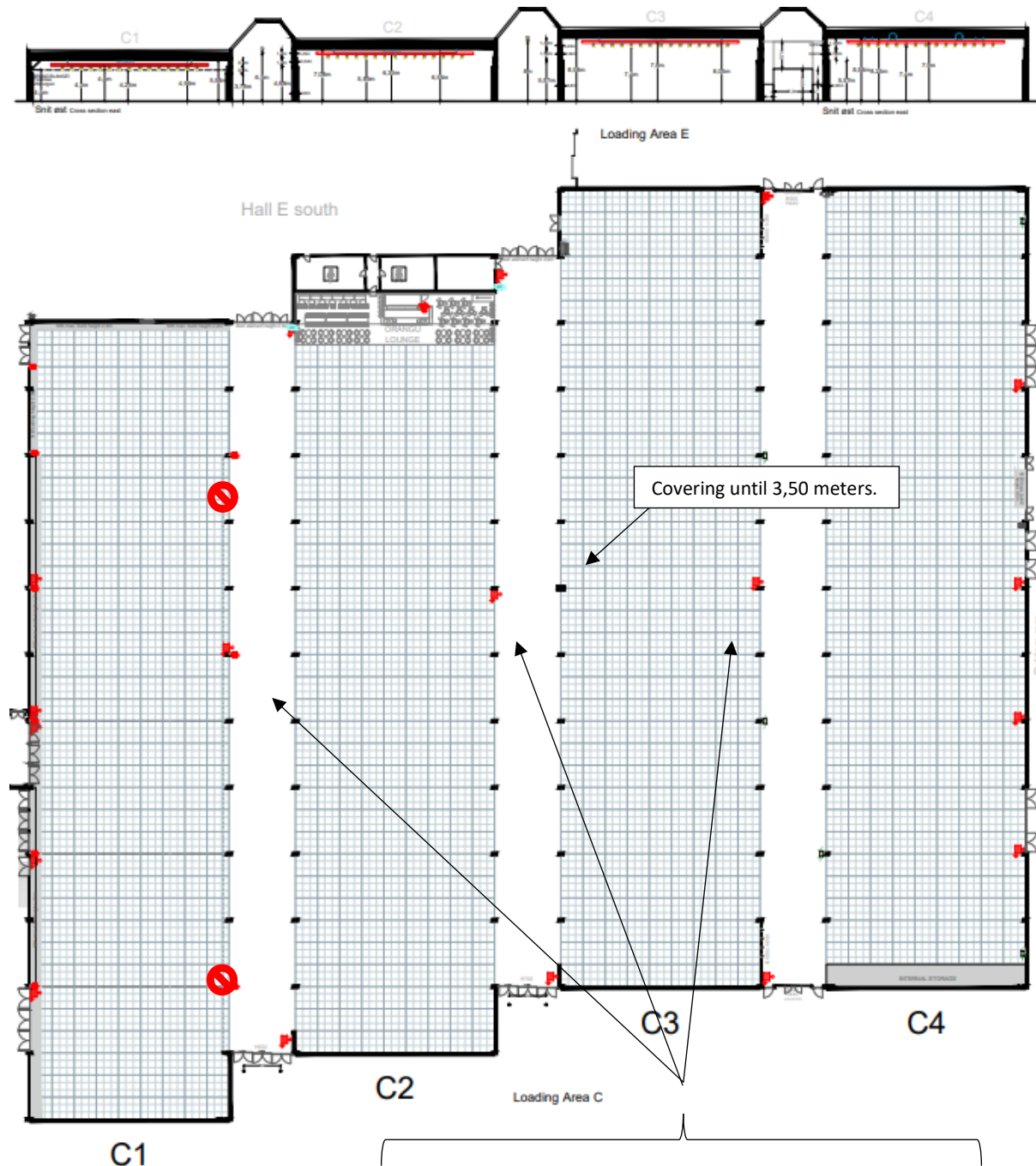
The exhibition organisers reserve the right to modify these terms and conditions at any time. The exhibition organizers will inform exhibitors of any changes. All information and instructions given to exhibitors by the organizers are an integral part of these regulations.

