

Rules and guidelines



REVISED ON 21.01.2026

1. Rules for the use of stand area

- 1.1 Lending or subleasing user rights is not permitted, nor may there be advertising for companies that are not registered as (co-)exhibitors and approved in writing by the organiser.
- 1.2 The exhibition stand must be completed and exhibited items must be in place at the specified times before the exhibition opens, and dismantling must not begin before the exhibition ends. The exhibition stand must be open and staffed throughout the exhibition period. Any packing up of an exhibition stand before the official end of the exhibition will incur a DKK 5,000 fee, excluding VAT, unless otherwise agreed in advance.
- 1.3 The Exhibitor must under no circumstances use anything other than the allocated stand. It is therefore not permitted to distribute advertisements, use live advertising columns, conduct laser shows or similar outside one's own stand area. The prohibition applies throughout the exhibition area, both indoors and outdoors. It is also not permitted to place products, decorations, furniture or similar in aisles or open areas. Exposure packages can be purchased for selected events.
- 1.4 OCC has the exclusive right to serve food and serve beverages within the exhibition area. Exhibitors are under no circumstances allowed to sell food or beverages. See Section 4.
- 1.5 The Danish Business Authority's provisions on exhibition participation must be followed. Rules and guidelines set by the Danish Working Environment Authority, fire authorities, and other public bodies must be strictly followed. Personnel from these bodies must have unrestricted access to the stand area, and their recommendations must be followed. Foreign companies working for a company in Denmark must be registered in the RUT register.

www.erhvervsstyrelsen.dk

- 1.6 Insurance: OCC assumes no responsibility (either directly or via insurance) for the exhibited material. We recommend contacting the Exhibitor's insurance company regarding coverage for owned or hired exhibition items. We also point out that business liability, company, and transport insurance only cover damage during transport, loading and unloading, and simple theft during the exhibition by special agreement. Furthermore, all business liability insurance requires special shielding of working (dangerous) exhibition items.
- 1.7 Exhibited machines, installations, and apparatus of any kind must have the required safety measures, whether in operation or not. All connections to electricity or compressed air must comply with applicable standards and rules. Demonstrations that produce dust, smoke, vapour, odour, gas, etc., may only be carried out if the pollution is effectively removed.
- 1.8 The floor in the halls must be protected as much as possible. In the event of any spillage, the floor must be covered, and only special tape, which can be purchased from Technical Service, may be used. The cost of floor cleaning is at the Exhibitor's expense. Driving in halls with a lorry may only occur by agreement, and all vehicles with the engine running must be fitted with a hose from the exhaust and out into the open.

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- 1.9** Exhibited items and materials of any kind are at the Exhibitor's responsibility and risk, and transport to, from, and within the exhibition area is carried out at the Exhibitor's initiative, responsibility and risk. The Exhibitor is responsible for damage to persons, property, and rooms caused by the Exhibitor, their staff, and equipment.
- 1.10** Use of the stand area is subject to the Exhibitor complying with the applicable rules. Violation may result in expulsion, and expulsion may also occur if the organiser deems that the Exhibitor or their staff behave inappropriately or contrary to good marketing practices. In the event of expulsion, the organiser may dispose of the exhibition area at its discretion, and the Exhibitor remains responsible for any outstanding payments and is not entitled to any reimbursement.
- 1.11** Staff from public authorities or from Technical Service must always have the opportunity to access your stand. Any warnings from authorities or from Technical Service must always be complied with.

2. Rules regarding the construction/design of stands, as well as guidelines for using stand equipment

- 2.1** At least 50% of the facade area facing each aisle area must be open. No construction is allowed outside the hired area.
- 2.2** The Exhibitor is responsible for the arrangement of the stand area. Furthermore, the Exhibitor must keep the stand open and adequately staffed during the exhibition period. Rules set by OCC or other authorities must be observed.
- 2.3** The construction design must not disturb the surrounding stands, whether through lighting, laser beams, audio/speaker systems, noisy performances, or undecorated white stand walls. The use of speakers, film screenings, light shows, etc., may only take place if it does not disturb the surrounding stands. Note that the noise level 1 m from the stand must not exceed 85 dB(A).
- 2.4** You may build to a maximum height of 250 cm facing neighbours and aisle areas.

If a construction height over 250 cm is desired, 45° can be used. This means the height can increase at an angle of 45° towards the centre of the stand.

In cases where a deviation from the above is desired, a drawing must be submitted to Technical Service for final approval. Written neighbour approvals may be required, but OCC can also approve them without prior neighbour consultation.

Violation of the building regulations may ultimately result in an immediate requirement to dismantle the stand. Alternatively, OCC may demand financial compensation for the aggrieved parties.

