

# ISPOR Europe 2023

12-15 November | Copenhagen, Denmark



## ISPOR EUROPE 2023 EXHIBITOR QUICK FACTS

The ISPOR Europe 2023 Conference will be held 12-15 November 2023 at the Bella Center in Copenhagen. The exhibit hall opens Monday, 13 November and closes Wednesday, 15 November. All exhibits are located in Hall C.

### Bella Center Copenhagen

Center Boulevard 5  
DK-2300 København S

### EXHIBIT HALL SCHEDULE

#### *Installation/Move-in Schedule \*tentative*

Saturday, 11 November	1200-1700 hours (12:00PM – 5:00PM)
Sunday, 12 November	800-1700 hours (8:00AM – 5:00PM)

#### *Exhibit Hall Hours\* Hall C2, C3, C4 \*tentative*

Monday, 13 November	930-1900 hours (9:30AM – 7:00PM)
Tuesday, 14 November	930-1900 hours (9:30AM – 7:00PM)
Wednesday, 15 November	830-1130 hours (8:30AM – 11:30AM)

#### *Dismantle/Move-out Schedule*

Wednesday, 15 November	1130-1900 hours (11:30AM – 7:00PM)
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**Please allow up to one hour for empty containers to be returned at the close of the show.** All exhibitor materials must be removed from the exhibit facility by the Exhibitor Move-Out deadline.

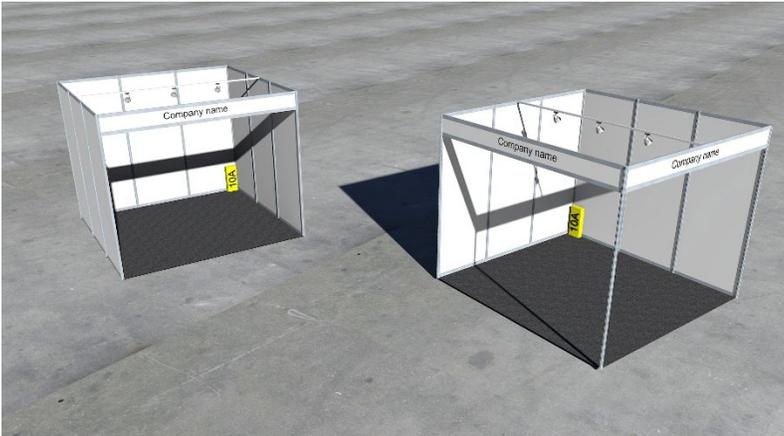
**Note:** If you arrange your own transport, then you MUST book unloading slots with DHL for any vehicles arriving at the venue. This is mandatory whether or not you use their handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading. Please see DHL Shipping Guidelines in the exhibitor service manual for more information.

## **SERVICE INFORMATION**

### **STAND EQUIPMENT**

#### **Shell Scheme (applies to 3mx3m and 3mx6m inline)**

A basic shell scheme includes partition walls toward neighboring stands, fascia boards facing the gangways, company identification on fascia, electric, spotlights, and carpet (dark grey). If your booth requires daily cleaning, you can order through the exhibitor webshop.



#### **The following package is included in all shell scheme exhibits purchased (inlines)**

- Shell scheme walls against neighboring stands
- Fascia against gangways, includes exhibiting company name in black lettering with a maximum of 30 characters. Exhibitors can upgrade to graphics/colored lettering within the exhibitor webshop at the exhibitor's expense
- (1) track of 3 spotlights per 3 meter stand
- (1) 10amp power supply per stand
- Carpet included, dark grey by default. Exhibitors can change color within the exhibitor webshop
- Nightly vacuuming included for all stands. Additional special cleaning tasks (i.e. counters wiped, floors mopped, etc.) can be ordered in the Exhibitor Webshop

#### **Additional services for purchase**

- Freight Services (DHL)
- Custom Stands with graphics
- Additional electrical connection/spotlights
- Internet and A/V
- Daily stand cleaning
- Custom furniture

#### **Space Only**

Space only stands, including islands and premium stands will NOT receive a shell scheme or items included in the shell scheme package (electricity, lighting, carpeting, etc.). **Exhibitors with space only stands are responsible for providing carpeting and/or show management approved flooring for their own space.** If a shell scheme is desired for your space, please notify [exhibit@ispor.org](mailto:exhibit@ispor.org). A shell scheme can be added at the exhibitor's expense by contacting the Bella Center at [Isporeurope2023expo@bellacenter.dk](mailto:Isporeurope2023expo@bellacenter.dk).

#### **HEIGHT RESTRICTIONS, RIGGING AND HANGING SIGNS**

- Height limits for Inline, Linear and Premium booths is 2.5m (8'2")
- Height limits for Island spaces is 4.9m (16')
- ISPOR **does not permit** rigging or hanging signs

## BELLA CENTER COPENHAGEN INFORMATION

Exhibitors are responsible for familiarizing themselves with the guidelines presented by the Bella Center. A copy of the [Exhibitor Terms and Technical Information](#) will be included in the Exhibitor Webshop. Additionally, [A Guide to Work Permits and Foreign Labor in Denmark](#) is available.

