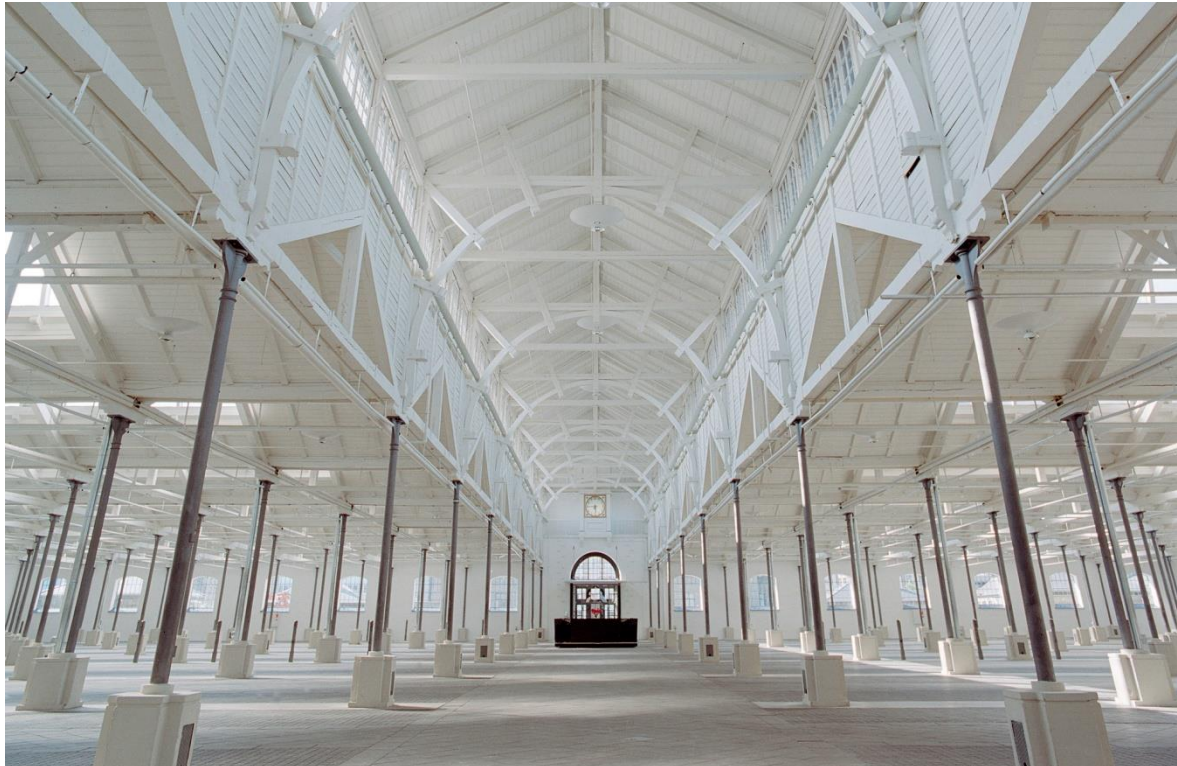


Copenhagen Bike Show  
March 12 – 13, 2022  
Øksnehallen, Copenhagen



This trade show manual contains practical information from A to Z, for you as exhibitor at "Copenhagen Bike Show" 2022.

We hope that this information will be useful to you before and after the event, and ask you to study carefully this material to ensure the trade show functions as well as possible for the benefit of all parties involved.

If you have any doubts about practical conditions, or if you require further information, you are welcome to contact Øksnehallen/DGI Byen – see page 4 for contact information.

All stands can be constructed up to 370cm in height.

The back walls of the stands are made of drop paper banner. There is also drop paper banner (1 meter out of 3 meter) to separate your booth to your neighbor, except if you have an "island" stand or by special agreement with the organizer.

Electricity 230V is included in the stand.

Please pay special attention to:

- Deadline for technical service reservations – the 18th. of February 2022.
- Delivery time for goods
- No parking on Kvægtorvet or in the streets near Øksnehallen – unloading and loading permitted
- Times for setup and dismantling of stands
- Access before, during and after the trade show
- Location of Production Office (to the right of the rear entrance of Øksnehallen)

Follow the link below and view photos and products on our order form.

