



# **ESTRO ANNUAL CONGRESS**

Exhibitor's Manual

Technical Rules and Regulations

21/04/2022

## CONTACT LIST

### ❖ Sponsorship, industry satellite symposia and advertising

Hande Van Gestel  
T +32 (0) 2 775 90 18  
M [hyilmaz@estro.org](mailto:hyilmaz@estro.org)

### ❖ Scientific programme management

Jessica Pledge  
M [jpledge@estro.org](mailto:jpledge@estro.org)

### ❖ Housing

Congrex  
[hotel.estro@congrex.com](mailto:hotel.estro@congrex.com)

### ❖ Catering

Bella Center  
M [estro2022expo@bellacenter.dk](mailto:estro2022expo@bellacenter.dk)  
*The catering can be ordered via Bella Center's exhibitor web shop.  
(for side meetings and satellite symposium sessions, we will share menus separately.)*

### ❖ Official Freight Forwarder

KRISTAL  
Geert Frere  
T +32 2 751 46 80  
M [Geert@kristal-logistics.com](mailto:Geert@kristal-logistics.com)  
*The shipping guidelines is available [here](#).*

### ❖ Lead Retrieval

CYIM  
Order link: <https://boabee.com/estro-lead-retrieval>  
M [support@boabee.com](mailto:support@boabee.com)

### ❖ All Services Offered by Bella Center

M [estro2022expo@bellacenter.dk](mailto:estro2022expo@bellacenter.dk)

- Electrical services
- Water and Compressed Air connections
- Telecommunications & WIFI (*Wired internet connection are mandatory to order through Bella Center. For WIFI services whether you want to order an SSID hotspot or bring your own equipment, you need to fill out the [linked](#) WIFI policy acceptance form.*)
- Cleaning (*Daily vacuuming and emptying of paper bins is included (done overnight). All other cleaning services can be ordered but is not mandatory*)
- Waste (*exhibitors must handle their own waste either by booking a container from the Bella Center or bring it with them*)
- Rigging
- Furniture
- IT Equipment (see attached form)
- AV Equipment
- Stand graphics
- Catering
- Carpets
- Security
- Handymen
- **Hostesses** (*Bella Center does not offer this service however, we can refer you to a local company called [Moving Talent](#) for this service*)

*Bella Center will set up a personalized website for all exhibitor orders.*

## KEY DATES

| Aspect                     | Dates           | Description  |
|----------------------------|-----------------|--|
| Congress                   | 6-10 May 2022   | ESTRO Annual Congress 2022                                       |
| Exhibition<br>Booking      | 12 October 2021 | Booking corporate gold members                                   |
|                            | 19 October 2021 | Booking corporate members  |
|                            | 3 November 2021 | Booking non-members  |
| Exhibition                 | 11 March 2022   | Booth designs to be submitted to ESTRO*                          |
|                            | 2-6 May 2022    | Build-up (07:00-21:00)   |
|                            | 6 May 2022      | Build-up (07:00-12:00)   |
|                            | 9 May 2022      | Dismantling (17:00-00:00)  |
|                            | 10 May 2022     | Dismantling (07:00-21:00)  |
|                            | 11 May 2022     | Dismantling (07:00-21:00)  |
| Satellite Symposia         | 21 March 2022   | Proposed program to be submitted to ESTRO                        |
| Exhibitor<br>Registrations | 19 April 2022   | To submit the registration lists to ESTRO                        |
|                            | 26 April 2022   | The last possible date to change the names on registration lists |
| Advertising                | 21 March 2022   | Company Logo for inclusion in the app and Exhibitor Directory    |
|                            | 21 March 2022   | Advertisement for Exhibitor Directory**                          |
|                            | 31 March 2022   | Confirmation of Onsite Advertising Bookings                      |
|                            | 11 April 2022   | Deadline to send the artwork for onsite advertising              |

\* Bella Center needs to approve the following designs:

- Stands with a cover
- Double decker stands
- Stands with heavy items
- Stands with high podiums
- Vehicles, gas on stands and other risk items displayed on stands. The deadline for this is **8 weeks before the event**.

\*\* Artwork files for the advertisement pages in Exhibitor Directory should be provided in these specs:

-PDF at print-optimised resolution (PDF 1.3) with fonts and images fully embedded

-No trim or crop marks

-Size: 148 x 210 mm (portrait) - No bleed to be foreseen

-All images should be minimum 350 dpi

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# 1. Access to the venue

## How to reach Bella Center Copenhagen:

Bella Center Copenhagen  
Center Boulevard 5  
DK - 2300 Copenhagen  
Tlf. +45 3252 8811

Bella Center Copenhagen features a central location in the heart of Ørestad with its own Metro station. Bella Center Copenhagen is just 6 kilometers away from Copenhagen Airport and 8 kilometers away from Copenhagen city centre. Bella Center Copenhagen is also surrounded by Fields, Scandinavia's largest shopping centre, Royal Golf Center and protected natural areas that are ideal for a jog.

## Tourist bus / Shuttle bus rental

It is possible to hire our tourist busses of various sizes for leisure groups and business events clientele.

[Click here for more info.](#)

For enquiries regarding availability and prices, please contact BC Hospitality Group's Shuttle Team on Tel.: (+45) 88 77 66 07, E-mail: [shuttlebus@bchg.dk](mailto:shuttlebus@bchg.dk)

## Car and parking

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

24h paid parking administered by [APCOA PARKING](#)  
[EasyPark](#) - area code 3533

## Taxi

A [taxi](#) from Bella Center to the city centre costs about DKK 200.

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

## Metro

If you take the metro, the center of Copenhagen is just a few minutes away. The Metro line M1 runs between Vanløse and Vestamager. The metro station "Bella Center" is located by Bella Center's east entrance.

More information at [www.m.dk](http://www.m.dk).

## Train

If you plan on travelling by train, Copenhagen Central Station is within reach from Copenhagen Central Station. To get to and from Copenhagen Central Station, you can take the bus line 30, which takes 20-25 minutes. All regional trains also stop at Ørestad Station, where you can transfer to the metro to get to Bella Center Copenhagen. Note that Intercity Trains DO NOT currently stop at Ørestad Station. Information and reservations via [DSB](#).

## Bus

Bus timetables can be found on the transport company [DOT's website](#)

You can also use the website [Rejseplanen](#) to plan your trip with public transport.

