

Worth Knowing for exhibitors

(Exhibitors guide)

Practical information for exhibitors at Danmarks Læringsfestival/The Danish Learning Festival 2019.

Start by getting a brief overview below, and get more details on the following pages including information about what to expect during the Festival.

When you place your order, you will confirm that you have read the information and conditions here.

You can order:

- Your stand
- Presentation slots
- Additional options: advertisement, coffee tickets, tickets for networking events, the exhibitor app, additional equipment for the stand, and catering

Practical information:

- Setting up before and packing up after the Festival
- During the Festival, including opening hours, name tags etc.
- Conditions, including cancellation etc.
- And much more

New in 2019:

- When you buy an advertisement in the Festival GUIDE, we will also print and hang your ad by the entrance (C1M0).
- If you buy presentation slots, your presentation must be available on a USB or in the cloud.



Ordering your stand:

Price per square meter: DKK 1,870 ex. VAT.

The price includes white walls, shelves, lights, wireless Internet connection, and electricity (230V incl. 0,8 kW.). Read more about Internet connections and additional equipment below.

Order your stand via the order system where you can choose size and placement. Deadline: January 28, 2019.

See the stands map on danmarkslaeringsfestival.dk/for-udstillere/bestilling-af-stand.

Please note the number of your stand, and refer to it if you have questions and need to contact us, Bigini, or Bella Center. We recommend that you mention the stand number in your advertising.

Ordering presentation slots:

Prices vary from DKK 2,280 to DKK 4,290 ex. VAT depending on the time and size of the room.

The duration of a presentation is 45 minutes. Visitors do not sign up for the presentations but simply show up.

Time/Room	Room 5	Room 6	Room 7	Room 16	Room 17
<i>Max. number of visitors</i>	93	65	39	46	46
09:15	DKK 4290	DKK 3450	DKK 2670	DKK 2880	DKK 2880
10:15	DKK 4290	DKK 3450	DKK 2670	DKK 2880	DKK 2880
11:15	DKK 4290	DKK 3450	DKK 2670	DKK 2880	DKK 2880
12:15	DKK 4290	DKK 3450	DKK 2670	DKK 2880	DKK 2880
13:15	DKK 4290	DKK 3450	DKK 2670	DKK 2880	DKK 2880
14:15	DKK 4290	DKK 3450	DKK 2670	DKK 2880	DKK 2880
15:15	DKK 3360	DKK 2800	DKK 2280	DKK 2420	DKK 2420



All presentation rooms are fully equipped with a projector, screen, audio, computer, cable Internet, whiteboard, flipchart, pads and pens for the participants. If you need other technical equipment please contact Jens Røgen, jro@pha.dk.

Please make sure your presentation is available on a USB or in the cloud. If you want to use your own computer, please contact Jens Røgen, jro@pha.dk by March 1, 2019.

A presentation host and an IT support will be present and available to help at every presentation. We recommend that the speaker is present at your stand following the presentation.

Order presentation slots via the order system. Deadline: January 28, 2019.

We advertise the presentations on danmarkslæringsfestival.dk and in the Festival GUIDE, and for this we need a description of your presentation (270 characters maximum, including title of the presentation and name of exhibitor).

Send the description of your presentation to Tine Longfors Lauritsen, tll@pha.dk by January 28, 2019.

Ordering additional options:

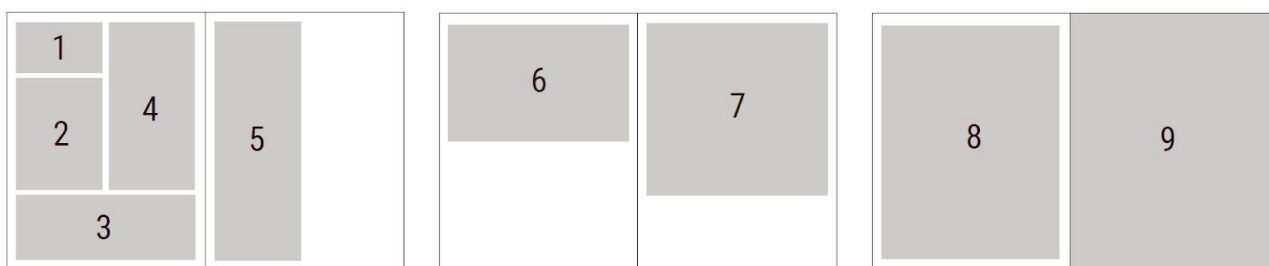
Advertisement:

Prices vary from DKK 1,500-9,000 ex. VAT. You can download the DKLF logo at danmarkslæringsfestival.dk.

