

Stand Information



7 – 9 November 2025

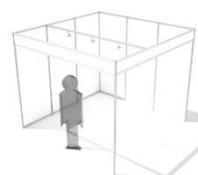
Hall

B + C + E

Stands

WITH BASIC STAND CONSTRUCTION (up to 99 m²), including:

- Stand wall facing your neighbour(s)
- Up to 15 m² has fascia board excl. text
- Above 15 m² is without fascia board (Stands 16 – 99 m² can choose fascia boards in the webshop)
- 10 Amp, 1 phase, 230V (2,3 kW) power supply
- Stand number – foil on floor
- General lightning in the hall:
 - Hall B3+B4+B5: Light fixtures with 3x14W 1 pc. per 9m² and light rails with 8,5W LED spots, 6 pcs. per. 9m².
 - Hall C + E: LED luminaires, color 4000 kelvin. Light level is 800 lux, 0.85m above floor.
- Wireless internet
- One daily cleaning (vacuuming of floor and emptying of any wastepaper baskets)



Stands

WITHOUT BASIC STAND CONSTRUCTION (from 100 m²), including:

- General lightning in the hall:
 - Hall B3+B4+B5: Light fixtures with 3x14W 1 pc. per 9m² and light rails with 8,5W LED spots, 6 pcs. per. 9m².
 - Hall C + E: LED luminaires, color 4000 kelvin. Light level is 800 lux, 0.85m above floor.
- Wireless internet
- Stand number – foil on floor
- One daily cleaning (vacuuming of floor and emptying of any wastepaper baskets)



If you wish to **remove or make changes** to this basic stand construction, please adjust in the exhibitor portal, where you can search for “remove” and “cancel”. Please note that you will be charged EUR 32,97 per m² if cancellation of construction is ordered after the deadline, when Bella Center Copenhagen has commenced the stand construction in the halls.

Skaberhjørnet Hall C1

WITH BASIC STAND CONSTRUCTION

5 m² stand, includes:

- 1 pinewood table on trestles, 240 cm x 60 cm
- 1 black conference chair
- General hall lighting:
Basic lighting consists of CDM spotlights in trusses (each spotlight 150W)
- Wireless internet
- Daily cleaning (vacuuming and emptying of waste bin)

Stands Mikroforlag Hall E**WITH BASIC STAND CONSTRUCTION, including:**

- 2 dark grey panel tables, 130 cm x 65 cm
- 1 congress chair, black
- General lightning in the hall:
 - CDM spots in lighting truss (each spot 150w)
- Wireless internet
- One daily cleaning (Vacuuming of floor and emptying of any wastepaper baskets)

Litteraturstrædet Hal C3**WITH BASIC CONSTRUCTION****3x3 m stand, includes:**

- Needlefelt carpet, walnut
- 2 x Bematrix shelves, L100 cm x H250 cm
- 1 pinewood board on trestles, 120 cm x 60 cm
- 1 black conference chair
- General hall lighting
- Wireless internet
- Daily cleaning (vacuuming and emptying of waste bin)

3x4 m stand, includes:

- Needlefelt carpet, walnut
- 3 x Bematrix shelves, L100 cm x H250 cm
- 1 pinewood board on trestles, 120 cm x 60 cm
- 1 black conference chair
- General hall lighting
- Wireless internet
- Daily cleaning (vacuuming and emptying of waste bin)

3x5 m stand, includes:

- Needlefelt carpet, walnut
- 4 x Bematrix shelves, L100 cm x H250 cm
- 1 pinewood board on trestles, 120 cm x 60 cm
- 1 black conference chair
- General hall lighting
- Wireless internet
- Daily cleaning (vacuuming and emptying of waste bin)

3x6 m stand, includes:

- Needlefelt carpet, walnut
- 4 x Bematrix shelves, L100 cm x H250 cm
- 1 pinewood board on trestles, 120 cm x 60 cm
- 1 black conference chair
- General hall lighting
- Wireless internet
- Daily cleaning (vacuuming and emptying of waste bin)

Artist Alley Hall E**WITH BASIC STAND CONSTRUCTION, including**

- Black stand walls 2.5 m high behind the stand
- 1 Congress tables oak, 130 cm x 65 cm
- 1 congress chair, black
- General lightning in the hall:
 - CDM spots in lighting truss (each spot 150w)
- Wireless internet
- One daily cleaning (Vacuuming of floor and emptying of any wastepaper baskets)

- It is possible to bring 1x roll-up per stand that must be placed with consideration to surrounding stands.