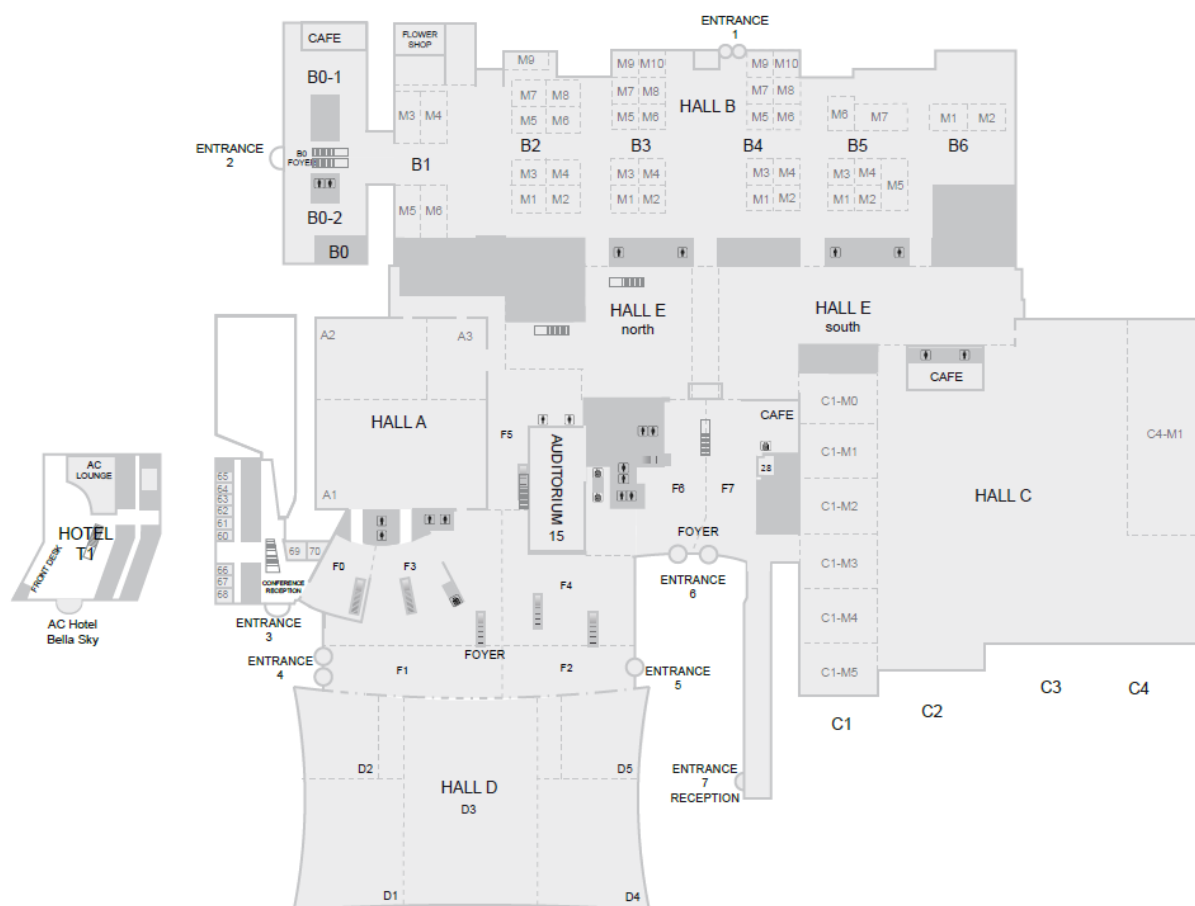
## Aircraft and airport

Bella Center Copenhagen is just a 10 minute taxi drive from Copenhagen Airport (estimated price: DKK 150-200), which offers a wide range of international and domestic flights every day. Regional trains also run from the airport to Ørestad Station. Further information via [Copenhagen Airport](#) or [SAS](#).

