

EXHIBITOR MANUAL

FEFCO Technical Seminar
Copenhagen

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A. Terms and Conditions and Safety regulations of Bella Center

Danish Authorities

The Danish Government, the highest legislative assembly in Denmark, democratically elected by the Danish people.

The Courts of Justice, the highest judicial power in Denmark

The Military, the highest power to guarantee national sovereignty.

The Police, the highest civil authority in the combat of crime, terror, traffic control and accidents. The Fire Service, the highest civil authority in the combat and prevention of fire.

The Danish Working Environment Authority (W.E.A.), the highest civil power in connection with the working environment.

Local Authorities

In order to maintain its position as one of the leading Conference and Exhibition Centres in Europe, Bella Center sustains close and long-established relations with the following local authorities:

Amager Police Station

Bella Center's working partner in connection with crime, violence, terror, traffic control and accidents. The local police station is the nearest authority with the power to requisition such specialized units as the Anti-Terror Corps, military bomb-disposal experts, the CID, the Traffic Police and the Special Investigation Branch.

The Copenhagen Fire Service

Bella Center's working partner in connection with fire-fighting and fire prevention activities. The Fire Service is also responsible for issuing fire approval certificates, evacuation plans, fire prevention and consultancy in general.

The Danish Working Environment Authority (Copenhagen area)

the prime function of the Danish Working Environment Authority (W.E.A) is to ensure a safe, healthy and productive environment in Danish places of work, to establish a set of working rules for the benefit of the working environment in general and to supply updated information with specific regard to the workplace. WEA Observers carry out regular inspections enacted by law, as well as keeping business and industry informed about guidelines and matters of specific interest for the working environment. (www.at.dk)

Internal Health & Safety Organisation

Bella Center's Health & Safety Organisation consists of a Supervisor, a Safety Manager and five local safety groups. It is the responsibility of the organisation to produce evaluation reports as enacted by law; to ensure that all health and safety measures are adhered to and to report and investigate any accidents or injuries which occur within the venue. The National Workplace Health Service is an active partner in this respect and will offer support and advice where relevant. The Health & Safety Group assembles every three months for meetings.

Local Health & Safety Groups

Local Health & Safety Groups consist of a representative from amongst the employees and a representative appointed by the Management. The areas of responsibility of the individual groups' are those, which are directly associated with their own particular field of work. Local groups are in daily contact within their own departments.

The Local Health & Safety Groups responsibilities

The responsibilities of A local Health & Safety Group are specified by law and shall ensure that:

- The working environment meets with all National Health & Safety requirements.
- All work methods and processes are designed and executed in full accordance with the law.
- Materials and equipment are handled in such a way as to protect the user from harmful contact with excesses of pollution, dust, noise, radiation, temperature etc.
- Machines, tools and mechanical aids etc., are designed and employed in a safe and secure fashion.
- Employees are fully instructed in methods and uses.
- The law is carried out with regard to investigation and cooperation.
- The individual employee is motivated to behavioural patterns which improve his own and the safety of others.
- All accidents or near accidents, contaminations, injuries or near injuries to health are fully investigated and reported to the employer or his representative.

A. Terms and Conditions and Safety regulations of Bella Center

- Cooperation with the National Workplace Health Service is pursued in full accordance with the law.
- Suggestions, which recommend new areas of interest for the National Workplace Health Service are fully promoted.
- Reports drawn up by the Danish Working Environment Authority are to be investigated and acted upon accordingly.

As in the case of the Local Health & Safety Group, the main organisation as a whole has a series of responsibilities as stipulated by law. Among these are consultancy and advice to management on matters concerning workplace environment, registration of the companies' environmental problems, on-going statistics covering accidents and contamination, the drawing up of principles for the training and instruction of employees, cooperation with The National Workplace Health Service and ensuring that employees are aware of, who in fact are the members of their Health and Safety Group.

The Health and Safety Representative

The Health and Safety Representative is elected for a period of one year and must, within four weeks of being elected, be enrolled at a Working Environment Training Course (previously known as a Paragraph 9 Course). The Health and Safety Representative is obliged to accept a vow of silence with regard to the handling and treatment of individual cases and can subsequently be expected to undertake consultative and advisory work of a sensitive nature on behalf of individual members of staff.

The National Workplace Health Service

The primary objectives of the National Workplace Health Service is to prevent the occurrence of work related injuries, accidents and physical deterioration by combating situations, which could give rise to harmful physical and mental effects on the workforce. Bella Center's Health and Safety Organisation works closely with the National Workplace Health Service and each member of staff is entitled to a total of one hour's consultation a year.

The Health and Safety Organisation

Health and Safety matters in relation to conditions other than those directly related to the working environment, according to the nature of the issue, will be dealt with by the Technical Director, the

Internal Security Manager or the Central Security Guard(s).

Bella Center's Emergency Contingency Team

Bella Center's Emergency Contingency Team consists of an elected number of staff with special qualifications within their own spheres of work. The team assembles in emergency situations, which can result in the implementation of the emergency evacuation plan. The team will play an active role throughout the venue, where visitors, guests, staff, buildings, machinery, equipment or the local environment are in imminent danger.

The Technical Director

The Technical Director is ultimately responsible in all matters relating to health and safety at the venue. He is also in charge of the venue's Emergency Contingency Team and of the Health and Safety Organisation.

The Security & Service Manager

The Security Manager is responsible of day to day security at the venue, which can be characterised as other than security related to the working environment as for example terror, crime, vandalism, internal and external security, evacuation planning, the training and instruction of staff evacuation teams, venue entry control, venue staff control, risk evaluation, cooperation with the police, advice and guidance on questions of security during exhibitions and events, cooperation with external guards and security personnel.

The Security Supervisor

The Security Supervisor is responsible for security during exhibitions and events, managing external guards and security personnel. The Security supervisor will also take responsibility and be part of planning, strategies and procedures.

