



**Technical Guidelines**

# **EuCAP 2020**

## **14<sup>th</sup> European Conference on Antennas and Propagation**

**Copenhagen  
Denmark**

**15 – 20 March 2020**

 [www.eucap2020.org](http://www.eucap2020.org)



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## Welcome to EuCAP 2020!

Dear Sponsors and Exhibitors,

We are pleased to present you with the EuCAP 2020 Technical Guideline containing technical information for exhibiting at Bella Center Copenhagen during EuCAP 2020, 15 – 20 March.

This Technical Guideline includes all relevant information about the EuCAP 2020 conference exhibition and is designed to assist you in the preparation of your participation at the EuCAP 2020 conference.

Please forward this manual to all the persons involved in the EuCAP 2020 conference exhibition, including your stand builder contractor.

We look forward to meeting you in Copenhagen and wish you a successful EuCAP 2020 conference.

Best regards,

EuCAP 2020  
Conference and Exhibition organizer

CAP Partner  
Nordre Fasanvej 113, 2.  
2000 Frederiksberg  
Denmark

Phone: +45 70 20 03 05  
E-mail: [sm@cap-partner.eu](mailto:sm@cap-partner.eu)  
Website: [www.eucap2020.org](http://www.eucap2020.org)





## EuCAP 2020 Conference and Exhibition Organizer contact

### Contact information

CAP Partner  
 Nordre Fasanvej 113  
 DK-2000 Frederiksberg

Tel: +45 70 20 03 05  
[sm@cap-partner.eu](mailto:sm@cap-partner.eu)

Website: [www.eucap2020.org](http://www.eucap2020.org)

### Exhibition & Sponsor Coordinator

Sandy Ma  
 Mail: [sm@cap-partner.eu](mailto:sm@cap-partner.eu)  
 Tel: +45 38 42 95 63

### Registration Coordinator

Mille Skovbjerg  
 Mail: [ms@cap-partner.eu](mailto:ms@cap-partner.eu)  
 Tel: +45 38 42 95 81

## Exhibition dates and hours

### Build up time

<b>Build up</b>	<b>Date</b>	<b>Stand constructor and Exhibitor access.</b>
Monday	16 March 2020	06.30 – 15.30 (Booth build up and set-ups) 15.30 – 17.00 (Cleaning)* 17.00 – 18.00 (Decoration and final settings)

<b>Exhibition</b>	<b>Date</b>	<b>Exhibitors access hrs.</b>	<b>Exhibition opening hrs.</b>
Monday	16 March 2020	(17.00 – 18.00, see above)	18.00 – 20.00
Tuesday	17 March 2020	09.00	10.00 – 17.00
Wednesday	18 March 2020	09.00	10.00 – 16.00
Thursday	19 March 2020	09.00	10.00 – 17.00**

### Dismantling time

<b>Dismantling</b>	<b>Date</b>	<b>Exhibitors access hrs.</b>
Thursday	19 March 2020	17.00 – 22.00

### **Please note:**

\* All empties must be removed by 15.30 and hereafter all ails must be kept free.

\*\*To ensure a good participant experience and access to/from session rooms through the exhibition area, dismantling of stand before the official dismantling hours is not permitted.



## Conference venue

[Bella Center Copenhagen](#)

### Contact information

Bella Center Copenhagen (BCC)  
Center Boulevard 5  
2300 Copenhagen S  
Denmark

E-mail: [EuCAP2020expo@bellacenter.dk](mailto:EuCAP2020expo@bellacenter.dk)  
Web: [www.bellacentercopenhagen.dk](http://www.bellacentercopenhagen.dk)  
Tel.: +45 32 47 36 11



Bella Center is located centrally in the new part of Copenhagen, Ørestad, and is just 6 kilometers away from Copenhagen Airport and 8 kilometers away from Copenhagen city centre.

### Plan your exhibition

To plan your exhibition, Bella Center will provide you with all necessary equipment and suppliers.

