

All fields marked with a red* are mandatory

Event*	<input type="text"/>	Contact name*	<input type="text"/>
Company	<input type="text"/>	Contact email*	<input type="text"/>
Stand no.*	<input type="text"/>	Contact Tel.*	<input type="text"/>

Bella Center Copenhagen's Wi-Fi Policy Summary

This Policy aims to enforce the Wi-Fi rules for exhibitors

Bella Center Copenhagen has taken an active approach to wireless interference at the venue in order to provide the most reliable Wi-Fi infrastructure for exhibitors.

Previous experience has shown that, when multiple wireless networks are sharing the same airspace, all wireless users are susceptible to wireless (RF) interference. This can lead to a loss of connectivity, slow network traffic and poor performance. In such a dynamic environment where events are built up, started, finished and dismantled in a matter of days, interference from wireless networks is a considerable issue.

Due to radio technology limitations, Bella Center Copenhagen has decided to focus on rules and communication in order to improve the Wi-Fi availability and quality within the exhibition areas.

Exhibitors who require Wi-Fi within their stands have the possibility to contract a service from Bella Center Copenhagen (OPTION A) or to bring their own Wi-Fi equipment (OPTION B). For those who decide to bring their own Wi-Fi equipment (OPTION B), exhibitors will have to follow some strict rules, apply the necessary technical settings to their equipment and pay a technical fee for the configuration of Bella Center Copenhagen's technical infrastructure.

During the event, Bella Center Copenhagen will have an on-site team who will manage and keep the airspace as interference-free as possible by locating and removing unauthorized wireless sources. **Bella Center Copenhagen reserves the right to shut down exhibitors' unauthorized wireless sources, disconnect Internet access services and/or apply any further actions considered necessary. Disconnections will only happen after warning the exhibitor first.**

For further Information please contact:

BCHG Group IT - Email: EventIT@bchg.dk - Tel.: +45 3247 2566

OPTION A

I will order Internet services from Bella Center Copenhagen (Wi-Fi or Cable)

Or

I do not need Internet services

1. I hereby confirm I have read and agree to the Bella Center Copenhagen Wi-Fi Policy.
2. I hereby confirm I will not install any Wi-Fi networks at any time during the show.
3. I understand I am not allowed to install and connect any Wi-Fi access points to the Internet access hardlines provided by Bella Center Copenhagen, other than those Wi-Fi access points provided by Bella Center Copenhagen.
4. I understand I am not allowed to install any portable Wi-Fi access points at any time during the show without Bella Center Copenhagen’s written authorisation. This includes USB dongles and mobile phones.
5. I understand and accept that Bella Center Copenhagen will not process any orders for IT services until having received the completed Wi-Fi Policy form.
6. For exhibitors ordering Wi-Fi, to ensure that users can take best advantage of our Wi-Fi network, please ensure that you are using a 5GHz enabled Wi-Fi device.

NOTE: for exhibitors ordering Wi-Fi, once the order is completed, Bella Center Copenhagen will provide you with the username and password for the Wi-Fi in order to connect.

Please complete the below table to specify your requirements to select and order within OPTION A:

Wi-Fi OPTION A – please select the product that you require:		Number of Units	Price per unit (EUR)
1. Internet Access SSID? (10/10 Mbps limitation per user, 25 connections, backbone capacity 100/100 Mbps)			405,-
Preferred SSID? (eg. Lounge name) (Max 32 characters)			
SSID Password (at least 8 characters – cannot contain ‘space’, max 63 characters)			
Cabled OPTION A – Please select the product that you require for cabled internet		Number of units	Price per unit (EUR)
2. Local Network Connection required (LAN) (Cabled connection to the Wi-Fi SSID) <i>(add on to A. 1 above– cannot be stand-alone)</i>			216,-

Signatures on following page...

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I agree to all the terms and conditions listed above.

NAME*: <input type="text"/>	SIGNATURE*: <input type="text"/>
JOB TITLE*: <input type="text"/>	
EXHIBITOR/ORGANISATION*: <input type="text"/>	
DATE*: <input type="text"/>	

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OPTION B

I would like to install my own Wi-Fi Network

Technical requirements for Installing Exhibitors' own Wi-Fi Access Points

In the case that the exhibitor cannot use the Wi-Fi service from Bella Center Copenhagen due to technical reasons, this option allows the exhibitor to check if they are a candidate to bring their own private Wi-Fi networking equipment to the stand. Signing and agreeing to this option will not allow the exhibitor to bring their own access point; the request is only valid when the exhibitor reaches an agreement with Bella Center Copenhagen's IT technical department. The requirements must be strictly followed to ensure compatibility with Bella Center Copenhagen's IT infrastructure.