### **13.4. Internet**

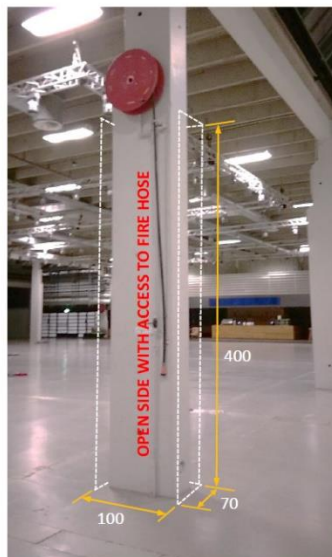
Wireless network is available in the hall. Please note that own wireless network may NOT be installed without the authorization of Bella Center Copenhagen, just as IT connections provided by Bella Center Copenhagen may not be shared with a third party. If an internet connection is critical for your stand we recommend a cabled connection. If you need a dedicated (guaranteed) internet bandwidth or special server access, we recommend our dedicated products. These are available with thorough description in the exhibitor portal when searching for "Network". If you have any questions regarding your bandwidth requirements, we suggest that you consult with your own IT department.

# APPENDIX 1

## Covering of pillars in Hall C



SELF-STANDING BOX TO COVER PILLAR ON 4 SIDES IN HALL C



SELF-STANDING BOX TO COVER PILLAR ON 3 SIDES NEXT TO ARCADE C1/C2/C3



SELF-STANDING BOX TO COVER PILLAR ON 3 SIDES NEXT TO ARCADE C3/C4



## Examples of covering of pillars in Hall C:



# APPENDIX 2

## Guide to work permits and foreign labor in Denmark

# Introduction

All individuals working at Bellagroup, including Bella Center Copenhagen and Bella Arena, as well as at AC Hotel Bella Sky, Copenhagen Marriott Hotel, and Crowne Plaza Copenhagen Towers, must comply with Danish legislation regarding work permits and registrations.

In this guide, we provide an overview of the common types of visas and permits, as well as the exceptions that apply to them. You will also find a guide to the mandatory 'RUT\*' registration, which must be completed when foreign employers send employees to Denmark for work.

Please note that this is a complex legal area with many rules and exceptions. This guide has been prepared to provide a clear understanding of the current set of regulations but cannot be used as a definitive conclusion regarding whether work permits are required in individual cases.

For further assessment, guidance, as well as approval of visas, work permits, and registration of foreign workers, we refer you to the following authorities:

**The Danish Agency for International Recruitment and Integration (SIRI)**  
[www.siri.dk](http://www.siri.dk)

**Danish Foreign Services**  
[www.nyidanmark.dk](http://www.nyidanmark.dk)



In this guide, you will find information regarding three different types of entry documentation, as well as the requirements, options, and exceptions associated with each type of document:

- 1) Private/Tourist Visa to Denmark**
- 2) Residence or Work Permit in Denmark**
- 3) RUT Registration in Denmark (Registration of Foreign Service Providers)**



## Please pay special attention to new guidelines following BREXIT


Just like in other European countries, we are experiencing authorities conducting random checks following new guidelines and regulations in the aftermath of Brexit, where the United Kingdom has exited the European Union.

As a former member of the EU, the United Kingdom was exempt from work permit requirements. However, as a result of the implementation of Brexit on January 31, 2020, British citizens are now subject to the same rules that apply to third-country nationals.

Due to transitional rules, certain British citizens who had previous residence in the EU may have retained their previous rights under EU regulations. For guidance on specific cases, please contact SIRI or the Danish Foreign Services through the websites on the previous page.



# Private/Tourist visa to Denmark



All citizens from countries with a visa requirement who wish to visit Denmark for a period of up to 90 days within 180 days must obtain a visa. However, Denmark has entered into visa-free agreements with several countries. Please refer to the list provided here:

### New in Denmark

It should be noted that British citizens, who are specifically highlighted in this guide, are exempt from the visa requirement.



## What am I allowed to do when visiting on a private/tourist visa?


It will be possible to obtain a visa as a private individual/tourist in connection with a business visit or for a cultural visit. The latter includes participation in conferences, as well as attending meetings, negotiations, briefings, training, and instructions.

It is crucial that upon entry with a visa, one does not engage in work that contributes to altering a product or a company's specific output. In such cases, it is generally necessary to apply for a work permit (see the next page).

The Danish Agency for International Recruitment and Integration (SIRI) or the Danish Foreign Services be contacted for a more specific assessment of whether the activities to be carried out during a visa stay in Denmark require a work or residence permit.



# Residence or Work Permit in Denmark



The clear starting point is that if a citizen from a third country outside the EU, EEA, and the Nordic countries wishes to work in Denmark, they must obtain a work permit.