**[Download trade show catalogue](#)**

**Øksnehallen**

en del af **DGI Byen**

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## ADDRESSES AND PHONE NUMBERS

### **Nordic Bike Show A/S**

Industrikrogen 4-B  
2605 Ishøj  
T/: +45 20420006  
E/: [christian@ritter.dk](mailto:christian@ritter.dk)  
W/: [copenhagenbikeshow.dk](http://copenhagenbikeshow.dk)  
Contact person: Christian Ritter

### **Øksnehallen & DGI Byen:**

Project Co-ordinator: Dorte Jørgensen  
T/: +45 3329 8368  
M/: +45 5219 1415  
E/: [dj@dgi-byen.dk](mailto:dj@dgi-byen.dk)

### **Øksnehallen**

Halmtorvet 11  
DK-1700 Copenhagen V  
T/: +45 33 29 80 00  
F/: +45 33 29 80 80  
W/: [dgi-byen.dk/oeksnehallen](http://dgi-byen.dk/oeksnehallen)

### **DGI Byen**

Tietgensgade 65  
DK-1704 Copenhagen V  
T/: +45 3329 8000  
F/: +45 3329 8080  
W/: [dgi-byen.dk](http://dgi-byen.dk)

- All technical and practical questions concerning event handling should be directed to Øksnehallen.

- The organizer will reply to all general questions about the event, including signed agreements, participants and the program for the day.

## OPENING HOURS

### Setup

Friday, March 11, 2022 From 08.00 to 22.00.

### Access for exhibitors during the trade show

Saturday, March 12, 2022 From 08.00 to 19.00.

Sunday, March 13, 2022 From 08.00 to 22.00.

### Access for visitors during the event

Saturday, March 12, 2022 From 09.00 to 18.00.

Sunday, March 13, 2022 From 09.00 to 16.00.

### Dismantling

Sunday, March 13, 2022 From 16.15 to 22.00.

Note: Dismantling of stands or removal of exhibited products may not commence until **16.15** when the trade show is officially finished. Øksnehallen's technicians will help with removal of banners and such. Exhibitors are also welcome to borrow ladders for dismantling.

Please remove goods from stand during dismantling hours.

## PRACTICAL INFORMATION

### **Production Department**

Øksnehallen's Production Department is responsible for the setup of all stands, lighting, audio etc., and is at your service with guidance and assistance during the full construction period.

The Production Office is located on the ground floor, to the right of the rear entrance.

If you need assistance from the Production Department for anything other than services reserved in advance, please contact the production office.

The supply of sold out products, or services impossible to supply due to time pressure, are subject to general reservations.

We invoice Øksnehallen's staff according to the actual time used on the reserved assistance, with a minimum of 30 minutes.

Øksnehallen's Production Department ask to approve in advance, use of external technical equipment. All instructions given by this department must be followed.

### **Reservation and Payment**

When reserving services from Øksnehallen, please use the reservation form submitted and mail it to [dj@dgiby.dk](mailto:dj@dgiby.dk), **the latest February 18, 2022. When reserving later than this date, there will be a service charge of 20%. That also applies to orders given at set up day.**

Payment of services reserved before the trade show will be invoiced by Øksnehallen after the end of the trade show.

Please contact Øksnehallen's Production Office for supplementary services during the trade show. Sold out products or services impossible to supply are subject to general reservations.

To facilitate a successful handling of the trade show, please ensure all deadlines for product and service reservations are met.

### **Complaints**

If you have any complaints about items supplied by Øksnehallen, please send us your complaint in writing the day after the trade show ends, or the complaint will be inadmissible.

### **Delivery of Goods before the Trade**

Goods or exhibition materials must be delivered no earlier than set up day Friday, the 11th of March, 2022, as Øksnehallen does not have space to store goods before or after the trade show. If you have goods sent by courier, the following information must clearly appear on the accompanying documents: the name of the trade show "Copenhagen Bike Show", your company contact information, your stand number and that the goods are to be delivered to your stand. In addition, it is required that all goods must be delivered free of extra freight charges as neither the trade show organizer nor Øksnehallen will be able to pay for receipt of goods. Please note that the organizer or Øksnehallen will not take responsibility for goods delivered before or during the trade show. Even if the organizer or Øksnehallen have signed for receipt, the goods will be deposited at exhibitor's own expense.