Concept stands F6/F7

WITH BASIC STAND CONSTRUCTION

2x3m stand, includes:

- Carpet, Apple Green
- 1 Gallery back wall W: 2,44 cm x H: 1,20 cm
- 1 Lasa bartable, black
- 1 bar chair (Industrial Bar Stool), black

3x3,3m stand, includes:

- Carpet, Apple Green
- 1 Gallery back wall W: 2,44 cm x H: 1,20 cm
- 4 Congress tables, oak, 130 cm x 65 cm

Additional orders

Deadline

Additional orders must be received no later than

Friday, 10 October

Request & order confirmation

Please place your order on the webportal, you will then receive an e-mail confirming that your requests have been received. When we have processed your requests, you will receive a formal order confirmation. It is important that you check this, as some requests may not be possible to fulfill for various reasons.

Late orders

Orders received *after the deadline* will be charged with a 25% fee and cannot be guaranteed delivered in time for commencement of build-up. Furthermore, a 50% price increase will be charged for products ordered after wednesday 29 October. The orders cannot be guaranteed delivered before the event starts.

Location of Installation

We reserve the right to place technical supplies in the position we see fit, in cases where no drawing of the desired position has been received. Any relocation of installations etc. will be chargeable.

Cancellation of ordered services

In case an order is cancelled more than 21 days prior to opening of the event, only expenses occurred will be invoiced. In case an order is cancelled less than 21 days prior to opening, Bella Center reserves the right to invoice the full amount of the order related to the catalogue price or the price offered.

Access exhibitor portal

The exhibitor portal closes Sunday 31 October at 23:59. You can send late orders hereafter in an e-mail to bogforumexpo@bellacenter.dk.

Build-up & dismantling

Build-up- & dismantling period

General build-up:

| | | |
|-----------|------------|---------------|
| Wednesday | 5 November | 08.00 - 24.00 |
| Thursday | 6 November | 08.00 - 22.00 |
| Friday | 7 November | 07.00 – 10.00 |

General dismantling:

| | | |
|--------|-------------|---------------|
| Sunday | 9 November | 17.00 - 24.00 |
| Monday | 10 November | 08.00 - 18.00 |

Opening hours Exhibitor Service:

| | | |
|-----------|------------|---------------|
| Wednesday | 5 November | 08.00 - 19.00 |
| Thursday | 6 November | 08.00 - 20.00 |
| Friday | 7 November | 08.00 – 12.00 |

Exemption

Requests for exemptions to the above build-up/dismantling times must be ordered via the exhibitor portal in the section "Booth shell scheme" and hereafter "Earlier in / later out". A charge of EUR 502,00 excl. 25% VAT per stand will be made for each extra day of build-up/dismantling agreed upon. All approved exemptions will be invoiced, whether they have been used or not.

Logistics

Traffic in the halls

Vehicles is allowed inside the hall for unloading or loading.

You can also use the area outside the hall for unloading. From there your items can be transported on trolleys, which you may bring yourself. Alternatively, you may contact our logistics partner DSV on phone number +45 32 47 30 17 for assistance. This will be chargeable.

Please note that access to the hall with vehicles will be conditional on the walking/working traffic in the hall. This means that we do not permit vehicles in the hall due to safety reasons if many people are working in the hall.

On the last build-up day (Thursday), all unloading must take place outdoors as vehicles are not permitted in the halls at this late stage.

Please note that during dismantling vehicles cannot enter the area outside the halls until one hour after the closing of the exhibition.

Unfortunately, it is not possible to park in the hall during unloading or loading. Please read the section ***Parking below.***

Parking

During build-up and event days you can park your car in the public car park named P1, P2 and P3 just around AC Hotel Bella Sky. It is possible to buy parking tickets via the Apcoa or Easypark app.