Bella center will send you a login and password to access the webshop, [www.exhibit.bchg.dk/login](http://www.exhibit.bchg.dk/login) where you will find an overview of:

- Stand designs order
- Stand equipment order
- Furniture order
- Trash handling
- Decoration order
- Food and Beverages order

You are free to send the login and password to all parties involved in the planning of your booth to EuCAP 2020. By sharing your login, it is also possible to create another user to your stand builders, if they want a personal account or want to add different invoice information.

### Stand- designer and constructor contact

For personal stand design and booth constructor requests, and to receive all information and prices please directly contact:

Mail: [EuCAP2020expo@bellacenter.dk](mailto:EuCAP2020expo@bellacenter.dk)  
Tel.: +45 32 47 36 11

### Deadline

All orders from made to Bella Center must be received no later than: **07. February 2020.**  
Orders can still be accepted after deadline however with a surcharge and subject to availability.



## Exhibition stand – 9 sqm (3m x 3m)

Exhibitors who has booked 9 sqm. exhibition will have a shell scheme package **including:**



- Stand walls facing your neighbor(s), *off-white plastic laminate.*
- Fascia board(s) facing gangway(s), *off-white plastic laminate – with company name on one fascia board (max. 20 letters) \*.*
- Carpet (*choice of color available\*\* – standard carpet color is grey.*)
- 3 spotlights on power rail pr. 9 sqm
- 2,3kW (10 amp) electricity
- 1 table and 2 chairs
- Emptying of wastepaper baskets

\*Company name will be the name given to CAP Partner. If the name should be another, please inform CAP Partner.

\*\* Choose your carpet color by accessing the [webshop](#). **Deadline is 07. February 2020.** If no color is picked, you will receive standard carpet in grey color.



**If you wish to have your booth without shell scheme package, you will receive:**

- Floorspace only – marked clearly with tape.
- Emptying of wastepaper baskets

**Further supplies must be ordered directly from the venue via the [webshop](#).** See page 5 for information:

- Furniture (table, chair, counter, showcase etc.)
- Extra power
- Decorations
- Brochure holders etc.

## Branding possibilities

We provide a selection of branding opportunities both indoor and outdoor the venue and exhibition hall. The branding possibilities are only provided to companies exhibiting at EuCAP 2020.

For booking and receiving the **Branding Catalogue**, please contact Sandy Ma at [sm@cap-partner.eu](mailto:sm@cap-partner.eu)

## Internet connection

Bella Center Copenhagen provides Wi-Fi connection free of charge. The venue is equipped with Ruckus 710 access points throughout the facility, ensuring a stable, easy configurable high capacity network in all areas. If you need additional WIFI to your stand, this can be ordered through the [webshop](#).



## General exhibition information

**Request & Order confirmation** When you have submitted our orders on the webshop, you will receive a mail confirming your requests to Bella Center. When the requests are processed, you will receive a formal order confirmation.

It is **important to check the order confirmation**, as some requests might be rejected for various reasons. Any rejections are of course followed by an explanation.

**After deadlines** Orders received after the deadline **07<sup>th</sup> February 2020** **can't** be guaranteed delivered in time for commencement of build-up. Furthermore, a 25% price increase will be charged for supplies ordered after deadline **07<sup>th</sup> February 2020** and 100% during build-up. These **can't** be guaranteed delivered in time for the exhibition opening.

**Building height** Please note that the stand building **maximum height is 2.5 m**. If you wish to build higher than 2.5 m, kindly send a request to [sm@cap-partner.eu](mailto:sm@cap-partner.eu)

**Location of Installations** We reserve the right to place rigging and water supply in suitable positions, in case no drawing of the desired position has been received within deadline.

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

**Goods deliveries** Shipments must be delivered to DSV Solutions' warehouse in Bella Center. More information for shipping and goods delivery from DSV solution on **page 9 and 11-13**.

**Empty goods** Packaging, pallets and other surplus materials may not be stored in the halls during the event, but must be removed for storage by DSV Solutions against a fee charged to exhibitor. Please contact DSV Solutions to pre-order and get information on pricing etc. At the end of the build-up period, any material left in the aisles will be removed by DSV Solutions at the exhibitors' expense. See more information on **page 11-13**.