**Delivery address: Øksnehallen, Halmtorvet 11, DK-1700 Copenhagen V.  
Please write name of trade show, contact information and stand number.**

### **Collection of Goods after the Trade Show**

If goods are to be collected by courier, the return address and contact information must be clearly marked on pallets/boxes. Goods must be collected within the dismantling period day of Sunday, the 13th of March 2022 between 16.15 to 22.00. Any other collection time must be arranged with the Project Coordinator and the possibility depends on the date for next event in Øksnehallen.

### **Access to Øksnehallen**

On setup day, exhibitors/couriers are requested to register at Øksnehallen's reception desk or the Production Office from where they will be guided to the entrance nearest the relevant stand. If opening of a side gate is needed, it must be arranged with the receptionist or Production Office. This procedure also applies to collection of equipment. After completion of unloading/collection, the reception / Production Office must be contacted to effect locking of side gate and removal of vehicle. The dimensions of the rear entrance are as follows: (W: 255 cm x H: 315 cm).

**NOTE!** During trade show opening hours, transport of equipment into Øksnehallen is not permitted. Goods on exhibition day will be carried out through Øksnehallen's back gate.

### **Transport in Øksnehallen**

Due to Øksnehallen's specialist floor, only vehicles approved or provided by the Production Department are allowed in Øksnehallen. This includes lifts and trucks. We recommend that exhibitors bring their own sacks or trolleys. Exhibitors can order truck or lift assistance on the order form.

Please make sure that such goods are carefully packed, and clearly marked with handling instructions such as "fragile". Øksnehallen will not take responsibility for transport of goods, which do not comply with these standards. All transport will be invoiced according to time used. Transport of goods is not permitted during trade show opening hours.

### **Alarm**

To protect objects on display and to ensure that visitors only have access through Øksnehallen's main entrance, Øksnehallen's gates are secured with alarms. For this reason Øksnehallen's side gates may **not** be opened – unless there is a fire.

If you need to use the side gates during the trade show, please contact Øksnehallen's Production Office.

### **Electricity and Lighting**

Extra electricity (230V, 10amp is included in the stand). Spots must be reserved using the order form. Setup, dismantling and light focusing will be carried out by Øksnehallen's Production Department. Exhibitors may bring light / lamps that can stand on floor or are secured materials such as roll ups.

### **Hanging and Setup of Own Materials Brought Along**

Øksnehallen's Production Department is willing to assist you with advice, service and counselling, concerning hanging items onto the stand. No signs should be hung over or across aisles and other open areas. There should also be no construction carried out above the height of the stand (3.7 m) without special permission from Øksnehallen. Banner walls – back walls and neighbouring walls are suspended in a hanging rails system with a profil of 6mm in diameter, from where wires, logo banners etc. may be hung in such a way that they cover the banner walls.

See video example here: [\*\*Hanging in Øksnehallens rail system\*\*](#)

It is not permitted to do damage to Øksnehallen's floors, external walls, roof construction or materials with screws, bits, nails or in any other way. Also, nothing can be fastened or glued to the banner walls. If the banner walls are damaged, the exhibitor will be invoiced DKK 485 per banner, including VAT.

For further information, please contact Project Coordinator.

### **Floors**

Øksnehallen's stone floor is oil treated, but may be sensitive to specially coloured liquids, paint, oil, red wine and the like. Heavy, pointed and sharp objects will scratch the floor. Exhibitors must take care not to damage the floor, and if necessary, must cover the floor with a grease and oil-absorbing mat. If you want to setup objects weighing more than 750 kilos, please contact our technical department. It is possible to use TESA no. 4964 Tape, adhesive on both sides. If other types of tape are required, please contact the Project Coordinator for approval.

