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8 - 11 October 2025 · Copenhagen, Denmark

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General Information

Dear Exhibitor,

This manual is designed to help you plan and execute your participation at the 39th EACTS Annual Meeting in Copenhagen, 8–11 October 2025. It includes all essential information, useful contacts, and direct links to exhibitor services. Please review carefully and refer to the relevant sections as needed.

Quick Reference Contacts

Exhibition & Learning Labs

EACTS House, Madeira Walk, Windsor, SL4 1EU, UK

Tel: +44 (0) 203 959 3110

Exhibitor Queries: +44 (0) 203 959 3115

Maia D'Souza – industry@Eacts.co.uk

Commercial Activities (Satellites, Techno College, Advertising)

Marina Gueli – +44 (0) 203 959 3125

Katie Bingham – +44 (0) 203 750 2794

industry@eacts.co.uk

Invoicing

Mia Millson – mia.millson@eacts.co.uk

Tel: +44 (0)203 750 2795

Official Freight Forwarder

European International (Fairs) Ltd – steven.maddock@european-intl.com

Accommodation & Social Events

DIS Congress Service – EACTS2025@discongress.com

Be cautious of unauthorised agencies.

Venue

Bella Center, Center Boulevard 5, DK-2300 Copenhagen

Tel: +45 32 52 88 11

Expo contact: EACTSexpo2025@bellacenter.dk

Meeting rooms contact: EACTSmeetings@bellacenter.dk

Photographer

Mattia Abeni

<https://copenhageneventfocus.com/>

mattia.abeni@gmail.com

Accessibility & Travel

Bella Center is 14 min by train from Copenhagen Airport and accessible via metro and bus. The metro/bus stop is called Bella Center. Parking for over 1,100 vehicles is available around Bella Center for a cost pr. hour/day. It is administered by APCOA PARKING (area number 3994) and EasyPark (area number 39940)

ATM, Banks, Currency & Credit Cards

The nearest ATM is in Bella Sky's Lobby. MasterCard, American Express, Visa, and Diners are accepted by numerous hotels, restaurants, shops, and gas stations. Currency: Danish Krone (DKK).



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Catering

The catering point will be a cash service provided by the Venue. This will only be available during exhibition opening hours. For stand catering, use the [webshop](#).

For more tailored solutions please contact EACTSexpo2025@bellacenter.dk

During the build-up, breakdown you could use the following options available in area:

- Supermarkets → [Netto](#) (8am-10pm), [REMA 1000](#) (7am-9.45pm) and others.
- Restaurants → [MoMo Burger CPH](#) (11am-12pm), [Elippa](#) (10am-10pm) and others.

Cloakroom

A manned cloakroom will be open throughout the Annual Meeting. Items may be left at a nominal charge of 30 DKK for each item payable both in cash and card.

Internet / Wi-Fi

Free Wi-Fi is available but not suitable for high bandwidth use. Wired connections must be ordered via [webshop](#).

Key Venue Policies

- **No-Smoking:** Strictly prohibited within 250m of Bella Center entrances.
- **Animal & Children:** No pets or children under 16 allowed without prior authorisation.
- **Insurance:** Exhibitors must arrange liability insurance and are responsible for their property.
- **Security:** General security provided. Additional guards available via [webshop](#).



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Exhibitor Logistics

Badges & Registration

- Exhibitor Badges:** Complementary badges are issued based on stand size* and need to be requested through the relevant section of your [Profile](#). Non-transferable.
Deadline: 6 September 2025. Additional badges are available and can be purchased on your [Profile](#) at €100 per person.
 - Entry to the exhibition during the official opening hours will be restricted to registered delegates and pre-registered trade visitors. You can also register for Exhibition Visitor tickets. The price is €100 per person per day on site of through your [Profile](#).
- Delegate Badges:** Complementary badges can be requested following the criteria table below* for scientific session access. Excludes Techno-College. To claim your free registration, please send an email to [Registration](#) specifying Company name and stand number. For additional Delegate Badges or Techno-College badges, please refer to our [website](#).
- Contractor badges/wristbands: must be worn at all times during build-up and breakdown.**
 - Exhibitors must ensure that drivers, contractors, and stand builders collect their badges/wristbands from the Exhibition Desk upon arrival.
 - Contractor badges are mandatory and can be requested from the EACTS team.
 - By mid-September, Space Only stands must submit stand builder details and provide a list of personnel requiring a Contractor Badge (or wristbands).
 - Badges (or wristbands) will be available for collection at the Exhibition Desk (Ground Floor) from Tuesday, 7th October, at 7:30 AM.

