Exhibition Manual

Dear Exhibitor,

This webpage contains important information designed to help you prepare for the AD/PD 2026 Exhibition.

The Exhibition will be held in conjunction with **the International Conference on Alzheimer's and Parkinson's Diseases and related Neurological Disorders**, which will take place **17 – 21 March 2026** at **Bella Center Copenhagen, Denmark**.

Venue:
Bella Center Copenhagen
Center Boulevard 5
2300 Copenhagen S, Denmark
https://www.bellacenter.dk/en

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information on this webpage. It will take you very little time now and could save you a great deal of time later.

Please forward this link to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

For further support, please do not hesitate to contact us at:

Yulia Rijinsky

Exhibition Manager

E: jrijinsky@kenes.com |

Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)
- Submit booth drawing (for "Space Only" booths)

To access the Portal, please click here.

Important Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract should be submitted via the Portal. Items not included in your contract will not be processed.
- Keep the Exhibitor's Portal link together with your login information on hand for future reference.

Exhibition – Key Dates & Deadlines

Action Item	Deadline	Contact Person
Hotel reservation for Staff	**As soon as possible**	https://hotels.kenes.com/congress/adpd26 Milena Nedyalkova: mnedyalkova@kenes.com
Company logo and profile	**As soon as possible and no later than Friday, 16 January 2026**	
Text for Fascia (Applicable for Shell Scheme booths only)	**Tuesday, 17 February 2026**	
Booth design for approval (Applicable for 'Space Only' booths)	**Friday, 30 January 2026**	**Via Kenes Exhibitors Portal** https://exhibitorportal.kenes.com
Lead Retrieval Wireless Barcode Reader Order	**Wednesday, 18 February 2026** On-site rate will be applied for orders received after this deadline	
Exhibitor Badge Registration and Additional Badge Order	**Monday, 2 March 2026**	
Personal Data of the Stand Builder Agency for access	**Wednesday, 18 February 2026**	Please submit this form to Exhibition Manager Yulia Rijinsky, at jrijinsky@kenes.com
*Electrical Power for All Booths *Rigging (Applicable for 'Space Only' booths) *Booth Cleaning *Security *In-booth Catering Furniture Rental Graphics/Signage Telecommunications and AV Equip. (Screens, Laptop, Desktop) Plants & Flowers Decoration	25% surcharges applies Due: Tuesday, 17 February 50% surcharges applies Due: Saturday, 7 March Web shop closes Due: Sunday, 15 March Stock upon availability.	Bella Center Copenhagen Web Shop * The Web Shop will be open until Sunday, 15 March 2026. Late orders/onsite orders must be done by email: adpdexpo@bellacenter.dk
Hostesses & Temporary Staff Hire (Baristas, Waiters, etc.)	**Wednesday, 18 February 2026**	**Moving Talent EU** Viktor Oldenburg viktor@movingtalent.eu +45 29 72 04 42

*Dedicated Wi-Fi / Internet	**Wednesday, 18 February 2026**	For more information, please contact Exhibition Manager
Air freight – CPH (Copenhagen) Airport	**Pre-alert & Documents:** 7 working days before arrival at Copenhagen – CPH airport. **Cargo:** Latest arrival at Copenhagen – CPH Airport: 5 working days before stand delivery.	
Pre show / post show warehouse handling	Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Danish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance.	**DSV** Olimpia Rodrigálvarez olimpia.rodrigalvarez@dsv.com Mobile: +34 628930293 Office: +34 954325842
Road freight direct to venue	**Pre-alert & Documents:** 5 working days before arrival at DSV Copenhagen. **Cargo:** latest arrival at DSV Copenhagen: 2 working days before stand delivery.	

Exhibition Timetable

Activity	Day	Hours & details
Set up	**Sunday, March 15** "Space only" booths	**10:00 – 20:00***
Set up	**Monday, March 16** All booth types	**07:00 – 20:00***
Set up	**Tuesday, March 17** All booth types	**08:00 – 14:00** ⇒ Continue set-up **14:00 – 19:00** ⇒ Decoration only • By **14:00** all empty boxes, crates, and packaging must be removed. • All aisles must be cleared by **14:00** to allow cleaning and Welcome Reception set-up. • From **14:00**: decoration only and fine-tuning within booth parameters.
Exhibition Opening Hours	**Tuesday, March 17**	**19:00 – End of Welcome Reception**
Exhibition Opening Hours	**Wednesday, March 18**	**10:00 – 17:30**
Exhibition Opening Hours	**Thursday, March 19**	**10:00 – 17:00**
Exhibition Opening Hours	**Friday, March 20**	**10:00 – 17:00**
Exhibition Opening Hours	**Saturday, March 21**	**10:00 – 17:30**
Dismantling / Breakdown	**Saturday, March 21**	**17:30 – 23:00*** *** Shell Scheme booths must be empty by 19:00.**

*The timetable is subject to possible changes in accordance with the scientific program.

Important Information

- Timetable is subject to possible changes in accordance with the scientific programme. Updates will follow in due time.
- Please note that all heavy work has to be completed **by 14:00 on Tuesday, March 17**. After this time, only decoration is allowed.
- **Please note that no food will be provided by Bella Center or Organizer during the set-up days. Exhibitors/Stand builders are responsible for providing the food for their staff during the build-up.**
- All exhibitors should be in their booths 30 minutes before the official opening hour.
- Empty crates and packaging material must be removed after set-up and no later than **14:00 on Tuesday, March 17.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- **Safety shoes are recommended during exhibition setup and dismantling.**
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- All shell scheme booths are required to be on time for dismantling from the hour that it is written that it starts, so that they can pack their materials, and after that the official builder is able to dismantle their booth.
- **Shell Scheme booths ->** any equipment, display aid or other material left behind after **Saturday, March 21, 2026** by **19:00** will be considered discarded and abandoned.
- **'Space Only' booths ->** any equipment, display aid or other material left behind after **Saturday, March 21, 2026** by **22:59** will be considered discarded and abandoned.
- **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please do not leave any valuable articles visible at your stand.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths (you can order extra Security from the Bella Center Copenhagen Web Shop).**
- ***Safety shoes are recommended during exhibition setup and dismantling.** Safety shoes are always recommended whenever stand builders are actively working on the exhibition space, when construction materials are present on the aisles, while machinery, such as forklifts or cherry pickers, is operating within the exhibition space. In these cases helmets are also mandatory. Safety shoes are not required when aisles are clear of any construction materials, when the main setup doors are closed, indicating the completion of machinery operations, and permitting only pallet jacks within the space. During this designated period, stand builders may proceed with interior booth decoration.

Welcome Reception at the Exhibition Area

On **Tuesday, March 17, 2026** you are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** from **19:00.** Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibitor Representative Badge

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name. Please submit the list of individual names via the Exhibitors Portal no later than Monday, March 2, 2026.**

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €380.

The Exhibitors' badges allow access to the exhibition area, refreshments, and the Welcome Reception.

Additional Exhibitor badges can be ordered online via the **Exhibitor Portal:** **https://exhibitorportal.kenes.com**
For any inquiries related to registration, please contact Elena Araujo, the Registration Specialist, at reg_adpd26@kenes.com.
*Please make sure that your Company Profile has been submitted before placing an order for an exhibitor badge.
Deadline: Monday, March 2, 2026

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the on-site registration desk.

Registration of Stand Personnel

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Opening Ceremony; Welcome Reception
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg, hostesses, bar and service personnel, photographer), etc.

'K-Lead' Application – Barcode scanner App

"K-Lead" Application – Barcode Scanner Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.
We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration**: Download directly to your device; no extra hardware needed!
- **Effortless Scanning**: Quickly scan attendee badges to capture leads.

- **Customizable Notes**: Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility**: Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App.

Cost per unit: EUR 750 (excluding 4% credit card charges fees, excluding VAT if applicable). Device is NOT included!
Deadline: Tuesday, March 18, 2025
Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails**: Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization**: Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement**: Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights**: Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility**: K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 350

Key Notes for K-Lead and K-Lead Plus:

- ***Device Not Included*:** The application must be installed on your personal or company device (tablet/smartphone).
- *Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.*
- *Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.*
- *Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal https://exhibitorportal.kenes.com.*
- *GDPR Compliance: We've updated our privacy policy in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.*
- *By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.*

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

✅ Instant API Access – Scan delegate badges using your own app and retrieve full attendee

details.