### **Logo Banners and Signposting**

Øksnehallen is happy to help with printing a banner with logo, company name, information, etc. in various formats that suit Øksnehallen's exhibition system. Please forward your requirements using the technical reservation forms with logo files to: [dj@dgibyden.dk](mailto:dj@dgibyden.dk). For printing, we need a High Res PDF ready to print with

cutting and crop marks. Colors CMYK. Be aware of columns in stand. Please contact the Project Coordinator for further information.

Banners brought along by the exhibitor must be made of fireproof materials or impregnated efficiently with a fire resistant substance.

#### **Load on Roof Construction**

The maximum load on each collar beam is 80/160 kg with/without snow load. Suspension of heavy objects must be carried out by the Production Department.

#### **Internet Connection**

Øksnehallen offers wireless or cabled Internet access. Please complete the reservation form to book cabled Internet access.

The WIFI-code may be picked up at Øksnehallen's reception desk. Computers connected to Øksnehallen's wireless Internet must be prepared for wireless Internet access.

**NOTE!** In special cases, computer modifications subject to administrator rights may be required.

#### **Water**

It is possible to have a water connection, sink and a collection tank in Øksnehallen. Please book using the order form. A direct outlet is not available. It is Exhibitor responsibility to connect the water to the brought facility.

#### **Cleaning**

During the trade show, Øksnehallen will be responsible for the cleaning of common areas, i.e. aisles, lobbies, toilets and the café. Exhibitors are responsible for the cleaning of stands, platforms, showcases etc. It is possible to order hoovering of the stand. Hoovering of stands may be booked for the full exhibition period.

#### **Storage and Inventory**

For fire safety reasons, empty packaging may not be kept on the stand.

Øksnehallen has a limited space for storage. For this reason, the exhibitor is requested to book storage on the technical reservation form. Access to store goods during exhibition please contact production office. Stored goods should be collected within the dismantling period. Any other collection time must be arranged with the Project Coordinator.

Storage is at exhibitor's own risk. Goods / pallets for storage must be clearly marked with name of trade show, name of exhibitor and stand number.

#### **Waste**

There are waste containers at Øksnehallen's rear entrance. Cardboard boxes should be folded, whilst bottles should be placed into bottle containers. Rubbish bins for light waste, plastic cups, napkins etc. are to be placed across the hall.

#### **Reception**

Øksnehallen reception is staffed all day, including during setup and dismantling periods within the specified opening hours.

#### **Cloakroom and Personal Article**

During opening hours, there will be a staffed cloakroom in the Øksnehallen foyer.

Please hide bags, coats and similar personal articles on the stands from visitors to ensure a fine and proper appearance. Alternatively, please feel free to use the cloakroom.

#### **Toilets**

Ladies and men's toilet with handicap and baby changing facilities are on the ground floor.



## Parking

Exhibitors are referred to DGI Byen's car park (192 parking spaces) The car park is centrally located with entrance on Ingerslevsgade, 1704 København V. Check signs for parking app. Parking is at visitor's own risk.

### Prices from:

Payment via APCOA FLOW DKK 38 pr. hour.

Payment via EasyPark DKK 38 pr. hour.

If you wish to pay for 24 hours of parking, the fee will correspond to 10 hours.

Parking in the car park is restricted to vehicles weighing under 3,500 kg total weight or with a maximum height of 2m.

If max weight and height exceeds, please use the parking site between CPH Conference and CPH Hotel.

For alternative car parks, see map page 10. For prices and parking hours in Copenhagen, see:

[kk.dk/parkering](http://kk.dk/parkering) .

**No parking on Kvægtorvet and in the streets near Øksnehallen. Unloading and loading permitted.**

### Meals Provision for Exhibitors

Coffee, tea, sandwiches etc. may be reserved in advance using the technical reservation form.

Alternatively, exhibitors are welcome to use Café ØX during exhibition opening hours.

Please note that it will not be possible to buy meals and beverages in Øksnehallen outside exhibition opening hours.

### Serving of Food and Beverages on stand

It is emphasized that the food and drinks are served on the booth. Please note that the exhibitors must order catering from Øksnehallen using the order form. If the exhibitor wants to bring Coffee TUC TUC, logo water or similar there will be a waiver fee of DKK 1.000 ex VAT pr. day. Exhibitors are asked to contact Project Coordinator in advance for a more detailed information. Exhibitors are welcome to hand out treats such as sweet, nuts or similar small delicacies. Please contact Project Coordinator for further information.