The Security Supervisor's can be nominated for at particular event if the person is qualified, or in some situations, when special demands or qualifications are needed.

The Security Supervisor can also perform as substitute for the Security- & Service Manager.

The Central Security Guards

The Central Security Guards (COV) are responsible for the day to day supervision of all areas of the venue. The security staffs are authorized by the management to decide, when a given situation is undesirable and they are

A. Terms and Conditions and Safety regulations of Bella Center

invested with the power to bring such a situation to its conclusion, using any lawful methods they see fit.

Gatekeepers, Watchmen and Attendants

Gatekeepers, Watchmen and Attendants are authorized by the management to ensure that the guidelines for access to and the use of Bella Center's buildings and facilities are respected and adhered to. All the venue's security related personnel have undergone compulsory basic training as enacted by law including first-aid, self defence, the use of physical force, knowledge of the law in relation to questions of security, cooperation with the authorities and fire-fighting principles.

Risk Evaluation

Risk evaluation with regard to the occurrence of a specific situation will be carried out by the above mentioned teams or individuals. Where expert advice is required, the relevant authorities will be consulted, for example the Police Force or the Fire Service.

Media contact in security sensitive situations

Statements to the press in connection with situations of a security related nature will only be made by Bella Center's Managing Director, the head of the venue's Emergency Contingency Team or by the Press Manager.

The Venue's Evacuation Plan

Bella Center's evacuation plan has been drawn up in close cooperation with the authorities. Each member of staff has his own specific responsibility in the event of an evacuation from the venue, and the plan has been designed in such a way that it can be put into effect irrespective of, which members of staff are on duty at any given time.

Temporary staff and others employed in connection with a particular event will be assigned specific tasks, which can be performed in spite of a limited knowledge of the venue and its layout. These temporary workers will receive instruction and be supervised by their immediate superiors. The individual employee has access to first-aid material, torches, radios, easily recognisable clothing, floorplans and written instructions.

Bella Center, Copenhagen, Denmark, April 2012

*Martin Stuchly
Security Manager*

B. Directions to “Bella Center”

Car

Bella Center is located at Center Boulevard 5, 2300 Copenhagen S.

There is a motorway right to the front door from Denmark and Sweden. Follow the "Airport Motorway", E20. The exit to Center Boulevard is number 19 and is called "Ørestad" with "Bella Center" listed below.

Parking - www.europark.dk

DKK 20/hour. Minimum DKK 15 and maximum DKK 80 (for 24 hours).

Metro

More information available at www.m.dk

The Metro line M1 runs between Vanløse and Vestamager (West Amager). The Bella Center Metro Station is located next to Bella Center's East Entrance.

Train

Information and ticket reservation via DSB.

Bella Center is just a 10-15 minute taxi drive from Copenhagen Central Station. From Copenhagen

Central Station you can also get to Bella Center in 20-25 minutes by taking bus line 30. All regional trains also stop at Ørestad Station, where you can transfer to the Metro.

Taxi

A taxi from Bella Center to the city centre costs about DKK 200.

A taxi from Bella Center to Copenhagen Airport costs about DKK 150-200.

Airplane

Further information via Copenhagen Airport or SAS.

Bella Center is just a 10 minute taxi drive from Copenhagen Airport (estimated price: DKK 150-200), from which there are many international and domestic flights every day. A regional train runs from the airport to Ørestad Station.

In connection with congresses, please see further information under SAS Convention



C. Basic stand – Special Exhibitor Offer

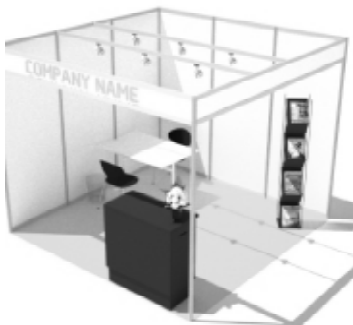


Basic shell scheme EUR 67.23 per m²

Including 2.50 meter high walls against neighbours, fascia boards on all open sides, one 75w halogen spot per 3 m², 1.3 kW power supply and text on fascia board (15 letters included).

Wall and fascia boards consist of 25 mm thick, foam-filled panels, clad with white plastic laminate on both sides.

Price example for 9 m² = EUR 605 / Price example for 18 m² = EUR 1,210

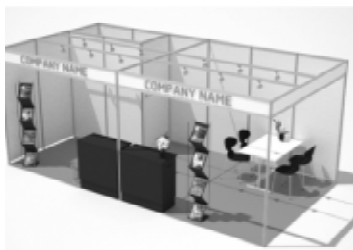


Basic turnkey stand 9 m² EUR 305

A fully decorated stand with 1 table, 2 chairs, 1 wastebasket, 1 counter, 3 extra halogen spots on rail, 1 brochure rack, 1 bouquet of flowers.

Various colours available when choosing flowers in the webshop.

You must order the 'Basic shell scheme' as well if you require this package.



Basic turnkey stand 18 m² EUR 720

A fully decorated stand with 1 table, 4 chairs, 1 wastebasket, 2 counters, 6 extra halogen spots on rail, 2 brochure racks, 1 bouquet of flowers and 2 m² backroom with lockable door.

Various colours available when choosing flowers in the webshop.

You must order the 'Basic shell scheme' as well if you require this package.



Classic turnkey stand 9 m² EUR 1,052

An exclusively decorated stand with coloured walls and fascia boards, 1 table, 2 chairs, 1 bar table and 2 bar stools, 1 waste basket, 3 extra halogen spots on rail, 1 brochure rack, 1 bouquet of flowers and a ficus plant.

Various colours available when choosing wall / fascia board colour and flowers in the webshop.

You must order the 'Basic shell scheme' as well if you require this package.