Ads are printed in the Festival GUIDE which is handed out to all visitors. The Festival GUIDE includes the programme for the Festival and maps of the stands and rooms. This is where you can advertise for your stand, and any presentations or events.

Ads will also be printed and put up by the entrance (C1M0).

Advertisement sizes and prices:



Number	Size (dimensions in mm)	Price ex. VAT
1	1/8 page (92.5x59)	DKK 1,500
2	1/4 page (92.5x124)	DKK 2,600
3	1/4 page (190x59)	DKK 2,600
4	3/8 page (92.5x189)	DKK 4,700
5	1/2 page (92.5x254)	DKK 4,700
6	1/2 page (190x124)	DKK 4,700
7	3/4 page (190x189)	DKK 8,000
8	1/1 page (190x254)	DKK 9,000
9	1/1 page w/o margins (210x274 + 3mm for crop)	DKK 9,000

Order presentation slots via the order system. Deadline: January 28, 2019.

Print ready advertisements must be sent as pdf files optimised for offset print - PDF/X-3, .jpg, .tiff or .eps (CMYK), resolution: min. 300 dpi. Remember to check to size of your advertisement!

You can download the Festival logo from danmarkslaeringsfestival.dk/om-festivalen/logo-2019.

Send print ready advertisements to Merete Watson, mwa@pha.dk by January 28, 2019.

Coffee tickets:

Price: DKK 20 ex. VAT.

Use the coffee tickets for getting coffee at the Bella Center cafés; for yourself or for giving out to your guests.

Order coffee tickets via the order system.

During the Festival, you can buy more coffee tickets at the EXHIBITORS INFO/UDSTILLERINFO stand.

Networking events:

Join us for **the exhibitors networking event** on Wednesday, March 13 at 16.15. Snacks and a beer/wine will be served. Other participants include exhibitors and DKLF employees.



The exhibitors networking event will take place by the exhibition hall (Gastro by E-nord). Price: DKK 150 ex. VAT.

Join us for **the networking dinner** on Wednesday, March 13 at 17.30. Other participants include conference attendees, exhibitors, and DKLF employees and management. Keep an eye out for the programme at danmarkslaeringsfestival.dk/for-udstillere/bestilling-af-andre-tilvalg/netvaerksarrangementer.

The networking dinner will take place at Bella Center. Price: DKK 400 ex. VAT.

Order tickets for the networking events via the order system. Deadline: March 6, 2019.

Exhibitor App:

Price: DKK 1,000 ex. VAT.

Use the Exhibitor App to scan visitors' name tags with your smartphone and tablet. After the Festival, you will get access to the visitors' contact information.

The app can be downloaded to an unlimited number of devices (mobile phones/iPad/tablets).

You can divide visitors into groups of your choice. If you need to distinguish between data from several departments/sales people/visitors to the stand versus presentations, or similar, we recommend that you order several exhibitor apps.

More information about the exhibitor app:

danmarkslaeringsfestival.dk/fileadmin/user_upload/Editor/Filer/Exhibitor_App.pdf

Order the exhibitor app via the order system.

Please note: You must ask permission of the visitor before scanning their name tag, to get the contact information that the visitor entered when registering for the Danish Learning Festival.

Additional equipment:

Your stand will be built by Bigini.dk who will contact you in October with a drawing of your stand.

The price of your stand includes white walls, shelves, lights, wireless Internet connection, and electricity (230V incl. 0,8 kW.). You can order additional equipment from Bigini, e.g. carpet, tables, chairs, cable or additional wireless Internet connection, a locker.

