



Exhibitor Manual 2022

COPENHAGEN
—— SPECS

Welcome to copenhagen specs 2022

In this exhibitor manual, you will find all information about being an exhibitor during copenhagen specs. Please do read this manual as the information is very important!

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OPENING HOURS



Saturday March 5, 2022: 09.00–18.30

Exhibitors can enter from 8.00.

Sunday March 8, 2020: 10.00– 14.00

Exhibitors can enter from 9.00.

The gate at the parking lot will be locked in the opening hours to avoid trespassers.

If you need to get to your car, you have to use the main entrance.

PARKING



If you ordered parking tickets, they are in an envelope at your booth. The parking ticket is valid for Saturday March 5 - Sunday March 6, 2022. You have to place it inside your car in the front window to the right.

TAXI



(+45) 3535 3535 / (+45) 4848 4848

SECURITY



There will be security guards at Lokomotivværkstedet Friday and Saturday night.

DJ (KATRINE RING)



Our House DJ is playing lounge music all opening hours at the fair. You are not allowed to play your own music at the booth.

EXHIBITOR BADGE



Please have your exhibitor pass with you at all times during the show at your smartphone or tablet.

BOOTHS



The back wall is made of OSB wooden boards. You are allowed to hang almost anything at the back wall, but if it's over 5 kilos, please clear it with the Ambiente construction builders before hanging anything up.

The partition wall is a big part of the copenhagen specs concept, so you cannot remove it or replace it with something else.

You are not allowed to put up anything along the sides to separate your booth from your neighbour or to block an open side.

You need to respect all other booths in front, on each side and behind you.

CHAIRS AND TABLES



If you have ordered tables and chairs, they should be at your booth now. If not please ask one of the workers from “Ambiente”, and they will help you.

DISPLAYS



If you have ordered display solutions for your back wall they should hang on your back wall now. They are set up like you wished in the sketch you returned to us. If you have not returned the sketch, we have decided how to hang them up.

THE SPOTS IN THE RIG



If you want to re-arrange the spots in the rig above the booth, please leave a note at the booth before you leave Friday, and it will be adjusted Friday night.

NO OPEN FIRE!

You cannot use open fire/flames because it will set off the alarm. If you trigger the alarm you have to pay a fee to the fire department and cover all other expenses.

BOOTH REMOVAL SUNDAY NIGHT



You are allowed to break down your booth Sunday March 6, 2022. You cannot start breaking down your booth before 14.00. Everything must be removed before 18.00.

You cannot leave anything from your booth other than posters and brochures behind without having made an agreement with copenhagen specs. So, if you need to leave furniture or other items, please contact me in advance. Violation of this will trigger a fine of 10 % of your booth price.

If you need to leave goods behind to be picked up after 18.00 on Sunday March 6, 2022, you have to arrange this directly with the manager at Lokomotivværkstedet. Please ask the copenhagen specs staff and they will show you where to go.

SENDING GOODS BEFORE THE TRADE FAIR



If you want to send any goods or packages before the trade fair, you can send it with arrival Thursday, March 3 and not before that date.

You must mark your goods/packages with your booth number, brand name and copenhagen specs. It's your own responsibility, if you do send anything before the trade fair. copenhagen specs or Lokomotivværkstedet cannot be held accountable for missing, damaged or nondelivered material.

QUESTIONS



If you have any questions, then please go to the staff in the registration. They will do their best to help you.

CATERING



Each booth includes catering for 2 persons.

This includes per person:

- 1 snack pack ticket (1 hot dish or 1 sandwich or salat + a soda/water/beer) for Saturday.
- 1 snack pack ticket (1 hot dish or 1 sandwich or salat + a soda/water/beer) for Sunday.
- 1 soda/water/beer tickets.
- 2 cups of coffee (Amaricano) tickets

All tickets will be in the envelope at your booth. If you have ordered extra catering, these tickets will also be in this envelope.

It is not possible to get other tickets if you lose them.

Please do not give the tickets to the visitors, as you have to wear an exhibitor badge to redeem the tickets.

You are not allowed to serve coffee from your booth except if you buy this directly from the coffee trucks in the coffee area.

You are allowed to serve all other beverages except coffee.

DINNER SATURDAY NIGHT



copenhagen specs will host a dinner party at the restaurant, Gorilla, at the Meatpacking district in Copenhagen, Saturday night from 20:45 – ?

You are very welcome to join the dinner. You just need to book your own table - you can find a link on copenhagenspecs.dk/general-information



Finally, yet importantly

– let us have a great
eyewear show and
make copenhagen
specs 2022 a
memorable event.

All the best,

Morten Gammelmark

Founder & CEO of copenhagen specs