C. Basic stand – Special Exhibitor Offer

*Order form for turnkeys and shell scheme FEFCO Technical Seminar
22nd – 24th October 2013*

Order deadline is Monday, September 23rd 2013.

Orders received after the deadline cannot be guaranteed delivered in time for commencement of build-up. Furthermore, a 10% price increase will be charged for supplies ordered after deadline and 50% during build-up. These cannot be guaranteed delivered in time for the exhibition opening.


 m² Basic shell scheme at EUR 67.23 per m²

 m² Basic turnkey stand
(Price example 9 m² = EUR 305)
(Price example 18 m² = EUR 720)

Colour of letters

Colour of flowers

You must order the 'Basic shell scheme' as well if you require this package.

 m² Classic turnkey stand
(price example 9 m² = EUR 1,052)

Wall colour

Fascia board colour

Foil colour of letters

Colour of flowers

You must order the 'Basic shell scheme' as well if you require this package.

Flower bouquet colour choices:

- White
- Yellow Blue-purple
- White-yellow
- Red-orange
- Multi coloured
- Multi coloured paste

LETTER COLOURS											
White	Yellow	Orange	Red	Blue	Green	Grey	Black	White	Yellow	Orange	Red
Blue	Green	Grey	Black	White	Yellow	Orange	Red	Blue	Green	Grey	Black
White	Yellow	Orange	Red	Blue	Green	Grey	Black	White	Yellow	Orange	Red
Blue	Green	Grey	Black	White	Yellow	Orange	Red	Blue	Green	Grey	Black
White	Yellow	Orange	Red	Blue	Green	Grey	Black	White	Yellow	Orange	Red
Blue	Green	Grey	Black	White	Yellow	Orange	Red	Blue	Green	Grey	Black
White	Yellow	Orange	Red	Blue	Green	Grey	Black	White	Yellow	Orange	Red
Blue	Green	Grey	Black	White	Yellow	Orange	Red	Blue	Green	Grey	Black

WALL & FASCIA BOARD COLOURS (CLASSIC TURNKEY)	
Coloured wall, anthracite grey (art. 108 - similar to RAL code 7015)	
Coloured wall, grey (art. 109 - similar to RAL code 7015)	
Coloured wall, greywhite (art. 117 - similar to RAL code 9002)	
Coloured wall, sky blue (art. 102 - similar to RAL code 5015)	
Coloured wall, corn yellow (art. 105 - similar to RAL code 1028)	
Coloured wall, light ivory (art. 126 - similar to RAL code 1015)	
Coloured wall, light blue (art. 121 - similar to RAL code 5012)	
Coloured wall, light yellow (art. 115 - similar to RAL code 1021)	
Coloured wall, light grey (art. 102 - similar to RAL code 7035)	
Coloured wall, light green (art. 110 - similar to RAL code 7030)	
Coloured wall, dark orange (art. 122 - similar to RAL code 2002)	
Coloured wall, signal red (art. 118 - similar to RAL code 3009)	
Coloured wall, dusty grey (art. 119 - similar to RAL code 7037)	
Coloured wall, beige (art. 112 - similar to RAL code 1001)	
Coloured wall, red (art. 104 - similar to RAL code 3002)	
Coloured wall, black	
Coloured wall, white	
Coloured wall, orange (art. 101 - similar to RAL code 2004)	
Coloured wall, green (art. 106 - similar to RAL code 6018)	

Orders should be delivered to:

Stand number

Exhibitor

Contact person

Mobile phone

E-mail

Text on fascia board

Signature

D. Contact person for stand

Technical information and order Form for equipment

To see technical information please use this link: http://www.fefco.org/sites/default/files/documents/TechnicalInfo_2013_FEFco%20Technical%20Seminar-Hall_A.pdf

To see all products and services, see basic stands and name sign, furniture, AV equipments, Catering etc. please use link : www.fefco.org/sites/default/files/documents/TUSProduct2013.pdf

To see the prices for basic stands and name sign, furniture, AV equipments Catering etc. please use link : www.fefco.org/sites/default/files/documents/Order_Forms_Equipment_2013.pdf

- 90 days before the event starts you will receive a login and password for the web shop, where you can book the above products and services as well as catering for your stand.

Contact person for ordering:

Karina Bay
Technical Sales Coordinator
Phone: +45 3247 2337 - Fax: +45 3251 7181
E-mail: kba@bellacenter.dk

E. Technical Stand Information

(Opening hours - Set up and dismantling etc.)

Hall

A1 / A2

The stand

without basic stand construction, meaning:

- Floorspace only – marked clearly with tape.
- One daily cleaning (vacuuming of floor and emptying of wastepaper baskets).

Deadline

Technical order forms must be received no later than **Wednesday, September 25th 2013**

Catering deadline is the day before delivery. No later than 12.00 noon.

Please note that all forms must be provided with your contact details and signature.

Order confirmation

As soon as Bella Center has handled the order forms an order confirmation will be sent to your e-mail address. Only deliveries mentioned in the order confirmation will be provided at the stand. Please note that any objections or changes to this confirmation must be given to the Bella Center in writing no later than 3 days from receipt of the order confirmation.

After deadline

Orders received after the deadline cannot be guaranteed delivered in time for commencement of build-up. Furthermore, a 10% price increase will be charged for supplies ordered after deadline and 50% during build-up. These cannot be guaranteed delivered in time for the exhibition opening.

Location of Installation

We 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 invoiced directly to the exhibitor.

Changes or cancellation of ordered services

In case an order is cancelled more than 21 days prior to opening of the event, only expenses occurred will be invoiced. In case an order is cancelled less than 21 days prior to opening, Bella Center reserves the right to invoice the full amount of the order related to the catalogue price or the price offered.