**Waste handling** For exhibitors with exhibition area of **min. 18 sqm**, it is **mandatory** that you order a container for all your waste handling from the [Webshop](#), to avoid additional charge of waste handling. The containers price is 60 euro.



#### Left materials

Packed goods (pallets, boxes etc.) left on the stand when break-down hours end will be removed to DSV Solutions' warehouse in Bella Center and can be collected on the first workday after the event. The handling fee for this will be invoiced to the exhibitor. Please contact DSV Solutions for arrangements, and information on pricing etc. Any other left material will be considered as waste and disposed of.

#### Invoicing

Bella Center Copenhagen sends invoices for services and supplies, which have been ordered for stand build-up, stand furnishing, serving etc. prior to the event.

Please note that payment must be made before the start of the event. As an exhibitor, you are responsible for payment – regardless of whether the deliveries have been ordered by you or your supplier.

## Information for Stand Constructors and Exhibitors

### Deliveries ordered at Bella Center

Deliveries which have been ordered prior to the deadline through Bella Center Copenhagen webshop, will be delivered and ready on stand build-up day.

Our suppliers are available throughout the entire duration of the event if you have any additional requirements.

A main contact person will be on site at exhibitor service to help you with any enquiries or questions.

If outside exhibitor service hours, please send a mail to: [EuCAP2020expo@bellacenter.dk](mailto:EuCAP2020expo@bellacenter.dk)

### Stand build-up

- When working with stand build-up and signage, the working **maximum height is 2.5 m**. If you have other wishes, you are welcome to contact [sm@cap-partner.eu](mailto:sm@cap-partner.eu) to discuss the options.
- 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. All three tapes as well as wall hooks for lightweight items such as poster frames can be purchased on site. 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 your own carpets from the stand, we will ensure that they are removed and environmentally sorted. You will be invoiced for this service.

### Power and electrical installations

24-hour power will be connected from the first stand build-up day and up to and including the day end of the exhibition.





### Wireless network

If you want to establish your own wireless network on the stand, it must be approved by Bella Center Copenhagen IT. IT connections supplied by Bella Center Copenhagen must not be shared with a third party.

### Food and beverages

Bella Center Copenhagen's food and beverage (F&B) department has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor you must therefore not provide food or drinks on your stand. If you want to serve food and beverage samples on your stand, please email Bella Center Copenhagen's F&B department beforehand to make an agreement:

[f&b.orders@bellacenter.dk](mailto:f&b.orders@bellacenter.dk)



### Goods dispatch

If you need to have packages and goods sent to Bella Center Copenhagen, we recommend you to ship with DSV solutions, as they are the official appointed shipping and delivery company for EuCAP 2020.

#### Packages and goods arriving before stand build-up:

DSV receives and stores your package/goods and will deliver them directly to your stand on build up day. You will be invoiced for this service. **See page 11-13 for more information.**

#### Packages and goods arriving during stand build-up:

If you use other courier, you must ensure that couriers are supplied with the correct name of event, company name, telephone number and stand number and the address must be sent to DSV. 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. **See page 11-13 for more details.**

