

General information



REVISED ON 05.03.2026

Dear Exhibitor,

The following "General information" and "Rules and guidelines" are provided to assist all exhibitors while you are guests at OCC. The Exhibitor is solely responsible for ensuring that all general and special rules and deadlines applicable to the current exhibition are strictly adhered to. No rules can be waived without prior written agreement with OCC.

It is the Exhibitor's responsibility to inform setup partners or other partners about applicable rules. OCC has the right to issue warnings for deviations that, in its assessment, may result in expulsion. We always refer to general rules and guidelines.

Rubbish:

Rubbish must be sorted at a minimum into plastic, paper & cardboard, and residual waste. Smaller amounts of rubbish should be disposed of in the containers provided by the exhibition centre. Larger amounts can be removed from the stands at the Exhibitor's expense. Environmental waste must not be placed in containers but should be delivered to Technical Service. The environmental waste will be disposed of at the Exhibitor's expense.

Unloading:

There are large doors in the halls where you can drive directly to. There are no steps or obstacles, so all equipment can be rolled directly onto the stand. Also read the sections shipping, forwarding and forklifts.

Screening:

The exhibited machines, installations, and devices of any kind must be equipped with the safety components prescribed by law, regardless of whether the exhibit is shown in operation or not. Demonstrations that produce dust, smoke, vapour, odour, gas, etc., may only be conducted if the pollution is effectively removed. Any demonstrations of this kind must be reported to and approved by OCC at least one month before the exhibition.

Events outside the exhibition's opening hours:

If you wish to hold events outside the exhibition's opening hours, you must apply for permission, which must be obtained from the project management team for the individual event.

Alarm and surveillance:

Outside opening hours, the halls are monitored by an alarm. However, we draw attention to the section regarding insurance. There is CCTV on the premises.

Offensive behaviour

The Exhibitor, their staff, and external suppliers may be expelled if, in the judgement of the exhibition organiser or OCC, they behave offensively towards other exhibitors, visitors, or staff. This can happen without the Exhibitor's due payments being waived.

Liability/Damage:

The Exhibitor, their staff, and external suppliers to the stand have full liability for compensation for any damage to the halls' walls, ceilings, floors, columns, installations, etc., as well as to the stands'

General information



REVISED ON 05.03.2026

hired/loaned materials. The Exhibitor is also liable for any damage to persons and property that may be caused by the Exhibitor and their staff or exhibition materials.

Work card:

During setup and dismantling, work cards are not necessary. If it is deemed that work cards are required for an event, this will be communicated separately. During the exhibition, Exhibitors must wear a visible Exhibitor pass.

The Danish Working Environment Authority:

During setup, exhibition, and dismantling periods, the Regulations of the Danish Working Environment Authority for the use of machinery, scaffolding, lifts, and tools must be observed.

Lighting:

During the exhibition period, there is normal ambient lighting in the halls. We recommend Exhibitors consider additional lighting for the stand.

Ordering technology, furniture, etc.

The login and password for the webshop for technical orders have been sent directly to the Exhibitor, and please remember to pass on the login to any stand constructor.

Orders for technical services, stand construction, carpet, lighting, furniture, and related items must be in OCC's possession by the specified deadlines.

Note, we also offer complete stand concepts.

Orders received after the deadline will incur a 25% surcharge.

Services ordered after the deadline will be executed in the order they are received, but cannot be guaranteed.

If ordered services are cancelled/returned after the order deadline, the list price of the service will be charged.

Cars on stands:

Please read Section 3 of the Rules and guidelines, "Rules for fire and safety".

Flowers:

You can purchase flowers and plants in OCC's webshop.

Fire

The exhibition is approved by a certified fire safety consultant.

It is the Exhibitor's responsibility to follow recommendations from OCC staff and authorities, who must have unrestricted access to the stand at all times to ensure compliance with all requirements and rules.

The following rules must therefore be strictly observed:

- It is not permitted to exceed the hired stand area, as the aisles are escape routes.
- It is not permitted to block exits, fire cabinets, fire extinguishing equipment, or visibility to fire signage and exits.
- Signs, banners, etc., must not be hung or projected over aisles or open areas.
- Explosive substances must not be present on the stand. Petrol, gas, pressure cylinders, open

flames, etc., may only be used to the extent that the necessary permission has been granted. Note that carbon dioxide for, e.g., draught beer systems, are also pressure cylinders. Note, pressure cylinders must be reported and labelled.