Important dates & times

General build-up:

Monday October 21st 7.00 am – 10.00 pm

General breakdown:

Thursday October 24th 3.00 pm – 11.00 pm

Opening hours at the Technical Exhibitor

Service Office:

Monday	October 21st	7.00 am – 10.00 pm
Tuesday	October 22nd	8.30 am – 4.00 pm
Wednesday	October 23rd	8.30 am – 4.00 pm
Thursday	October 24th	8.30 am – 4.00 pm

Telephone BC Services (catering):

Week days tel. 3247 3419 8.30 am – 4.30 pm
Evening/weekend tel. 3247 3451 (however only during buildup/event/br.down)

Left material

Material left at the stand after expiry of breakdown hours will be considered as waste disposal and removed. If it is not possible for you to pick up the material in time, please contact our partner DSV Solutions on telephone +45 32 47 30 17 to arrange pick up and storage. DSV will charge a fee for this service.

Catering for the booth

If you wish to order food and beverage, visit the webshop, and search for 'catering'. Please note that you must apply for written permission from the Bella Center Services if you plan to cook food at the booth. BCS can be contacted by phone +45 32473419 for further dialogue on this.

Internet access

Wireless internet connection is available in the halls. However the wireless may be unstable. If you require a stable connection, please order wired internet connection at Technical Service.

The ceiling in hall A

Please note that the ceiling is fitted with a modular ceiling grid of 6 metres height (each grid measures 3 x 3 metre).

Rigging in ceiling

All wires at Bella Center must be rigged with a wire lock. These locks can be purchased at the Technical Exhibitor Service Shop during official build up days followed by a rigging guideline. Due to safety reasons it is forbidden to use wires for lifting. For this purpose you should use chain blocks placed in rigging points instead.

E. Technical Stand Information

(Opening hours - Set up and dismantling etc.)

The floor in hall A

As the hall is mostly used for congresses its floor is covered by a navy blue carpet with a very discreet pattern. It is the exhibitor's responsibility to protect the carpet during build-up as well as it is possible to buy another carpet or floor laid by Bella Center personnel. If you bring your own carpet, please note that you must put an underlay, Eagle soft, between the carpets to avoid any loose assemblies and dents in the carpet. Please notice that only self-builders are allowed to order carpet on the Webshop.

Transport in hall A

Vehicles are **not** permitted in hall A. Drivers are referred to use the goods area outside. From here the goods can be transported to the stand using the exhibitor's own pushcart or you can borrow minor pushcarts from the Lobby area inside the West Entrance. Alternatively, call our logistics partner DSV on telephone +45 32473017 for assistance. DSV will charge a fee for this service.

Exemption

Requests for exemptions to the above build-up/breakdown times must be ordered via the Webportal in the section Other Services as the item "Earlier in/out". A charge of DKK 5,000,- excl. 25% DK VAT will be made for each extra day of build-up/breakdown agreed upon. All approved exemptions will be invoiced, whether they have been used or not.

Complaints

Should you wish to lodge a complaint about services supplied by Bella Center, this must be done in writing and delivered before the event closes. Otherwise the management cannot accept the complaint.

Parking

All parking takes place on P1 – P5 which is toll parking.

Contact person

For questions concerning booth design and security service:

Karina Bay

Technical Sales Coordinator

Phone: +45 3247 2337 - Fax: +45 3251 7181

E-mail: kba@bellacenter.dk

For questions concerning catering:

Bella Center Services

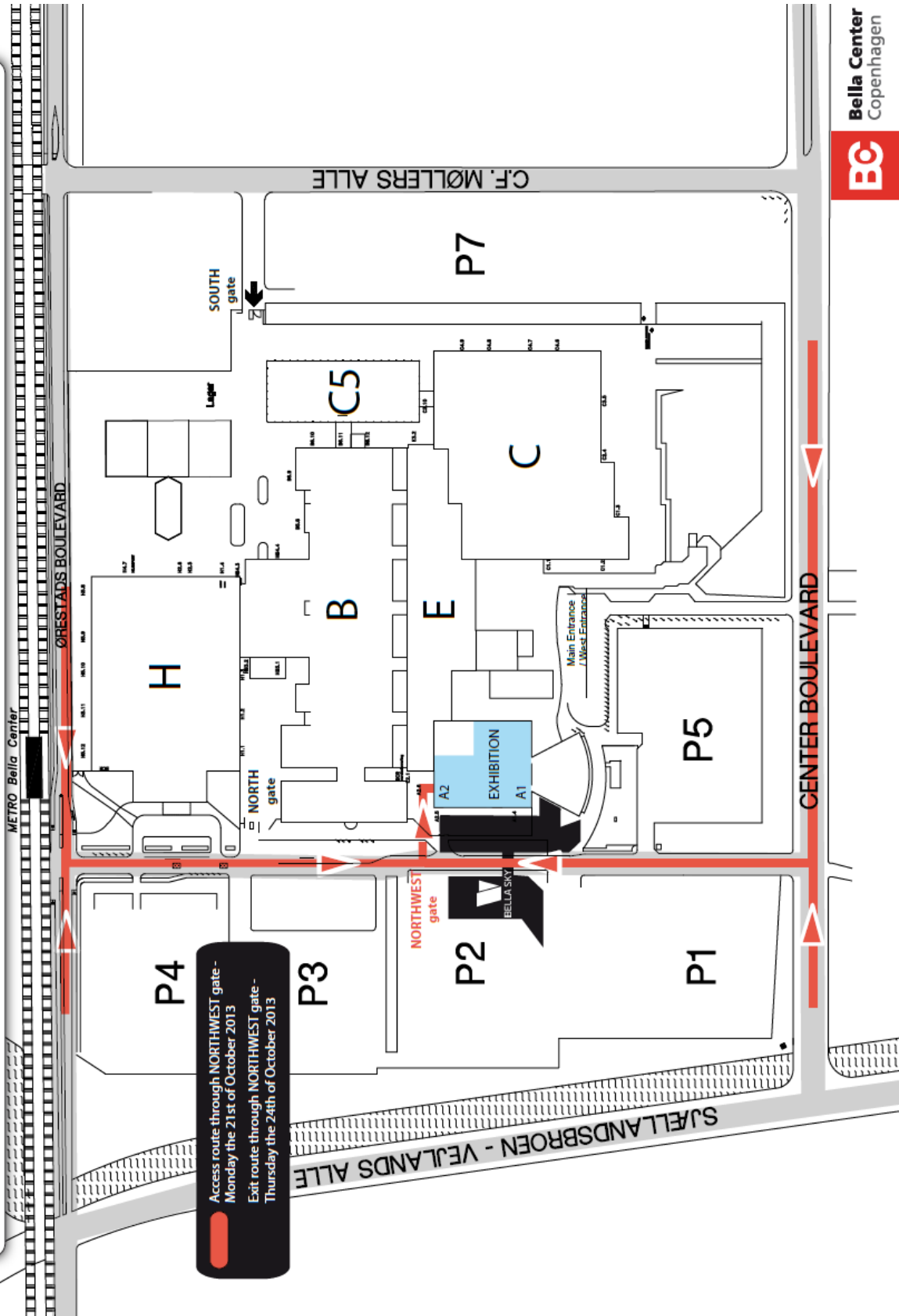
Phone: +45 3247 3419

E-Mail: F&B.orders@bellacenter.dk

From 8.30 am to 4.30 pm on week days.

We advise exhibitors to read the general exhibitor conditions in BC Technical Info Catalogue, in which important information is given on matters such as consideration to neighbours and buildings, vehicles in the halls, music, 24 hour power supply, invoicing, empties, insurance and catering. The catalogue is available on www.bellacenter.dk/English/Downloads/Technical+brochures