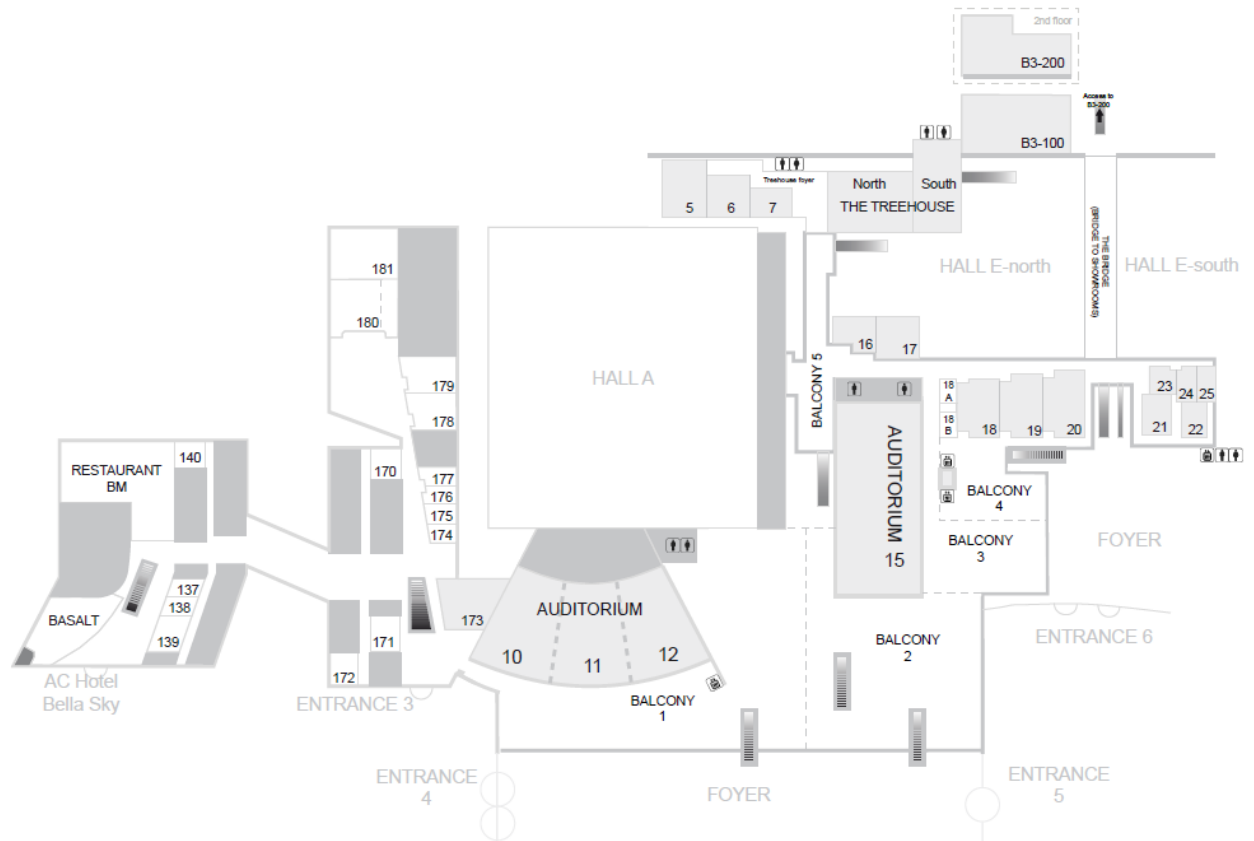
## 2. Maps and floorplan

### 2.1. Venue general Overview

#### Bella Center Ground plan



*Bella Center 1st Floor*

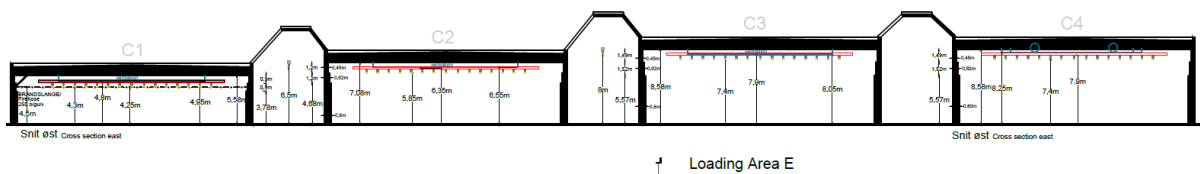
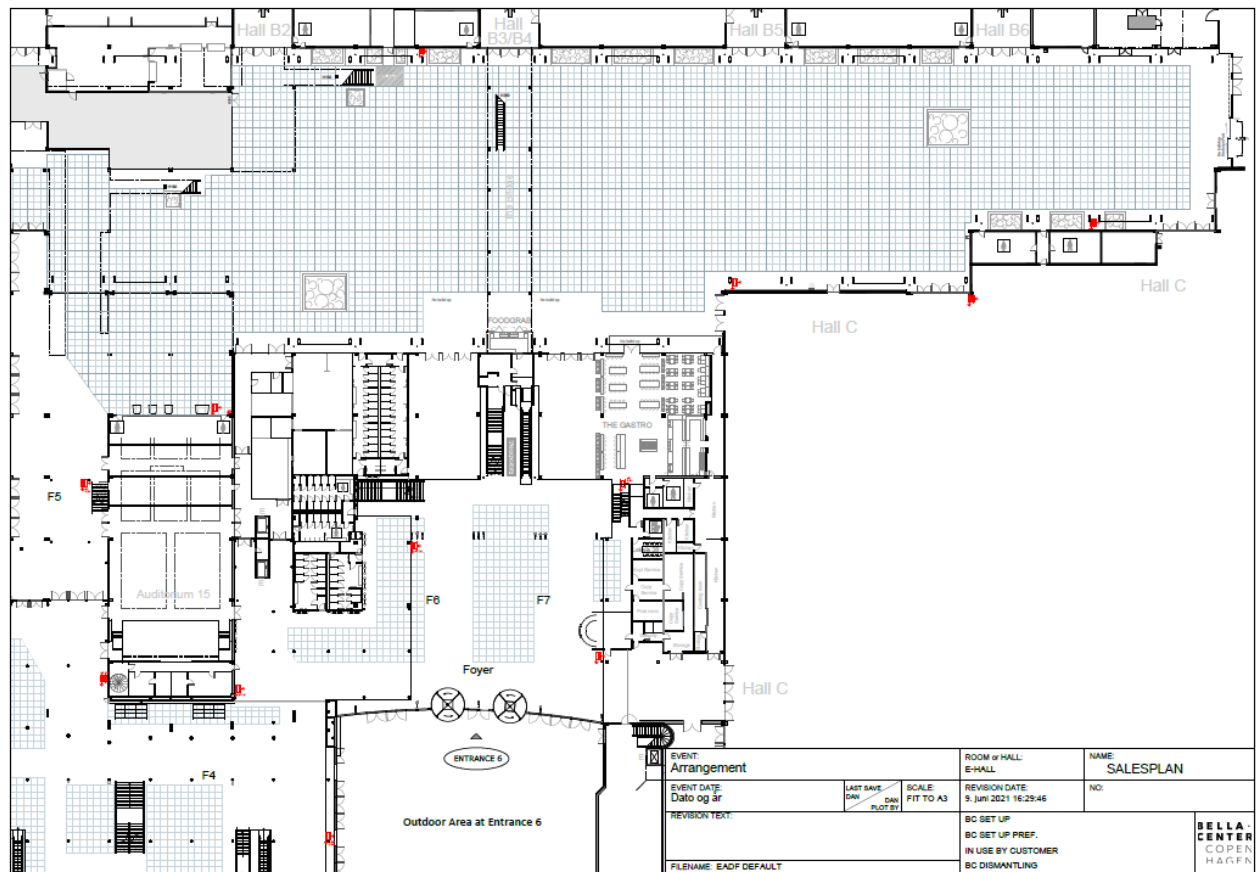


Link to the virtual tour is available via the link here: <http://www.bchg.dk/Files/bcfile/VirtualTour/index.htm>