OCC's standard stand material has a height of 250 cm.

- 2.5** Construction (and dismantling) of the stand area must be carried out with consideration for the safety of staff and visitors.
- 2.6** The Exhibitor must agree to comply with the deadlines set by the organiser for each event. If deadlines are missed, the Exhibitor shall pay any additional costs for any extra personnel used.
- 2.7** Contact OCC as soon as possible if you wish to build your stand with a first floor. Drawings must be submitted and approved by OCC, after which planning permission must be applied for through Byg & Miljø. www.bygogmiljo.dk. Contact teknik@occ.dk for further information.
- 2.8** Materials such as cardboard, paper, textiles, and plastic products that are easily flammable, explosive, or that release toxic gases in a fire must not be used in the stand construction. No materials may be more flammable than wood. Curtain fabrics must therefore be flame-retardant in accordance with the "Building regulations guidance for Chapter 5 – Fire" and the manufacturers' instructions.

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- 2.9** It is strictly forbidden to nail, drill, and screw directly into stand panels and signs. It is also forbidden to paint or write on the stand material.
- 2.10** Hanging can be done using hooks, clamps, and hangers, which can be purchased from Technical Service. Hanging (of lighter material) can also be done using special tape, which can be purchased from Technical Service.
- 2.11** Please note that all tape, etc., must be removed from the hired stand material and the floor at the end of the stand's use; otherwise, the cost of repairing the damage will be invoiced.
- 2.12** The stand area must be cleared of rubbish upon handover after use or at the end of the exhibition. All rubbish must at a minimum be sorted into plastic, paper & cardboard, and residual waste, and placed in the appropriately marked waste bins/containers.
- 2.13** We kindly point out that all government regulations must be complied with. Particular reference is made to Building Regulations BR18.

Stands with a first floor, as well as high stages/platforms and tents: See The Building Regulations require that materials used in the construction of the following structures be certified or approved for use in building projects.

- Stands on multiple levels where people move about
- Stages, platforms, walkways, and "towers" over 1.0 metres in height measured from the hall floor to the top of the structure.
- Stages with canopies
- Assembly tents over 15 m²

Documentation must be provided if the authorities require it.

Alternatively, planning permission can be applied for through 'Byg og Miljø' if the equipment is not certified. This is done through:

www.bygogmiljo.dk

OCC alone makes decisions in cases of doubt,

and may cause issues that violate the aforementioned rules to be dismantled at the Exhibitor's expense.

In case of doubt, contact teknik@occ.dk.

3. Rules for fire and safety. Construction and cars.

A fire at an exhibition would, of course, be catastrophic, and therefore you should be familiar with the authorities' regulations, which you can find in BR18.

If you use your own stand material, you are responsible for ensuring that BR18 is complied with. You must always comply with the Building Regulations' instructions and requirements.

A fair/exhibition at OCC is covered by the Danish Emergency Management Act with associated operational regulations.

www.byggningsreglementet.dk

3.0 Flammable material

The authorities require that paper, canvas, hessian, or other easily ignitable or flammable materials must not be used unless they are flame-retardant. Flammable liquids and celluloid items must not be present on the stand.

Decorations and scenography in easily ignitable materials must be flame-retardant in accordance with Building Regulations BR18 and OCC DKV 2025 (documentation must be presented upon request).

- *Paper, textiles, or similar easily ignitable materials that are flame-retardant so that the materials correspond to class D-s2, d2 [class B material].*
- *Molton (flame-retardant stage material) must, according to existing permits, at least correspond to class C-s1, d0*

3.1 Sprinkling in the exhibition halls

The halls have a sprinkler system. If a stand canopy is desired, it must be made of a material that is either certified flame-retardant or 80% water-permeable. Stands that wish to be covered with NON-water-permeable material exceeding 15 m² must be sprinkled, or the necessary fire-extinguishing equipment must be present on the stand as directed by OCC and the fire safety consultant.

Drawings for construction approval and the certificate/data sheet on the water permeability of the canopy must be submitted to OCC before the technical orders deadline. Certificates/data sheets for the canopy must be kept on the stand and presented upon request.

All stands involving cars, buses, caravans, containers, and similar, or built on two floors, must be assessed separately by OCC to determine whether they can be constructed/exhibited without the need for a planning permission application. Suitable extinguishing equipment must be visibly mounted on the stand with signage (standing on the floor is not accepted unless it is on a stand or trolley).

OCC reserves the right to reject requests for fixed canopies if the extent of fixed stand

canopies in the entire exhibition hall exceeds 25%.