✅ Real-Time Sync – Automatically update your CRM.

✅ CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.

✅ Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.

✅ Custom Mapping – Adapt data fields to fit your CRM's structure.

✅ Secure & Compliant – Advanced encryption ensures data protection.

✅ Analytics & Reporting – Gain insights on leads and engagement.

Cost:

1. License per event: €1800 invoiced before the event.
2. API calls: invoiced after the event, based on the number of calls (scans) made:

– Up to 200 calls – calculated by €4 per call

– Up to 500 calls – calculated by €3 per call

– From 500 calls and up – calculated €2 per call

How to order any of these solutions? **-> These services are available to purchase from the Exhibitor's Portal** https://exhibitorportal.kenes.com

Access to the Exhibition hall during Set-up and Dismantling

Access to the **Bella Center Copenhagen** will be granted based on list of names that will be provided to **Bella Center Copenhagen** by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel who are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Manager, by email, **no later than Wednesday, 18 February 2026,** to jrijinsky@kenes.com

- Full name
- Passport numbers
- Name of the exhibit company
- Name of the contractor/stand builder
- Booth number

Click here to download the template. Please fill only the green columns.

Visa and Working Permits

All individuals – both those employed by Bellagroup and those conducting temporary tasks at the Bellagroup location – must comply with Danish legislation regarding work permits and registrations.

Please follow this link to a GUIDE, which provides an overview of the common types of visas and permits, as well as the exceptions that apply to them. You will also find a guide to the RUT registration, which must be completed when foreign employers send employees to provide a service to Denmark.

Please note that this is a complex legal area with many rules and exceptions. This GUIDE has been prepared to provide a clear understanding of the current set of regulations but cannot be used as a definitive conclusion regarding whether work permits are required in individual cases.

Information regarding RUT:
RUT registration allows foreign companies to register services that will be performed in Denmark. When a foreign company plans to perform work in Denmark, it must register the service. This includes the name of the company and the individual employees who will be performing the work, the contractor for whom the work will be performed and when/where the work will be carried out. Detailed information about the registration in RUT is available in the RUT Registration Guidelines.

For further assessment, guidance, as well as approval of visas, work permits, and registration of foreign workers, we refer you to the following authorities:

The Danish Agency for International Recruitment and Integration (SIRI): www.siri.dk

Danish Foreign Services: www.nyidanmark.dk

More about RUT registration process: www.businessdenmark.virk.dk

Exhibition Floor Plan & List of Exhibitors

Exhibition Floor Plan

The floor plan has been designed to maximize the partners' exposure to the delegates.
For most updated floor plan and list of partners, please click here.

You can check the congress Scientific Programme here.

Hall Specifications and Important Technical Information

The Exhibition is being held in **Hall D,** which is **located** on the **Ground floor**.

Click here for a virtual tour of the hall.

Max Build-Up Height

Maximum build-up height from the ground: **5m**

- Rigging from the ceiling is permitted up to **6-meter** measuring from the floor to the top of the suspended banner/element
- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- Shell scheme stand build-up is **2.5m**

Kindly note:

- Any part facing neighbouring stands that is above 2.5 meters in height needs to be designed with neutral Surfaces (white or grey).

- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health. **Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Floor

Floor type: The floor is a tiled concrete floor. The tile is a light concrete tile.

We recommend installation of carpet or floor covering in the booth.

The floor can withstand the following loads:

- 15×15 cm evenly distributed printing surface = 2500 kg
- 30×30 cm evenly distributed printing surface = 4000 kg

Power, plumbing, network and compressed air will, if possible, be supplied via the subfloor services ducts which are built-in the floor at 6 m intervals.

Exhibitors are required to have floor cover or carpeted floor within the stand area (note that shell scheme booths already come with carpet).

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing the floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling that cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage. **Bella Center** will invoice the exhibitors for any damages caused by the exhibitors.

Raised Floor/Platform

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.

Ceiling Rigging

Ceiling hanging is permitted.

It is possible to use the truss for rigging. The venue is working with variable weight, depending on other loads in the ceiling. 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.

Bella Center reserves the right to adjust placement.

- Rigging from the ceiling is permitted up to **6-meter** measuring from the floor to the top of the

suspended banner/element
- **Bella Center** must approve any rigging project; the exhibitor must provide their project at least 6 weeks before the first set-up day. Please submit your rigging plan **no later than Monday, 2 February** via the Exhibitors Portal (or in case of any issues directly to jrijinsky@kenes.com).
- Subject to compliance with the conditions of use of the steel structure.
- All rigging must be done by **Bella Center.** For rigging, please refer to the Bella Center Web Shop
- **For rigging plans and guidelines, please refer to the** Bella Center Technical Info **(pages 15-20/check regulations for hall D).**

Shell Scheme Booths – Technical Information and Regulations

To ensure the smooth and efficient installation and dismantling of your Booth, **Bella Center** has been nominated as the **official stand contractor** for AD/PD 2026.

Shell Schemes, which have been pre-booked with AD/PD/Kenes include the following:

- **Walling** – standard shell scheme system, 2.5m-high
- Company name on **Fascia board** printed in black standard lettering and booth number
- **Lighting** (1 spot per 3 m^2)
- **Carpet** (electric blue).
- **Basic daily cleaning** (vacuuming of floor and emptying of any waste bins available at the booth)

*Image shown is for illustration purposes only

Booth Package does not include:

- Electricity
- Furniture
- Graphics
- Special stand cleaning

Panel Sizes:
Actual panel size: W: 96,8 cm x H: 241,2 cm
Visible panel size: W: 95,6 cm x H: 240 cm

Additional Furniture Rental / Graphics & Signage / Additional Booth Fittings / Plants &

Flower Decorations / Electricity / Other supporting services can be ordered directly via the Bella Center Copenhagen Web Shop by **Tuesday, 17 February 2026** in order to take advantage of advance pricing specials.

Orders received after Tuesday, 17 February , will be charged with a 25% price increase.

Orders received after Monday, March 7, will be charged a 50% price increase.

For queries, please contact- http://adpdexpo@bellacenter.dk

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths). Please submit lettering for fascia via the Exhibitor's Portal by **Wednesday, 18 February 2026.**

You can submit your design/Facia on the Exhibitors' Portal: https://exhibitorportal.kenes.com

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the Official Contractor Bella Center and should be ordered via the Bella Center Web Shop.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by **Bella Center Copenhagen,** the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Friday, 30 January 2026**
- No free-standing stand-fitting or display(s) may exceed a height of 2.5m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags, and logos provided by the exhibitor.
- **It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor, or ceiling.**
- **Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. The booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Friday, 30 January 2026,** it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a carpet -electric blue. If an exhibitor wishes to have alternative the colour of the carpet in the booth, additional cost may be incurred. Please

contact Bella Center Copenhagen Web Shop– the official stand contractor. The exhibitor will be invoiced by Bella Center.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact **Bella Center Copenhagen** – the official stand contractor – as per published deadlines (see section "Deadlines & Key dates").
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the Booth light at the end of the day.

Space Only Booths – Technical Information and Regulations

Exhibitors using independent contractors are required to submit the following for the **organizer and Bella Center** approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built and Position of your booth on the floorplan with orientation;**
2. **Detailed rigging plan (only applicable for booths with rigging);**
3. **Utility connections: electrical, water and drainage – a list of all appliances and location of each utility within the booth;**
4. **The name and contact details of the construction company.**

Exhibition Branding and Promotional Compliance – AD/PD™

AD/PD™ will host a mixed scientific audience, including healthcare professionals (HCPs) and non-HCP delegates.

Please note the following:

Exhibition

Delegate badges will clearly identify whether a participant is an HCP or a non-HCP.

Booth Branding

- Booth branding should primarily reflect corporate identity, therapeutic areas, disease awareness, or other non-promotional content.
  • Any promotional content related to prescription-only medicines must be directed exclusively to HCP delegates and must not be visible or accessible to non-HCP delegates.