Detailed table of Complementary Badges by stand size:

Stand Size	Complimentary Exhibitor Badge	Complimentary Delegate Badge
9-18 m ²	5	1
19-48 m ²	10	2
49-60 m ²	15	3
61-150 m ²	20	4
151-200 m ²	25	5

Cancellation Policy

Binding Agreement

Once the **Exhibitor's booking form** has been received and confirmed, it becomes a **legally binding agreement**. If an exhibitor wishes to cancel **all or part** of their booked exhibition space, written notice must be provided, and cancellation will be subject to the following conditions:

1. Cancellation by EACTS

If the Annual Meeting cannot proceed due to events beyond EACTS' control, including cancellation, postponement, relocation, or modification, the following circumstances apply:

Force Majeure Events:

EACTS is unable to fulfil its obligations due to unforeseen events such as:

- Natural disasters** (fires, earthquakes, floods, etc.)



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- **War, invasion, hostilities, or national mourning.**
- **Civil unrest** (rebellion, strikes, riots, airport/train station closures).
- **Terrorism or threats of terrorism.**
- **Radioactive contamination or hazardous incidents.**
- **Pandemic, epidemic, or major health risks** affecting participants.

EACTS, as an **international health association**, prioritizes participant safety and reserves the right to cancel or postpone the Annual Meeting when necessary.

Liability & Refunds:

EACTS is **not liable** for any financial losses, including transportation, accommodation, or other expenses resulting from **cancellation, postponement, or remote hosting** of the event.

If the Annual Meeting is cancelled, EACTS may **retain the stand space charge** and transfer it to the **39th EACTS Virtual Annual Meeting** (online access).

If EACTS does **not** host the event virtually, exhibitors may have their **stand fees transferred to the 2026 Annual Meeting** or receive a **full refund**.

Participants attend at their own risk and are responsible for **health and travel insurance arrangements**.

2. Cancellation by the Client

Exhibitors must provide **written notice** to the **EACTS Secretariat** (contact details in the Stand Application Form) in case of cancellation or space reduction.

Refund & Fees:

Cancellation Date	Charge Applied	Refund Policy
Before 14 July 2025	25% of the total stand fee	Any amount paid exceeding 25% will be refunded
14 July – 4 August 2025	50% of the total stand fee	Refund issued for remaining balance
After 4 August 2025	100% (no refund)	Full payment required—no refunds

If an **exhibitor cancels after 4 August**, they **must still pay the full charge** unless EACTS is able to reallocate the space. However, EACTS **does not guarantee** re-letting the space, meaning the exhibitor remains liable for the full amount.

Co-Exhibitors

Sub-leasing or relinquishing a stand to a third party is prohibited. Co-Exhibitors must be accepted by EACTS and will be listed in the official programme if details are submitted by 28 July. Each registered Co-Exhibitor will receive two nominative exhibitor badges under the name of the Co-Exhibitor's company, allowing them to attend the Welcome Reception and the exhibition but not the Scientific Sessions.

Deliveries

Deliveries should only be made after build-up begins, when exhibiting personnel are present to receive them.

Disabled Facilities

Exhibitors with a floor higher than 20 mm must install a ramp for wheelchair users. The venue is accessible with lifts and escalators.

First Aid / Emergency

A fully equipped First Aid room is located in Foyer 7 on the ground floor. Contact the information desk or any uniformed staff for assistance.



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Facial Recognition

To provide a safe, touch-free, check-in in Copenhagen we are using Facial Recognition. Every registered person will be sent a link before the event where they can upload their photograph and on arrival at the centre, their badge will print automatically from our registration kiosks. You don't need to register via Facial Recognition, but it is safer and will save you valuable time on-site.

Refer to this "How to" guide for further information - [How to guide - ExhibitorBoothRegistrations](#)

Invoice / Payment for Stand Space

An invoice will be issued once the stand location is confirmed. All payments for floor space and additional requests must be made in **euros (EUR)** and must be **free of any bank or transaction charges** for the beneficiary.

The exhibitor is required to **pay the full stand cost within 14 days** from the date of the invoice issued by the organisers. If payment is not received within this timeframe, the organisers **reserve the right to reallocate** the stand space to another company **without any liability** to the exhibitor.

All payments must be made via **bank transfer in euros**, and **all organiser charges are exclusive of any applicable Value Added Tax (VAT)**, for which the exhibitor is **additionally responsible**.