FEFCO Technical Seminar 2013 - ACCESS/EXIT Route





FEFCO TECHNICAL SEMINAR 2013

DATE 20121211

DIRECTION TO
CITY CENTRUM

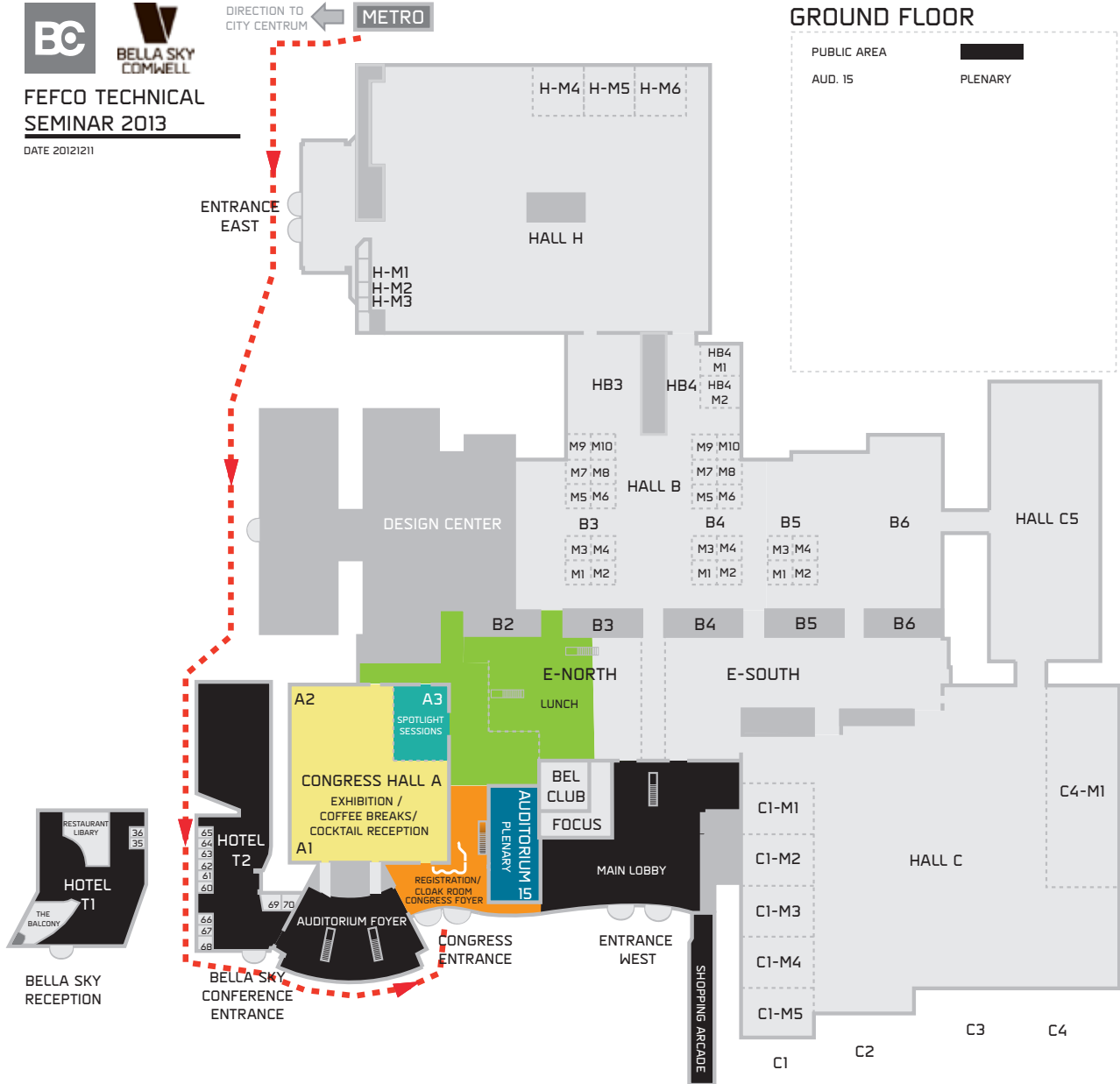
METRO

GROUND FLOOR

PUBLIC AREA

AUD. 15

PLENARY

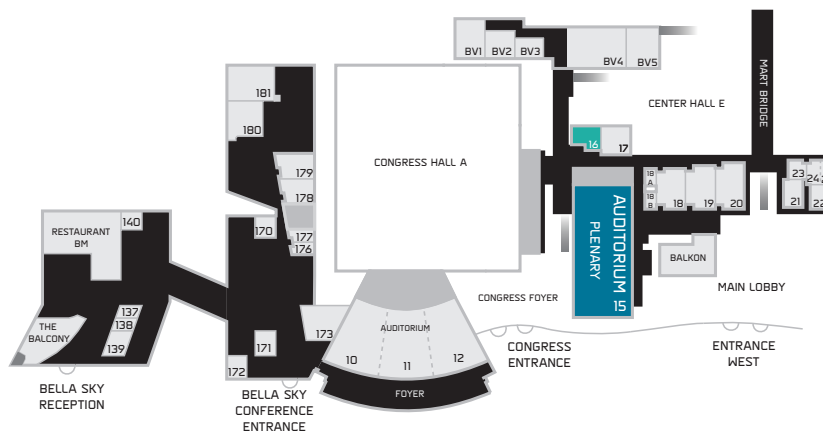


FIRST FLOOR

PUBLIC AREA

ROOM 16
AUD. 15

OFFICE FOR ORGANIZER
PLENARY



F. Delivery Instructions

Please make sure all your boxes are clearly marked: **FEFCO Technical Seminar 2013 – Attn. Company Name – Stand No.**

Please note that the following conditions apply when sending packages to Bella Center via Post Danmark:

- Packages addressed to exhibition stands in Bella Center will be received by DSV, who will store the deliveries for the stand until the stand is manned. Please inform DSV which time they should deliver to your stand. The price is DKK 75 per shipment + administration fee of DKK 85 invoiced directly by DSV to the exhibitor.
- DSV is the official on-site freight forwarder at the Bella Center and will smoothly handle any shipment of goods for you. For information about the services available, delivery address and prices please contact DSV.
- It is of course possible to have your goods delivered directly to the stand without assistance from DSV. If this is the case please ensure that the stand is manned at the time of delivery, since the goods otherwise will be delivered to DSV on-site storage and thereby result in a charge to the exhibitor.

Contact – Forwarding agent

DSV Solutions A/S
Bella Center
Center Boulevard 5
DK-2300 Copenhagen S
Tel.: +45 32 47 30 17
Fax: +45 43 25 35 10
Contact: E-mail: expo@dk.dsv.com

DSV is a global supplier of transport and logistics services with offices in more than 50 countries all over the world.

G. Waste disposal

Bella Center strives to be a leading company in the field of CSR. It is important that our development is sustainable and limits environmental impact, while keeping resource consumption to a minimum. This includes reuse, recycling and waste sorting, so Bella Center also encourages exhibitors to be aware of these measures. By sorting the waste, exhibitors contribute to making waste a valuable resource instead of a burden on the environment. At Bella Center, waste is sorted into the following

categories:

- Rugs
- Bottles
- Paper
- Cardboard
- Wood (items up to 1 metre – for large quantities, contact Technical Exhibitor Service to arrange for handling)
- Plastic film
- Mixed plastic (hard plastic types, including PVC)
- Small combustible waste
- Iron/metal
- Plaster (items up to 1 metre – for large quantities, contact Technical Exhibitor Service to arrange for handling)
- Electronic waste
- Light bulbs and batteries
- Landfill (waste not covered by the above categories) - please contact Technical Exhibitor Service to make arrangements.

The waste categories above must be deposited in the containers labelled “Affald til sortering” [“Waste to be sorted”], which will be located in the exhibitor halls.

During the set-up and dismantling periods for the coming event, exhibitors can obtain rubbish bags for combustible waste free of charge from Technical Exhibitor Service. When the bag is full, it must be sealed and deposited in the containers labelled “Affald til sortering” [“Waste to be sorted”].

During the event, sorting bins for paper and small combustible waste will be located in all halls.

Hazardous waste

If desired, paint waste, batteries, light bulbs and leads can be collected free of charge by Bella Center service staff. Please contact the Technical Service division to make such arrangements.

If you have questions regarding waste, you are welcome to contact Technical Exhibitor Service for additional information on (+45) 32 47 23 22.

H. Internet access

Wireless internet is available in all public areas and in the exhibition hall.

There is no login. The network is “bc guest”.

In addition, exhibitors can order wired connections on the stands.

I. Insurance

Insurance for your stand and/or goods is not provided by Fefco. Please check if you need one.

Please read page 57 of the Bella Center document "Decoration of the Stand" :
www.bellacenter.dk/Files/bcfiler/Bella%20Center/Downloads/TUSProduct2013.pdf

If you have any questions concerning the insurance cover, please contact Tryg Forsikring A/S by phone:

+45 44 20 25 77 or by fax: +45 44 20 23 83.

Stand Personnel registration form

Badge 1

Badge 2

[illegible]

Badge 3

Badge 4

Stand number

Company

Contact person in charge of the stand

Appendix

Address

Postal Code

City

Country

Telephone

Fax

✉ mail

E-mail

Date and place:

Signature:

Please complete and return to Houriet Lefebvre to: houriet.Lefebvre@fefco.org
Tel. +32 2 626 98 35 - Fax: +32 2 646 64 60

Catering order form # 1

Please find suggestions for catering below. The prices include delivery to your stand.

