



## MCH Regulations



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**Exhibitors must comply with the rules specified by the organisers and public authorities, in accordance with relevant legislation, e.g. Inland Revenue, the Fire Department, the Danish Veterinary and Food Administration, the Danish Working Environment Authority, etc. It is the exhibitor's responsibility to inform build-up partners or other partners about the rules in force. By deviation MCH will consider each case and has the right to take proceedings, which can lead to suspension.**

**Exhibitors must also observe the fair's other rules, including deadlines for the submission of material, information, etc. Read more about these under Practical Information in the Exhibitor Manual on the fair's website.**

## Amendments

The organiser has the right to change times, dates, and the location of stands, if special circumstances so require, without being held liable for any loss as a result.

## Complaints

Each complaint must be made in writing and addressed to the organisers of the fair no later than four weeks after the end of the fair. Otherwise the complaint will not be accepted.

## Direct import of foreign goods to MCH

For imported goods supplied directly from abroad to the fair, the exhibitor's name and address must appear clearly on the customs documents, etc. If MCH's name is used, it may only appear as a c/o address.

## Driving inside the halls

Driving trucks, delivery vans, or passenger cars in the halls are only permitted with the agreement of the Hall Manager. Driving is not permitted in halls with carpets.

## Driving within the Fair Area

Driving within the fair area is only allowed during the periods specified in the Exhibitor Manual. For safety reasons, working identity badges or exhibitor badges have to be presented to the gatekeeper.

## DVDs at your stand

If you show entertainment DVDs to add interest to your exhibition stand, you need a license from the rights holders (ref. the Danish Copyright Act). MPLC administers a license on behalf of over 400+ Hollywood film studios and film distributors. Please contact MPLC to apply at [www.mplc.dk](http://www.mplc.dk) or call us on tel. +45 32 505 505.

## Evening events

If you wish to hold events outside the fair's opening hours, permission must be sought from the project management for the individual events.

## Fire regulations

Exhibitors must follow all fire safety regulations. The following rules should be strictly observed:

- It is not allowed to exceed the rented stand space, since the corridors are evacuation routes
- It is not allowed to block exits, fire cabinets, fire extinguishers, and visibility to fire signage and fire exits
- Signs, banners, etc. must not be hung up or pushed into corridors or open areas
- There may not be explosive material on the stand. Petrol, gas cylinders, open fire, etc. may only be used in so far as the fire authorities permit
- Plastic material may only be used in limited circumstances. Styrofoam must not be used for stand construction
- All banners must be produced in fire approved material
- Vehicles in the halls may only contain up to 5 litres of petrol/fuel in the tank

- Exhibiting gas-powered vehicles indoor demands a special authorization. Please contact the project management
- There may be fire cabinets on the stands. The location of these must appear on the sketch plan submitted with the contract. There must be a minimum of one metre clear passageway in front of fire cabinets
- When constructing a 1st floor of more than 15 m<sup>2</sup>, sprinkler systems must be included in the construction plans. Contact Technical Service for approval.
- It is illegal to have lit candles at the stand

If you require an exemption from the fire regulations, a written application can be sought from the Hall Manager.

## Hot activities

- Hot activities is the term for processes in which heat-generating tools are used, where you work with heat-generating tools, or where you work with, or generate flames, sparks and flammable heating.
- Hot activities should not be performed without written approval from Technical Services.
- Hot activities include tarpaper work, welding, cutting, soldering, drying, heating and weed burning.
- Hot work should only be performed by certified individuals, and a responsible person and fire fighter must always be designated.
- The responsible person must sign an agreement form. The form is provided by Technical Services.
- Violation of the rules for hot activities can result in liability and increased deductibles.

## Insurance, personal injuries and liability/property damage

Each exhibitor is responsible for personal injuries and property damage caused by the exhibitor, their staff, or the exhibition material.

Exhibitors leave their exhibited objects on the stands at their own cost and risk. We recommend that exhibitors ensure they have the necessary insurances covering fire, theft, water damage, etc.

## Koda

If exhibitors use live music, soloist performance or background music (radio, CD, DVD, TV, video, etc.) at the stand, Koda's payment rules must apply. You can download a report form from [www.koda.dk](http://www.koda.dk). It is each exhibitor's responsibility to make arrangements with Koda.