Promotion of Prescription-Only Medicines

- Promotional discussions or materials related to prescription-only medicines may only be

shared with HCPs, in line with applicable compliance codes.
• Exhibitors must ensure that such content is not visible or accessible to non-HCP delegates and that all interactions are limited to HCPs with appropriate identification.

Exhibitor Responsibility

Exhibitors are responsible for ensuring that all booth content, materials, and interactions comply with applicable laws, regulations, and compliance codes.

Please submit the files through the Kenes Exhibitor's Portal: https://exhibitorportal.kenes.com

In order to allow us to learn more about exhibition booth materials, logistics, andwaste management by the industry Please fill the following form

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Deadline: Friday, 30 January 2026

- Maximum build-up height from the ground: **5 m**
- **Ceiling Rigging** is **permitted** and must be authorized in advance by the **Bella Center Copenhagen**.
- **Rigging** from the ceiling is permitted up to **6-meter** measuring from the floor to the top of the suspended banner/element—-please click here to see the **Rigging specs illustration**
- Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideway walls will not be approved.**
- **Island Booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. **You are only allowed to build walls that covers up to 30% of each side.** We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle must be approved by Kenes, **max 30% of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including the rear sides.**
- **Raised Floor/Platform:** Please note that if your booth has a platform/raised floor, **you are required to provide a ramp or sloped edging around the entire booth** to ensure access for people with disabilities. The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoida trip hazard.

* The organizers and the **Bella Center Copenhagen** must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information, the Official Contractor will not be able to provide the requested service(s), and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- All structural back walls of neighbouring booths must be properly decorated. Back Walls (reversed side) over 2.50 m in height must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- The used spaces must be returned to the **Bella Center Copenhagen** completely clear of all items and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include **a site visit** in the planning process to assure a smooth and well planned set up. Please contact the **Bella Center Copenhagen.**

Electricity and Electrical Installations for all booths

Power supplies will be supplied into your booth via the floor. It is possible from the ceiling for special situations like additional lights hanging or digital banners.

Your electrical installations on your stand comply with the standard EN 50 110 on operation of electrical installations. It means, among others, that we have made a risk assessment in order to execute the work safely. 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.

All electrical sockets are earthed.

The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors.

There is at least 1m free space in front of every electrical distribution board.

Lighting ramps shall be permanently fixed and shall hang at least 2.2 m from the floor and be fitted with end-stop protection.

Fittings and utility articles made from conductive materials must be earthed and be of at least material class 1.

Only earthed or double-insulated equipment may be connected.

Equipment not meeting these requirements may be immediately disconnected by the venue with no right of recourse or compensation for the exhibitor.

The exhibitor may order one or more electrical connection points. Connection may only be made to the designated connection point. The exhibitor may connect their own equipment if the connection is CEE-type plugs or Schoko sockets. If current ratings greater than 63 A are involved, competent personnel designated by the venue shall carry out the connection.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

No installations may be made to or in an energised facility.

The venue's electrical distribution system is live at the latest from the day prior to the opening of the exhibition until an hour after the closure of the exhibition on its last day but must always be treated as being live.
If an exhibitor requires electricity at other times, the exhibitor should contact the organiser in advance.

Exhibitors shall switch off their lighting at the end of the day.

In the event of damage or faults to an electrical connection or installation, the exhibitor shall immediately contact the organiser and/or venue representatives.

All electrical set up must be approved by the **Bella Center Copenhagen** and the links to the general mains can only be made by same services. **Bella Center Copenhagen** will not be responsible for connecting to the mains apparatus that do not correspond to the information provided, and the exhibitors must name the person responsible for the stand's electric installation project. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors. It is essential that exhibitors give the power needed in the booth.

For ordering electricity, please refer to the Bella Center Copenhagen Web Shop.

Booth Services

Booth Cleaning

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

Overnight cleaning is provided daily (vacuuming of stands and emptying of wastebaskets (if any), during the night.

Additional special cleaning required can be ordered via the Bella Center Copenhagen Web Shop.

Internet & Wi-Fi

Please be advised the **Private Wi-Fi network installations in the stand are not allowed**. The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand to guarantee a consistent internet connection, inclusive of technical support.

Kindly specify what kind of internet-based activities are planned, how much Bandwidth will be required for your stand, and whether wireless or wired connection (or both) is required.

Note regarding technical support: We will ensure that the service you purchased is functioning as it should, however, we cannot troubleshoot or repair issues with client-provided equipment.

The Venue and the organizers must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time, due to internet foundation.

Please submit your request for internet connection in advance, by email to the Exhibition Manager Yulia Rijinsky at jrijinsky@kenes.com.

Deadline: Tuesday, 17 February 2026- after that deadline there will be a surcharge.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Bella Center Copenhagen** nor the organizers can accept responsibility for the security of the stands and their contents. The **Bella Center Copenhagen** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment. Individual stand security may be ordered directly with the Bella Center.

If you wish to hire security for your stand, this can be done via the Bella Center Copenhagen Web Shop.

In-Booth Catering

The **Bella Center Copenhagen exclusively** offers food, beverage and catering services.

Exhibitors who wish to order food and beverages for their booth are welcome to do so directly via the Bella Center Copenhagen Web Shop.

Deadline:

25% surcharges applies Due: Tuesday, 17 February

50% surcharges applies Due: Saturday, 7 March

Web shop closes Due: Sunday, 15 March

Stock upon availability.

Important:

- The Bella Center Copenhagen exclusively offers food, beverage and catering services.
- Absolutely no food or beverage from outside the venue is allowed into the premises **without prior written approval from the venue**. This includes bottled water and all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- **Bella Center Copenhagen** reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue).
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.
- **If you want to bring in your own catering related products and it requires to be kept cool, or if you wish to prepare food at your stand, Danish Food and health regulations approval must be obtained and you need to contact Bella Center Copenhagen to apply for a permission.**

Hostesses & Temporaty Staff Hire

For hostess and temporary staff hire, the Agency recommended by the venue is *Moving Talent*.

To submit a request for hostesses and temporary staff hire, and for any further inquiries, please contact the Agency directly:
Moving Talent

Viktor Oldenburg

viktor@movingtalent.eu

+45 29 72 04 42

Waste Removal

Please note that you may NOT leave any material, waste etc. behind you!

Please contact Exhibition Manager jrijinsky@kenes.com if you need to request this service.

Storage

We don´t count with storage facilities. Storage of empties (empty boxes, crates, cases, palettes etc.) should be coordinated with DSV team (payable service, see Section Shipping Instructions).

Under no circumstances may packed materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact DSV with information on sizes and number of parcels, size, and storage period.

Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping

and/or storage of any items left in the building. If the venue takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/lorry entrance/lifts

Access to the Exhibition hall is through **Loading Area D, please click here.**

For directions to Bella Center Copenhagen, Loading Area D, please click here.

More details information coming soon.

Parking of Private Cars

It is possible to park at the public car parks around **Bella Center Copenhagen**. Please check the costs on the APCOA homepage. Parking tickets can be obtained from the automated machines.

It is not possible to park trucks.

You can view a map of the parking and entrances for the **Bella Center Copenhagen** by clicking here.

Access for deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Please be advised that neither the Organizers nor the **Bella Center Copenhagen** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **XXXXX**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Meeting venue.

Information, pictures, location and rates are available on the hotel accommodation page: https://hotels.kenes.com/congress/adpd26.

You may also book a room online through the above link.

For **group booking** (10 rooms and more) please contact **Ms. Milena Nedyalkova.** Email: mnedyalkova@kenes.com. Different payment and cancellation conditions apply.

- **Booth Photography Package**
- Showcase your booth in the best light with a dedicated photoshoot. Ideal for branding, PR, and post-event marketing.
  up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting
- **Session Photography Package**
- Capture the impact of your sponsored session with dynamic, high-quality images of key moments.
  A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience
- + **Combined Booth & Session Package** (Best Value!)
- Get the full coverage experience with a special discounted package combining booth and session photography.
  up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting
  A minimum of 15 high-resolution images from your sponsored session
- *Limited availability – book your photography package in advance to ensure your brand is captured at its best!*
- **Interested in booking a Photo Package with us? -> Contact the Exhibition Manager Yulia Rijinsky via jrijinsky@kenes.com**

Rules and Regulations

Rules and Regulations –***Binding for all exhibitors and their subcontractors***

For the **Bella Center Full Exhibitor Terms and Conditions, please** click here.