Build-up

Building height

Please note that the maximum stand building height is 2,5 m. You must apply for permission for a higher building height. Please note that if a stand is built up higher than 2.5 m, it must always have a neutral white surface facing any neighboring stands and cannot contain text or a logo.

Pillars in hall B + C

If your stand is located adjacement to a pillar in the hall, you may decorate the part which is inside the stand area. You must inform us on this, as they may be fire hoses that must be accessible in case of a fire.

Rigging in ceiling

Any order of dropwires and rigging points in hall C must be in accordance with the rigging points of the hall, as well as the lighting truss above the stand, or the orders will be adjusted during mounting. Any relocation of installations etc. will be invoiced directly to the exhibitor.

All wires at Bella Center Copenhagen must be rigged with a wire lock. These locks can be purchased at the Exhibitor Service during official build-up days.

Due to safety reasons, it is forbidden to load the wires. If you need to lift equipment, you should use chain blocks in rigging points.

Use of sticking material

If you need to stick material on to Bella Center Copenhagen's stand walls and fascia boards you must use a tape called DuploColl 43102, because this kind of tape can be removed without leaving marks or damage. It can be purchased onsite at the Exhibitor Service, where you can also find wall hooks for lightweight equipment (e.g. poster frames). If you do not remove sticking material from the stand upon departure you will be charged for damages.

The floor & ceiling in the hall

Hall B3+B4+B5

The floor is painted concrete in a light grey color, and only removable tape is permitted.

The ceiling height in the hall varies depending on where your stand is located. It is either: 3 m or 3.35 m.
Power, plumbing, network etc. will be supplied from the ceiling.

Hall C

The floor is painted concrete in a light grey color, and only removable tape is permitted.
Power, plumbing, network etc. will be supplied via the subfloor service ducts. A lighting truss is mounted in the ceiling leaving the max. building height on stands in hall C2, C3 & C4 is 5 m. The hall C1 ceiling is lower with a max. building height of 4 m.

Hall E

The floor is concrete, and only removable tape is permitted.
Power, plumbing, network etc. will be supplied via the subfloor service ducts. The ceiling height is variable. A lighting rig is installed with a clearance height of 9.30 meters in most parts of the hall.

Handling of goods

Goods delivery

It is not possible to deliver goods to the stands prior to the build-up period, unless an exemption for early build-up has been granted. Alternatively, shipments may be delivered to DSV Solutions' warehouse in Bella Center Copenhagen. Please contact DSV Solutions for arrangements, and information on pricing etc.
Phone +45 32 47 30 17 / e-mail: expo@dk.dsv.com

Empty goods

Packaging, pallets and other surplus materials may not be stored in the halls during the event but must be removed for storage by DSV Solutions for a fee charged to exhibitor. Please contact DSV Solutions to pre-order and get information on pricing etc. At the end of the build-up period, any material left in the aisles will be removed by DSV Solutions at the exhibitors expense.

Left material

Packed goods (pallets, boxes etc.) left on the stand when dismantling hours expires will be removed to DSV Solutions' warehouse in Bella Center Copenhagen and can be collected on the first workday after the event. The handling fee for this will be invoiced to the exhibitor. Please contact DSV Solutions for arrangements, and information on pricing etc. Any other material left will be considered as waste and disposed of.

Prohibition

Music on the stand

Please be aware that it is prohibited to play music on the stand before 4.30 pm on this exhibition.
Exhibitors are asked to register or purchase wireless microphone frequencies for their own speaker system on their stand. **The deadline for the registration is Wednesday 22 October 2025.** Hereafter we reserve the right to charge a late registration fee of EUR 68.

Services

Internet access

Wireless network is available in the hall. Please note that own wireless network may NOT be installed without the authorization of Bella Center Copenhagen, just as IT connections provided by Bella Center Copenhagen may not be shared with a third party. If an internet connection is critical for your stand we recommend a cabled connection. If you need a dedicated (guaranteed) internet bandwidth or special server access, we recommend our dedicated products. These are available with thorough description in the exhibitor portal when searching for "Network". If you have any questions regarding your bandwidth requirements, we suggest that you consult with your own IT department.