- Plastic materials may only be used to a limited extent.
- All banner material must be made from a fire-approved material.
- Cellular plastic must not be used in connection with stand construction.
- Vehicles in the halls must be reported by the technical deadline. Rules for fuel must be observed.
- A special permit is required for indoor exhibitions of electric and gas-powered vehicles. Please contact the project team
- There might be fire cabinets on stands. There must be a minimum of one metre of free passage in front of the fire cabinets.
- Pay particular attention to the rules and guidelines for stand approvals with canopies.
- For first-floor constructions, consideration must be given to obtaining planning permission and the potential need for sprinkling.
- It is not legal to have lit candles on the stand.
-

If an exemption from the fire regulations is desired, a written application can be sent via teknik@occ.dk.

Costs for necessary fire safety measures at stands are borne by the Exhibitor. Please read Section 3 of the Rules and guidelines, "Rules for fire and safety".

Company Registration No. (CRN):

For exhibitors in the EU with a company address outside Denmark, Danish VAT is not payable on stand hire or for technical services provided to the stand. This applies if a foreign CRN is provided in connection with the order.

This means that stand hire and other stand services ordered from and provided by OCC are not invoiced with VAT when a foreign CVR is provided at the time of ordering. Exhibitors residing in the EU are instead subject to the "reverse charge" rules, which mean they are responsible for declaring VAT in their home country. If the Exhibitor is not a VAT-registered company and has a CRN, the invoice for services provided by OCC will include Danish VAT.

24-hour power:

The power in the halls is turned off at night. If you need 24-hour power, please remember to order 24-hour power in the webshop. The 24-hour power will be connected from the first move-in day until the day after the exhibition closes at 12.00 – unless you have agreed otherwise with OCC.

Electrical installations:

Ordering installations and hiring equipment can be done in the webshop. Orders must, to be valid, always be accompanied by a floor plan showing the binding placement of the installations. Any changes will be at the Exhibitor's expense.

For all main lines ordered for connection to own machines or other installations, the Danish High Current Executive Order requires that the installed main line end in a CEE/Euro plug.

Loose mounting materials (plugs, cables, sockets, etc.) cannot be hired, but can be purchased from Technical Service.

General information



REVISED ON 05.03.2026

Packaging/returned empties:

Packaging can be stored by the exhibition forwarding agent for a fee. The packaging must be marked with a completed packaging label. Packaging labels are available from Technical Service and ST Messe Logistik behind hall C.

We recommend contacting ST Messe Logistik if you require assistance with transport, storage of larger quantities, etc.

To avoid waiting time, it is recommended to arrange assistance prior to the exhibition.

Catering.

OCC has several catering options that vary from event to event.

Shipping:

Shipments to the stand at the exhibition must be marked/addressed as follows:

Odense Congress Center
Ørbækvej 350
DK- 5220 Odense SØ

Name of the Trade Fair / Event

Stand no. and company name

Company contact person and mobile phone no.

Please note that we do not acknowledge receipt; we only direct the carrier to the stand area.

Exhibition goods are received no earlier than the first day of setup. We reserve the right to refuse exhibition goods arriving before this time unless an agreement has been made.

Insurance/liability:

The Exhibitor is liable for any damage to persons and property caused by the Exhibitor, their staff, or exhibition materials.

OCC does not assume any liability (neither directly nor via insurance). We recommend that you contact your own insurance company.

Photos:

Photography of stands and products is not permitted without the Exhibitor's permission. The Exhibitor is only allowed to photograph their own stand.

Floors:

All halls (except hall B) have concrete floors. It is not permitted to drill, nail, or otherwise damage the floors. The floor must be covered during painting or where there is a risk of oil spillage.

Carpets:

For the sake of uniformity, we recommend laying carpet on the stand area. When ordering carpet for the stand, the price includes laying, covering with plastic film, and disposal.

You may bring and lay your own carpet or flooring. However, note that there is a disposal fee per m². Removable carpet tape can be purchased from Technical Service.

General information



REVISED ON 05.03.2026

If the Exhibitor uses a tape different from that required by the hall, the Exhibitor is responsible for removing the carpet and tape used. Otherwise, the carpet and tape will be removed at the Exhibitor's expense.

If using your own carpet, a valid fire approval must be presented.

Hotel:

OCC has its own hotel with 304 rooms. Contact Best Western Plus Hotel Odense directly for room bookings at Tel. +45 6556 0100.

Height (clearance) in the halls:

Hall A	7 m
Hall B	6 m
Hall C	7.80 m
Arena	8-10 m (14 m) ask the Exhibition Department.