Company		
Contact person		
Phone number		
Address		
VAT Number		
Postcode	City	Country
E-mail		
Stand number		
Date of delivery (dd/mm/yyyy):		
Time of delivery:		

Please note that deadline for orders are at least 2 days before the event.
Orders valued at less than DKK 150 are subject to a DKK 50 delivery charge.

All prices are from 2013 and exclusive 25% VAT

All items will be invoice in DKK. The EUR rates are subject to change due to currency changes.

Bella Center Services has the exclusive right to sell food and beverages within the exhibition area. For any handing-out of free food and beverage samples prior permission must be obtained from Bella Center. The reason is that the Bella Center Services must make sure that the rules and regulations laid down by the Danish authorities are observed.

However, exhibitors are allowed to establish serving areas at their stand, but only after approval by and according to specifications laid down by the Bella Center Services. This ensures you that you and your company are automatically covered by our license to serve beer, wine and spirits and that the rules for handling foodstuff are observed.

The exhibitors will under no circumstances be allowed to sell food or beverages from their stand.

Items no.	Items	DKK	€	Quantity
19414	Hire of draught beer dispenser + CO2 including 2 kegs of 25 liters of Tuborg lager and 2 x 80 disposable glasses of 0,3 liter	989,00	133,65	
19409	Hire of draught beer dispenser, per day	82,40	11,14	
19408	Hire of draught beer bar, per day	123,60	16,70	
19410	Carlsberg lager, 25 liter keg incl. 80 disposable glasses of 0,3 liter	680,00	91,98	
19411	Hire of water dispenser including 18 liter of still water and 1 x 100 cups for dispenser	329,60	44,54	
19412	Still water – 18 liter bottle (for dispenser) and including 1 x 100 cups for dispenser	226,60	30,62	
19537	Hire of Espresso Italia Coffee machine including 100 capsules and 1 x 100 disposable coffee cups.	988,80	133,62	
19536	Capsule for Espresso Italia Coffee Machine, per pc	4,95	0,67	
19233	Hire of electric kettle, per day	41,20	5,57	

Please fill in the form and forward it to: F&B.orders@bellacenter.dk
For further queries please call +45 32 47 34 19 or +45 32 47 34 09

Items no.	Beverage (exclusive packaging)	DKK	€	Quantity
19421	30 Tuborg beer, 33 cl	193,64	26,17	
19432	30 Coca Cola, 25 cl	160,68	21,71	
19432	30 Sprite, 25 cl	160,68	21,71	
19432	30 Lemon, 25 cl	160,68	21,71	
19432	30 Fanta, 25 cl	160,68	21,71	
19432	30 Coca Cola Zero, 25 cl	160,68	21,71	
19432	30 Mixed soft drinks, 25 cl	160,68	21,71	
19432	30 Sparkling water, 25 cl	160,68	21,71	
19432	30 Sparkling water with citrus, 25 cl	160,68	21,71	
19426	1 1/2 liter Coca Cola	23,90	3,23	
19426	1 1/2 liter Sprite	23,90	3,23	
19426	1 1/2 liter Fanta	23,90	3,23	
19430	1 1/2 liter sparkling water	23,90	3,23	
19430	1 1/2 liter sparkling water with citrus	23,90	3,23	
19442	1 1/2 liter still water	16,48	2,23	
19435	Still water, 50 cl	9,89	1,34	
19433	Juice, orange 1/1 liter	15,66	2,12	
19434	Juice, apple 1/1 liter	15,66	2,12	

NB. As part of Danish legislation, there is a deposit on all recyclable bottles and crates. Your money will be refunded if the ordered items are returned to our logistics department.

To order pick up from the stand call +45 32 47 34 19 or +45 32 47 34 09 before 10 am.

Items no.	Wine and spirits	DKK	€	Quantity
19437	House white wine, 75 cl bottle	56,86	7,68	
19438	House red wine, 75 cl bottle	56,86	7,68	
19552	Sparkling wine, 75 cl bottle	86,52	11,69	
19441	1 Enkelt (Danish bitter), 70 cl bottle	156,56	21,16	
19441	Gl. Dansk (Danish bitter), 70 cl bottle	156,56	21,16	
19419	Champagne, 75 cl bottle	288,40	39,97	
19602	Rum (per bottle), 70 cl bottle	197,76	26,72	
19602	Vodka (per bottle), 70 cl bottle	197,76	26,72	
19602	Gin (per bottle), 70 cl bottle	197,76	26,72	
19602	Whisky (per bottle), 70 cl bottle	197,76	26,72	
19588	Ice cubes in a thermo box – 12,5 kg	123,60	16,70	

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Items no.	Cookies/ sweets/ chips	DKK	€	Quantity
19458	Danish sweet biscuits, 500 gr.	41,20	5,57	
19459	Salted peanuts, 1 kg	90,64	12,25	
19460	Potato Chips, 250 gr.	23,09	3,12	
19470	Salted sticks, 250 gr.	22,25	3,01	
19461	Twist, 145 gr.	30,49	4,12	
19462	Matadormix – candy, 260 gr.	24,72	3,34	
19463	Stjernemix – candy, 260 gr.	24,42	3,34	

Items no.	Coffee/ tea etc.	DKK	€	Quantity
19465	BKI coffee, 500 gr.	48,60	6,57	
19466	Coffee filters, pack of 100	19,57	2,64	
19467	Teabags, pack of 25	28,84	3,90	
19404	Coffee cream, 15 ml. pack of 25	3,48		
19405	Coffee cream, 15 ml. pack of 100	206,00	27,84	
19468	Coffee milk, 15 ml. pack of 25	25,75	3,48	
19406	Coffee milk, 15 ml. pack of 100	206,00	27,48	
19469	Sugar, 500 gr. (portions)	14,01	1,89	
19648	Stirs, pack of 50	20,60	2,78	
19603	1 thermo with coffee incl. milk, sugar, cups and stirrers	56,90	7,69	
19604	1 thermo with tea-water incl. teabags, sugar, cups and stirrers	49,40	6,68	