## 2.2. Exhibition floorplan

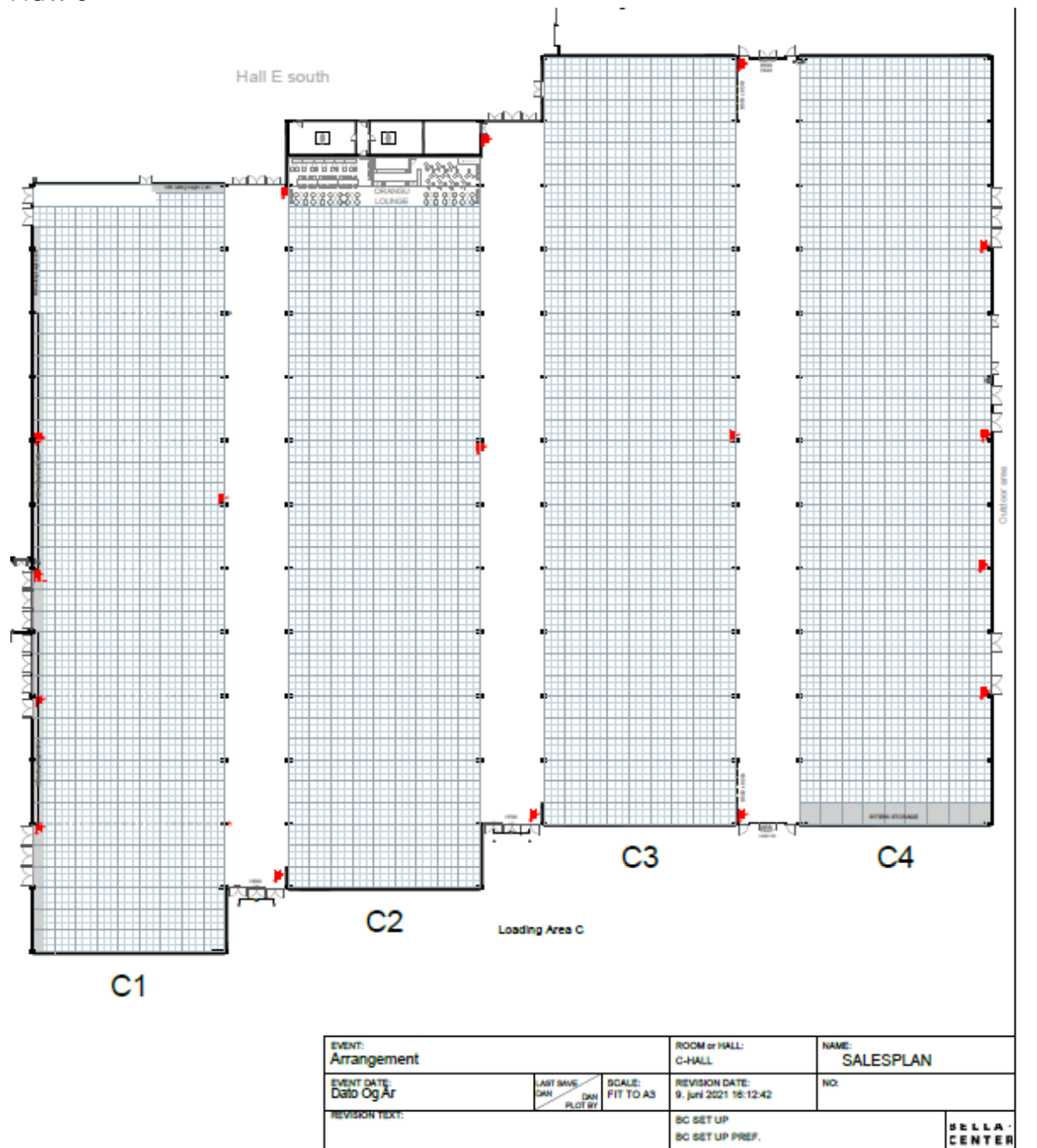
### Hall E



Here is the link to the floorplan of Hall E:

<https://www.estro.org/getmedia/4f1e0e7b-1c1f-45c0-b26d-5db283f2827e/EADF-default-SALESPLAN-E.pdf.aspx>

# Hall C



Here is the link to the floorplan of Hall C:

<https://www.estro.org/getmedia/0e104ec0-ff6a-4332-a727-5c525b329b03/C-default-SALESPLAN.pdf.aspx>

## 2.3 Technical Floorplan

### Hall E

See page 20 of [the Technical Document](#).

### Hall C

See pages 12-14 of [the Technical Document](#).

## 3. Access to the exhibition hall

ESTRO Annual Congress will take place in **Hall E + C**, between **Friday 6 May** and **Tuesday 10 May**.

### 3.1. Build-up and break-down for ESTRO Annual Congress

Hours and dates corresponding to the exhibition set-up, opening times and dismantling are those specified by ESTRO in the exhibitors' manual. Any request for additional time for set-up, dismantling and/or additional time in the exhibition hall before or after the exhibiting hours must be made to ESTRO, requires the written approval of ESTRO and might cause additional costs. Regulations will be those specified by ESTRO and the Venue.

#### 3.1.1 Dates of build-up\*

|                 |   |
|-----------------|---|
| 2 May Monday    | 07:00-21:00 ( <b>Early build-up day for booths = or &gt;100 sqm only.</b> ) |
| 3 May Tuesday   | 07:00-21:00   |
| 4 May Wednesday | 07:00-21:00   |
| 5 May Thursday  | 07:00-21:00   |
| 6 May Friday    | 07:00-12:00   |

#### 3.1.2 Dates of break-down\*

|                  |             |
|------------------|-------------|
| 9 May Monday     | 17:00-00:00 |
| 10 May Tuesday   | 07:00-21:00 |
| 11 May Wednesday | 07:00-21:00 |

\*The build-up hours can be extended with an extra cost, and they are subjected to the prior written approval of ESTRO.

### 3.2. Exhibition Opening Hours

|                |             |
|----------------|-------------|
| 6 May Friday   | 18:00-20:00 |
| 7 May Saturday | 09:00-17:00 |
| 8 May Sunday   | 09:00-17:00 |
| 9 May Monday   | 09:00-17:00 |

The exhibitors can have access to the exhibition hall 1 hour before the opening times.

## 5. Registrations

### 5.1. Exhibitors pre-registration

Exhibitors pre-registration can be made via email to the ESTRO office ([hyilmaz@estro.org](mailto:hyilmaz@estro.org)) as of **4 April 2022**.

On **4 April**, ESTRO will provide all exhibiting companies with an excel file to be completed with the exhibitors' names and to be returned by email to the ESTRO office.

The deadline to send back the registration lists to ESTRO is **19 April**. The last possible date to change names is **26 April**.

Onsite, when collecting the exhibitors' badges, the appointed company delegate will have the possibility to update the list of exhibitors' names if needed.

The price for all pre-registered regular exhibitors' badges will be **100€ (excl. VAT)**.

### 5.2. Onsite Exhibitors registration

Exhibitors badges can only be ordered by the appointed company representative in person. In the case a company delegate not wearing an exhibitor badge needs to access the exhibition hall, he/she will be requested to contact the appointed company representative. If the company delegate cannot contact the appointed company representative, he/she will need to purchase a visitor badge (100€ excl. VAT – valid for the day of purchase) to access the exhibition hall.

## 7. Payments of Exhibitors' badges

Payments of exhibitors' badges must be made prior the event via bank transfer (pre-registered badges) or onsite **via credit card**.

## 8. Types of badges

### 8.1. Exhibitors' badges

An EXHIBITOR is

- Any employee of the exhibiting company who possesses a business card with the exhibiting company's name and who is registered as exhibitor to the conference
- Any subcontractor registered as exhibitor to the conference by the exhibiting company, working directly for the exhibiting company and dealing with the organization and management of the booth during the exhibition timings.

All EXHIBITORS must be registered at the conference as such and must wear their exhibitors' badges inside the conference center.

Note: Exhibitor badges are not available for any other professionals.

#### 8.1.1. Exhibitor REGULAR badges

The regular exhibitor's badge gives access to the exhibition hall and the coffee breaks. It does not include the access to scientific sessions.

Validity: duration of the conference.

**Cost per badge (excl. VAT):** The cost for regular exhibitor's badge is **100€**.

### 8.1.2. Exhibitor FULL badges

The full exhibitor's badge gives access to the exhibition hall and coffee breaks + access to scientific sessions and social events.

Validity: duration of the conference

**Cost per badge (excl. VAT):** The cost for full exhibitor's badge is **735€**.

### 8.1.3. Exhibitor COMPLIMENTARY

Companies exhibiting are entitled to **complimentary** exhibitor's badges as per the booth size.

