

Instructions for the Exhibitor

Checklist – stand canopies



OCC – DKV 2025

REVISED ON 21.01.2026

✓ Before contacting

- Know the size of the canopy.
Be aware of the canopy's size. Canopies under 15 m² that either meet the requirements for fire-retardant treatment or have at least 80% water permeability are automatically approved without the need to submit documentation to the Exhibition Department. However, the documentation must be available at the exhibition stand throughout the entire event.
- Be aware of which material is to be used. The material must always be fire-retardant or have at least 80% water permeability.
 - *Paper, textiles or similar easily flammable materials that are fire-retardant so that the materials at least correspond to class D-s2, d2 [class B material].*
 - *Materials corresponding to class D-s2, d2 [class B material], including plasterboard, plywood, chipboard, hard fibreboard, and similar.*
 - *Molton (flame-retardant stage material) must, according to current permits, at least correspond to class C-s1, d0.*
- Do you have a drawing/sketch of the canopy?

✓ Send the following to the Exhibition Department

- Stand number and size
- Information about the covered area on the stand in m² (it is noted that the area should be kept under 30 m²).
- Information about vehicles, containers, or two-storey structures, as well as storage under the canopy, if relevant.
- Documentation for the material's fire properties. Certification or documentation approved under Danish legislation must be available for inspection.
- Drawing of the canopy's construction, including materials used.

✓ OCC's process in the further course

- The Exhibition Department prepares a comprehensive space allocation plan.
- OCC's Technical Department, in collaboration with a certified fire safety consultant, assesses the case and establishes the fire safety requirements for the stand during the event.
- You will then receive approval and an overview of the requirements applicable to the stand.

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✓ When the stand is built

- The canopy is executed in accordance with the given approval.
- All relevant documentation must be physically available at the stand.
- At least one fire extinguisher must be visibly mounted at the stand, not floor-standing without a stand, and equipped with an accompanying fire sign. The fire extinguisher can be hired or purchased from OCC. For canopies over 15 m², additional fire safety installations may be required.

✓ Before opening and during the exhibition

- OCC conducts a fire and safety inspection.

✓ Economy

Included in approval, collection of documents from OCC, and assessment of canopies, a certified fire safety consultant, and fire guards from OCC.

- If you are the only stand with a canopy over 15 m², the price is a minimum of DKK 15,000.
- If multiple stands have canopies, the costs are distributed equally among the stands.

Quick overview of canopy sizes

Size	80% water permeable	Fire-retardant
<15 m ²	OK*	OK*
>15 m ²	OK*	Sent to Technical Service
>30 m ²	OK*	Sent to Technical Service
>50 m ²	OK*	Not recommended

* Can be approved without submission of documentation/a certificate.

A certificate MUST be physically present at the stand and be available for inspection upon request.