

COMWELL H.C. ANDERSEN ODENSE /ODEON EXHIBITION Terms & Conditions

To ensure a good experience for tenant, exhibitors and guests alike, please read the following carefully, and should there be any questions, we are always ready to help.
It is the tenant's responsibility to share below information with relevant participants.

GENERAL

Any exhibition layout must be approved by local fire authorities and must therefore be as detailed as possible. Costs for drawings etc. is charged to the tenant. It is the tenant's responsibility to return the building with all accessories in the same condition as before the event apart from normal wear and tear and normal cleaning. The tenant is fully liable for damages and defects and compensates Comwell for any damage that may have occurred to the leased property within the lease period.

Nails, screws, hooks, pins, double-stick tape, etc. may not be inserted into floors, walls, stairs, landings, etc. The tenant agrees that Comwell will immediately repair any damage caused, and that the tenant will reimburse Comwell's expenses for this according to invoice. Should the damage be so extensive that it affects the execution of future events, Comwell will also invoice the tenant for any financial losses.

Comwell's liability in relation to the participants/audience and others only covers matters that can be blamed on Comwell. The hirer is legally responsible for all other issues towards the participants/audience and therefore beyond Comwell's control.

It is not possible to establish water and drainage at the stands.

Max load on floors:

If heavy objects are to be exhibited, these must always be approved by Comwell. Depending on where the exhibition takes place, there will be different levels of stress on the floors and calculations must be made from event to event. Dimensions of doors and gates:

ODEON LOAD IN GATE:	W: 4.5 m	H: 2.6 m
ODEON MAIN ENTRANCE:	W: 2.5 m	H: 2.4 m
ODEON DOORS TO LARGE HALL:	W: 2.5 m	H: 2.2 m
ODEON GOODS ELEVATOR:	W: 1.2 m	H: 2 m
ODEON GUEST ELEVATOR:	W: 0.8 m	H: 2.1 m
ODEON ELEVATOR AT ENTRANCE A:	W: 1.2 m	H: 2.8 m – max. weight 2000 kg
"KONCERTHIS" MAIN ENTRANCE:	W: 2.2 m	H: 1.9 m
"KONCERTHIS" ELEVATOR	W: 0.8 m	H: 1.9 m – max. weight 630 kg

MUSIC and ENTERTAINMENT IN CONNECTION WITH THE EVENT

The tenant is responsible for dialogue with and settlement of Koda, Gramex etc. in connection with the event – such costs are completely unrelated to Comwell. For more information, please refer to www.koda.dk or www.gramex.dk

FIRE, SAFETY & SECURITY

The tenant and the exhibitors are responsible for insurance against damage, theft, etc. throughout the rental period. We also draw attention to the fact that we are a public venue, where guests and the public will have access to other events at the venue.

The materials/effects brought to the exhibition stands must comply with applicable fire regulations. Eg. certain materials must be impregnated (including artificial flowers). It is the tenant's own responsibility to keep up-to-date on the rules and comply with them. As examples:

Carpets can be approved if they are one of the following approvals:

"Class G floor covering according to DS 1063.2" - according to the Building Regulations 1995, chapter 6.11.1, subsection 5

Floor covering class Dfl – s1 is classified according to EN 13501 Fire classification of construction products and building elements

NT Fire 007 (Scandinavian approval)

Inventory approval:

At least class D-s2, d2 [class B material]

Upholstered furniture must meet the requirements for flammability in EN 1021-1 [DS/EN-1021-1, 2014]

Flammable and explosive liquids and containers containing them are not permitted on the stands.

Candle lights are generally not permitted. Comwell can make exceptions, which must be agreed in advance, if the lights are placed in enclosed covering and placed on a non-combustible surface. The candles must not be near textiles and other easily flammable material, and the candles must also not be able to drip. If the candles deemed to pose a safety risk, Comwell has the right to require them to be removed immediately.

All fire extinguishing equipment must always be visible and easily accessible. It is not permitted to block escape routes, cover fire cabinets, fire pressure, hang things in sprinklers, etc. The tenant must keep all escape routes clear and comply with venue´s general safety regulations at all times.

All empty, flammable packaging must be continuously removed from the exhibitor area. This is the responsibility of the tenant and the exhibitors.

Theater smoke and pyrotechnics always require a special approval and must be separately approved by authorities. If the event requires the presence of a fire guard, this cost will be charged to the tenant.

Comwell reserves the right to hire the necessary security personnel for the event at the tenant's expense, if the event is of such a nature that it can only be carried out properly with extra guards etc.

ORDERS, DELIVERIES AND STORAGE

Materials/equipment must be ordered no later than 4 weeks before the start of the event. Orders after this day will be subject to additional costs, usually +25% in relation to the current price list. Cancellation of a service must be done no later than 3 weeks before the start of the event.

Deliveries from external suppliers to exhibitors can be made on the get-in day of the exhibition at the earliest. It may be possible to rent space for storage to a limited extent, if this is ordered min. 4 weeks before event and subject to available capacity. Comwell will have no legal responsibility for the storage of materials for tenant/exhibitors.

ELECTRICITY / POWER

General heating and foyer/hall lighting are included in the rent. The tenant and the exhibitors may bring approved lighting to the exhibitor stands. All lamps, devices etc. must be able to be connected to ordinary 220V. The maximum power consumption per stand must not exceed 300W. Should other items be needed, this must be agreed and ordered separately. If tenants/exhibitors want electricity at the exhibitor stands, this can be supplied by Comwell in accordance with ordering conditions. It is generally not permitted to bring your own extension cords, plugs, etc., as the electrical load may be limited. It is not permitted to place anything in front of installed electrical panels.