The organisers **retain the right to deny access to the stand** until all outstanding payments have been settled.

Parking

Parking is available for more than 1,100 cars around Bella Center for a cost pr. hour/day. It is administered by APCOA PARKING (area number 3994) and EasyPark (area number 39940). Trucks and vans must be moved off-site after unloading. The closest parking area is at Cabin Metro, 1 km from Bella Center. Loading area in Bella Center is loading zone D.

Security

Identification badges must be worn always. General security will be provided during Meeting opening hours. Additional overnight guards can be booked through the service provider's [webshop](#).

Signage

Directional signage will be provided by the Organisers. Exhibitors are prohibited from erecting their own signage outside their stands.

Visa Requirements and Work Permit

Citizens from visa-requiring countries must have a visa for visits up to 90 days. EACTS cannot respond to visa or work permit enquiries. Please refer to our [website](#) for further information.

VAT

Exhibitors are responsible for the payment of all rates, taxes, and duties. VAT numbers are required from all EU Exhibitors.

Waste Disposal

Recycling bins and containers are available around the venue during buildup. Order additional waste disposal services through the [webshop](#).

Wi-Fi

Free Wi-Fi is available throughout the Venue. Wired internet can be arranged for Exhibition Stands or Satellite/Hospitality rooms.



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Timetable

All stands must be **fully operational by 09:00 on Thursday, 9 October**. A welcome reception with **drinks and canapés** will be held in the exhibition area from **17:30 to 19:00**.

Construction Timetable

Day	Date	Time	Activity
Tuesday	7 October	08:00 – 13:00	Move-in: Space-only "Island" stands & self-builds in inline locations
Tuesday	7 October	13:00 – 19:00	Build-up: Space-only "Island" stands & self-builds in inline locations
Wednesday	8 October	08:00 – 20:00	Build-up: Space-only "Island" stands & self-builds in inline locations
Wednesday	8 October	12:00 – 20:00	Build-up: Shell scheme & inline exhibitors
Thursday	9 October	09:00	All stands must be operational
Thursday	9 October	09:00	Exhibition opening
Thursday	9 October	17:30 – 19:00	Welcome reception

⚠ **Note:** Times may be subject to change.

All stand construction must be **completed by 09:00 on 9 October**, ensuring aisles are **clear of materials** and trucks have left the area.

Stand Dismantling Schedule

No prior dismantling is allowed. The hall must be **cleared of all materials by 12:00 on Sunday, 12 October**. Late removals will incur additional charges.

Day	Date	Time
Saturday	11 October	*12:00 – 20:00
Sunday	12 October	08:00 – 12:00

Bella Center requires **one hour for rigging removal and full use of the aisles before dismantling begins.*

If additional **setup time** is needed on **Monday, 6 October**, it can be purchased via the [webshop](#).

Events Opening Hours

Day	Date	Registration & Information	Scientific Sessions	Satellites	Exhibition
Wednesday	8 October	08:00 – 18:00	TECHNO-COLLEGE 09:00 – 18:00	-	-
Thursday	9 October	07:00 – 18:00	08:30 – 18:45	12:15 – 13:30	09:00 – 18:30 Welcome Reception 17:30 – 19:00
Friday	10 October	07:45 – 18:00	08:30 – 18:30	12:15 – 13:30	09:00 – 17:00
Saturday	11 October	07:45 – 12:00	08:30 – 13:45		09:00 – 12:00





Regulations & Stand Guidelines

Exhibitors may choose between an **Island/Raw Space** or **Inline/Shell Scheme** stand. The quoted stand price **does not include** the cost of the shell scheme and is **non-negotiable**.

Please refer to the **EACTS stand allocation notification** for confirmation of your stand type.

Stand Configurations

The exhibition hall is centrally located for efficient loading and accommodates the following stand configurations:

Island / Raw Space - General Specifications

Exhibitors selecting **space-only stands** (Island or Inline/Self-Built) are responsible for their own stand construction and compliance with **height and design regulations**.

Maximum Heights:

- **Island stands (Hall D):** Maximum height **4 metres**, including any platform. Minimum size 27m².
- **Inline (Shell Scheme or Self-Built stands):** Maximum height **2.5 metres**, including any platform.
- **Side and back walls facing neighbouring stands** must not exceed **2.5 metres**.

⚠ Note: The height restriction applies to **everything within the stand**, including **platforms, structures, and objects**.