Height/width of doors:

Hall A	w: 5.15 x h: 4.30 m
Hall B	w: 4.75 x h: 4.31 m
Hall C1+C2	w: 4.72 x h: 4.44 m
Arena	w: 4.95 x h: 4.45 m

Speaker system/TV/Video:

The noise level must not exceed 85 dB (A) measured 1 metre from the stand.

Internet:

It is possible to purchase WiFi access from OCC for your exhibition stand. There is free access to WiFi in common areas and corridors – search for "OCC-Guest". Access to WiFi is provided on the condition that OCC does not have the technical capability to guarantee the quality, as 'noise' from other electronic equipment may interfere with it.

We recommend purchasing a wired connection if we are to guarantee the quality and a stable connection.

Internet – wired or wireless for your stand can be ordered in the webshop.

Internal transport:

We recommend that Exhibitors, where possible, bring their own trolleys. If you have large exhibition items that cannot be transported through the aisles marked on the hall plan (which are at least 2 m wide), please contact ST Messe Logistik no later than 4 weeks before the exhibition.

Charge card:

Order your OCC charge card in OCC's webshop and use it to purchase on credit from the Technical Department, restaurants, cafes, etc., throughout the exhibition period. Charge cards are issued upon personal request to Technical Service.

Grocery service:

You can purchase a variety of grocery items through the grocery service at Technical Service.

General information



REVISED ON 05.03.2026

Driving in the halls:

Unloading in the halls is only permitted during the periods specified in the exhibitor manual.

Hire/Loan

The Exhibitor is responsible for hired or borrowed items while they are in their custody.

Co-exhibitors:

No advertising is allowed for companies on the stand that are not registered and approved.

Music and audio:

If music and audio are to be used on the stand, the Exhibitor must be aware of the Koda/Gramex rules. For further information, see www.koda.dk or www.gramex.dk.

It is your own responsibility to ensure that their rules for playing music are followed. We encourage you to inform neighbours about which audio demonstrations you will conduct, how many, and for how long. In the event of complaints from the organiser or surrounding stands, the audio must be reduced or stopped completely.

Dismantling:

No Exhibitor may begin any form of dismantling of the stand or removal of exhibited products before the exhibition is officially over. Any packing up of a stand before the official end of the exhibition will incur a DKK 5,000 fee, excluding VAT.

Emergency exits/Fire and electrical cabinets

No Exhibitor may cover, conceal, or close emergency exits, as well as fire and electrical cabinets. Nor may exhibition items be placed in front of fire and electrical cabinets, emergency exits, or aisles.

Ceiling suspension:

It is not permitted for the Exhibitor to suspend exhibition items, signs, banners, stand materials, or similar from the halls' ceilings, walls, or installations.

Setup:

Of the stand can begin at the time specified in the exhibitor manual.

Setup rules:

We always recommend that you submit drawings of your stand for assessment and approval.

Main rule: Height max 250 cm facing neighbours and aisle areas.

At least 50% of the stand's facade per side aisle area must be kept open.

If a construction height over 250 cm is desired, the 45-degree rule can be used.

Written neighbour approvals may be required, but OCC can also approve them without prior neighbour consultation.

Please read OCC's "Rules and guidelines". You are welcome to contact teknik@occ.dk if you have questions.

Code of conduct:

The Exhibitor is responsible for their stand and must comply with the rules and regulations set by the organiser and other authorities. The exhibited products and stand area must be fully set up by the exhibition's setup deadline. The right to use the stand area is conditional upon the Exhibitor complying

General information



REVISED ON 05.03.2026

with the established rules. Violation results in the organiser being free to dispose of the allocated exhibition area, without the Exhibitor's obligation to pay for it being waived.

Stand canopies:

Please read Section 3 of the Rules and guidelines, "Rules for fire and safety".

Parking:

During setup and dismantling

Parking takes place in designated areas in connection with the exhibition. Parking in the halls is not permitted. Unloading max. 30 minutes.

During the exhibition

Exhibitors are referred to exhibitor parking.

Trailers and vans

We request that trailers, vans, etc., are parked in the designated spaces.

Complaints:

If you have complaints about deliveries made through OCC, you must report them immediately. Otherwise, complaints cannot be accepted. Please contact Technical Service in person or via teknik@occ.dk.

Cleaning stands:

During the exhibition, OCC is responsible for cleaning common areas – aisles, foyer, entrance, toilets, and catering areas.

It is the responsibility of Exhibitors to keep their stand area clean and to remove all rubbish during setup and dismantling.

Vacuuming and floor washing can be ordered for your own stand area in OCC's webshop.