For the **Bella Center Full Technical Manual, please** click here.

Animals
It is not permitted to bring animals into the **Bella Center Copenhagen**.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment**(PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

Children
No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases
Use of compressed gases is not allowed.

Damage to the Building
Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars…) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

In addition to the above, please consider also the guidelines below from Bella Center Copenhagen:
If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use DuploColl 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. Onsite, you can purchase DuploColl as well as wall hooks for lightweight items such as poster frames. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning.

If you fail to remove the stand materials and your own carpets from the stand, **Bella Center Copenhagen** will ensure that they are removed and environmentally sorted. You may be invoiced for this service.

Disposal of Material
It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by **Bella Center Copenhagen** in removing this property will be charged to the exhibitor.

Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the **Bella Center Copenhagen**.

In addition to the above, please consider also the guidelines below from Bella Center Copenhagen:

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 devises 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:
    - Coffee-makers, 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.

Covered stands
Guidelines from Bella Center Copenhagen
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.

If the fire strategical conditions allow it, you may cover your stand. Coverings of more than 9m2 should be constructed with water permeable materials. You can also construct a firm covering, such as wooden panels, as long as the total firm covering does not extend more than 40% of the covered area.

If you have a firm covering of more than 9m2, you are obliged to establish extra sprinklers on the stand. Sprinkling must be established according to the description about sprinkling on the stand (please see below in this section).

On special stands, for example vehicles, tents or containers of more than 9m2, where it is not possible to establish extra sprinklers, a dedicated fire strategy for the stand must be agreed with Bella Center Copenhagen. The fire strategy contains handheld fire-fighting equipment, fire dedicated surveillance and intervention procedures on the stand, which will induce security related costs for you as an exhibitor.

Dispensations for the above can be given only by Bella Center Copenhagen based on a specific evaluation of the stand, area and present risks. You must apply for a dispensation eight weeks before the event start, as Bella Center Copenhagen may need to apply to the authorities.

The sprinkler system can be installed by Bella Center Copenhagen, and we are happy to provide a non-binding quotation for the work. Connection to mail sprinkler pipes must always be undertaken by Bella Center Copenhagen. The rest of the sprinkler system may be installed by Bella Center Copenhagen or another authorized technician (according to SKAFOR's regulations).

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

However, certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.

If you need wood floors on your stand, please note that it must not be laid like a grating with gaps or with underlying cavities.

Bella Center Copenhagen can always demand documentation that inflammable materials are sufficiently impregnated/secured against fire, including testing the fire resistance of the material.

Carpets must have one of the following approvals:
Guidelines from Bella Center Copenhagen

- "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:
Guidelines from Bella Center Copenhagen

- 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]

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke
It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the **Bella Center Copenhagen** will be provided with a detailed project describing the unloading procedure inside the exhibition area:

- Exhibition access used.
- Transportation used to bring the element inside the **Bella Center Copenhagen** and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.
- Once the **Bella Center Copenhagen** has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banner, etc.
Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the **Bella Center Copenhagen** are not allowed.

In addition to the above, please consider also the guidelines below from Bella Center Copenhagen:
It is [therefore] not permitted to screw, glue, paint, or in any other way cause damage to our buildings or equipment.

If you unexpectedly damage our interiors/building components, Bella Center Copenhagen will be obliged to invoice you accordingly.

Only Bella Center Copenhagen's staff is permitted to affix wires, mount/dismount Bella Center Copenhagen's walls, fascia boards, spots etc. For safety reasons, at least two wires must be ordered for setting up banners, signs or similar. For safety reasons, it is forbidden to load the wires. If you need to lift equipment, you should use chain blocks in rigging points.

Bella Center Copenhagen must establish the rigging point, but you can use it to mount your own chain block.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the **Bella Center Copenhagen**, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance**that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the **Bella Center Copenhagen** or any part thereof in any manner whatsoever.

Sound equipment and Music
In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

In addition to the above, please consider also the below guidelines from Bella Center Copenhagen:
MUSIC, SOUND AND FILMS
If you wish to play music on your stand, remember to inform Koda and Gramex. Visit www.koda.dk or 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 (CO_2 extinguisher) available.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the **Bella Center Copenhagen** cannot accept liability for loss of or damage to private property or goods.
- Neither the **Bella Center Copenhagen** nor the organizers can accept responsibility for the security of the booths and their contents. The **Bella Center Copenhagen** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via **the Bella Center Copenhagen Web Shop**.

Personal Transportation Vehicles
Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Meeting features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy
Bella Center Copenhagen operates a **NO SMOKING** policy in the whole venue.

Special Effects
Special effects lighting, live music, smoke and laser projection may not be used in the booths.
No permission will be given for projection in the aisles or on the walls of the hall.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by **Bella Center Copenhagen** and/or the organizers at the expense of the exhibitor concerned.

Please contact the Exhibition manager jrijinsky@kenes.com if you need to request this service.

Bella Center Copenhagen reserves the right to access inside the booth in order to check compliance with the venue regulations.

At all times, you must consider the staff's logistics, Bella Center indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT: Venue Technical Guidelines

Please read thoroughly the Bella Center Technical Guidelines:

For the **Bella Center Full Exhibitor Terms and Conditions, please** click here.

For the **Bella Center Full Technical Manual, please** click here.

Please note that these regulations are in addition to the exhibition Rules and Regulations found in Section 6.

Exhibitors must comply with **Bella Center Copenhagen** technical guidelines, including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

Shipping Instructions

Delivery & Logistic Services

The Shipping instructions are designed to assist you with the movement of exhibits and stand materials for AD/PD 2026.
Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons **DSV** is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.
Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with DSV.

AD/PD 2026 Shipping instruction: available here

For security, insurance, and efficiency reasons, **DSV** is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

Please Note: All advanced shipments and deliveries to the **DSV** warehouse, including by courier, must be coordinated with **DSV**.

For shipping instructions, please click here.

For Tariff, please click here.

For Quotation form, please click here.

Freight Handling & Customs Clearance Agent

DSV

Belina Flores, Director Fairs & Events

belina.flores.sierra@dsv.com | Mobile +34 686 902 300 | www.dsv.com

Contact information – General

Meeting Organizer
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140

Venue Address
Bella Center Copenhagen
Center Boulevard 5
2300 Copenhagen S, Denmark
https://www.bellacenter.dk/en

For those who come by Taxi please use the below address:

Entrance #4 -Martha Christensens Vej 8

Exhibition Manager
Yulia Rijinsky
E-mail: jrijinsky@kenes.com

Industry Liaison and Sales
Victoria Eskenazi
E-mail: veskenazi@kenes.com

Registration Specialist
Sandra Silva
E-mail: reg_adpd26@kenes.com

Hotel Accommodation
Milena Nedyalkova

E-mail: mnedyalkova@kenes.com
https://hotels.kenes.com/congress/adpd26

Contact Information – Official Contractors

Electricity*/Rigging*/Booth Cleaning*/In-Booth Catering*/Graphics & Signage/Additional Booth Fittings/Plants & Flower Decorations/Furniture Rental/Waste Removal

*Exclusive to the Bella Center Copenhagen

The Bella Center Web Shop is now open: Bella Center Copenhagen Web Shop

You will need to create an account and input your booth details.

To do this follow these steps:

- Click on the link above.
- Select 'I have never registered SIGN UP' as shown on the screen grab below.

Surcharges

25% surcharges applies Due: Tuesday, 17 February

50% surcharges applies Due: Saturday, 7 March

Web shop closes Due: Sunday, 15 March

Stock upon availability.

Questions & support
For questions related to the Web Shop and any subsequent orders for your booth, please contact the Bella Center team directly at adpdexpo@bellacenter.dk

Freight Handling & Customs Clearance Agent

Coming Soon.

Hostesses & Temporary Staff Hire (hostesses, baristas, waiters, etc.)