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Items no.	Coffee/ tea etc.	DKK	€	Quantity
19443	Coffee cups, pack of 50	62,00	8,38	
19444	Cups for water dispenser, pack of 100	70,00	9,46	
19445	Tea spoons, pack of 36	20,60	2,78	
19446	Forks, pack of 20	20,60	2,78	
19448	Knives, pack of 20	20,60	2,78	
19447	Spoons, pack of 20	20,60	2,78	
19440	Plates, 18 cm, pack of 100	99,00	13,38	
19449	Plates, 23 cm, pack of 50	66,00	8,92	
19450	Wine/champagne glasses, pack of 10	26,40	3,57	
19451	Glasses, 30 cl, pack of 80	64,00	8,65	
19452	Shot glasses, pack of 50	17,30	2,34	
19453	Paper towels, pack of 4	23,00	3,11	
19454	Garbage bags, pack of 10	19,00	2,57	
19455	All-purpose cloths, pack of 5	19,80	2,68	
19456	Napkins, pack of 100	11,50	1,55	
19439	Napkins, pack of 500	45,30	6,12	
19235	Disposable serving tray, 35x24 cm	29,70	4,01	
19237	Disposable serving tray, 43x29 cm	37,00	5,00	

Items no.	Real cutlery	DKK	€	Quantity
19480	Serving table with white table cloth, 3 meter long	341,96	46,21	
19481	Bar table with white table cloth, 103 cm high	218,36	29,51	
19416	Rental of cutlery, per piece	3,30	0,45	
19631	Thermo	37,08	5,01	
19538	Rental of large white table cloth, 197 x 380 cm	78,28	10,56	
19539	Rental of small white table cloth, (cm 140 x 225, 180 x 180 or 200 x 200)	66,95	9,05	

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Catering order form # 2

Please find suggestions for catering below. The prices include delivery to your stand.

Company		
Contact person		
Phone number		
Address		
VAT Number		
Postcode	City	Country
E-mail		
Stand number		
Date of delivery (dd/mm/yyyy):		
Time of delivery:		

Please note that deadline for orders are at least 2 days before the event.
Orders valued at less than DKK 150 are subject to a DKK 50 delivery charge.

All prices are from 2013 and exclusive 25% VAT

All items will be invoice in DKK. The EUR rates are subject to change due to currency changes.

Bella Center Services has the exclusive right to sell food and beverages within the exhibition area. For any handing-out of free food and beverage samples prior permission must be obtained from Bella Center. The reason is that the Bella Center Services must make sure that the rules and regulations laid down by the Danish authorities are observed.

However, exhibitors are allowed to establish serving areas at their stand, but only after approval by and according to specifications laid down by the Bella Center Services. This ensures you that you and your company are automatically covered by our license to serve beer, wine and spirits and that the rules for handling foodstuff are observed.

The exhibitors will under no circumstances be allowed to sell food or beverages from their stand.

Items no.	Choice of reception menu	DKK	€	Quantity
19471	Menu 1: Delicious small finger sandwiches – assorted cold cuts and salads, 50 pieces	346,08	46,77	
19472	Menu 2: An assortment of fruits – apples, pears, oranges and bananas, 20 pieces	163,15	22,05	
19473	Menu 3: Selection of cheese – Brie and Danbo sticks with grapes, celery and crackers, 50 pieces	403,76	54,56	
19474	Menu 4: Selection of almond sticks, petit fours and assorted chocolates, 50 pieces	477,92	64,58	
19226	Menu 5: Assorted canapés with meat, 25 pieces	477,92	64,58	
19227	Menu 6: Assorted canapés vegetarian, 25 pieces	432,60	58,46	
19228	Menu 7: Vegetarian finger sandwiches, 30 pieces	259,56	35,08	
19229	Menu 8: Small sausage horns, 30 pieces	259,82	39,98	
19230	Menu 9: Tapas tray with pate, olives, sausages, cheese, sundried tomatoes, cornichons, bread and butter, approx. 20 portions	407,88	55,12	
19231	Menu 10: Fresh baked Danish pastry, 14 pieces	168,92	22,83	
19232	Menu 11: Open sandwiches with assorted cold cuts, 14 pieces	204,35	27,61	
19591	Menu 12: An assortment of fresh exotic fruit cut in pieces, approx. 25 portions	440,84	59,57	

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Catering order form # 3

Please find suggestions for catering below. The prices include delivery to your stand.

Company		
Contact person		
Phone number		
Address		
VAT Number		
Postcode	City	Country
E-mail		
Stand number		
Date of delivery (dd/mm/yyyy):		
Time of delivery:		

Please note that deadline for orders are at least 2 days before the event.
Orders valued at less than DKK 150 are subject to a DKK 50 delivery charge.

All prices are from 2013 and exclusive 25% VAT

All items will be invoice in DKK. The EUR rates are subject to change due to currency changes.

All lunch choices can be ordered between 11:00 – 14:00. Please note that a 15 minutes delay on lunch orders can occur.

Items no.	Choice lunch	DKK	€	Quantity
19560	Lunch 1: Baguette with chicken Caesar	32,96	4,45	
19561	Lunch 2: Vegetarian wrap with tuna	32,96	4,45	
19562	Lunch 3: Greek meatballs with salad and tzatziki	32,96	4,45	
19403	Lunch 4: Open sandwiches, 3 pieces	32,96	4,45	
19563	Lunch 5: Vegetable pie with pasta-herb salad, dressing, bread and butter	32,96	4,45	
19498	Lunch extra 1: Fruit – per piece	5,77	0,78	
19499	Lunch extra 2: Still water 50 cl – per bottle	9,89	1,34	
19500	Lunch extra 3: Chocolate bar/ Müsli bar – per piece	8,24	1,11	

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