#### Packages arriving during the event:

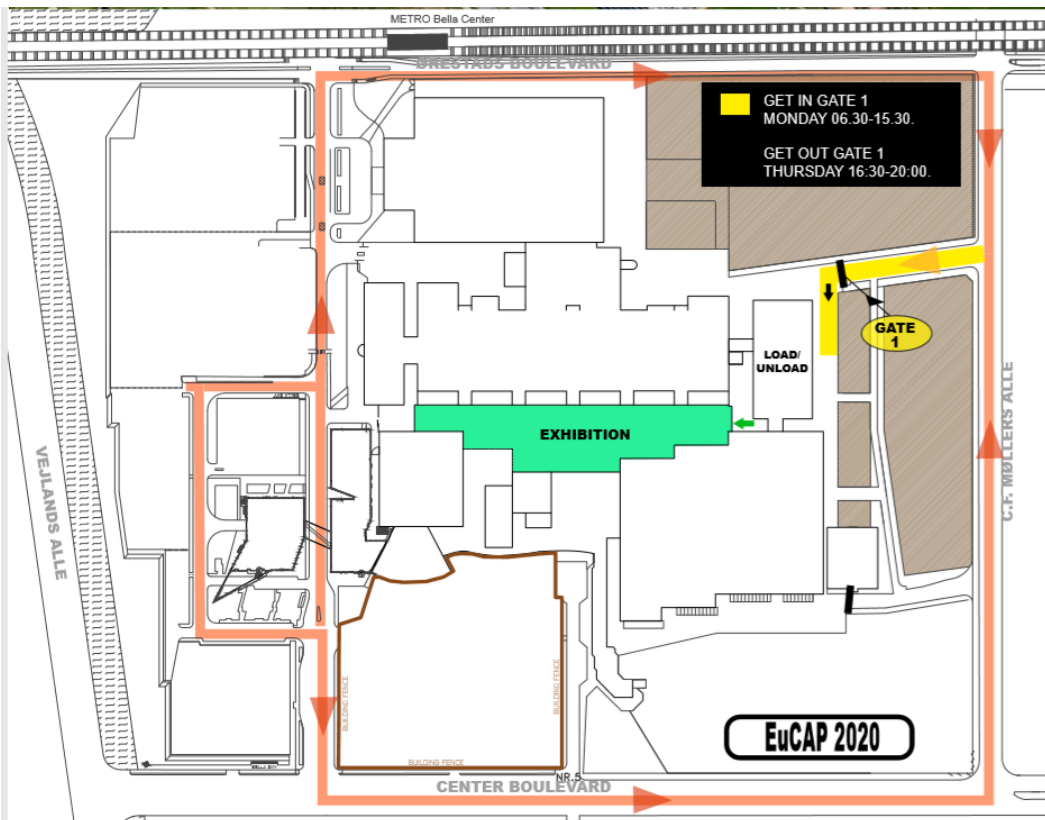
Packages and goods sent by another courier than DSV are still delivered to DSV and signed for on delivery. Remember to include event name, company name, telephone number and stand number on the package. Your package/goods will be delivered directly to you on the stand

For information about additional transport services, logistics services, delivery address and prices, please see **page 11 -13** for DSV shipping instructions.

### Unloading information

Stand contractors can only access the exhibition area for the build-up and dismantling by **Gate 1**, access via **C.F. Møllers Alle**.

## LOAD/UNLOAD OVERVIEW



**Address:**  
Bella Center Copenhagen  
**C.F. Møllers Alle**  
**Gate 1**  
2300 Copenhagen S  
Denmark



## DSV Solutions - Shipping and Delivery

DSV Solution is the official appointed company to ship and deliver all packages and shipments for EuCAP 2020.

DSV Solutions A/S  
c/o Bella Center  
Fairs & Exhibitions  
Emma Gads Vej, Gate 1 D  
K-2300 Copenhagen

Tel: +45 43 20 38 50 / Fax: +45 43253510  
Email: [expo@dk.dsv.com](mailto:expo@dk.dsv.com)



## Exhibition Service

- transport, handling, storage etc.

### Shipping Labels

All materials send to EuCAP 2020 must be clearly marked with the [stand shipping label](#).  
Deadline for receiving the shipments are: **10 March 2020**

### Other Courier Transports

To avoid failed delivery attempts courier shipments arriving on site prior to your staff must be sent to DSV warehouse. Please note that our handling charges for receiving the goods and delivering it to your stand will be invoiced separately.

All goods must be clearly marked with exhibition name and stand number.