Moving Talent

Viktor Oldenburg

viktor@movingtalent.eu

+45 29 72 04 42

Sustainability- Tips & Tricks for Exhibitors

We are committed to sustainability, and we encourage all of our exhibitors to do the same. CLICK HERE for some practical tips and tricks that you can implement right away.

In order to allow us to learn more about exhibition booth materials, logistics, and waste management by the industry Please fill the following form

1:1 Meeting Scheduler- KENES CONNECT

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at AD/PD with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

Don't miss out! As this is our first launch, we're offering *1:1* Meeting Scheduler for a special launching rate of €750 this year only.

Take advantage of this exclusive opportunity to connect, engage, and grow your impact.

Please order via the Exhibitor Portal.

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)
- Submit booth drawing (for "Space Only" booths)

To access the Portal, please click here.

Important Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract should be submitted via the Portal. Items not included in your contract will not be processed.
- Keep the Exhibitor's Portal link together with your login information on hand for future reference.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	**As soon as possible**	https://hotels.kenes.com/congress/adpd26 Milena Nedyalkova: mnedyalkova@kenes.com

Company logo and profile	**As soon as possible and no later than Friday, 16 January 2026**	
Text for Fascia (Applicable for Shell Scheme booths only)	**Tuesday, 17 February 2026**	
Booth design for approval (Applicable for 'Space Only' booths)	**Friday, 30 January 2026**	**Via Kenes Exhibitors Portal** https://exhibitorportal.kenes.com
Lead Retrieval Wireless Barcode Reader Order	**Wednesday, 18 February 2026** On-site rate will be applied for orders received after this deadline	
Exhibitor Badge Registration and Additional Badge Order	**Monday, 2 March 2026**	
Personal Data of the Stand Builder Agency for access	**Wednesday, 18 February 2026**	Please submit this form to Exhibition Manager Yulia Rijinsky, at jrijinsky@kenes.com
*Electrical Power for All Booths *Rigging (Applicable for 'Space Only' booths) *Booth Cleaning *Security *In-booth Catering Furniture Rental Graphics/Signage Telecommunications and AV Equip. (Screens, Laptop, Desktop) Plants & Flowers Decoration	25% surcharges applies Due: Tuesday, 17 February 50% surcharges applies Due: Saturday, 7 March Web shop closes Due: Sunday, 15 March Stock upon availability.	Bella Center Copenhagen Web Shop * The Web Shop will be open until Sunday, 15 March 2026. Late orders/onsite orders must be done by email: adpdexpo@bellacenter.dk
Hostesses & Temporary Staff Hire (Baristas, Waiters, etc.)	**Wednesday, 18 February 2026**	**Moving Talent EU** Viktor Oldenburg viktor@movingtalent.eu +45 29 72 04 42
*Dedicated Wi-Fi / Internet	**Wednesday, 18 February 2026**	For more information, please contact Exhibition Manager

Air freight – CPH (Copenhagen) Airport	**Pre-alert & Documents:** 7 working days before arrival at Copenhagen – CPH airport. **Cargo:** Latest arrival at Copenhagen – CPH Airport: 5 working days before stand delivery.	
Pre show / post show warehouse handling	Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Danish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance.	**DSV** Olimpia Rodrigálvarez olimpia.rodrigalvarez@dsv.com Mobile: +34 628930293 Office: +34 954325842
Road freight direct to venue	**Pre-alert & Documents:** 5 working days before arrival at DSV Copenhagen. **Cargo:** latest arrival at DSV Copenhagen: 2 working days before stand delivery.	

Activity	Day	Hours & details
Set up	**Sunday, March 15** "Space only" booths	**10:00 – 20:00***
Set up	**Monday, March 16** All booth types	**07:00 – 20:00***
Set up	**Tuesday, March 17** All booth types	**08:00 – 14:00** ⇒ Continue set-up **14:00 – 19:00** ⇒ Decoration only • By **14:00** all empty boxes, crates, and packaging must be removed. • All aisles must be cleared by **14:00** to allow cleaning and Welcome Reception set-up. • From **14:00**: decoration only and fine-tuning within booth parameters.
Exhibition Opening Hours	**Tuesday, March 17**	**19:00 – End of Welcome Reception**
Exhibition Opening Hours	**Wednesday, March 18**	**10:00 – 17:30**
Exhibition Opening Hours	**Thursday, March 19**	**10:00 – 17:00**
Exhibition Opening Hours	**Friday, March 20**	**10:00 – 17:00**
Exhibition Opening Hours	**Saturday, March 21**	**10:00 – 17:30**
Dismantling / Breakdown	**Saturday, March 21**	**17:30 – 23:00* * Shell Scheme booths must be empty by 19:00.**

*The timetable is subject to possible changes in accordance with the scientific program.

Important Information

- Timetable is subject to possible changes in accordance with the scientific programme. Updates will follow in due time.
- Please note that all heavy work has to be completed **by 14:00 on Tuesday, March 17**. After this time, only decoration is allowed.
- **Please note that no food will be provided by Bella Center or Organizer during the set-up days. Exhibitors/Stand builders are responsible for providing the food for their staff during the build-up.**
- All exhibitors should be in their booths 30 minutes before the official opening hour.
- Empty crates and packaging material must be removed after set-up and no later than **14:00 on Tuesday, March 17.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- **Safety shoes are recommended during exhibition setup and dismantling.**
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- All shell scheme booths are required to be on time for dismantling from the hour that it is written that it starts, so that they can pack their materials, and after that the official builder is able to dismantle their booth.
- **Shell Scheme booths ->** any equipment, display aid or other material left behind after **Saturday, March 21, 2026** by **19:00** will be considered discarded and abandoned.
- **'Space Only' booths ->** any equipment, display aid or other material left behind after **Saturday, March 21, 2026** by **22:59** will be considered discarded and abandoned.
- **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please do not leave any valuable articles visible at your stand.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths (you can order extra Security from the Bella Center Copenhagen Web Shop).**
- ***Safety shoes are recommended during exhibition setup and dismantling.** Safety shoes are always recommended whenever stand builders are actively working on the exhibition space, when construction materials are present on the aisles, while machinery, such as forklifts or cherry pickers, is operating within the exhibition space. In these cases helmets are also mandatory. Safety shoes are not required when aisles are clear of any construction materials, when the main setup doors are closed, indicating the completion of machinery operations, and permitting only pallet jacks within the space. During this designated period, stand builders may proceed with interior booth decoration.

Welcome Reception at the Exhibition Area

On **Tuesday, March 17, 2026** you are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** from **19:00.** Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name. Please submit the list of individual names via the Exhibitors Portal no later than Monday, March 2, 2026.**

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €380.

The Exhibitors' badges allow access to the exhibition area, refreshments, and the Welcome Reception.

Additional Exhibitor badges can be ordered online via the **Exhibitor Portal:** **https://exhibitorportal.kenes.com**
For any inquiries related to registration, please contact Elena Araujo, the Registration Specialist, at reg_adpd26@kenes.com.
*Please make sure that your Company Profile has been submitted before placing an order for an exhibitor badge.
Deadline: Monday, March 2, 2026

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the on-site registration desk.

Registration of Stand Personnel

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Opening Ceremony; Welcome Reception
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg, hostesses, bar and service personnel, photographer), etc.

"K-Lead" Application – Barcode Scanner Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.
We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration**: Download directly to your device; no extra hardware needed!
- **Effortless Scanning**: Quickly scan attendee badges to capture leads.
- **Customizable Notes**: Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility**: Download from the **Apple Store** or **Google Play** using "Kenes K-

Lead App.

Cost per unit: EUR 750 (excluding 4% credit card charges fees, excluding VAT if applicable). Device is NOT included!
Deadline: Tuesday, March 18, 2025
Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails**: Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization**: Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement**: Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights**: Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility**: K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 350

Key Notes for K-Lead and K-Lead Plus:

- ***Device Not Included*:** The application must be installed on your personal or company device (tablet/smartphone).
- *Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.*
- *Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.*
- *Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal https://exhibitorportal.kenes.com.*
- *GDPR Compliance: We've updated our privacy policy in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.*
- *By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.*

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

✅ Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.

✅ Real-Time Sync – Automatically update your CRM.