A work permit can be obtained on various grounds, but they all share the characteristics of being costly, administratively burdensome, and time-consuming processes. Therefore, applications for residence and work permits are often impractical when it comes to short-term work stays in Denmark.

For advice and guidance on residence and work permits in Denmark, you can visit the website of the Danish Immigration Service: [www.nyidanmark.dk](http://www.nyidanmark.dk)

# Exceptions to residence and work permit requirements

There are several examples that are exempt from the requirement of a work permit in Denmark. SIRI (The Danish Agency for International Recruitment and Integration) and Udlændingesservice (The Danish Immigration Service) can be contacted for a more specific assessment of whether the activities to be performed require a work and residence permit in Denmark.

## Exceptions to the requirement of a work permit in Denmark are as follows:

- Third-country nationals who possess a work and residence permit in another EU country may provide services in Denmark without the need for a work permit
- Artists, musicians, and similar individuals, as well as their associated personnel, involved in short-term artistic events. It is a requirement that the event is public and ticketed. In addition to the artists themselves, necessary personnel such as managers, makeup and wardrobe staff, sound and lighting technicians, and others will also be exempted
- Teachers and lecturers
- Representatives of foreign companies traveling with the purpose of establishing sales opportunities
- Professional athletes
- Technicians responsible for assembling, installing, inspecting, or repairing a technically complex system. The technician provision cannot be utilized for the construction and dismantling of events such as trade fairs or congresses, according to current regulations.





# RUT Registration in Denmark (Registration of Foreign Service Providers)

# RUT registration for foreign companies

Foreign companies - including companies from the EU, EEA, and Nordic countries - must always register in RUT (Registration of Foreign Service Providers) if they perform temporary work in Denmark. The RUT register facilitates supervision by Danish authorities over foreign companies and their employees. If a foreign company fails to register, the company may be subject to a fine of DKK 10,000.

A service is defined as another company dispatching employees to Denmark in order to provide a service according to a contract/agreement. It can also refer to a self-employed individual.

A company that constructs, for example, exhibition stands or a stage in Denmark is considered a provider of a service and, as a result, must be registered in RUT. This also applies to subcontractors for external organizers producing events at Bellagroup's venues and hotels. The foreign employer who has entered the contract is responsible for proper registration

# Where and when should I complete a RUT registration?

Foreign companies must always report information about the service provided and the employees posted in connection with the provision of the service. The notification must be made through the Danish Business Authority's digital self-service solution at [www.virk.dk](https://www.virk.dk) and must be submitted no later than the start date of the service delivery. The self-service solution is available in Danish, English, German, and Polish.

NOTE! Please be aware that a RUT registration can never replace a valid visa or residence/work permit. These must be applied for through the information provided on the previous pages.

# Exceptions to the requirement of RUT registration

Not all activities can be classified as the provision of a service, and thus there are exceptions that do not require RUT registration. For a more specific assessment of whether the activities to be performed are exempt from RUT registration in Denmark, you can contact the Danish Business Authority through [www.virk.dk](http://www.virk.dk).

## The following cases do not require RUT registration:

- Participation in seminars and conferences, including researchers, speakers, and similar individuals invited to give a presentation
- Participation of professional artists in standalone artistic events
- Participation in business trips for foreign companies and corporations without a permanent establishment in Denmark
- Professional athletes
- Provision of accounting consultancy services for up to 8 days
- Internal company posting for up to 8 days, excluding construction and civil engineering (including the setup and dismantling of fairs/congresses), the green sector, cleaning, as well as hotel and restaurant services.
- Cabotage (transportation of goods or passengers between different destinations within the same country).
- Supply of technical installations (the so-called technician provision) for up to 8 days.



## Know your responsibility and contact persons

As mentioned at the beginning of this guide, this is a complex area with many rules and corresponding exceptions. Ultimately, not only the individual employee, but especially their employers, are responsible for knowing and complying with Danish legislation.

According to our current terms and conditions, it is a contractual requirement to make sure work permits and registrations are in order before performing work at Bellagroup. This applies to both customers, external organizers, suppliers, and subcontractors.

If you have any doubts or cannot find answers on the websites listed in the introduction to this guide, please reach out to your contact person at Bellagroup. It is in everyone's interest that we collaborate transparently with the authorities, and we will always do our utmost to assist in finding the right answers or resources.