Stand Design & Open-Space Guidelines

The exhibition layout is designed to ensure **visibility, accessibility, and openness** for exhibitors and delegates.

1. Open Stand Design:

- Walls **must not obstruct** the view of neighbouring stands.
- **Perimeter walling** or screens must **not exceed 20%** of the total length of any side.
- **Open sides must remain at least 80% unconstructed** to maintain flow and accessibility.

2. Fixtures & Equipment Placement:

- **Touchscreens, reception desks, and display cases** must be **at least 1 metre** from the stand boundary to prevent obstruction in walkways.
- **Screens/monitors** must be positioned **at least 1 metre** from the aisles/gangways and must not exceed **2 metres** in height.
- **Maximum height of a solid wall** is **2 metres**.
- **Side and back walls** connecting to another stand must not exceed **2 metres** in height.

3. Rigging, Banners, & Towers:

- **Maximum height for banners, signage, towers, and rigging: 4 metres**, measured from the exhibition hall floor.
- **Solid constructions above 2 metres must not cover more than 20%** of the open side of a stand or block **more than 50%** of the view from one side to another.
- **Rigging banners** must have a **maximum depth of 1 metre** and be **positioned at least 1 metre away** from the perimeter walls.





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4. Stand Wall Appearance & Neighbouring Views:

- All visible side/back walls (shared with neighbouring stands) must be **white and clean**, with **no visible signage, cabling, or branding**.

Stand Approval Process

Exhibitors must submit **detailed stand plans** for approval.

- Plans must include **layouts, dimensions, exits, barriers, screens, and any electrical/mechanical apparatus**.
- Deadline for submission to EACTS: **4 August 2025** (sent to the Organisers at [EACTS – Industry](#)).
- After verification, EACTS will forward approved plans to **Bella Center** for final review.

- ⊗ No stand construction will be permitted without prior approval.
- ⊗ Stand modifications may be required if the design does not meet regulations.

Damage & Venue Compliance

- No **painting** is permitted in the exhibition hall.
- **Nails, screws, or adhesives** must not be used on **exhibition walls or floors**.
- **Damage to the venue or exhibition structures** will result in **reparation charges** for the responsible exhibitor.
- The **Bella Center regulations** must be strictly followed.

⚠ **Important:** All stand construction materials must adhere to local regulations.
Refer to **Bella Center Technical Regulations** for further details ([click here](#)).

- ⊗ **Double-decker/two-tier stands are not permitted.**

Inline / Shell Scheme - General Specifications

Inline stands may be:

- **Between two other stands** (open to the public on one side)
- **Corner sites** at the end of a row (two sides open)

Height & Stand Options:

- Maximum height: **2.5 metres**
- **Shell Scheme Requirements:**
 - **Mandatory for all 9m² inline stands** (not included in base price, must be ordered separately via EACTS).
 - **Alternative structures or stand builders** may be appointed for **18m² or 27m² inline stands** (alternative design options are available in the Bella Center [webshop](#) “Turnkey”).
 - **18m² and 27m² stands remain classified as inline stands** and must adhere to the **2.5-metre height limit**.
 - **27m² stands** that are **fully standalone** (with no connected neighbouring stands) will be **classified as island stands** and permitted a **maximum height of 4 metres**.
 - **18m² stands**, even if completely standalone, will **always** be considered inline stands with a **maximum height of 2.5 metres**.



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Webshop Ordering Process

The **main contact's email** will be shared with Bella Center, after which exhibitors will receive an **email with a link to the ordering form**.

⚠ **Only registered emails can submit the form**—unregistered emails will trigger an error and prevent submission.

Shell Scheme Packages & Pricing

The Shell Scheme Packages need to be ordered via EACTS. The available shell scheme options and costs are detailed below:

Type	9m ²	18m ²	27m ²
Package 1 - Unfurnished	1) Shell Scheme Structure 2) Fascia Board (one per open side) 3) Carpet per 9m ² (light grey)* 4) 1 spotlight per 3m ² 5) 1 power 2.3KW (1 socket, 3 plugs) 6) Fascia signage text/logo (one 3mt fascia)**	1) Shell Scheme Structure 2) Fascia Board (one per open side) 3) Carpet per 18m ² (light grey)* 4) 1 spotlight per 3m ² 5) 1 power 2.3KW (1 socket, 3 plugs) 6) Fascia signage text/logo (one 3mt fascia)**	1) Shell Scheme Structure 2) Fascia Board (one per open side) 3) Carpet per 27m ² (light grey)* 4) 1 spotlight per 3m ² 5) 1 power 2.3KW (1 socket, 3 plugs) 6) Fascia signage text/logo (one 3mt fascia)**
Price	67,97€ x m² = 611,73€	67,97€ x m² = 1223,46€	67,97€ x m² = 1835,19€
Package 2 - Furnished	Includes Package 1 features , plus: 6) Waste basket (x1) 7) White London table (x1) 8) White Chairik 107 chair (x3)	Includes Package 1 features , plus: 6) Waste basket (x1) 7) White London table (x1) 8) White Chairik 107 chair (x3)	Includes Package 1 features , plus: 6) Waste basket (x1) 7) White London table (x1) 8) White Chairik 107 chair (x3)
Price	81,23€ x m² = 731,07€	81,23€ x m² = 1462,14€	81,23€ x m² = 2193,21€

* If you wish to order a colour other than light grey for your Shell Scheme stand, please visit the [webshop](#). An additional cost will apply.

** Please email [EACTS - Industry](#) to discuss the personalisation and location of your fascia.

Additional Information

- **Non-adhesive carpeting is required** for all stands.
- **Maximum height for displays within shell scheme: 2.5 metres.**
- **No screws, nails, or adhesives** may be used on shell scheme panels.
- **Damaged shell schemes** will incur **repair cost invoices**.

Additional stand items must be ordered separately via the **Exhibitor Services** [webshop](#) at an extra cost.

Activities & Promotions Guidelines

1. Promotional Material & Canvassing

- **Distribution restrictions:** Promotional materials may **only be** displayed or distributed **within the exhibitor's own stand**.
- **No canvassing:** Exhibitors are prohibited from placing signs, handing out flyers, or conducting surveys outside their designated space.



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- **Non-exhibitors are not allowed** to display materials anywhere within the congress centre.

2. Activities on Exhibition Stands

Exhibitors are encouraged to offer **interactive and educational** experiences within their stands but must adhere to the following:

- **Stand Boundaries:** All activities must take place **within the exhibitor's stand**—delegates **cannot** participate from walkways.
- **Annoyance:** EACTS reserves the right to stop any **disruptive activities** affecting neighbouring exhibitors or visitors.

3. Audio-Visual & Digital Use

- **Sound Limitations:** Audio levels **must not exceed 80 decibels**. If the noise **affects neighbouring stands**, EACTS may require further reduction, even **below 80 decibels** if necessary.
- **App:** The EACTS does not permit the creation of apps that relate to the Annual Meeting and its scientific programme. If Sponsors create apps that are to be used by delegates during the Annual Meeting, Sponsors must insist that the apps are downloaded ahead of the Congress and that the Congress Wi-Fi network is not used for this purpose. In addition, no reference should be made to the EACTS, the EACTS Annual Meeting in the title of the app, the keywords associated with an app for search purposes and the app may not include EACTS or Congress imagery within its content.
- **Photography & Filming Restrictions:**
 - **No photography or filming of other exhibition stands.**
 - Filming during setup/breakdown is **only allowed for exhibitors photographing their own stand** (without capturing neighbouring stands).
 - General event photography is permitted **unless it causes obstruction**.
- **Webcasting:** **Not allowed** without special approval from EACTS.

4. Exhibitor Gifts

Exhibitors may provide small gifts to visitors, but they must comply with national guidelines set by the host country.

✓ Gifts should be relevant to the recipient's work.

✓ The value must not exceed €7 per item.

5. Stand-Specific Guidelines

- **Charitable Initiatives:** Allowed but must be **approved by EACTS** to avoid conflicts with other initiatives.
- **Product Demonstrations:** Demonstrations are **allowed**, but workshops or other scheduled events must not conflict with the EACTS Scientific Programme.
- **Food & Beverage:**
 - Exhibitors **may offer cold food and drinks**. This can be ordered through the Bella Center. If an external supplier is appointed, an environmental fee will apply. Please contact the [Expo email](#) for approvals and pricing specific to their request.
 - **Hot food preparation is prohibited** due to odours affecting exhibition spaces.
- **Quizzes & Games:**
 - Must focus on **scientific or medical topics**.
 - Answers must be **clearly provided** to participants.
 - Non-relevant games (e.g., **computer golf, skiing, portrait painting**) are **not permitted**.



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- **Market Research:**

- **Only allowed within the exhibitor's stand**—conducting research elsewhere is strictly prohibited.
- **Video interviews are not permitted** within the congress centre.