The type of the complimentary exhibitor's badges (regular or full) depends on the company's corporate membership. The number and type of complimentary exhibitors' badges per 9 sqm booth rented is:

| Company status          | Number and type of complimentary exhibitor's badge |
|-------------------------|--|
| ESTRO Gold members      | 1 REGULAR + 2 FULL                                 |
| ESTRO Corporate members | 2 REGULAR + 1 FULL                                 |
| Non-members             | 3 REGULAR  |

## 8.2. Visitors' badge

A VISITOR is any person not considered as an exhibitor and who needs access to the exhibition hall. All VISITORS must wear a visitor's badge inside the conference center. The visitor's badge gives access to the exhibition hall and coffee breaks.

No access to scientific sessions and social events.

Validity: 1 day (day of purchase)

**Cost per badge (excl. VAT): 100€**

The visitor's badge must be purchased onsite at the registration desk and can be renewed from day to day.

## 8.3. Collection of Badges

The collection of all exhibitors pre-registered badges must be made onsite **by one single company representative** appointed by the company and whose name and mobile number (in case ESTRO needs to contact him/her onsite) has been communicated to ESTRO. This company representative is requested to **collect all exhibitors' badges at once.**

Please refer below for further details & dates.

- For ESTRO Corporate members ONLY (via appointments)**

Wednesday 4 May      14:00-18:30

Thursday 5 May      09:00-16:30

• **For all Exhibitors:**

Collection of badges can be made on the following date and times, without appointment

|                |             |
|----------------|-------------|
| Thursday 5 May | 16:30-18:00 |
| Friday 6 May   | 07:00-19:00 |
| Saturday 7 May | 07:00-18:00 |
| Sunday 8 May   | 07:00-18:00 |
| Monday 9 May   | 07:00-18:00 |

## 9.Space rental – Rates

### 9.1. Floor space only

Location: Exhibition hall.

The cost (excl. VAT) for floor space only is **500€/sqm.**

Cost includes:

- floor space
- daily vacuuming and emptying of paper bins
- 3 complimentary exhibitor's badges per 9 sqm booth rented
- visibility in the online Exhibitor Directory + congress app (including the company logo)

*\*The minimum renting surface is 18 sqm for pharmaceutical companies.*

### 9.2. Floor space + modular shell scheme structure

Location: Exhibition hall.

The cost (excl. VAT) for floor space and modular shell scheme is **600€/sqm.**

The modular shell scheme package offered by ESTRO includes:

- White walls (H250) towards neighbouring stands
- Fascia board
- Carpet
- Spots on rails (1 per 3m2)
- Daily vacuuming and emptying of paper bins

+3 complimentary exhibitor's badges per 9 sqm booth rented

+visibility in the online Exhibitor Directory & congress app (including the company logo)

**Not included:**

- Furniture
- Additional exhibitor orders
- Internet access (public Wi-Fi is free)
- Electricity

*\*The minimum renting surface is 18 sqm for pharmaceutical companies.*

### 9.3 Start-up Village

Location of the booth: Exhibition area

Special discounts are offered to companies meeting the following definition of start-up: Company which has been in business less than 5 years and has fewer than 10 employees.

The special cost (excluding VAT) for start-up village is **1500€**.

The start-up package offered by ESTRO includes:

- One-sided light boxes\*
- 1 table
- 2 chairs
- Electricity



**\*\*All the artwork files that will be displayed on the one-sided light boxes should be sent to [hyilmaz@estro.org](mailto:hyilmaz@estro.org)**  
The dimensions for the light boxes are: 100X200cm and the artwork should be sent as high-resolution PDF's (150 DPI)

- + 2 complimentary exhibitor's badges
- + complimentary coffee break session
- + visibility in the online Exhibitor Directory & congress app (including the company logo)

**Not included:**

- Wi-Fi / Internet
- Furniture / material / services not included in the standard package
- Daily cleaning

Please note that all on-site services (catering, electricity, waste, internet etc.) are managed by Bella Center directly. The contact of each service can be found here:

**-Exhibitor Services & Catering**

Bella Center Copenhagen

M [estro2022expo@bellacenter.dk](mailto:estro2022expo@bellacenter.dk)

\*Personalized link will be created by Bella Center for exhibitor services.

## 10. Industry Activities

During the congress hours, ESTRO allows exhibiting companies to organize different formats of meetings. Such meetings are limited to staff meetings, briefings, advisory boards, client meetings. Any other type of closed meetings must be approved by ESTRO.

Meetings **including more than 30 guests require the prior approval of ESTRO**. Meetings with similarities to a satellite symposium session are not allowed.

## 10.1 Satellite Symposia

To be eligible to hold a satellite symposium during the ESTRO Event, the company must be registered as Exhibitor at the ESTRO Event.

ESTRO reserves the right to reject any proposal that is not considered as appropriate to the Event or does not comply with the criteria set forth in the rules and regulations.

### 10.1.1 Available Slots and Rates

#### **-Friday 6 May 2022**

During lunch break  
Exclusive Slot\*

#### **-Saturday 7 May 2022**

13:00-14:00  
€15.000

#### **-Sunday 8 May 2022**

13:00-14:00  
€15.000

#### **-Monday 9 May 2022**

13:00-14:00  
€15.000

*\*The exclusive satellite symposium slot on Friday is reserved for pharmaceutical companies only.*

### 10.1.2 Satellite Symposium Package

- Rent of the meeting room for the duration of the symposium
- Standard equipment and room set-up
- AV technician
- 1 hostess
- Possibility of roll-up (dimensions 2m\*85cm) displayed the morning before your event in the registration area (artwork to be submitted to ESTRO for written approval). *Each company can produce their own roll-up, or it can be ordered with the satellite symposium packages. \**
- Inclusion of the satellite symposium agenda in the congress programme book, app and online programme
- Email blast listing the satellite symposia agenda sent by ESTRO prior the congress to pre-registered participants (in accordance with the GDPR policy)

| Location         | Room Name     | Date            | Capacity |
|------------------|---------------|-----------------|----------|
| Hall D           | D1            | Sat 7-Mon 9 May | 750      |
| Hall D           | D4            |                 | 750      |
| Hall D           | D2            |                 | 500      |
| Hall D           | D5            |                 |          |
| Auditorium Halls | Auditorium 15 |                 | 500      |
|                  | Auditorium 12 |                 | 310      |
|                  | Auditorium 11 |                 | 310      |



*The capacity of the rooms might change slightly depending on the final design of the rooms.*

In addition to the basic satellite symposium package that comes with the booking of the rooms, we offer additional branding and AV packages which will be made available soon.

### *10.1.3 Access*

Participants fully registered to the congress, one day participants, company representatives wearing their exhibitor's badges, speakers and all persons involved in the organization of the satellite symposium (technicians, speaker) wearing the appropriate badge have the right to attend the industry satellite symposium. Exhibitors are not allowed to attend the satellite symposium session of another exhibiting company unless invited.