Shipment must be made directly to:

DSV Solutions A/S  
c/o Bella Center  
Fairs & Exhibitions  
Emma Gads Vej, Gate 1 D  
K-2300 Copenhagen

Tel: +45 43 20 38 50






Shipping instructions

**DSV Solutions A/S**

Fairs & Exhibitions  
 Emma Gads Vej, Gate 1  
 DK-2300 Copenhagen S  
 Tel: +45 43203850  
 Email: expo@dk.dsv.com



**Shipping Instructions for EuCAP 2020 / 15-20 March 2020**  
**Venue: Bella Center, Copenhagen**

1	ROADFREIGHT GROUPAGE & COURIER	ROADFREIGHT PART- & FULL TRAILER (FOR DIRECT STANDDELIVERY)
	Deadline for arrival: 10-03-2020	Arrival during official build-up / break-down dates
	<b>WAREHOUSE ADDRESS:</b> "Show / stand / exhibitor name" DSV Solutions A/S c/o Bella Center Emma Gads Vej, Gate 1 DK-2300 Copenhagen	<b>DIRECT DELIVERY ADDRESS (only for trucks unloading by forklift):</b> EuCAP 2019 - DSV Solutions A/S Bella Center Emma Gads Vej, Gate 1 DK-2300 Copenhagen <i>Important notice:            Please book your time slot for            unloading / re-loading to us            in advance</i>
2	AIRFREIGHT	
	Please send freight pre-paid to :	CPH (Copenhagen)
	Deadline for arrival:	10-03-2020
	<b>MAWB CONSIGNEE:</b> DSV Solutions A/S Emma Gads Vej, Gate 1 DK-2300 Copenhagen	DSV Solutions A/S "Show / stand / company name" - <i>please replace with relevant information</i> DK-2300 Copenhagen Tel.: +45 43203850 / email: expo@dk.dsv.com
3	SEAFREIGHT	
	Please send freight pre-paid to :	International Seaport of Copenhagen
	Deadline for arrival:	10 days before standdelivery
	<b>B/L consignee:</b> DSV Solutions A/S "Show / stand / company name" - <i>please replace with relevant information</i> Emma Gads Vej, Gate 1 DK-2300 Copenhagen Tel.: +45 43203850 / email: expo@dk.dsv.com	<i>Important notice:            When possible please ship on            express-release Ocean Bill of            Lading</i>
4	CASE MARKINGS	
	<b>Please mark all cases clearly as follows:</b>	"Standnumber / company" - <i>please replace with relevant information</i> DSV Solutions A/S For exhibition: EuCAP 2020 1 of ... / 2 of ... / 3 of ... Etc.
5	CUSTOMS FORMALITIES	
	For Shipments outside the EU we require the following documents for customs clearance: <ul style="list-style-type: none"> <li>✘ 3 originals of proforma invoice / packing list in English, showing weights, sizes, values, description of content and Harmonized Codes.</li> <li>✘ Separate invoices for temporary goods (Exhibits / Standfittings) and final importation (consumables / advertising materials) or send temporary goods by ATA Carnet</li> <li>✘ If necessary: Certificate of Origin (Form A / EUR.1) / Special certificates (Health / veterinary)</li> </ul>	

All services are rendered according to the DSV Standard Terms and Conditions and the General Conditions of the Nordic Association of Freight Forwarders -

NSAB2015 which can be forwarded upon request



### Handling Tariff and prices

See an overview of prices for [handling tariff](#). For booking of any services off handling tariff, please directly contact DSV on:

Telephone: +45 43 20 38 50

E-mail: [expo@dk.dsv.com](mailto:expo@dk.dsv.com)

All on-site costs to be prepaid by credit card prior to delivery to stand.

***If you require transportation of your exhibition materials to and/or from Bella Center in Copenhagen, Denmark, please contact us for a quotation: Tel: +45 43203850, e-mail: expo@dk.dsv.com***

### Legal conditions

All services rendered are subject to the General Conditions of the Nordic Association of Freight Forwarders (NSAB 2015). Under these conditions our liability for loss of or deterioration of or damage to goods is limited to SDR 8,33 per kilo and our liability for delay is limited to the amount of freight, but not exceeding SDR 50,000 per order. In connection with storage, the freight forwarder's total liability for damage is limited to SDR 500,000 for any incident of damage occurred (clause 27). Special attention is directed to the stipulations that claims against the freight forwarder are statute-barred after one year (clause 30) and that the lien on goods (clause 14) applies to both current and previous claims. Claims for freight etc. must be honoured regardless of the terms of delivery under the contract of sale or freight agreement (clause 10).