Floors on the stand, both carpets and fixed floors, may be laid only in accordance with the regulations in Building Regulations BR18.

3.1.1 Canopies under 15m²

If the following conditions are met for canopies under 15 m², they will be approved by OCC, and drawings of the stand will be submitted for approval. Data sheets must always be available on the stand during the event.

Canopies made from the following material:

- *Paper, textiles, or similar easily flammable materials that are flame-retardant so that the materials correspond to class D-s2, d2 [class B material].*
- *Materials corresponding to class D-s2, d2 [class B material], such as plasterboard, plywood, chipboard, hardboard, and similar.*
- *Molton (flame-retardant stage material) must, according to existing permits, at least correspond to class C-s1, d0.*

Materials consisting of 80% water-permeable material will always be approved, regardless of the canopy size.

All stalls with canopies must have at least one approved suitable fire extinguisher visibly mounted on the stand, along with a corresponding sign indicating the type of fire extinguisher.

3.1.2 Canopies over 15m²

Canopies larger than 15 m² on a single stand must submit documentation of the materials the canopy is made of, along with drawings, to the Exhibition Department, which will then, in consultation with the Technical Department, assess which fire safety equipment needs to be on the stand to meet the requirements of OCC DKV 2025.

In general, all canopies must meet the requirements for either 80% water-permeable material or be fire-retardant according to the following:

- *Paper, textiles, or similar easily flammable materials that are flame-retardant so that the materials correspond to class D-s2, d2 [class B material].*
- *Materials corresponding to class D-s2, d2 [class B material], such as plasterboard, plywood, chipboard, hardboard, and similar.*
- *Molton (flame-retardant stage material) must, according to existing permits, at least correspond to class C-s1, d0.*

Materials consisting of 80% water-permeable material will always be approved, regardless of the canopy size.

All stands with canopies must have at least one approved, suitable fire extinguisher visibly mounted on the stand, along with a corresponding sign for the type of fire extinguisher, and any other devices prescribed by the fire safety consultant or Technical Department after assessing the canopy and, if applicable, fire guards.

3.2 Emergency exits and fire hoses

No Exhibitor may cover, conceal, or close emergency exits, water-filled hose reels, or fire alarms. You must also not place exhibition items in aisles or in front of emergency exits.

In closed spaces with regular occupancy (meeting rooms, offices, etc.), there must always be two exits. Storage rooms, kitchenettes, and similar require only one exit.

Suitable extinguishing equipment must be visibly mounted on the stand.

3.3 Stand construction and decorations

Requirements for canopies, decorations, and other materials for stand construction are set out in Building Regulations BR18.

Floors on the stand, both carpets and fixed floors, may be laid only in accordance with the regulations in Building Regulations BR18.

Decorations and scenography in flammable materials must be flame-retardant in accordance with Building Regulations BR18 (documentation must be presented upon request).

3.4 Flammable gases (B-gas, Acetylene, etc.)

If B-gas (bottled gas) or pressure cylinders of another type are brought to an exhibition, OCC must be notified of this. The same deadline applies as for technical orders.

OCC reserves the right to reject gas or pressure cylinders that are not notified in a timely manner and approved.

Temporary gas installations are covered by Building Regulations BR18 or the Emergency Management Agency's Technical Regulations for Gases.

Gas installations must always be carried out by an authorised installer. All gas suppliers must report all installations to the Danish Safety Technology Authority, which then determines where inspections are conducted.

Acetylene cylinders, due to their properties (unstable), must not be placed in the halls.

Filled gas cylinders must be removed from the exhibition area for outdoor storage at the end of each exhibition day, and in the event of a fire/alarm.

Contact OCC to be referred to a safe storage area.

All gas or pressure cylinders must be securely mounted and labelled with



the sign "Pressure cylinders - remove in case of fire". This also applies to carbon dioxide for draught beer systems.

The Exhibitor is responsible for ensuring compliance with the rules and signage.

Cylinders serving decorative purposes only must be factory new and empty.

See also:

www.eventsafety.dk

www.bygningsreglementet.dk

www.brs.dk (ADR Convention)

3.5 Flammable liquids

Containers with explosive and flammable liquids are not allowed in the halls.

3.6 Motor vehicles on the stand

OCC must be notified if there are motor vehicles on the stand. The same deadline applies as for technical orders. Applies to cars, motorcycles, ATVs, coffee tuk tuks and similar.

OCC reserves the right to reject cars and motor vehicles that are not notified in a timely manner.

Petrol: The amount of fuel in the vehicle must be limited to approximately 5 litres.