✅ CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
✅ Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.
✅ Custom Mapping – Adapt data fields to fit your CRM's structure.
✅ Secure & Compliant – Advanced encryption ensures data protection.
✅ Analytics & Reporting – Gain insights on leads and engagement.

Cost:

1. License per event: €1800 invoiced before the event.
2. API calls: invoiced after the event, based on the number of calls (scans) made:

– Up to 200 calls – calculated by €4 per call

– Up to 500 calls – calculated by €3 per call

– From 500 calls and up – calculated €2 per call

How to order any of these solutions? **-> These services are available to purchase from the Exhibitor's Portal** https://exhibitorportal.kenes.com

Access to the **Bella Center Copenhagen** will be granted based on list of names that will be provided to **Bella Center Copenhagen** by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel who are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Manager, by email, **no later than Wednesday, 18 February 2026,** to jrijinsky@kenes.com

- Full name
- Passport numbers
- Name of the exhibit company
- Name of the contractor/stand builder
- Booth number

Click here to download the template. Please fill only the green columns.

All individuals – both those employed by Bellagroup and those conducting temporary tasks at the Bellagroup location – must comply with Danish legislation regarding work permits and registrations.

Please follow this link to a GUIDE, which provides an overview of the common types of visas and permits, as well as the exceptions that apply to them. You will also find a guide to the RUT registration, which must be completed when foreign employers send employees to provide a service to Denmark.

Please note that this is a complex legal area with many rules and exceptions. This GUIDE has been prepared to provide a clear understanding of the current set of regulations but cannot be used as a

definitive conclusion regarding whether work permits are required in individual cases.

Information regarding RUT:
RUT registration allows foreign companies to register services that will be performed in Denmark. When a foreign company plans to perform work in Denmark, it must register the service. This includes the name of the company and the individual employees who will be performing the work, the contractor for whom the work will be performed and when/where the work will be carried out. Detailed information about the registration in RUT is available in the RUT Registration Guidelines.

For further assessment, guidance, as well as approval of visas, work permits, and registration of foreign workers, we refer you to the following authorities:

The Danish Agency for International Recruitment and Integration (SIRI): www.siri.dk

Danish Foreign Services: www.nyidanmark.dk

More about RUT registration process: www.businessdenmark.virk.dk

Exhibition Floor Plan

The floor plan has been designed to maximize the partners' exposure to the delegates.
For most updated floor plan and list of partners, please click here.

You can check the congress Scientific Programme here.

The Exhibition is being held in **Hall D,** which is **located** on the **Ground floor**.

Click here for a virtual tour of the hall.

Max Build-Up Height

Maximum build-up height from the ground: **5m**

- Rigging from the ceiling is permitted up to **6-meter** measuring from the floor to the top of the suspended banner/element
- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- Shell scheme stand build-up is **2.5m**

Kindly note:

- Any part facing neighbouring stands that is above 2.5 meters in height needs to be designed with neutral Surfaces (white or grey).
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health. **Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Floor

Floor type: The floor is a tiled concrete floor. The tile is a light concrete tile.

We recommend installation of carpet or floor covering in the booth.

The floor can withstand the following loads:

- 15×15 cm evenly distributed printing surface = 2500 kg
- 30×30 cm evenly distributed printing surface = 4000 kg

Power, plumbing, network and compressed air will, if possible, be supplied via the subfloor services ducts which are built-in the floor at 6 m intervals.

Exhibitors are required to have floor cover or carpeted floor within the stand area (note that shell scheme booths already come with carpet).

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing the floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling that cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage. **Bella Center** will invoice the exhibitors for any damages caused by the exhibitors.

Raised Floor/Platform

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.

Ceiling Rigging

Ceiling hanging is permitted.

It is possible to use the truss for rigging. The venue is working with variable weight, depending on other loads in the ceiling. 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.

Bella Center reserves the right to adjust placement.

- Rigging from the ceiling is permitted up to **6-meter** measuring from the floor to the top of the suspended banner/element
- **Bella Center** must approve any rigging project; the exhibitor must provide their project at least 6 weeks before the first set-up day. Please submit your rigging plan **no later than Monday, 2 February** via the Exhibitors Portal (or in case of any issues directly to jrijinsky@kenes.com).
- Subject to compliance with the conditions of use of the steel structure.
- All rigging must be done by **Bella Center.** For rigging, please refer to the Bella Center Web Shop
- **For rigging plans and guidelines, please refer to the** Bella Center Technical Info **(pages 15-20/check regulations for hall D).**

To ensure the smooth and efficient installation and dismantling of your Booth, **Bella Center** has been nominated as the **official stand contractor** for AD/PD 2026.

Shell Schemes, which have been pre-booked with AD/PD/Kenes include the following:

- **Walling** – standard shell scheme system, 2.5m-high
- Company name on **Fascia board** printed in black standard lettering and booth number
- **Lighting** (1 spot per 3 m^2)
- **Carpet** (electric blue).
- **Basic daily cleaning** (vacuuming of floor and emptying of any waste bins available at the booth)

*Image shown is for illustration purposes only

Booth Package does not include:

- Electricity
- Furniture
- Graphics
- Special stand cleaning

Panel Sizes:
Actual panel size: W: 96,8 cm x H: 241,2 cm
Visible panel size: W: 95,6 cm x H: 240 cm

Additional Furniture Rental / Graphics & Signage / Additional Booth Fittings / Plants & Flower Decorations / Electricity / Other supporting services can be ordered directly via the Bella Center Copenhagen Web Shop by **Tuesday, 17 February 2026** in order to take advantage of advance pricing specials.

Orders received after Tuesday, 17 February , will be charged with a 25% price increase.

Orders received after Monday, March 7, will be charged a 50% price increase.

For queries, please contact- http://adpdexpo@bellacenter.dk

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm

booths). Please submit lettering for fascia via the Exhibitor's Portal by **Wednesday, 18 February 2026.**

You can submit your design/Facia on the Exhibitors' Portal: https://exhibitorportal.kenes.com

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the Official Contractor Bella Center and should be ordered via the Bella Center Web Shop.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by **Bella Center Copenhagen,** the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Friday, 30 January 2026**
- No free-standing stand-fitting or display(s) may exceed a height of 2.5m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags, and logos provided by the exhibitor.
- **It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor, or ceiling.**
- **Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. The booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Friday, 30 January 2026,** it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a carpet -electric blue. If an exhibitor wishes to have alternative the colour of the carpet in the booth, additional cost may be incurred. Please contact Bella Center Copenhagen Web Shop– the official stand contractor. The exhibitor will be invoiced by Bella Center.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact **Bella Center Copenhagen** – the official stand contractor – as per published deadlines (see section "Deadlines & Key dates").
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the Booth light at the end of the day.

Exhibitors using independent contractors are required to submit the following for the **organizer and Bella Center** approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built and Position of your booth on the floorplan with orientation;**
2. **Detailed rigging plan (only applicable for booths with rigging);**
3. **Utility connections: electrical, water and drainage – a list of all appliances and location of each utility within the booth;**
4. **The name and contact details of the construction company.**

Exhibition Branding and Promotional Compliance – AD/PD™

AD/PD™ will host a mixed scientific audience, including healthcare professionals (HCPs) and non-HCP delegates.

Please note the following:

Exhibition

Delegate badges will clearly identify whether a participant is an HCP or a non-HCP.

Booth Branding

- Booth branding should primarily reflect corporate identity, therapeutic areas, disease awareness, or other non-promotional content.
  • Any promotional content related to prescription-only medicines must be directed exclusively to HCP delegates and must not be visible or accessible to non-HCP delegates.

Promotion of Prescription-Only Medicines

- Promotional discussions or materials related to prescription-only medicines may only be shared with HCPs, in line with applicable compliance codes.
  • Exhibitors must ensure that such content is not visible or accessible to non-HCP delegates and that all interactions are limited to HCPs with appropriate identification.

Exhibitor Responsibility

Exhibitors are responsible for ensuring that all booth content, materials, and interactions comply with applicable laws, regulations, and compliance codes.

