



EXHIBITION INFORMATION – DOS CONGRESS 15th-17th NOVEMBER 2023

Below, please find information and suggestions helping you plan for the event.

Should you have material that you wish to forward to the venue prior to the event we will only be able to accept the delivery November 14th from 7AM. Following must be clearly stated on the delivery:

Scandic Falkoner
Att: DOS Congress
Falkoner Alle 9
2000 Frederiksberg
Att.: (NAME OF EXHIBITOR)

Details regarding your exhibition area

It is not permitted to use nails, screws, double sided tape etc. on either walls or floors. Furthermore, you are not allowed to set up materials, furniture, item and marketing materials outside your dedicated exhibition area.

Set up / dismantling

Set is possible from Tuesday 14th from 12.00/ until 10:00 pm

Dismantling must be done Friday 17th before 17:00 pm

Each exhibitor must take care of own set up/dismantling of own exhibition area and this include **waste disposal**.

Serving of taste samples (food & beverage) from the exhibition area

You are welcome to bring minor taste samples without charge. Venue will however decide if it is minor taste samples or if we will charge a fee. Samples must be agreed with Scandic no less than 14 days prior to event. It is only permitted to serve the samples within own exhibition area. If you need serving dishes etc. from venue, we shall be happy to give you an offer for this.

Waste handling

When the exhibition starts, stand and floor areas must be emptied of boxes, construction materials and waste. Scandic Falkoner offers the storage and disposal of this for a fee, alternatively we ask you to otherwise remove your brought materials. Waste is not allowed to be visibly stored on the stand for the safety of our guests and staff.

Storage Fee, DKK 150,00 per m2, should be booked in advance and directly with the venue:
Meeting.falkoner@scandichotels.com. Please note, that we can only offer limited space.

Security

For the sake of public safety, changing a stand location is not permitted either on or before the event. This can only be done by written agreement with Scandic Falkoner and the organizer, and any change must only be made after prior approval by the fire authorities. Stands and material must never block emergency exits, and all exhibitors are obliged to respect the marked markings indicating the location of the stand. Falkoner Alle 9, DK-2000 Frb. Copenhagen

Scandic
FALKONER

Falkoner Alle 9
2000 Frederiksberg



Exhibitors are responsible for all equipment on the stand. We recommend removing all valuables if the stand is unmanned. Please note that the hotel is not liable for any charges, theft or damage to the stand and / or equipment. The Exhibition is luck at night but not watched

Parking

As of 1st January 2020, Frederiksberg Municipality has introduced new parking rules - read more about these here: <https://www.frederiksberg.dk/parkering>

The public parking garage "Falkoner Plads" is just behind Scandic Falkoner. Please follow the link in order to find the latest prices and rules for parking

Under Scandic Falkoner there is also a basement where a few parking spaces are possible for at higher fee. DKK 275.00 per night. From the basement, there is direct access by elevator to the hotel lobby, and with easy access to the exhibitor area. Parking in the basement under Scandic Falkoner is done according to the "first-come, first-served" principle.

We look forward to welcoming you to the Scandic Falkoner.

If you stay at the hotel, the price is the same DKK 275.00 per night

Access to Exhibition AREA

When using the stage for exhibition, there is an outdoor lift with direct access to stage area.

There is access to The Falconer Hall direct from Sylows Plads. Parking is not allowed in the area, so please stay close to your car when unloading your equipment.

Hands on for unloading can be required at DKK 795.00 per hour including VAT (minimum 4 hours)

Hotel Rooms

Hotel rooms available from November 13th – 18th, 2023

Standard rooms DKK 1495/1695 (single/double)

Superior Rooms at DKK 1595/1695 (single/double)

The room rates includes breakfast buffet, VAT and free access to fitness area. The rate is available until November 6th, 2023 on availability.

www.scandichotels.dk/hotelreservation/select-rate?hotel=719&fromDate=2023-11-13&toDate=2023-11-18&room%5b0%5d.adults=1&bookingCode=BDAN131123

Kind regards,
SCANDIC FALKONER

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Falkoner Alle 9
2000 Frederiksberg