6. Wi-Fi Usage & Connectivity

- **Strict Wi-Fi Guidelines:** Unauthorised Wi-Fi networks **will be shut down** if they interfere with Congress services.
- **Exhibitors must comply with official Wi-Fi usage rules** provided by the approved service provider.

7. Market Research Companies

Market research companies must follow specific rules:

- Must **rent a minimum of 9m²** exhibition space or **be integrated** into another exhibitor's stand (declared to EACTS).
- **All research must take place within the stand**—violations may result in immediate termination of activities.
- Market research **on EACTS Annual Meeting activities is not permitted anywhere** in the congress centre.



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8 - 11 October 2025 · Copenhagen, Denmark

EACTS House, Madeira Walk, Windsor, Berkshire, SL4 1EU, UK
Tel: +44 (0)203 959 3110 · Email: annualmeeting@eacts.co.uk

Exhibitor Services

Audio-Visual Equipment

Exhibitors requiring **monitors, plasma screens, or audio equipment** for their stand must place orders directly through the **venue**. Requests will be **invoiced directly** to the exhibitor.

🔗 Order via the [Webshop](#)

Deadline - **10 September**

Carpet Orders

Exhibitors can select and order **carpet for their stand** through the **Webshop**.

🔗 Access carpet options and purchase via the [Webshop](#)

Deadline – **10 September**

Catering Services

The venue's catering areas **will not be operational** during build-up and breakdown. However, alternative nearby options include:

- **Supermarkets** → [Netto](#) (8am-10pm), [REMA 1000](#) (7am-9.45pm) and others.
- **Restaurants** → [MoMo Burger CPH](#) (11am-12pm), [Elippa](#) (10am-10pm) and others.

During exhibition hours, a cash catering service will be available.

Exhibitors can order:

✓ **Finger food, beverages, espresso, tea, water dispensers, accessories, catering staff, and custom catering services** via the [Webshop](#).

If arranging a bar/coffee shop please refer to the Environmental Fee as referred below. Please contact the Bella Center directly for further information - EACTSexpo2025@bellacenter.dk

ENVIRONMENTAL FEE
EXHIBITORS STAND TERMS & CONDITIONS

AT BELLA CENTER WE OFFER A WIDE RANGE OF F&B SOLUTIONS, FROM SOFT DRINKS TO COCKTAILS TO CANAPÉS.

OCCASIONALLY EXHIBITORS REQUEST TO PROVIDE THEIR OWN F&B SOLUTIONS FOR THEIR STAND. UNDER NORMAL CIRCUMSTANCES WE OF COURSE WILL ALLOW THESE REQUESTS, PROVIDING THE PRODUCTS ARE NOT SOMETHING WE ALREADY OFFER, AND YOU ABIDE BY OUR RESPONSIBLE HOSPITALITY INITIATIVE AND FOLLOW THE REGULATIONS OF THE DANISH VETERINARY & FOOD ADMINISTRATION (DVFA).

ALL REQUESTS SHOULD BE SENT DIRECTLY TO THE DESIGNATED BELL CENTER EXHIBITORS EMAIL ADDRESS ASSIGNED TO YOUR EVENT, AND WE WILL LOOK INTO YOUR REQUEST PROMPTLY.

WHEN BRINGING YOUR OWN F&B SOLUTION, YOU WILL BE CHARGED A FEE DEPENDING ON THE SIZE AND AMOUNT OF ITEMS. EACH CASE IS TAKEN INDIVIDUALLY.

MINIMUM MANDATORY ENVIROMENTAL FEE - €105,40

WE WOULD ALSO ASK YOU THAT ONCE YOU HAVE BEEN GIVEN PERMISSION AND IF YOU ARE SUPPLYING YOUR OWN F&B SOLUTIONS, THAT ALL PACKAGING IS BIODEGRADABLE/COMPOSTABLE OR RECYCLABLE IN LINE WITH OUR RESPONSABLE HOSPITALITY INITIATIVES. WE THANK YOU FOR YOUR ENVIRONMENTAL CONSIDERATION & SUPPORT

BELLA CENTER
COPENHAGEN

🔗 Catering services at the Bella Center are **provided by the venue**.

📧 Contact: EACTSexpo2025@bellacenter.dk

Deadline – **10 September**



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Custom Stand Services

For **custom stand designs**, exhibitors can contact the **Bella Center directly** by emailing EACTSexpo2025@bellacenter.dk. The venue will provide:

- ✓ Stand draft proposal.
- ✓ Quote based on specifications.