## Left goods

Left goods will be stored in MCH's storage for up to one month after the end of the fair, after which, the goods will be disposed of. Carpets left at the stand will be removed at the exhibitor's cost.

## Loss of profit

The organiser cannot be held liable for any loss of profit, or any indirect loss in general.

## Night watch

There will be a night watch after the fair's opening hours during the fair. In the absence of a special agreement, however, the fair organisers shall not be responsible for the surveillance of each stand or exhibited object. It is recommended you take out separate insurance.

## Offensive behaviour

The exhibitor, or their staff, may be expelled if the fair organisers believe their actions appear objectionable to other exhibitors, visitors, or staff. This may take place with-out the exhibitor's obligation to pay lapsing.

## Orders

All fairs have an Exhibitor Manual, and to access it, the login will be sent to the registered contact person. MCH will not pass on the login to others. Therefore, exhibitors must forward this information to the relevant persons.

## Packaging

Empty packages can be stored in compliance with Technical Services. Greater quantities must be referred to Sand Spedition's office. MCH does not assume any responsibility for packaging. Packaging that has not been collected within 48 hours after the end of the fair will be removed and destroyed at the exhibitor's cost.

## Packaging storage

Packaging must be carefully wrapped up/tied onto pallets before the goods are left at the stand. The goods must be transported by forklifts and trucks to/from storage. If there are any fragile/delicate objects, such as cardboard, cartons, linen, furniture, electrical goods, etc., these MUST be covered with foil and/or plastic/tarpaulin. The goods must be clearly labelled with the exhibitor's name and stand number.

Labels can be obtained from the Sand Spedition's office near Technical Services. The above mentioned labels have to be filled in. If you fail to do so, MCH cannot guarantee the punctuality or safe return of the packaging.

Labels for empty packages can also be obtained from the Sand Spedition office. Stretch film/foil, tape, etc. can be bought from Technical Services.

## Permits

Permits and exemptions, if any, only apply to the fair in question.

## Photographing stands

Exhibitors are only allowed to take photographs of their own stands. Photographs may only be taken of other stands and products with the agreement of the exhibitor. This rule applies between exhibitors at the fair. For visitors, the rules of society apply. It is up to exhibitors to enforce them in regards to visitors.

## Sales from the stand

The Danish Commerce and Companies Agency's rules on sales at fairs and exhibitions allows:

- the ordering of goods which the company usually sells to consumers at standard prices
- the direct sales of all goods displayed

The provisions can be found in Article 15, item 4.2 of the Danish Trade Licensing Act. In order to sell goods from their stands, exhibitors must also be VAT registered in Denmark.

## Samples

It is allowed to provide taste samples. Exhibitors must comply with the relevant regulations of the Danish Veterinarian and Food Administration.

## Shipments to stands

If shipments are to be sent to the stand, then the shipment and any freight papers have to be labelled with the company's name and stand number.

Delivery must take place before the fair begins and on the morning of the fair, before the fair opens. In an emergency, goods may be delivered during opening hours to the Storage Facilities, but a waiting period must be taken into consideration. Loading and unloading assistance is provided by Sand Spedition A/S.

## Smoking policy

MCH is non-smoking in all indoor areas.

Please use the canopied outdoor smoking areas.

## Stand activities involving noise or odours

Video, films, music, or other AV equipment at the stand must be placed at a distance of at least 1 metre from the neighbouring stand or walking area, and the noise level may not exceed 70 db (A) measured at a 1 metre distance from the stand.

Furthermore, the exhibitor must make sure that there are enough standing places and seats at the stand during presentations.

Moreover, exhibitors may not turn on installations that generate smoke, steam, etc. which might cause a nuisance to other exhibitors or to visitors. Activities that produce smells require extraction.

## Staffing/stand personnel

The exhibitor is required to properly staff their stand throughout the fair's opening hours. For companies, the Inland revenue consider those operating a stand, regardless of remuneration, either as the owner or employee of the company, with the consequent employment law and tax implications.

