

Exhibition Technical Manual

Dear Exhibitor,

This webpage contains important information designed to help you prepare for the ISPPD 2026 Exhibition.

The Exhibition will be held in conjunction with the **14th Meeting of the International Society of Pneumonia and Pneumococcal Diseases (ISPPD-14)**, scheduled to take place from **17–21 May 2026 in 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:

Youcef Zaiter

Exhibitions Manager & Industry Coordinator

E: yzaiter@kenes.com

M: +34 657977165

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 Lead retrieval (Badge scanners)
- Order exhibitor badges
- Submit booth drawing (for "Space Only" booths)
- Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

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.

Action Item	Deadline	Contact Person
Hotel reservation	As soon as possible	https://hotels.kenes.com/congress/ISPPD26
Company logo and profile	As soon as possible and no later than Friday, 17 April	
Designed Booth Approval	Friday, 3 April	
Text for Fascia (Shell Scheme booth only)	Friday, 17 April	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
K-Lead retrieval app	Friday, 1 May	
Badge Order	Monday, 27 April	reg_isppd26@kenes.com
Personal Data of the Stand Builder Agency for access	Friday, 17 April	Please submit this form to Exhibition Manager Youcef Zaiter, at yzaiter@kenes.com
*Electrical Power for All Booths		
*Rigging (Applicable for 'Space Only' booths)	25% surcharges applies	
*Booth Cleaning	Due: Thursday, 16 April	Bella Center Copenhagen Web Shop
*Security	50% surcharges applies	* The Web Shop will be open until Sunday,
*In-booth Catering	Due: Sunday, 10 May	Wednesday, 13 May . Late orders/onsite
Furniture Rental	Web shop closes Due:	orders must be done by email:
Graphics/Signage	Wednesday, 13 May	ISPPD2026expo@bellacenter.dk
Telecommunications and AV Equip	Stock upon availability.	
(Screens, Laptop, Desktop)		
Plants & Flowers Decoration		

Hostesses & Temporary Staff
Hire (Baristas, Waiters,
etc.)

Friday, 17 April

Moving Talent EU
Viktor Oldenburg
viktor@movingtalent.eu
+45 29 72 04 42

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. 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

Pre show / post show
warehouse handling

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.**

		10:00-22:00 (Space only booths)
SET-UP	Saturday, 16 May	14:00-22:00 (Shell Scheme & Space only booths)
	Sunday, 17 May	07:00-15:30 15:30-17:00(Decoration Only)
	Sunday, 17 May	17:30 – 19:00 (End of the welcome reception)
EXHIBITION OPENING HOURS	Monday, 18 May	10:00-18:15
	Tuesday, 19 May	10:00-18:15
	Wednesday, 20 May	10:00-16:00
	Wednesday, 20 May	16:00 -18:15(silent dismantling) 18:15-23:30
DISMANTLING		

The timetable is subject to possible changes in accordance with the scientific program. Updates to follow up in due time.

Dismantling of the stands before the official hour is not permitted.

All exhibitors should be in their Booth 30 minutes before the official opening hour.

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than Sunday, 17 May at 16:30.
- All aisles must be clear of exhibits and packaging materials to always enable cleaning.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

- Please note that people will be going through the exhibition on their way to the halls when the exhibition is closed. Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- 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.
- **Shell Scheme booths** -> any equipment, display aid or other material left behind after **Wednesday, 20 May 2026** at **22:00** will be considered discarded and abandoned and **will incur an additional cost.**
- **'Space Only' booths** -> any equipment, display aid or other material left behind after **Wednesday, 20 May 2026** at **22:00** will be considered discarded and abandoned **will incur an additional cost.**
- The exhibitors / customers and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their stands / event areas.

Welcome Reception at The Exhibition Area

Welcome reception will take place in the **exhibition area** on **17 May at**

18:00. We encourage all the exhibitors to stay in their booths during the welcome reception in order to attend the participants. In order to be granted access in 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 a number of 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); Meeting Opening Ceremony; Welcome Reception
This badge will not give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **250 Euro**

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm – 15 exhibitor registrations
- ✓ Stands larger than 60sqm – 25 exhibitor registrations

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

Additional Exhibitor badges can be ordered through the Portal or by contacting reg_isppd26@kenes.com

Please make sure that your Company Profile has been submitted before placing an order for exhibitor badge.

Deadline: Monday, 27 April, 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 onsite registration desk.**Exhibition Floor Plan**

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

For most updated floor plan and list of exhibitors, please [click here](#)

Confirmed Sponsors & Exhibitors [HERE](#)The Exhibition is being held in **Hall A**, 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: 4m

- Rigging from the ceiling is permitted up to 5.5 **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

The floor is covered with dark blue carpet with pattern.

The floor can carry the following loads:

Single-point load per 15x15cm = 4,000 kg

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.

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 **5.5 -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.
- 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](#) (page5 /check regulations for hall A).**

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, **April, 17 2026**, to yzaiter@kenes.com

Click [Here](#) to download the form.

- 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.
“need to get copy of template”

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.

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: 2 weeks prior to the conference

Onsite rate of EUR 850 will be applied for order received after above deadline.

Are you ready to revolutionize the way you collect and manage leads at your next event?

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.