### Smoking

It is not permitted to smoke in Øksnehallen.

### Fire and Escape Routes

The Production Department is ready to provide advice about optimal space use in relation to the specific event and the subsequent fire safety approval. The following practical regulations must always be observed:

- Doors to rooms in Øksnehallen's administration wings must be kept closed.
- Fire and escape routes may not be blocked without prior agreement with Øksnehallen's Production Department.
- Fire and electricity boxes may not be hidden or covered.
- Smoke, steam or reek must not be produced.
- All inflammable materials placed in Øksnehallen must be impregnated against fire.
- Covering of stands/ roof constructions must be approved by Production Department before setup.
- No use of open fire without prior agreement with Øksnehallen, which will be responsible for fireproof authorization.
- No exhibition objects in aisles.

Øksnehallen's staff will hang fire signs in the hall as required.

## Hotel

In connection with trade shows, it will be possible to book rooms at CPH Hotel located in the immediate vicinity of Øksnehallen.

## CPH Hotel

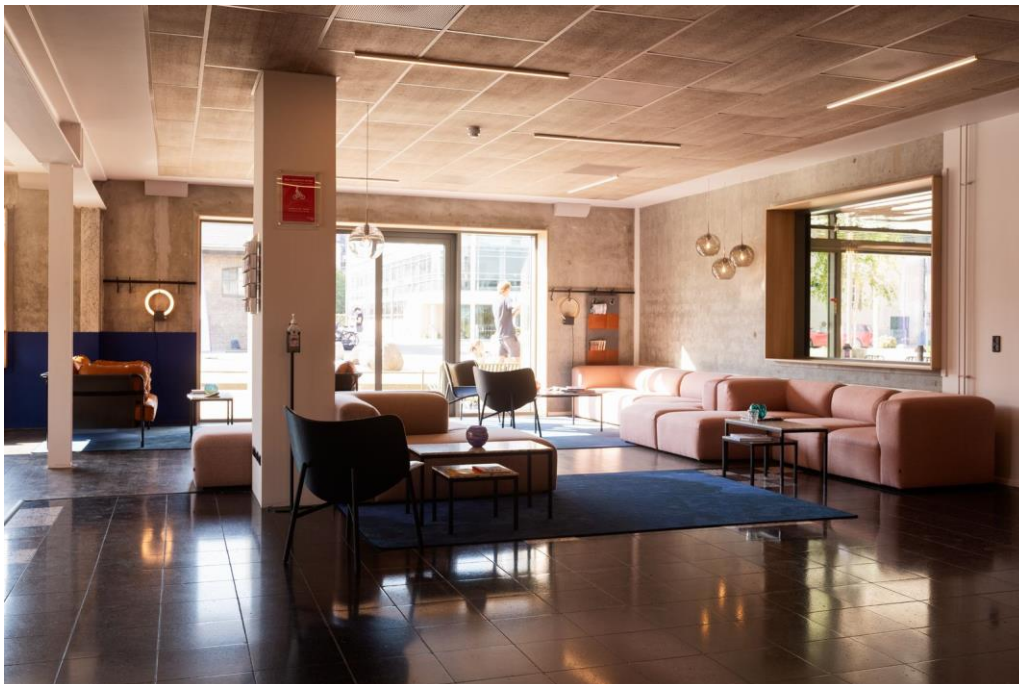
Tietgensgade 65  
DK-1704 Copenhagen V  
T/: +45 3329 8070