Deadline – **10 September**

Note: Bella Center works with an external company who handles all the stand design and build up.

Electrical Services

Exhibitors needing **electrical supplies**, including **extra KW or electrical plants**, must order via the [Webshop](#).

Deadline – **10 September**

Extra Cleaning

- **General cleaning services** cover communal areas and walkways.
- **Additional stand cleaning** (e.g., equipment and display areas) must be **ordered separately** via the [Webshop](#)

Extra Staff (Moving Talent)

Want to know more? Contact their team directly.

✉ eventstaff@movingtalent.eu – Phone: +45 88 136 136

Please use the following [link](#) to order this service.

Deadline – **5 September**

Extra Time Work

Requests for **additional build-up time** must be made directly to the **venue**. These requests will be **invoiced separately** via the [Webshop](#)

Deadline – **10 September**

Flowers & Plants

Exhibitors can order **plants, floral decorations, and vases** via the [Webshop](#)

Deadline – **10 September**

Furniture Rental

A variety of **chairs, stools, armchairs, sofas, tables, reception desks, displays, and accessories** can be ordered through the [Webshop](#)

Deadline – **10 September**

Hanging & Rigging Services

- Requests for **hanging and rigging installations** must be placed **directly through the venue**.
- **Quotes for hanging services** require submission via the [Webshop](#)



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Deadline – **10 September**

Internet & Wi-Fi

☑ **Free Wi-Fi** is available throughout the venue but **not suitable for large downloads or voting apps**.

🔑 **Wired internet connections** are available upon request via the [Webshop](#)

Deadline – **10 September**

Security Services

- General **security measures** will be in place throughout the event.
- The **venue will close each night**, ensuring secured entry.
- **Stand-specific security services** can be ordered via the [Webshop](#)

Deadline – **10 September**

Waste Collection

Two waste collection options are available via the [Webshop](#) – The waste basket will be emptied at the end of every day by the cleaning team.

Deadline – **10 September**

Water Connections

Exhibitors requiring **water connections** for their stand can place orders via the [Webshop](#).

Deadline – **10 September**

Bella Center Regulations

All exhibitors must **comply with Bella Center regulations** at all times.

🔑 [Technical regulations](#).



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Marketing & Promotion Opportunities

Maximize your brand visibility at the EACTS Annual Meeting with multiple advertising and promotional options tailored to engage delegates and exhibition visitors.

Advertising - Exhibition Online Catalogue

Cost: €450

Your **online exhibitor profile** provides valuable exposure in the **industry section of the Annual Meeting website**, accessible **before and during** the event.

Each entry includes:

- ✓ Stand number
- ✓ Company name
- ✓ Contact email
- ✓ Company description
- ✓ Website link
- ✓ Company logo

✂ To book an entry, tick the appropriate box on the **stand application form** or email EACTS - Industry.

Ensure your request is submitted **no later than 28 July 2025**.

⚠ **EACTS will not edit your entry content**—accuracy and responsibility lie solely with the company.

Advertising – Standard Exhibitor App Entry

Included **at no extra cost** in your stand fee, your exhibitor profile will be featured in the **Annual Meeting app**, providing exposure to delegates and exhibition visitors.

- ✓ Hall and stand number
- ✓ Website link
- ✓ Up to **2,000 characters** (including spaces) for company description

✂ Previous exhibitors will have their prior **Company/Institute & Product information** uploaded for convenience. You only need to update details if required.

✂ Submit your **Final App Editorial Entry** via your **EACTS online account by 28 July 2025**. Late submissions may **not be included**.

⚠ **EACTS does not modify exhibitor entries**—responsibility for accuracy lies with the exhibitor.

Advertising – Premium App Entry

Cost: €750

Upgrade your **exhibitor app presence** for enhanced visibility. This premium package includes:

- ✓ **Highlighted company name** in the exhibitors list
- ✓ Company logo
- ✓ Up to **three images**
- ✓ Additional website links (if required)

✂ To book, tick the appropriate box on the **stand application form** or email EACTS - Industry. Submit required details **by 28 July 2025** via your [Exhibitor User Area](#).

Advertising – EACTS Toolkit

Exhibitors may use the **EACTS logo and Annual Meeting banner** on company invitations and promotional documents.