Wi-Fi access points must provide adjustable power transmission. The available power settings must cover at least the range from: 0dBm (1mW) to 14dBm (25mW) and must be set by default to the minimum value.

Bella Center Copenhagen will have an on-site team during the event to ensure that the **exhibitor's SSID will not be seen broadcasting at higher than -75dBm at their neighbours' stands**. The on-site team reserves the right to go directly to the exhibitor and ask them to increase or decrease the transmission power and/or change their assigned channel at any moment during the show. In the unlikely event that the exhibitor does not comply with the terms and conditions stated within the Wi-Fi Policy, the local wi-fi SSID will be disabled immediately.

Dynamic Frequency Selection

If the Wi-Fi access point supports this feature, it must be disabled. The Wi-Fi access point must work over a fixed channel which Bella Center Copenhagen will assign.

Data rate supported

802.11a: 12, 18, 24, 36, 48 and 54 Mbps

802.11g: 11, 12, 18, 24, 36, 48 and 54 Mbps

802.11n: from 11 up to 104 Mbps

802.11b must be disabled

IEEE 802.11n and 802.11ac

Channel bonding is not permitted, only standard 20MHz channels are allowed.

Compliance

IEEE Standards: IEEE 802.11g/n, IEEE 802.11a/n (IEEE 802.11b is not permitted)

Minimum security: WEP, Wi-Fi Protected Access 2 (WPA2) or WPA

SSID

Please fill in the SSID (network name) field below, select which frequency/frequencies your SSID will be broadcasting in and indicate how many access points will be broadcasting the SSID.

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SSID*	TECHNOLOGY*	Num. of APs*

OPTIONS – Please select the product that you require from Bella Center Copenhagen to set up your own WiFi network	Number of units	Price per unit (EUR)
1. LICENSE TO BRING YOUR OWN WIFI per AP – <i>min. 1 required*</i>		50,-
2. Wired internet, 10/10 Mbps dedicated bandwidth, shared public IP		216,-
3. Wired internet, 10/10 Mbps dedicated bandwidth, fixed public IP		703,-
4. Wired internet, 100/100 Mbps dedicated bandwidth, shared public IP		757,-
5. Wired internet, 100/100 Mbps dedicated bandwidth, fixed public IP		1027,-

Channels

The exhibitor’s own Wi-Fi equipment must be configured on these channels:

- Channel 1 on the 2.4GHz frequency band
- Channel 44, 48 and 52 on the 5GHz frequency band

Other channels must not be used. Bella Center Copenhagen’s on-site team will make sure exhibitors follow this important rule.

1. I confirm that I have read the documents – *Bella Center Copenhagen Wi-Fi Policy* and the *Technical Requirements for Exhibitor’s Own Wi-Fi Access Points* and that I will follow the terms and conditions stated within.
2. I understand that I must inform any suppliers, which I may use for Wireless LAN services, of this policy so that the details of our proposed WLAN setup can be disclosed to the Bella Center Copenhagen IT department.
3. I understand that this policy is related to all 802.11 Wi-Fi devices, which include Wi-Fi capable mobile phones (Mi-Fis).
4. I understand and accept that if I operate outside of the parameters stated within the *Technical Requirements for Exhibitor’s Own Wi-Fi Access Points* document, my Wi-Fi access point(s) will be removed and/or disconnected.
5. Given that air is a shared transmission space, I understand that the venue does not offer any service level agreements (SLAs) etc. for wireless LAN services.
6. I have completed the SSID table above and agree to the conditions within this document. I understand that these are obligatory to complete before Internet IT services can be confirmed by Bella Center Copenhagen.
7. Exhibitors must purchase the product: LICENSE TO BRING YOUR OWN WI-FI per AP (EUR 50) via this form, through Bella Center’s e-commerce website or onsite at the exhibitor service desk.
8. I agree to all the terms and conditions listed above.

I agree to all the terms and conditions listed above.

NAME*:	<input type="text"/>	SIGNATURE*:	<input type="text"/>
JOB POSITION*:	<input type="text"/>		
EXHIBITOR/ORGANISATION*:	<input type="text"/>		
DATE*:	<input type="text"/>		

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