Please submit the files through the Kenes Exhibitor's Portal: https://exhibitorportal.kenes.com

In order to allow us to learn more about exhibition booth materials, logistics, andwaste management by the industry Please fill the following form

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Deadline: Friday, 30 January 2026

- Maximum build-up height from the ground: **5 m**
- **Ceiling Rigging** is **permitted** and must be authorized in advance by the **Bella Center Copenhagen**.
- **Rigging** from the ceiling is permitted up to **6-meter** measuring from the floor to the top of the suspended banner/element—-please click here to see the **Rigging specs illustration**
- Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideway walls will not be approved.**
- **Island Booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. **You are only allowed to build walls that covers up to 30% of each side.** We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle must be approved by Kenes, **max 30% of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including the rear sides.**
- **Raised Floor/Platform:** Please note that if your booth has a platform/raised floor, **you are required to provide a ramp or sloped edging around the entire booth** to ensure access for people with disabilities. The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoida trip hazard.

* The organizers and the **Bella Center Copenhagen** must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information, the Official Contractor will not be able to provide the requested service(s), and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- All structural back walls of neighbouring booths must be properly decorated. Back Walls (reversed side) over 2.50 m in height must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.

- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- The used spaces must be returned to the **Bella Center Copenhagen** completely clear of all items and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include **a site visit** in the planning process to assure a smooth and well planned set up. Please contact the **Bella Center Copenhagen.**

Power supplies will be supplied into your booth via the floor. It is possible from the ceiling for special situations like additional lights hanging or digital banners.

Your electrical installations on your stand comply with the standard EN 50 110 on operation of electrical installations. It means, among others, that we have made a risk assessment in order to execute the work safely. 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.

All electrical sockets are earthed.

The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors.

There is at least 1m free space in front of every electrical distribution board.

Lighting ramps shall be permanently fixed and shall hang at least 2.2 m from the floor and be fitted with end-stop protection.

Fittings and utility articles made from conductive materials must be earthed and be of at least material class 1.

Only earthed or double-insulated equipment may be connected.

Equipment not meeting these requirements may be immediately disconnected by the venue with no right of recourse or compensation for the exhibitor.

The exhibitor may order one or more electrical connection points. Connection may only be made to the designated connection point. The exhibitor may connect their own equipment if the connection is CEE-type plugs or Schoko sockets. If current ratings greater than 63 A are involved, competent personnel designated by the venue shall carry out the connection.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect

such equipment with no right of recourse or compensation for the exhibitor.

No installations may be made to or in an energised facility.

The venue's electrical distribution system is live at the latest from the day prior to the opening of the exhibition until an hour after the closure of the exhibition on its last day but must always be treated as being live.
If an exhibitor requires electricity at other times, the exhibitor should contact the organiser in advance.

Exhibitors shall switch off their lighting at the end of the day.

In the event of damage or faults to an electrical connection or installation, the exhibitor shall immediately contact the organiser and/or venue representatives.

All electrical set up must be approved by the **Bella Center Copenhagen** and the links to the general mains can only be made by same services. **Bella Center Copenhagen** will not be responsible for connecting to the mains apparatus that do not correspond to the information provided, and the exhibitors must name the person responsible for the stand's electric installation project. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors. It is essential that exhibitors give the power needed in the booth.

For ordering electricity, please refer to the Bella Center Copenhagen Web Shop.

Booth Cleaning

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

Overnight cleaning is provided daily (vacuuming of stands and emptying of wastebaskets (if any), during the night.

Additional special cleaning required can be ordered via the Bella Center Copenhagen Web Shop.

Internet & Wi-Fi

Please be advised the **Private Wi-Fi network installations in the stand are not allowed**. The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand to guarantee a consistent internet connection, inclusive of technical support.

Kindly specify what kind of internet-based activities are planned, how much Bandwidth will be required for your stand, and whether wireless or wired connection (or both) is required.

Note regarding technical support: We will ensure that the service you purchased is functioning as it should, however, we cannot troubleshoot or repair issues with client-provided equipment.

The Venue and the organizers must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time, due to internet foundation.

Please submit your request for internet connection in advance, by email to the Exhibition Manager Yulia Rijinsky at jrijinsky@kenes.com.

Deadline: Tuesday, 17 February 2026- after that deadline there will be a surcharge.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Bella Center Copenhagen** nor the organizers can accept responsibility for the security of the stands and their contents. The **Bella Center Copenhagen** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment. Individual stand security may be ordered directly with the Bella Center.

If you wish to hire security for your stand, this can be done via the Bella Center Copenhagen Web Shop.

In-Booth Catering

The **Bella Center Copenhagen exclusively** offers food, beverage and catering services.

Exhibitors who wish to order food and beverages for their booth are welcome to do so directly via the Bella Center Copenhagen Web Shop.

Deadline:

25% surcharges applies Due: Tuesday, 17 February

50% surcharges applies Due: Saturday, 7 March

Web shop closes Due: Sunday, 15 March

Stock upon availability.

Important:

- The Bella Center Copenhagen exclusively offers food, beverage and catering services.
- Absolutely no food or beverage from outside the venue is allowed into the premises **without prior written approval from the venue**. This includes bottled water and all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- **Bella Center Copenhagen** reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue).
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.
- **If you want to bring in your own catering related products and it requires to be kept**

cool, or if you wish to prepare food at your stand, Danish Food and health regulations approval must be obtained and you need to contact Bella Center Copenhagen to apply for a permission.

Hostesses & Temporaty Staff Hire

For hostess and temporary staff hire, the Agency recommended by the venue is *Moving Talent*.

To submit a request for hostesses and temporary staff hire, and for any further inquiries, please contact the Agency directly:
Moving Talent

Viktor Oldenburg

viktor@movingtalent.eu

+45 29 72 04 42

Waste Removal

Please note that you may NOT leave any material, waste etc. behind you!

Please contact Exhibition Manager jrijinsky@kenes.com if you need to request this service.

Storage

We don´t count with storage facilities. Storage of empties (empty boxes, crates, cases, palettes etc.) should be coordinated with DSV team (payable service, see Section Shipping Instructions).

Under no circumstances may packed materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact DSV with information on sizes and number of parcels, size, and storage period.

Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the venue takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/lorry entrance/lifts

Access to the Exhibition hall is through **Loading Area D, please click here.**

For directions to Bella Center Copenhagen, Loading Area D, please click here.

More details information coming soon.

Parking of Private Cars

It is possible to park at the public car parks around **Bella Center Copenhagen**. Please check the costs on the APCOA homepage. Parking tickets can be obtained from the automated machines.

It is not possible to park trucks.

You can view a map of the parking and entrances for the **Bella Center Copenhagen** by clicking here.

Access for deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Please be advised that neither the Organizers nor the **Bella Center Copenhagen** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **XXXXX**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Meeting venue.

Information, pictures, location and rates are available on the hotel accommodation page: https://hotels.kenes.com/congress/adpd26.

You may also book a room online through the above link.

For **group booking** (10 rooms and more) please contact **Ms. Milena Nedyalkova.** Email: mnedyalkova@kenes.com. Different payment and cancellation conditions apply.

- **Booth Photography Package**
- Showcase your booth in the best light with a dedicated photoshoot. Ideal for branding, PR, and post-event marketing.
  up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting
- **Session Photography Package**

- Capture the impact of your sponsored session with dynamic, high-quality images of key moments.
  A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience
- **+ Combined Booth & Session Package** (Best Value!)
- Get the full coverage experience with a special discounted package combining booth and session photography.
  up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting
  A minimum of 15 high-resolution images from your sponsored session
- *Limited availability – book your photography package in advance to ensure your brand is captured at its best!*
- **Interested in booking a Photo Package with us? -> Contact the Exhibition Manager Yulia Rijinsky via jrijinsky@kenes.com**

Rules and Regulations –***Binding for all exhibitors and their subcontractors***

For the **Bella Center Full Exhibitor Terms and Conditions, please** click here.

For the **Bella Center Full Technical Manual, please** click here.

Animals
It is not permitted to bring animals into the **Bella Center Copenhagen**.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment**(PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

Children
No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases
Use of compressed gases is not allowed.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars…) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

In addition to the above, please consider also the guidelines below from Bella Center Copenhagen:
If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use DuploColl 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. Onsite, you can purchase DuploColl as well as wall hooks for lightweight items such as poster frames. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning.