- ✓ Materials **must comply** with EACTS print style guidelines
- ✓ Available for **social media, e-blasts, advertisements, and websites**
- ✂ Request **Annual Meeting banner images** by contacting **EACTS - Industry**.



✂ Approved **EACTS Toolkit** available [here](#).

Additional Advertising & Branding Opportunities

Further promotional options include:

- ✓ Advertising & Communications
- ✓ EACTS Premium TV Channel
- ✓ App visibility upgrades
- ✓ Exclusive email blasts
- ✓ EACTS website promotions
- ✓ Daily News features
- ✓ Branding & signage opportunities
- ✓ Satellite Symposia promotions
- ✓ Techno College & session sponsorship

✂ Explore options via the **Industry Opportunities** section of the **EACTS Annual Meeting website** – [Advertising and Communication - EACTS](#).

✉ Contact [EACTS - Industry](#) to discuss availability.

EACTS Lead Retrieval App

Track visitor engagement efficiently with the EACTS Lead Retrieval App, designed for use at exhibition stands and satellite symposia sessions.

- ✓ Compatible with **Android & iPhone**
- ✓ Instantly **scan delegate badges** for contact details
- ✓ Easily download scanned visitor data each day

💰 **Costs per activation code:**

- **Stand Lead Retrieval:** €100
- **Symposia Lead Retrieval:** €80

✂ **Purchase codes** via **EACTS Exhibition area** – [Profile](#)

✂ Once payment is processed, links for the **app download & activation codes** will be sent to your **primary stand contact**, who must distribute them among representatives.

⚠ Delegates **will be informed** that their details (name, email, title, company) are **shared upon badge scanning**.

Deadlines Summary

Deadline Dates – 39th Annual Meeting

The table below outlines the key deadlines for the **39th Annual Meeting**. Compulsory activities are marked with an asterisk (*).

⚠ **Regular Pricing Deadline:** Services must be ordered by the deadlines listed below to qualify for standard pricing. After these dates the Bella Center will apply surcharges, or the availability of the service will not be guaranteed:

- A **50% surcharge** on regular pricing will apply.
 - From 11 September all items on the [webshop](#) will increase by 25%.
 - From 29 September all items will increase by 50%.
- Feasibility of late requests will be subject to venue approval.
- The [webshop](#) **will be restricted** to selected products and services (with the surcharge) and will remain available for late orders **until one week before the exhibition starts**.



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Form	Responsible	Deadline
<i>Audio-Visuals</i>	Bella Center	10 September
<i>App Lead Retrieval App (Codes)</i>	EACTS	No deadline
<i>Stand Plan (Island/Raw Space stands only)*</i>	EACTS	4 August
<i>Customisation of Fascia for Shell Scheme stands</i>	EACTS	4 August
<i>Cancellation Fee (50%)</i>	EACTS	14 July
<i>Cancellation Fee (100%)</i>	EACTS	4 August
<i>Carpet for Stand*</i>	Bella Center	10 September
<i>Catering Services</i>	Bella Center	10 September
<i>Computers & Peripherals</i>	Bella Center	10 September
<i>EACTS Exhibitor Name Badges*</i>	EACTS	9 September
<i>EACTS Standard Exhibitor App Entry* & Online Catalogue</i>	EACTS	28 July
<i>Electrical Services</i>	Bella Center	10 September
<i>Extra Cleaning</i>	Bella Center	10 September
<i>Extra Staff</i>	Moving Talent	5 September
<i>Extra Time Work</i>	EACTS	27 August
<i>Flowers & Plants</i>	Bella Center	10 September
<i>Furniture</i>	Bella Center	10 September
<i>Hanging/Rigging Services</i>	Bella Center	10 September
<i>IT Services including Wi-Fi</i>	Bella Center	10 September
<i>Shell Scheme Packages*</i>	Bella Center	1 September
<i>Tailor-Made Catering for Stands & Meeting Rooms</i>	Bella Center	10 September
<i>Waste Collection</i>	Bella Center	1 September
<i>Water Connections</i>	Bella Center	1 September

Accuracy & Access Disclaimer

The information provided in this manual—including data, figures, specifications, and names—is **regularly updated** to reflect the latest developments. However:

- ✓ We **cannot guarantee absolute accuracy, availability, or access** to services and information at any given time.
- ✓ We assume **no liability** for omissions or errors that may occur.
- ✓ Service availability may be subject to change without notice.

While every effort is made to ensure the accuracy of the specifications in this manual, **EACTS cannot guarantee that all details will be completely precise or up-to-date at all times.**



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