FOOD AND BEVERAGES

It is not permitted to bring your own food and drinks. Comwell has the exclusive right to sell food and beverages to both exhibitors and guests. Comwell is entitled, but not obliged, to keep the bar and restaurant open without any charge to the tenant.

If exhibitors wish to hand out taste samples at the exhibitor stands, this must be agreed separately with Comwell, and the exhibitors are responsible for following Danish legislation in the area of food, i.a. documented self-inspection at the stand and correct disposal of waste. In connection with organic waste, the tenant must plan and consider the following: overview of delivery, quantity, handling, storage and disposal, extra cleaning before, during and after the event, etc.

Comwell is entitled to charge a fee for the distribution of samples.

ODEON – Foyer & Hall



ODEON – Foyer & Hall

14 - 16 MARCH
Odense • Denmark
ERF2023

EUROPEAN
ROBOTICS
FORUM

eu ROBOTICS

10th
anniversary
FOUNDED SEPTEMBER 2012



Venue: ODEON
Floor Name: Upper Foyer
Floor Level: 1

ERF2023 – Sponsor Floor
6 x GOLD = 14 sqm
3 x PLATINUM = 20 sqm*
Read more on www.erf2023.eu

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Elevator
V x H x D:
20 x 200 x 270
Capacity: 2000 kg

ODEON – Foyer & Hall



Venue: ODEON
Floor Name: Room 1
Floor Level: 0 - Ground Floor

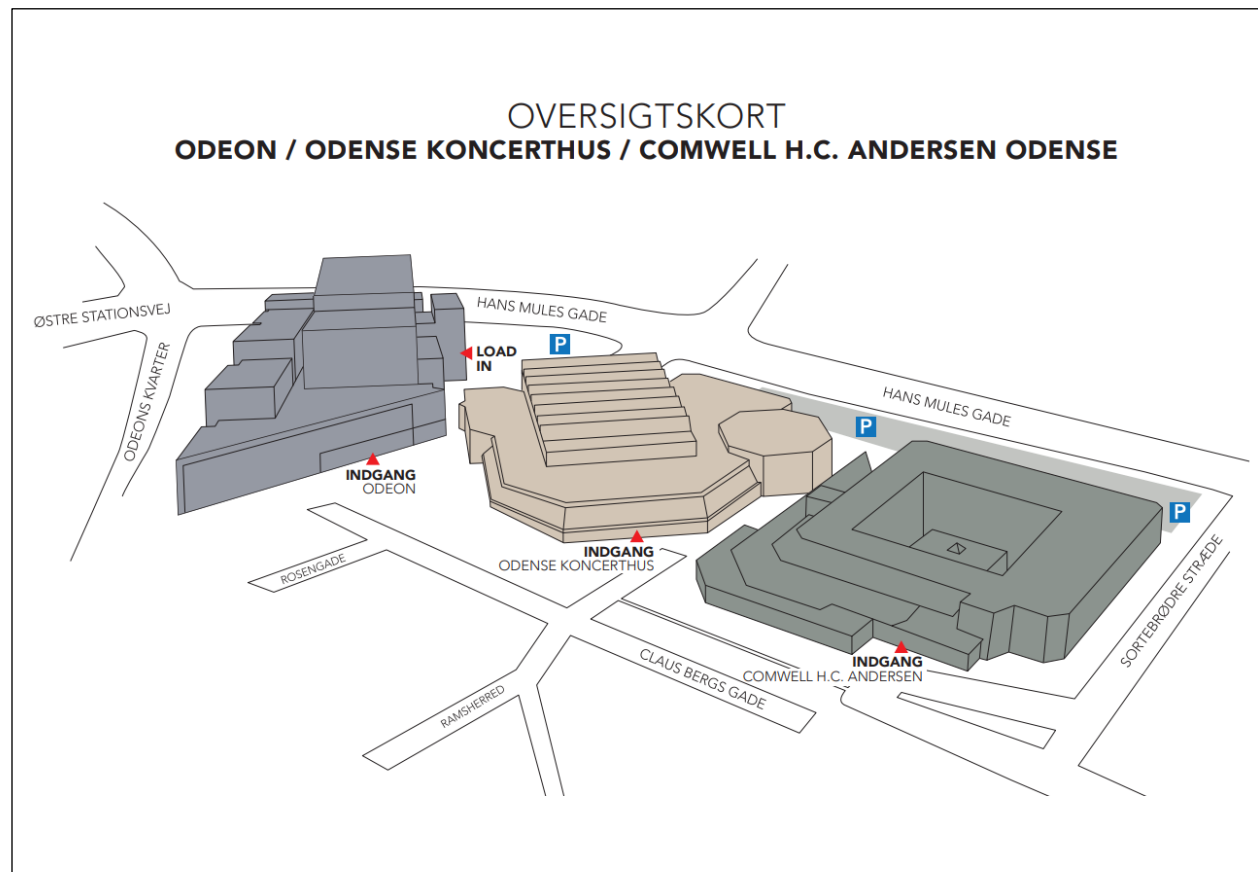
ERF2023 –
7 x EXHIBITION = 6 sqm
10 x KNOWLEDGE = 4 sqm
Read more on www.erf2023.eu



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LOAD IN & PARKERING

Below is a map with load in instructions for the various exhibition areas. Indgang = Entrance



Parking is not permitted in Claus Bergs Gade and Odeons Kvarter, only loading and unloading is permitted in accordance with traffic regulations. Cars can be parked in Comwell's car park or under the Odeon, where there is paid parking in both places.

Trucks and vans cannot be parked in the Odeon area without special permission from Comwell.