If you fail to remove the stand materials and your own carpets from the stand, **Bella Center Copenhagen** will ensure that they are removed and environmentally sorted. You may be invoiced for this service.

Disposal of Material
It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by **Bella Center Copenhagen** in removing this property will be charged to the exhibitor.

Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the **Bella Center Copenhagen**.

In addition to the above, please consider also the guidelines below from Bella Center Copenhagen:

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 devises 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:
    - Coffee-makers, 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.

Covered stands

Guidelines from Bella Center Copenhagen

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.

If the fire strategical conditions allow it, you may cover your stand. Coverings of more than 9m2 should be constructed with water permeable materials. You can also construct a firm covering, such as wooden panels, as long as the total firm covering does not extend more than 40% of the covered area.

If you have a firm covering of more than 9m2, you are obliged to establish extra sprinklers on the stand. Sprinkling must be established according to the description about sprinkling on the stand (please see below in this section).

On special stands, for example vehicles, tents or containers of more than 9m2, where it is not possible to establish extra sprinklers, a dedicated fire strategy for the stand must be agreed with Bella Center Copenhagen. The fire strategy contains handheld fire-fighting equipment, fire dedicated surveillance and intervention procedures on the stand, which will induce security related costs for you as an exhibitor.

Dispensations for the above can be given only by Bella Center Copenhagen based on a specific evaluation of the stand, area and present risks. You must apply for a dispensation eight weeks before the event start, as Bella Center Copenhagen may need to apply to the authorities.

The sprinkler system can be installed by Bella Center Copenhagen, and we are happy to provide a non-binding quotation for the work. Connection to mail sprinkler pipes must always be undertaken by Bella Center Copenhagen. The rest of the sprinkler system may be installed by Bella Center Copenhagen or another authorized technician (according to SKAFOR's regulations).

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

However, certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.

If you need wood floors on your stand, please note that it must not be laid like a grating with gaps or with underlying cavities.

Bella Center Copenhagen can always demand documentation that inflammable materials are sufficiently impregnated/secured against fire, including testing the fire resistance of the material.

Carpets must have one of the following approvals:
Guidelines from Bella Center Copenhagen

- ”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:
Guidelines from Bella Center Copenhagen

- 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]

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke
It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery
In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the **Bella Center Copenhagen** will be provided with a detailed project describing the unloading procedure inside the exhibition area:

- Exhibition access used.
- Transportation used to bring the element inside the **Bella Center Copenhagen** and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.
- Once the **Bella Center Copenhagen** has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banner, etc.
Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or

pillars within or outside the installations of the **Bella Center Copenhagen** are not allowed.

In addition to the above, please consider also the guidelines below from Bella Center Copenhagen:
It is [therefore] not permitted to screw, glue, paint, or in any other way cause damage to our buildings or equipment.

If you unexpectedly damage our interiors/building components, Bella Center Copenhagen will be obliged to invoice you accordingly.

Only Bella Center Copenhagen's staff is permitted to affix wires, mount/dismount Bella Center Copenhagen's walls, fascia boards, spots etc. For safety reasons, at least two wires must be ordered for setting up banners, signs or similar. For safety reasons, it is forbidden to load the wires. If you need to lift equipment, you should use chain blocks in rigging points.

Bella Center Copenhagen must establish the rigging point, but you can use it to mount your own chain block.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the **Bella Center Copenhagen**, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance**that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the **Bella Center Copenhagen** or any part thereof in any manner whatsoever.

Sound equipment and Music
In general, the use of sound equipment/music in booths is permitted as long as the noise level does

not disrupt the activities of neighbouring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

In addition to the above, please consider also the below guidelines from Bella Center Copenhagen:
MUSIC, SOUND AND FILMS
If you wish to play music on your stand, remember to inform Koda and Gramex. Visit www.koda.dk or 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 (CO_2 extinguisher) available.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the **Bella Center Copenhagen** cannot accept liability for loss of or damage to private property or goods.
- Neither the **Bella Center Copenhagen** nor the organizers can accept responsibility for the security of the booths and their contents. The **Bella Center Copenhagen** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via **the Bella Center Copenhagen Web Shop**.

Personal Transportation Vehicles
Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Meeting features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy
Bella Center Copenhagen operates a **NO SMOKING** policy in the whole venue.

Special Effects
Special effects lighting, live music, smoke and laser projection may not be used in the booths.
No permission will be given for projection in the aisles or on the walls of the hall.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by **Bella Center Copenhagen** and/or the organizers at the expense of the exhibitor concerned.

Please contact the Exhibition manager jrijinsky@kenes.com if you need to request this service.

Bella Center Copenhagen reserves the right to access inside the booth in order to check compliance with the venue regulations.

At all times, you must consider the staff's logistics, Bella Center indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT: Venue Technical Guidelines

Please read thoroughly the Bella Center Technical Guidelines:

For the **Bella Center Full Exhibitor Terms and Conditions, please** click here.

For the **Bella Center Full Technical Manual, please** click here.

Please note that these regulations are in addition to the exhibition Rules and Regulations found in Section 6.

Exhibitors must comply with **Bella Center Copenhagen** technical guidelines, including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

Delivery & Logistic Services

The Shipping instructions are designed to assist you with the movement of exhibits and stand materials for AD/PD 2026.
Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons **DSV** is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.
Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with DSV.

AD/PD 2026 Shipping instruction: available here

For security, insurance, and efficiency reasons, **DSV** is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

Please Note: All advanced shipments and deliveries to the **DSV** warehouse, including by courier, must be coordinated with **DSV**.

For shipping instructions, please click here.

For Tariff, please click here.

For Quotation form, please click here.

Freight Handling & Customs Clearance Agent

DSV

Belina Flores, Director Fairs & Events

belina.flores.sierra@dsv.com | Mobile +34 686 902 300 | www.dsv.com

Meeting Organizer
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140

Venue Address
Bella Center Copenhagen
Center Boulevard 5
2300 Copenhagen S, Denmark
https://www.bellacenter.dk/en

For those who come by Taxi please use the below address:

Entrance #4 -Martha Christensens Vej 8

Exhibition Manager
Yulia Rijinsky
E-mail: jrijinsky@kenes.com

Industry Liaison and Sales
Victoria Eskenazi
E-mail: veskenazi@kenes.com

Registration Specialist
Sandra Silva
E-mail: reg_adpd26@kenes.com

Hotel Accommodation
Milena Nedyalkova
E-mail: mnedyalkova@kenes.com
https://hotels.kenes.com/congress/adpd26

Electricity*/Rigging*/Booth Cleaning*/In-Booth Catering*/Graphics & Signage/Additional Booth Fittings/Plants & Flower Decorations/Furniture Rental/Waste Removal

*Exclusive to the Bella Center Copenhagen

The Bella Center Web Shop is now open: Bella Center Copenhagen Web Shop

You will need to create an account and input your booth details.

To do this follow these steps:

- Click on the link above.
- Select ‘I have never registered SIGN UP’ as shown on the screen grab below.

Surcharges

25% surcharges applies Due: Tuesday, 17 February

50% surcharges applies Due: Saturday, 7 March

Web shop closes Due: Sunday, 15 March

Stock upon availability.

Questions & support
For questions related to the Web Shop and any subsequent orders for your booth, please contact the Bella Center team directly at adpdexpo@bellacenter.dk

Freight Handling & Customs Clearance Agent

Coming Soon.

Hostesses & Temporary Staff Hire (hostesses, baristas, waiters, etc.)

Moving Talent

Viktor Oldenburg

viktor@movingtalent.eu

+45 29 72 04 42

We are committed to sustainability, and we encourage all of our exhibitors to do the same. CLICK HERE for some practical tips and tricks that you can implement right away.

In order to allow us to learn more about exhibition booth materials, logistics, and waste management by the industry Please fill the following form

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at AD/PD with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

Don’t miss out! As this is our first launch, we’re offering *1:1* Meeting Scheduler for a special launching rate of €750 this year only.

Take advantage of this exclusive opportunity to connect, engage, and grow your impact.

Please order via the Exhibitor Portal.