Diesel: If the diesel tank is made of a material that melts during a fire, e.g. aluminium, composite or similar material, the content of diesel in the tank must be limited to a maximum of 5 litres. If the diesel tank is made of a material that does not melt during a fire, e.g. steel, the tank must be full.

The distance between each car must be at least one metre. This corresponds to the car door being able to open fully without hitting the next car.

For "ordinary" factory-manufactured or type-approved cars, the vehicle's battery terminals may remain connected. Other vehicles, including non-type-approved, must not remain powered after the daily conclusion of the exhibition.

Hydrogen vehicles must not be exhibited with hydrogen in the tank or similar.

Electric cars must, when exhibited, have suitable extinguishing equipment placed on the stand.

Charging of electric cars must not be carried out in the exhibition hall.

3.7 Use of open flames

Use of open flames, including any form of live candles, must not be present on exhibition stands.

The use of open flames on stands may be permitted after a written application to OCC. A prerequisite for any permission is that the product to be demonstrated, for the sake of the

demonstration's effect, depends on the use of open flames. Suitable extinguishing equipment must be placed on the stand.

The use of open flames, including candles, is generally permitted in the exhibition centre's general serving areas, table/chair arrangements, and similar areas, provided that no exhibited items or flammable decorations are present. No additional extinguishing equipment is required here.

The use of bioethanol fireplaces and similar products may be permitted, provided they are set up/installed according to the supplier's instructions, and the supplier's other safety regulations are followed. During the exhibition's opening hours, no refilling of any kind may take place. There must be no reserve stock of liquids at the stand, and the fireplace's combustion chamber must be covered at closing time if there is still liquid left. Suitable extinguishing equipment must be available on the stand.

3.8 Overnight stays in the halls by people and animals

Overnight stays are not allowed in the halls when they are in use for fairs, exhibitions, or similar events.

3.9 Electrical safety

The Danish Safety Technology Authority conducts ongoing enhanced supervision of electrical installations at premises where more than 150 people can gather. The applicable regulations also apply to, for example, Exhibitors in rooms.

All main lines ordered through OCC for connecting the Exhibitor's own equipment, machines, or other installations are provided in accordance with the Danish High Current Regulations with a final CEE/Euro plug with earth.

If the general safety regulations are not complied with, OCC may be forced to cut off the power supply to the stand. Any consequential costs in this regard are not the responsibility of OCC.

3.10 Special stand constructions

It is the Exhibitor's obligation to ensure that their stand construction complies with applicable building laws. This is especially true when

- you want to build a stand with a first floor
- high platforms are included in the stand construction, structures, and similar that are loaded with heavy goods

In special cases, you must apply for planning permission through 'Byg og Miljø' to get permission to build your exhibition stand.

See Section 2.13 or www.bygningsreglementet.dk.

You are always requested to submit drawings for the approval of the stand construction to OCC.

4. Food

It is possible to arrange light serving or serving from the stands, but this requires prior approval from OCC, as OCC has exclusive rights to serving food and drink within the exhibition area.

Serving that the goods are either purchased through OCC (see the webshop), or that a serving fee is paid (minimum DKK 1,000, excluding VAT, depending on the extent). External suppliers may be used by prior agreement with OCC, and any corkage fee is agreed in advance.

Distribution of taste samples as part of a service is exempt.

All applicable authority requirements must be complied with, including that serving persons under 18 is not allowed. Any serving will be covered by OCC's licence.

As a general rule, it is not permitted to prepare food at the stand or serve food from external suppliers at OCC.

Applications for permission to serve food and drinks in the exhibition area must always be made to OCC.

Each application is assessed individually, and decisions on any exemptions are made solely by OCC.

4.1 Preparation of food on the stand

As a rule, food must not be prepared on the stand.

If you wish to prepare food on the stand, it is a requirement that all ingredients be purchased through OCC and processed in OCC's kitchen facilities by OCC's staff. For example, French hotdogs must be purchased via OCC if you wish to serve French hotdogs at the stand. In addition, the Exhibitor must comply with the applicable rules from the Danish Veterinary, Food, Agriculture and Fisheries Agency.

Any exemptions are determined solely by OCC.

4.2 Distribution of brought-in samples (taste samples)

A taste sample is a small portion of a product offered free of charge to visitors at the exhibition. Taste samples must be a limited quantity given to visitors.

A taste sample must always be given for free. A taste sample must not exceed 25 cl, and the serving of alcoholic beverages must comply with applicable alcohol-serving legislation.

A taste sample must not affect OCC's own stall sales.

Danish VAT must be paid on brought-in samples/taste samples.

If the above quantity for taste samples is adhered to, there is no need to seek an exemption from OCC.

4.3 Taste samples purchased through OCC

There are no limitations on size or quantity.