Bella Center has wireless Internet - if you want a wireless Internet connection with your own password, you can order it from Bigini. Please note, it is not permitted to use your own wireless Internet connection, as it may interfere with or stop other wireless networks.



Order additional equipment for your stand from Bigini, from November 1, 2018.

If you want to build your stand without the assistance of Bigini, please send a drawing of your stand to Bigini by December 17. This is to ensure that the stand lives up to Bella Center's guidelines and that it does not limit the visibility of the neighbouring stands.

Catering:

You can order tickets for full day catering, lunch, fruit baskets, pots of coffee/tea.

The catering order form will be available on

danmarkslaeringsfestival.dk/for-udstillere/bestilling-af-andre-tilvalg/forplejning-paa-festivalen.

You will not be able to buy catering tickets on site - only via the ordering form.

Order catering by e-mailing the order form to F&B.orders@bellacenter.dk. Deadline: March 1, 2019.

Bella Center handles orders and payment for catering at Danmarks Læringsfestival. Please contact F&B.orders@bellacenter.dk before and during the Festival for all questions regarding catering.

During the Festival, the people working on your stand will be given free bottled water. If you need more water, you can get more from EXHIBITION INFO/UDSTILLERINFO.

Setting up before and packing up after the Festival:

The Learning Festival takes place at Bella Center, 5 Center Boulevard, 2300 Copenhagen S.

Please note that you must pay for parking in the surrounding parking areas.

Delivering materials, arriving and setting up:

Materials for your stand can be delivered by carrier from Tuesday, March 12, 2019 at 8am. Remember to put your stand number on the materials!

If you would like your materials to be delivered earlier, Bella Center has an arrangement with DSV to receive your materials before the Festival and deliver them to your stand for a fee. Please contact DSV at +45 3247 3017 or expo@dk.dsv.com.

You can pick up your materials from the storage area in C2, when you arrive.

You have access to Bella Center from Tuesday, March 12, 2019 at 4pm.



Your stand will be ready with walls and shelves from Tuesday at 4pm. Electricity will be ready by 7pm. Additional equipment such as tables and lockers will be ready by Wednesday, March 13 at 8am at the latest.

When you arrive at the Festival, you will be met by **your area host** who will give you their phone number and other relevant information, should you need assistance. Please talk with your area host during the Festival to solve any challenges which may arise. Your area host will be available from Tuesday, March 12 at 4pm to Thursday, March 14 at 5.30pm.

Tickets for coffee and the networking events, hangers for your name tags etc. can be picked up at the EXHIBITORS INFO/UDSTILLERINFO stand which is placed in the exhibition hall. Catering tickets can be picked up at the Orang Utan Café which is open until 9pm on Tuesday.

You must have finished setting up your stand on Tuesday, March 12 at 9pm. If this is not possible, please contact Merete Watson, mwa@pha.dk.

We ask that you keep your exhibition within the area of your stand, in consideration of the fire regulations and neighbouring stands.

You are not allowed to store empty packaging, pallets, cardboard boxes, transportation boxes, etc. in Bella Center due to risk of fire. **Empty packaging must be stored outside Bella Center or disposed of in Bella Center trash containers.** Trash containers are placed outside the exhibition hall - see map (pdf) - *coming soon*. Bella Center has an arrangement with DSV who can store empty packaging during the Festival for a fee. Please contact DSV at +45 3247 3017 or expo@dk.dsv.com.

Stands and aisles will be vacuumed, and trash cans will be emptied on Tuesday and Wednesday nights.

Packing and cleaning up:

Your stand must be cleared of materials and trash after the end of the Festival on Thursday, March 14 at 4pm. Trash containers can be found outside as well as inside the exhibition hall after the end of the Festival.

You can arrange for a carrier for pick up and shipping after the end of the Festival. You can pack the materials, ready for shipping, and leave them on your stand – remember to tell the carrier the number of your stand. Materials must be picked up by Friday, March 15 at 4pm.