Access to the room for company organizers is possible for the satellite symposium organizers **30 minutes** before the start of the symposium.

### *10.1.4 Rules Regarding the Satellite Symposium Speakers*

A conference speaker invited to speak at a satellite symposium cannot be financially supported by the inviting company in any way and it will be the responsibility of the satellite symposium organiser to ensure that this is the case.

The speaker cannot speak on the same subject at the main conference and the satellite symposium. As the main conference programme comes first, it is the responsibility of the satellite symposium organiser and of the speaker to ensure that this overlap does not occur.

### *10.1.5 Speaker's registration*

Each company is responsible for the registration of any satellite symposium speakers who are not participating in the official conference program. The visitor's badge allows the access to the satellite symposium room and exhibition hall for the day of the satellite symposia.

### *10.1.6 Speaker's presentations - Preview centre*

For logistical reasons, companies organizing a satellite symposium are required to use the speakers preview center and follow the instructions that ESTRO prepares for its own speakers. Speakers' presentations must be submitted to the preview center **at least 2 hours before** the presentation.

### *10.1.7 Setup and Dismantling*

Companies must adhere to the indicated start and end times of the reserved time slot. Extensions beyond the assigned timings are not allowed under any circumstances. The room should be completely vacated immediately after the end of the satellite symposium. Companies are responsible for removing all materials, waste, etc. from the room before the next scientific session starts. In case of non-compliance, companies may be charged for costs incurred for cleaning or removal of materials. Installations or alterations to the rooms and the standard set-up can only be made with the explicit approval of ESTRO.

### *10.1.8 Food and beverage*

All catering related to the satellite symposium session must be organized and ordered to ESTRO. The lunch box order form will be made available closer to the event.

### *10.1.9 Promotional Activities*

ESTRO encourages independent promotion of approved symposia, with prior written approval of ESTRO and in line with the GDPR (General Data Protection Regulation).

Onsite promotion of the satellite symposium will be strictly restricted to the company's booth.

One roll-up of each satellite symposium holder will be displayed at the registration area on the day of their symposium and another one can be placed half an hour before the start of their session in front of the satellite symposium rooms.

## *10.2 Social Functions/Special Events*

Social functions or any special event planned by the Exhibitor during the ESTRO congress (this includes the ESTRO pre-meeting courses and workshops):

- require the prior written acceptance of ESTRO
- must not be held in the same place as any ESTRO activity
- must not be held during the scientific program of the ESTRO Event or during ESTRO activities (this includes the pre-meeting courses and workshops)

Exhibitors planning to organize social events **are advised to check the scientific program and special social events of ESTRO:**

- Networking Evening- Friday 6 May 18:00-20:00
- Presidential Dinner – Saturday 7 May (TBC)

The date and place of any industry event / social activity planned by the Exhibitor must be approved by ESTRO. ESTRO shall have full authority to discontinue any function not approved by ESTRO and will not be held liable for any costs incurred by the Exhibitor.

## *10.3 Meeting Rooms*

The meeting rooms are available for exhibiting companies within the congress centre. Please send us your requirements for the meeting rooms and ESTRO will assign a suitable room for your needs.

The rooms can be rented **for ½ day (€ 1,000)** or a **full day (€ 2,000)**.

Beamer is included in the price. Catering can be ordered directly from the official partner of ESTRO.

## *10.4 Audio and Visual Activities*

**Lighting and the production of music and/or sound** requires the written acceptance of ESTRO, is limited to the perimeter of the Exhibitor's booth and **must be directed towards the interior** of the stand.

All activities including the use of sound should be notified to ESTRO including the information about **duration and frequency** of the sound.

If you wish to play music on your stand, remember to inform Koda and Gramex. Visit [www.koda.dk](http://www.koda.dk) or [www.gramex.dk](http://www.gramex.dk) for more information about the rules. Please be aware that this is your responsibility.

If you would like to show films/videos or parts thereof, this also requires the permission of the copyright holders. For more information, visit the Motion Picture Licensing Company at <https://www.mplc.dk/page/om-paraplylicensen>.

If you require a mixing console on your stand, you must have a hand-held fire extinguisher (CO2 extinguisher) available.

If ESTRO judges that a disturbance is being caused, the Exhibitor will be required to lower or halt the activity immediately. Licensing for copyrighted work is the sole responsibility of the Exhibitor.

The use of live music, dancers or any other similar entertainment activities are not allowed in the Exhibition Hall. **Professional models/hostesses** may be used for demonstration purposes but **may not leave the Exhibitor's booth space parameters** to drive traffic to the booth and/or pass out information or take "polls."

## 11. Onsite Advertising and Sponsoring

### 11.1 Advertising

Below you will find an overview of opportunities to increase your brand visibility during the congress. Please note that each opportunity is offered in exclusivity – your logo will be the only one visible when purchasing one of the opportunities. The only exception are the advertisements in the digital Programme Book. If you book a set of items for ESTRO 2022 (at least 3 items or more listed below), you will get a %10 discount on the total amount to be paid.

| AREA   | DESCRIPTION  | PRICE              |
|--|--|--------------------|
| <b>Lanyards (quantity: 8000 units)</b>       | Display of your logo on the lanyards distributed to all participants, speakers and ESTRO representatives   | €10.000+Production |
| <b>Health corners in the exhibition hall</b> | Display of your logo in the area where fruits and coffee are distributed and additional visibility by display of your logo on the coffee cups            | €10.000+Production |
| <b>Event App</b>                             | Display of your logo on the install, welcome and intro screens of the ESTRO event app  | €10.000            |
| <b>Exhibitor Directory (digital)</b>         | Display of your advertisement in the key document on exhibition & industry for all participants (available on the ESTRO website and via the ESTRO app)   | € 2.000            |
| <b>Programme Overview (physical)</b>         | Display of your logo on the handy guide to the congress, featuring both an overview of the programme and a venue map and distributed to all participants | € 10.000           |

Please find here the [Onsite Advertising Catalogue](#).

## 12. Architectural Guidelines

- The minimum exhibition space allowed is **9 sqm**.
- Booths, part of it or exhibition material may not be covered or removed from the exhibit space during the exhibition opening hours. Unsightly objects must not be placed in public view.
- The floor of the booth must be covered with **carpet**.
- The booth must be delimited with suitable and finished **partition walls** to close off the space on all sides other than the visitors' aisles. Partition walls must not be shared between two booths. If two stands sharing one side both book shell scheme package with the Bella Center, we will build only one shared wall.
- **Exposed / rear sides of side and back walls** of booths and displays shall be white, plain (without partitions) and kept clean.
- Corner booths, two-walled booths, three-walled booths and **pop-up display** must be complete with **partition walls** located on all sides other than the visitor's aisles.
- ESTRO reserves the right to order the missing parts of the exhibitor's booth at the expenses of the defaulting exhibitor.
- Each of the four sections in **hall C** has its own ceiling height, measured from the floor to the lower edge of the lighting truss: C1: 4.30m, C2: 5,85m, C3: 6,85m, C4: 6, 85m.
- In **Hall E**, the ceiling height measured from the floor to the lower edge of the lighting truss is 9,30m

### 12.1 Booth design and structural plans

**Booth design and structural plans** must be in accordance with ESTRO rules and regulations, the Venue regulations and the exhibitors' manual and must be submitted for approval to ESTRO [hyilmaz@estro.org](mailto:hyilmaz@estro.org) by **11 March 2022**. Booth design and structural plans will be valid once the Exhibitor has received the written approval from ESTRO.