Compatibility: K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 350

With **K-Lead Plus**, every scan is a step towards a stronger business relationship.

Elevate your event networking and turn leads into valuable partnerships with ease and efficiency.

Don't just meet leads; master the art of follow-up with K-Lead Plus. Get started today and experience the difference real engagement makes!

Key Notes for K-Lead:

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, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

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.

Benefits of this solution?

- ✓ Saves time by eliminating manual entry
- ✓ Enhances lead accuracy and efficiency
- ✓ Integrates effortlessly with your existing tools

Cost:

License per event:– €1500 invoiced before the event.

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

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at ISPPD 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 at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at ISPPD.**

All you need to do is to login to the Exhibitor Portal and Order.

We look forward to helping you plan your schedule more effectively, create valuable connections, and generate high-quality leads at ISPPD 2026.

Your feedback is highly appreciated.

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

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

Shell Schemes, which have been pre-booked with ISPPD/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 m²)
- **Electric Outlets** x 2 (Power priced separately)
- **Carpet** – The entire hall is carpeted



*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 **Thursday, April 16 2026** in order to take advantage of advance pricing specials.

Orders received after **Thursday, April 16** will be charged with a 25% price increase.

Orders received after **Sunday, May 10**, will be charged a 50% price increase.

For queries, please contact- ISPPD2026expo@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 **TBC**

You can submit your design/Fascia 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.
- 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, 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. 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

Exhibitors are required to submit the Following for the organizer and venue approval:

- **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
- **Detailed rigging plan (only applicable for booths with rigging);**
- **Utility connections: electrical, water and drainage – a list of all appliances**
- **The name and contact details of their construction company.**

Please submit the files through the Kenes Exhibitor’s Portal:

<https://exhibitorportal.kenes.com>. Each exhibitor will be contacted with login details to access the Exhibitor’s Portal.

Deadline: TBC

- Maximum build-up height from the ground: **4 m**
- **Ceiling Rigging is permitted** and must be authorized in advance by the **Bella Center Copenhagen**.
- **Rigging** from the ceiling is permitted up to **5-meter** measuring from the floor to the top of the suspended banner/element
- 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. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager.

- **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 avoid a 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**.

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**.

Waste Removal

For ordering waste removal please contact the exhibition manger directly.

yzaiter@kenes.com

Internet & Wi-Fi

Important:

- Please be advised the Private Wi-Fi networks installations in the stand is not allowed.
- The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.
- 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.

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.

Please submit your request for internet connection in advance, by email to the Exhibition Manager Youcef Zaiter at yzaiter@kenes.com

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

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.

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.

If you wish to hire security, this can be done directly through [Bella Center Copenhagen webshop](#)

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: April 17th

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.

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 packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

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 A, [Click Here](#)

Loading Area A

Martha Christensens Vej 16, 2300 Copenhagen S

Traffic Regulations

The CTICC is mandated by the City Traffic Department to manage the flow of traffic in and around the CTICC. The registration process is designed to eliminate traffic (jams) congestion that could result from build-up, breakdown and city traffic.

Access to the exhibition area

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

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.

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. All vehicles delivering, unloading or reloading during the buildup or breakdown must pre-book a time slot. Vehicles over 7 ldm will be handle (unloaded/reloaded) by DSV exclusively. No self-unloading or reloading is allowed for trucks above 7 ldm.

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 **Friday, 15 May 2026**. 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.

For full Instruction on Loading, please refer to the **Shipping Instructions**, or contact DSV:

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/ISPPD26> Power supplies will be supplied into your booth via the ceiling.

Your electrical installations on your stand comply with the standard EN 50110 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](#). **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 Venue.

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 the Venue 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.
- 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 Venue.

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 Venue will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the Venue 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 Venue has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banners 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 Venue are not allowed.

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 Venue, 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 Venue 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 neighboring 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.

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 Venue cannot accept liability for loss of or damage to private property or goods.
- Neither the Venue nor the organizers can accept responsibility for the security of the booths and their contents. The Venue 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 by contacting directly to the Venue at ISPPD2026expo@bellacenter.dk

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 neighboring 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

The **Venue** operates a **NO SMOKING** policy in ALL halls.

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 the Venue and/or the organizers at the expense of the exhibitor concerned.

The Venue reserves the right to access inside the booth in order to check the compliance with the Venue regulations.

IMPORTANT:

Please read thoroughly the Venue Technical Guidelines at the end of the manual.

Exhibitors must comply with the **Venue** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

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.

Venue Technical Guidelines can be found [here](#)**Delivery & Logistic Services**

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand materials for ISPPD 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**.

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

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Kenes Group Contacts:

Conference Organiser

Kenes Group

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Exhibition Manager

Youcef Zaiter

E-mail: yzaiter@kenes.com

Industry Liaison & Sales

Sherwin Gentle

E-mail: sgentle@kenes.com

Registration Specialist

Anna Jopek

E-mail: reg_isppd26@kenes.com

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 receive your personal login in an e-mail from Bella Center.

Surcharges

25% surcharges applies Due: **Thursday, 16 April**

50% surcharges applies Due: **Sunday, 10 May**

Web shop closes Due: **Wednesday, 13 May**

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

ISPPD2026expo@bellacenter.dk

Freight Handling & Customs Clearance Agent

DSV

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

Moving Talent

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