## SERVICE CONTRACTOR CONTACTS/INFORMATION

### EXHIBITOR SERVICES

*ISPOR is working with the following official vendors:*

Official Vendor	Product Service	Contact
Bella Center	<ul style="list-style-type: none"><li>• General Contractor/Exhibitor Services</li><li>• Catering</li><li>• Electric</li><li>• Audio Visual</li><li>• Internet</li></ul>	Exhibitor Webshop (Available Early July)
DHL	Shipping/logistics	<a href="#">Simon Latchford</a>
Cvent	Lead Retrieval	<a href="mailto:leadcapture@cvent.com">leadcapture@cvent.com</a>

### EXHIBITOR WEBSHOP/SERVICE MANUAL

ISPOR Show Management will provide an online exhibitor webshop including official ISPOR Europe 2023 vendors to place orders for furnishings, graphics, AV, electrical, etc. if desired. Please contact Bella Center Exhibitor support at [isporeurope2023expo@bellacenter.dk](mailto:isporeurope2023expo@bellacenter.dk) with any questions.

### CATERING

Food and Beverage must be purchased and coordinated through the official catering service, Bella Center Catering. Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from the convention center. Catering orders must be submitted through the exhibitor webshop.

### SHIPPING

DHL is the official logistics contractor for ISPOR Europe 2023. **All necessary shipping forms and contact details will be included in the exhibitor Webshop.** Be sure your carrier knows the company name and stand number when making arrangements for shipping at the close of the show. ***Please do not send any information to DHL until stand assignments are completed.***

The exhibitor is responsible for the transportation of exhibits and any stand construction materials to and from the premises at their own expense and risk. Deliveries must arrive shortly before scheduled unloading and must depart promptly after loading. If exhibition material is delivered by the exhibitor's own freight forwarding partner, the freight forwarder must contact DSV upon arrival Bella Center Copenhagen, as in-house delivery is only handled by DSV.

### AFFILIATE MEETING ROOM REQUESTS

Meeting space in the Bella Center is extremely limited and reserved exclusively for ISPOR exhibitors and sponsors. [Please visit our affiliate meeting room link to fill out a meeting request form.](#)

### ATTENDEE INFORMATION

Per GDPR policy, ***ISPOR will not provide exhibitors and sponsors with personal attendee data, including name and email.*** ISPOR does not sell, rent publish or otherwise share any of its attendee contact information. **Any emails or other outreach you receive from anyone claiming to represent ISPOR and offering to sell you a conference attendee list should be considered fraudulent.**

## INSURANCE

Exhibitor insurance from RainProtection is included with the purchase of exhibit space. Each exhibitor will receive commercial liability insurance with a combined single limit of \$1,000,000.00/\$2,000,000 aggregate each occurrence for bodily injury and property damage. Such insurance shall name the following: ISPOR, Bella Center Copenhagen, Denmark and their respective members, officers, agents, and employees. All exhibiting companies who have paid their invoices in full will receive a Certificate of Insurance from RainProtection by 13 September 2023.

## EXHIBITOR REGISTRATION

Exhibit Space	Exhibitor Full Registrations <sup>1</sup> (Included in Exhibit Package)	Exhibit Hall Only Registrations <sup>2</sup> (Included in Exhibit Package)	Exhibit Hall Only Registrations <sup>3</sup> (Allotment for Purchase)
3m x 3m Shell Scheme		1	1
3m x 6m Shell Scheme	1	2	2
3m x 6m Space Only	1	2	2
6m x 6m Space Only	2	4	4
6m x 9m Space Only	4	4	6

<sup>1</sup> **Exhibitor Full Registrations**- included in exhibit package. ‘Exhibitor’ attendee type includes access to the Exhibit Hall for setup days, early access on show days and access to the Exhibit Hall throughout the conference. *This registration also includes access to all content sessions.*

<sup>2</sup> **Exhibit Hall Only Registrations** - included in exhibit package. ‘Exhibit Hall Only’ attendee type includes access to the Exhibit Hall for setup days, early access on show days and access to the Exhibit Hall throughout the conference. *This registration does not include access to any content sessions.*

**Exhibit Package Registration Codes** - all codes become active once your exhibit payment is received. ISPOR Show Management will provide the registration code(s) that are included in your exhibit package.

<sup>3</sup> **Exhibit Hall Only Registrations (for purchase)** are available for purchase by exhibiting companies only. Limit 1 additional registration per 3mx3m exhibit space. The cost is \$825 USD per registration. [Please submit your request here.](#)

### Additional Exhibitor Registrations

If additional registrations for exhibit stand staff are desired beyond the allotment above, Attendee Full registrations must be purchased.

**Exhibit Hall Access-** If you wish to denote an Attendee Full registration to an Exhibitor Full registration to include access to the Exhibit Hall for setup days, early access on show days and access to the Exhibit Hall throughout the conference, Attendee Full registrations may be denoted to Exhibitor Full registrations by submitting an official request to the ISPOR Exhibits team. Please complete the following [request form](#). For security purposes, requests are limited to 2 per 3m x 3m exhibit space.

**Note: Exhibitor Registration Deadline is October 25<sup>th</sup>, 2023**

## EXHIBITOR ASSISTANCE

We look forward to a successful conference with your involvement! If we may be of assistance, please contact [ISPOR Show Management](#)