Booking T/: +45 3329 8070

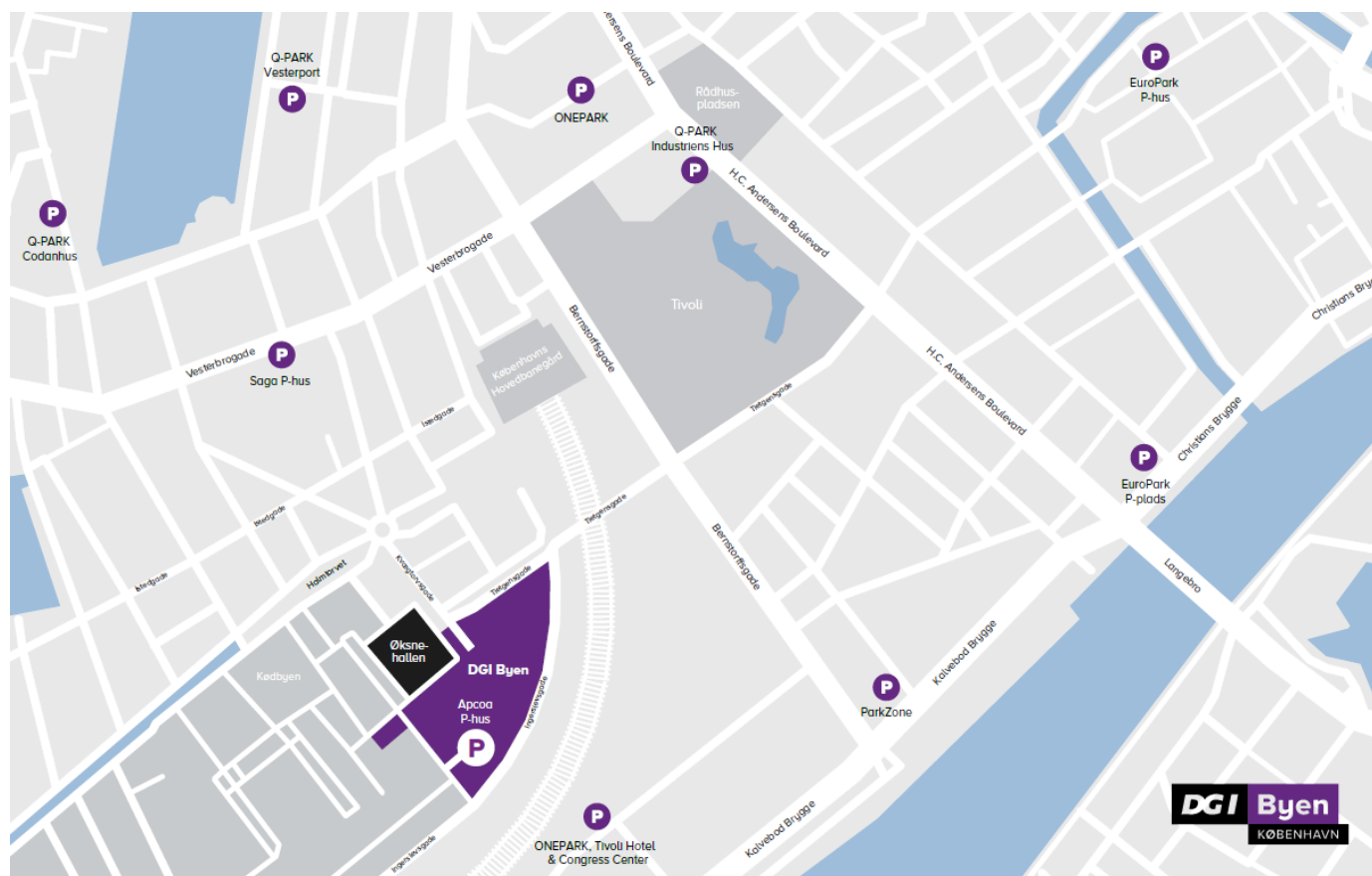
Booking E/: [CPHHotel@dgi-byen.dk](mailto:CPHHotel@dgi-byen.dk)

We offer a special price for exhibitors, so when booking, please use online booking.

Online hotel booking: <https://www.dgibyen.dk/en/hotel-tourism/cph-hotel/online-booking/> use promo code "messer" and get a discount of 10%



## CITY MAP



[Download city map as PDF](#)

### Transport times from airport

Taxi to DGI Byen	About 15 min.
Train to the Central Station	About 20 min.
Bus to the Central Station	About 30 min.

From the Central Station and Metro, about 2 min. walk to DGI Byen and about 5 min. walk to Øksnehallen.

## KEY MAP – DGI BYEN



[Download key map as PDF](#)