All stands that want to build **two-story stands, covered stands, stands with heavy goods, stands with podiums higher than 1 meter and stands with vehicles, tents, containers, or similar closed/covered items** should submit their project to Bella Center. The deadline for sending these details are 8 weeks before the event as some of this need to be submitted to the City of Copenhagen for approval.

### 12.2 Types of Booths

#### 12.2.1 Island booth

An island booth is an exhibition space with 4 sides open.

Full use of the space is permitted, but the design of the booth must ensure the visibility to neighboring booths, have a suitably open appearance and be accessible from all adjacent aisles. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

### *12.2.2 Corner booth*

A corner booth is an exhibition space with 2 mandatory walls and two sides open. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

### *12.2.3 Three-walled booth*

A three-walled booth is an exhibition space with three mandatory walls and one side open. The height of any part of the booth or related objects (excluded hanging banners) located 1 meter or less away from a visitor's aisle must not exceed 2,5 meters.

## *12.2 See-through Visibility*

Booth structure, design and equipment display must ensure the visibility to neighboring booths and have a suitably open appearance. Unless prior agreement with neighbor companies, only one-third of the surface area adjoining the public aisles can be fully enclosed.

ESTRO reserves the right to refuse or relocate any booth that fails to conform to this requirement.

## *12.3 Overall height of display*

The maximum height of any booth or related objects (excluding hanging banners) located 1 meter or less away from a visitor's aisle must not exceed **2,5 meters**. In exceptional cases, ESTRO reserves the right to readapt this regulation.

For booth constructions with **height from the floor higher than 5m**: a surcharge of **100€** corresponding to the space rental will apply.

# 13. Technical Specifications of BELLA CENTER

Please refer to: [Technical Info](#) & [Exhibitor Terms](#).

## *13.2 Floor Loading*

### *Hall C*

The floor is concrete, painted light grey (color code Ral 7038). Power, plumbing, network, and compressed air will, if possible, be supplied via the subfloor services ducts which are build-in the floor at 6 m intervals.

The floor can carry the following loads:

- Wheel loads (twin wheels) 5,500 kg per sq.m.
- Single point loads per 15x15cm 4,000 kg
- Max loads (load incl. weight of truck) 4,000 kg per sq.m

Please refer to Page 11 of [Technical Info Document](#).

### *Hall E*

Power, plumbing, network and compressed air will, if possible, be supplied via the sub-floor service ducts build-in the Centre Hall's concrete floor. These run from north to south at 15 m intervals throughout the length of the hall.

The floor can carry the following loads:

- Wheel loads (twin wheels) 5,500 kg per sq.m.
- Single-point loads per 15x15cm 4,000 kg
- Max loads (load incl. weight of truck) 4,000 kg per sq.m.

Please refer to Page 19 of [Technical Info Document](#).

### *13.3 Multi-Storey Stands*

A surcharge of 300€ per sqm will apply for the additional level.

If you want to build a two-storey stand, and the stand does not have a certification yet, the construction must be authorized by the Construction Authorities. The same applies to structures with heavy goods. You must apply via Bella Center Copenhagen (application must contain technical drawings, any photographic material and information on the construction materials, with a fire certification of those if available). The material must be submitted together by the deadline, which is eight weeks before the event starts. There are no costs connected to the application to the Construction Authorities.

Please note that two-storey stands must always have minimum one stairway exit with a minimum width of 1.3 m.

49 persons are allowed to be on the top level (1st floor). The exhibitor must display signs on the stand advising this.

If you plan podium constructions that are higher than 1m, you must follow the same application process as above, unless the constructor has a pre-approved certification of the desired podium construction.

Please refer to [Exhibitor Terms](#) for more information.

### *13.4 Ceiling/suspension in the ceiling*

#### *Hall C*

Network cables will be supplied from the ceiling. Drop wires: Most places in the hall Bella Center can mount drop wires with a weight up to 99 kg. Drop wires exceeding 99 kg will require a special approval. Please contact your Technical Coordinator for calculations and approval. Bella Center reserves the right to customize location.

Hoist and rigging: It is possible to use the truss for rigging. Bella Center is working with variable weight, depending on the total load of the ceiling. The floorplan contains information about the location of the rigging points.

If You need suspension in a position between two rigging points, this can be achieved by either bridling or by hanging a rig-piece. In general, a maximum of 200 kg can be hung per rigging point.

If you need rigging, bridling or to hang a rig-piece, please contact your contact at Bella Center for options, validation and offers. Bella Center reserves the right to customize location.

Please refer to Page 11 of [Technical Info Document](#).

#### *Hall E*

Drop wires: We can mount drop wires with a weight up to 99 kg, however, depending on other suspensions in the ceiling. Please contact your contact at Bella Center for calculations and approval. Bella Center reserves the right to to customize location.

Hoist and rigging: It is possible to use the truss for rigging. Up to 500 kg per rigging point, however, depending on the other suspensions in the ceiling. The floorplan contains information about the location of the rigging points.

If you need suspension in a position between two rigging points, this can be achieved by hanging a rig-piece. If you need rigging or to hang a rig-piece, please contact your contact at Bella Center for options, validation and offers. Bella Center reserves the right to customize location.

Please refer to Page 19 of [Technical Info Document](#).

## 13.5 General Lighting

### *Hall C*

The hall is equipped with permanent lighting truss with 150W Powerball Spots, color 5000 kelvin. The solution is offered according to quote. General hall light fittings (3x58 W)

Please refer to Page 11 of [Technical Info Document](#).

### *Hall E*

The hall is equipped with permanent lighting truss with 150W Powerball Spots, color 5000 kelvin. The solution is offered according to quote. General hall light fittings (3x58 W). Please note that sunlight from the glass roof can cause inconvenience with reflected light when using pc's, videos etc.

Please refer to Page 19 of [Technical Info Document](#).

## 13.5 Pillars

### *Hall C*

40x80cm freestanding concrete pillars line the arcade sections running east/west at intervals of 9m. Pillars let into the outer walls measure 35x40cm wide. Fire hose reel – must not be concealed.

Please refer to Page 11 of [Technical Info Document](#).