## Sublease

Exhibitors are not allowed to sublet the stand that they have been allocated.

Exhibitors may not advertise companies which have not been registered as exhibitors or co-exhibitors. Deviation from the above-mentioned sublease regulations may only take place upon obtaining the organisers' prior written consent.

## Used goods

Used products and machinery may not be exhibited.

## Washrooms

The cleaning of brushes etc. is only permitted in the special washrooms located in each hall section.

## Waste removal

During the build-up period, flammable material, up to a maximum of 1 metre in length, can be put in the waste containers provided in each hall. Other waste, including large quantities, can be taken away from the stand at the exhibitor's expense, by contacting the Hall Manager on tel. +45 9926 9926. During the fair, waste containers will be located outside each hall. Non-flammable material should be placed in the containers in the Tradesmen's yard behind Gate 8.

## Work identity badges and exhibitor badges

For security reasons, everyone who works on the stand during build-up, exhibition, and breakdown must carry a visible work identity badge or exhibitor badge with their name and company name. The badge is personal and may not be transferred to a third party.

# Rules for build-up and breakdown

## 2nd floor stands

2nd floor stands are only allowed upon signing a written agreement with Technical Services.

## Breakdown

The breakdown of stands must not begin, nor any of the exhibited products removed, before the fair is over. All products and exhibit materials must be removed from the fair before the end of the last day for breakdown, unless otherwise agreed. The taking down times can be found in the Hall's Exhibitor Manual.

Material not removed at the appointed time, will be removed at the exhibitor's own risk and expense.

## Carpets

At MCH, carpeting may only be laid in accordance with the operational regulations on places of assembly established by the Danish Emergency Management Agency.

Cf. [www.retsinformation.dk/forms/R0710.aspx?id=116228](http://www.retsinformation.dk/forms/R0710.aspx?id=116228)

Carpets must be Class G and approved for fire safety.

## Compressed air

Compressed air connections may only be carried out by MCH. Installations which require compressed air connections must be on-site on the first build-up day.

## Constructing your own stand

If you construct your own stand, the stand walls facing your neighbouring stands must always appear freshly painted in white/off white.

## Construction deadline

Out of consideration for the final cleaning and carpeting in walking areas, the build-up must be completed within the set period of time. This build-up period can be found in the Exhibitor Manual.

## Construction height

300 cm is the general maximum construction height. If you want this increased, use the 25-15 cm rule. I.e. proximity to neighbouring stands must be increased by 15 cm for every 25 cm the construction height exceeds the normal 300 cm. For stands with four open sides, this includes the passageways.

The construction height of 300 cm may only be increased by written agreement with MCH's Technical Drawing Department.

The construction height is not applicable to products exhibited at the stand, but MCH reserves the right to move products on the relevant stand if they are a nuisance. When in doubt, contact the MCH Technical Drawing Department.

Exhibitors must comply with the legal requirements under "Guidelines for certification arrangement and management of construction projects with transportable tents and constructions" from August 2014 published by the Danish Emergency Management Agency and the Danish Energy Agency.

## Counterfeit goods

Counterfeit goods are not allowed and will be removed from the stand immediately.

## Electrical installations

In order to install spotlights, etc. the stand needs to have walls and/or friezes.

Machines and engines that have to be connected must be on site on the first build-up day. The electrical installations are set up using electric panels on pillars and back walls. Installations connecting the exhibitors' equipment and providing outlets must be carried out by MCH's technicians. Own installations from out-

lets are each exhibitor's responsibility. Earth connections for the utility item is a statutory requirement. If your equipment is connected to the socket, it can be done by using an approved adapter. High voltage current regulations must be followed. For the maintenance of installations executed by MCH's technicians (including the changing of light bulbs, fluorescent tubes, etc.), please contact Technical Services. This is done without any extra charge to the exhibitors. The power supply to the stands must be cut off 30 minutes after the standard closing time of the fair, unless otherwise announced on the public address system. It is possible to order a 24-hour power supply from Technical Services. Please note that air, water, electricity, and drainage connections must not be covered.