During the Festival:

Opening hours and name tags:

The Festival is open for visitors from 9am to 5pm both days. Please note that the exhibition closes at 4pm. Your stand must remain open during the opening hours of the exhibition.



Please note that you must pay for parking in the surrounding parking areas.

You have access to Bella Center from Wednesday, March 13, 2019 at 8am. You must wear a name tag to enter the exhibition area and go to your stand.

All exhibitors, guests, and visitors must wear a name tag printed in colour during the Festival. You can find links for printing name tags for free on our website in the spring.

A staffed wardrobe is available from 8am to 5pm during the Festival. Wardrobe tickets can be purchased at EXHIBITORS INFO/UDSTILLERINFO or in the wardrobe. Please note, there are no ATMs in Bella Center. You can pay with Danish MobilePay.

Sales and events on the stand:

If you want to hand out free beverages and snacks at your stand, you MUST send an email to f&b.orders@bellacenter.dk, regarding what you will be handing out, your stand number and name.

You may sell teaching materials etc. on your stand. You can store additional sales materials in a storage area in C2.

You can have a poster or similar put up at the entrance of the exhibition hall, to advertise events on your stand. This is a free service - just print your poster and bring it to the Festival. Please contact Marie Kjær Christiansen, makc@pha.dk.

Exhibitors Info/Udstillerinfo:

UDSTILLERINFO is a stand in the exhibition area where you can contact us before and during the Festival, and have your questions answered by a DKLF employee.

You can also:

- Pick up tickets which you have ordered (for coffee and the two networking events).
- Purchase wardrobe tickets and additional coffee tickets.
- Pick up more water for the people working on your stand.
- Request your stand or another placement for DKLF 2020. You can also request a stand in the evaluation which you will receive after the Festival.

See the placement of UDSTILLERINFO on the stands map.

Please note: Catering tickets must be picked up at the Orang Utan Café.



Conditions:

Cancellation:

Please note that your order is final. You will be billed for 50% of the price of your stand and any presentation slots you have ordered if you cancel *before or on* January 28, 2019 - and for 100% of the price of your stand and any presentation slots you have ordered if you cancel *after* January 28, 2019. You will be billed for 100% for any advertisements you have ordered.

Insurance:

Exhibitors are solely responsible for any necessary insurance, including liability and theft.

Invoice:

After the Festival, you will receive an invoice from Københavns Professionshøjskole/University College Copenhagen on behalf of Danmarks Læringsfestival for your stand, presentation slots, and any additional options that you have ordered via the ordering system.

Bigini will handle the invoice for additional stand equipment.

Bella Center will handle the invoice for catering.

Force majeure:

In case of unexpected events outside the control of Danmarks Læringsfestival, such as but not limited to strike, lockout, blockade, fire, or terror, Danmarks Læringsfestival will not be held responsible for any lack or delay in the fulfilment of the Festival in relation to the exhibitor. The exhibitor cannot demand compensation for expenses regarding the stand, building the stand, advertisement, etc. if unexpected events necessitate cancellation.

Data agreement:

When you sign up as an exhibitor at the Danish Learning Festival, you will be registered in the conference system Trippus with the information you provide in the sign-up form. You hereby agree that CFU Danmark as the entity responsible can process this information.

CFU Danmark only processes the information that you have provided in the sign-up form. The purpose of processing the information is to administer your participation at the Danish Learning Festival, including to communicate with you regarding the Festival and practical issues involved, and to process payment. You also agree that CFU Danmark may send you information via e-mail about upcoming Learning Festivals, and that we may use your information anonymously for statistics, for optimizing the Learning Festival. CFU Danmark will never share your information with third parties.



You can revoke your agreement at any time by contacting CFU Danmark at dataret-cfu@ucc.dk. You can contact us via this e-mail address if you have any questions regarding the handling of your information by CFU Danmark.

If you buy the Exhibitor App, you can collect the contact information of visitors by scanning their name tags. You must ask permission of the visitor before scanning their name tag, to get the contact information that the visitor entered when registering for the Danish Learning Festival.

Updated August 29, 2018