Risks:

For fire, theft, water damage, vandalism, or similar losses, the exhibited items are at the Exhibitor's own expense and risk. Loss and damage to persons and/or items caused by the Exhibitor or their equipment cannot in any way be attributed to OCC, and the Exhibitor is advised to arrange all insurance in this regard.

Transport and forwarding:

If you require assistance with freight handling, loading and unloading, and storage of empty packaging, please contact:

ST Messe Logistik

Mobile: +45 2296 8183

Email: messe@stml.dk

Att.: Steen Thorvaldsson

Exhibition goods are received no earlier than the first day of setup. We reserve the right to refuse exhibition goods that arrive before the mentioned time, unless an agreement has been made.

General information



REVISED ON 05.03.2026

Please note that OCC cannot store empty packaging and refers this to ST Messe Logistik. To avoid waiting time, it is recommended to arrange assistance prior to the exhibition.

Smoking policy:

OCC is smoke-free in all indoor areas. There are outdoor smoking areas.

Alcoholic beverages/serving

The Exhibitor is not permitted to serve alcoholic beverages from the stand without prior agreement with OCC, which has an alcohol licence. Serving alcohol to people under 18 is not permitted.

Stand boundaries:

(utilisation of the stand area)

Reference is made to Section 1.3 in the "Rules and guidelines".

Stand description:

Stands requiring no construction

Provided as a bare piece of flooring. Stands requiring no construction are intended for the companies' own construction systems.

OCC can, for a fee, assist with constructing a stand.

Stands with a construction:

Provided as standard with white stand elements, and may vary from exhibition to exhibition. Check your contract. If you do not wish to use the included construction, it must be deselected through the webshop. This is before the exhibition.

Light items can be suspended in the aluminium system using hooks and chains/string. Suspension must take place from the top of a panel (height 250 cm). It cannot be mounted in the middle of a panel.

The hired stand walls are expected to be returned at the end of the exhibition in the same condition as when received. The profiles must not be painted, covered with tape, or drilled into. An invoice will be issued for damaged stand material.

Stand height:

The normal height of OCC's stand walls and signs is 250 cm.

If a construction over 250 cm is desired, see Section 2.4 of the "Rules and guidelines".

Stands with a first floor, high stages/platforms and tents:

Stands with a first floor must always be notified to OCC when booking the stand area.

See Under the Danish Building Act, materials used to construct the following structures must be certified.

- Stands on multiple levels where people move about.
- Stages, platforms, walkways, 'towers' over 1.0 metre in height measured from the hall floor to the top of the structure.
- Stages with a canopy.
- Assembly tents over 50 m².

Documentation must be provided if the authorities require it.

General information



REVISED ON 05.03.2026

Alternatively, planning permission can be applied for with the building authorities if the equipment is not certified.

This is done at:

Byg & Miljø

Odense Municipality

Flakhaven 2

DK-5000 Odense C

Tel.: +45 78 73 58 25

Contact via MitID

Stand materials:

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 instructions of the authorities and manufacturers.

Stand sketch:

On the stand sketch/template, you can draw a sketch of your stand. All technical installations should be marked on the stand sketch. The stand sketch/template can be found in the webshop. REMEMBER to upload the stand sketch when you order your technical equipment.

Please note that it is not sufficient to only upload the stand sketch. The various technical elements must be ordered.

Technical Service:

"Technical Service" is the Exhibitors' service centre during the exhibition. Here, all questions and requests regarding the setup and dismantling of the exhibition are answered. Technical Service is located in Vandrehal 2 between hall A and C.

Technical orders:

If you have questions regarding your stand construction, orders, or similar, you are welcome to contact our Technical Coordinator on weekdays between 8.30 am and 3.30 pm at Tel. +45 2124 1179.

Pressure cylinders:

No type of pressure cylinders are allowed on the stands without prior agreement with Odense Congress Center.

Please read Section 3 of the Rules and guidelines, "Rules for fire and safety".

Foreign labour

Foreign companies temporarily undertaking work in Denmark must register with the Register of Foreign Service Providers (RUT).

This also applies to companies that do not have actual activities in their home country.

Use and see www.virk.dk

Exhibitor pass

Stand personnel must wear a visible exhibitor pass during the exhibition days.

Vans, lorries, trailers, etc.:

General information



REVISED ON 05.03.2026

You will be registered upon arrival for setup and dismantling. Lorries can load and unload for 1 hour, vans and trailers for ½ hour. Notification of vehicles as exhibits must be submitted. We reserve the right to refuse vehicles that are not reported. Please read Section 3 of the Rules and guidelines, "Rules for fire and safety".

We always refer to general rules and guidelines.

Permission and any exemptions apply only to the specific event.