## Floor protection

The floors need to be covered during painting, or during jobs involving a risk of oil spillage, etc. Foil can be purchased from Technical Services. Heavy or sharp objects must be unloaded and placed on a foundation so as to avoid floor damage. If exhibitors need to make holes in the floor, they need to obtain written consent from the Hall Manager.

## Handling of stand walls and fascia boards

Stand walls or fascias may not be papered, nor may paper, materials, etc. be attached to them.

Exhibitors may, however, use minor seams or screws at stand walls provided that they can be removed after use. Any damages must be rectified at the cost of the exhibitor.

## Heavy/large objects

The driving in and arrangement of heavy and large objects must be agreed in advance with your Hall Manager, who can grant approval for early placement. Permission may be given for early insertion if the Hall Manager believes this will not cause any inconvenience.

## Lighting

Lighting in the halls consists of common work lights. Exhibitors are responsible for the lighting of their own stands.

## Loading of stand walls

Loading of stand walls is not allowed. Mounting on the walls or weight leaning on the walls must be approved by the MCH Hall Manager. Any damages must be rectified at the cost of the exhibitor.

## Mounting on the ceiling

Mounting on the ceiling of exhibition stands, signs, materials and lights etc. may only be carried out by MCH. Wire points must be ordered from Technical Services.

## Stand covering

Only fire resistant and waterproof materials may be used to cover the stands. Max 15m<sup>2</sup> closed roof.

## Stand wall length

When ordering stand walls with a length of 3 meters or longer, support walls might be necessary considering the stability of the wall. The placement of the support walls can be arranged with the MCH Hall Manager.

## Uncovering open siding on stands

50% of the open area on the stand sides must remain open. If the exhibitor wants the open area to be less than 50%, the MCH Technical Drawing Department must be informed in advance, and written consent obtained from the neighbouring stands. The neighbouring exhibitors have to give their consent to the stand side that lies towards their stand.

# The exhibitors' obligations pursuant to the work environment act

1. Machines and safety component arrangement displayed during exhibitions or fairs must comply with the Danish Working Environment Authority's Executive Order concerning the setting up of technical aids. Machines or safety components may be displayed without following the provisions of the above-mentioned Executive Order provided that it is clearly labelled that the machine or safety component does not fulfil regulatory requirements and it cannot be purchased before it complies with them. When demonstrating the functions of the machine/safety component, appropriate precautionary measures must be taken to ensure personal safety.

2. In some cases it is necessary to take measures to protect the general public that go beyond the standard requirements of the Danish Working Environment Authority concerning machine use. This applies to both portable and fixed machines. Demonstrations of portable machines must take place within a restricted path or circle. As far as keeping machines with engines/machinery turned on, hazardous agents which, due to their nature, cannot be completely removed, must be restricted.

For example, such restrictions are necessary when demonstrating running front loaders or combines with platforms, as well as when lifting and lowering is demonstrated. With regards to the demonstration of stationary machines, it may be necessary to lock the starting systems etc. in order to prevent the general public from accidentally turning on the machine. For example, blocking tractor starting systems so as to avoid accidental start-up. Also, securing front loaders etc. that are exhibited with the load in a raised position so as to avoid the accidental lowering of the load.

3. If exhibitors are in doubt about the safety requirements that apply for the exhibited

technical device, pursuant to the Health and Safety at Work Act, the necessary guidelines can be obtained from:

The Danish Working Environment Authority  
Post-box 1228  
0900 Copenhagen C  
Denmark  
Tel. +45 7012 1288  
at@at.dk

4. Please note the Danish Working Environment Authority's Executive Order, on the work of children. The prohibitions of the Executive Order concerning the use of the under-aged to work with certain technical devices, aids, substances, and materials, as well as certain working processes and methods, also applies to exhibitions and fairs.

## **Register of Foreign Service Providers (RUT)**

The Register of Foreign Service Providers (RUT) is the Danish government's official register to report a foreign service. Foreign service providers (employees and self-employed) working in Denmark must register in RUT. Regarding fairs RUT shall be made in case companies use foreign stand builders. It is the exhibitor or the stand builder for whom the service is being performed, that shall be stated as principal (and not MCH A/S).

Use and see [www.virk.dk](http://www.virk.dk)

**MCH**