### *Hall E*

A limited number of free-standing concrete pillars are to be found in the northern end of the hall. These measure 40x40cm or 40x80cm. Fire hose reel – must not be concealed.

Please refer to Page 19 of [Technical Info Document](#).

## 14 Power and Electrical Installations

Please refer to [https://www.estro.org/getmedia/43fb8d15-162c-45dc-9047-53ed20266c7d/ExhibitorTerms\\_BCC\\_GB.pdf.aspx](https://www.estro.org/getmedia/43fb8d15-162c-45dc-9047-53ed20266c7d/ExhibitorTerms_BCC_GB.pdf.aspx)

## 14.1 Power

24-hour power will be connected from the first stand build-up day and up to and including the day after the end of the exhibition at 12:00. If you need a power connection for longer, this can be arranged.

## 14.2 Electrical Installations

Your electrical installations on your stand comply with the standard EN 50 110 on operation of electrical installations. It means, among others, that Bella Center has made a risk assessment in order to execute the work safely. Please be aware that your machines and utility items must be earthed.

Be careful not to obstruct the distribution boards, as Bella Center Copenhagen's staff need to have access to them. Please ask if you are in doubt.

# 15 VEHICLES IN THE HALLS, UNLOADING AND PARKING

Remember before arrival to check the event specific guidelines on rules regarding access during build-up and dismantling.

- After unloading, you must leave the area completely.
- During breakdown, pallet trucks and transport carts are only allowed to access the halls approx. one hour after the exhibition has closed.
- If you have large and heavy items for your stand, this should be advised to Bella Center Copenhagen before the exhibition. Then, if necessary, transportation of your items into the halls before stand build-up commences can be arranged. This is subject to availability of the hall and additional costs might occur.
- Aisles must be cleared to ensure free passage for others.
- You are responsible for unloading items and transporting them to the stand, but it is possible to order truck assistance from the appointed freight forwarder in advance. The appointed freight forwarder will also store empty cardboard boxes etc. during the event so they do not get in your way. Please note that empty packaging material placed in the aisles will be removed by the appointed freight forwarder on the last build-up day at closing time so the aisles can be cleaned. The appointed freight forwarder will invoice you for this service. Empty packaging material will not be removed from your stand unless this is agreed in advance. Please note that empties are not allowed in the halls and have to be removed on a continuous basis.

For more information, please check PAGE 4 of the [Exhibitor Terms](#).

# 16 SAFETY

## 16.1 Fire

**The Danish Emergency Management Act (Beredskabsloven) paragraph 71 states:**

The following shall be punishable by a fine

1. Any individual who fails to exercise proper caution in the use of fire, light, matches, ash, inflammable substances, and any other substances or articles which may cause or contribute to fire, or who fails to ensure that persons belonging to the household or enterprise of the individual exercise such caution; and
2. Any individual who owns or makes use of electrical devices or other light, heating, power plant or machinery, which may cause or contribute to fire, or who makes use of such systems or devices or allows them to be used, regardless of them not being in good condition.

It is therefore extremely important that you ensure that your stand complies with the following:



- Coffeemakers, electric kettles, photocopiers/printers, refrigerators and other electrical appliances in backrooms require that you mount a CO2 hand-held fire extinguisher (min. 5 kg) which is visible and accessible.
- Bioethanol stoves must be installed according to the supplier's instructions and safety specifications. It is not permitted to carry out any type of fuel decanting within exhibition opening hours. Moreover, it is not permitted to store any additional fuel on the stand, and the stove's combustion chamber must be covered at closing time if the stove still contains fuel. Appropriate fire extinguishing equipment must be available on the stand.
- Nothing containing inflammable or explosive liquids may be brought into the halls, unless agreed with Bella Center Copenhagen (see also the section about Gas storage further down in this document).
- Candles are allowed with the following conditions: Candles must be secured against over tipping and be placed in solid candlesticks on non-flammable surfaces. Candles must not be placed near textiles, and they must not drip. If they pose a safety hazard, Bella Center Copenhagen may require that the candles are blown out and/or removed from the stand.
- All fire technical installations such as emergency exits, fire hoses, fire cabinets, call points and fire alarms must not be hidden, obstructed or covered with decorations. All equipment for firefighting placed in the hall must always be visible and fully accessible.
- Empty flammable packaging and stock must be continually removed from the hall.
- Use of smoke or pyro must be arranged with Bella Center Copenhagen before arrival. A fire guard may be required, which will be subject to a fee.

For more information, please check PAGE 4 of the [Exhibitor Terms](#).

## 16.2 Covered Stands

As the halls have an automatic sprinkler system, there are limits to how you can cover your stand. All conditions regarding covering of stands and special areas, such as vehicles, tents, and containers, must be agreed with Bella Center Copenhagen. We reserve the right to prohibit covering if it conflicts with the fire strategy in the hall. Therefore, you must inform about the type of covering, size, and materials.

For more information, please check PAGE 5 of the [Exhibitor Terms](#).

## 16.2 Materials

According to the Regulation on operational requirements (Bekendtgørelsen om driftsmæssige forskrifter) 14.6/14.7, all decoration material must be safeguarded as class B.

*Carpets must have one of the following approvals:*

- "Class G flooring as in DS 1063.2" – in accordance with Danish Building Regulations '95, chapter 6.11.1, section 5
- Class Dfl – s1 flooring is classified according to EN 13501 Fire classification of construction products and building elements.
- NT Fire 007 (Scandinavian approval)

*Furniture must have one of the following approvals:*

- Minimum class D-s2,d2 [class B materials]
- Upholstered furniture must meet the demands for ignition in EN 1021-1 [DS/EN-1021-1, 2014]

For more information, please check PAGE 5 of the [Exhibitor Terms](#).

### *16.3 Safety Wear*

The following safety standard is introduced from the 1st of March 2022 with the purpose of enhancing safety while working in lifts in Bella Center.

For all types of work in lifts, a safety helmet must be worn, regardless of lift-type, task or work-duration. This is in effect from the 1st of March 2022.

This new safety standard is introduced as an internal tightening of the rules in relation to the Working Environment Regulations, with the purpose of removing any doubt or dispute regarding the use of safety helmets during lift-operations.

If you do not have a safety-helmet available, one may be borrowed at SOC or through Dan Rasmussen (dara@bellagroup.dk).

Group Security will be conducting regular supervision with lift-operations.

## **16 ORGANIC WASTE**

If you have organic waste on your stand, it must be disposed of in food waste containers, which you can rent from Bella Center Copenhagen. The cleaning of the food waste container and the disposal of the food waste are included in the rental.

You should make the following considerations in combination with organic waste: Volume, handling, storage, overview over deliveries and disposal (especially cadavers), cleaning before, during and after the event.

For more information, please check PAGE 4 of the [Exhibitor Terms](#).