Catering for the stand

If you wish to order food and beverages, please visit the exhibitor portal and place your order by Friday 31 October at midnight at the latest. After this date you can order via phone +45 32 47 33 45. Please note that if you want to bring in your own catering related products and it requires to be kept cool, or if you wish to prepare food at your stand, Danish Food and health

regulations approval must be obtained and you need to contact Bella Center Copenhagen to apply for a permission.

Complaints

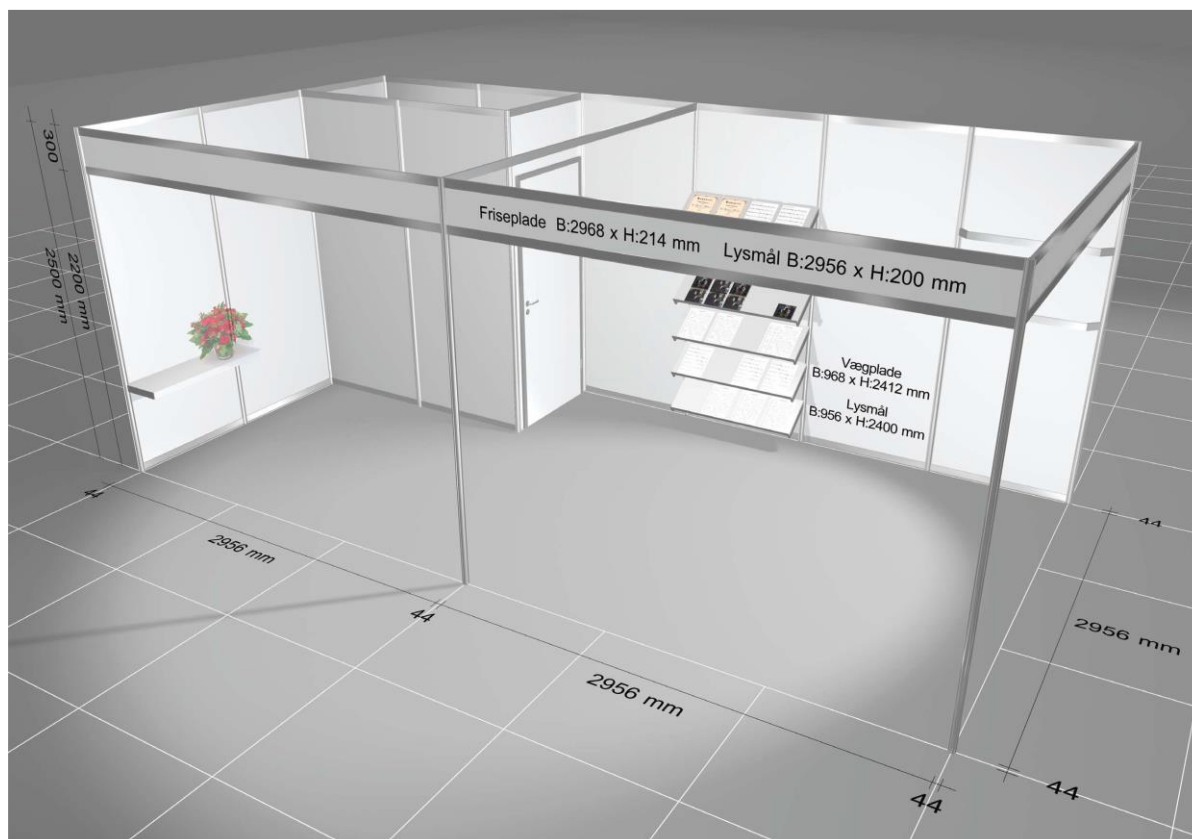
Should you wish to lodge a complaint about services supplied by Bella Center Copenhagen, this must be done in *writing* and delivered *before* the event closes.

Contact

Please e-mail BogforumExpo@bellacenter.dk or call at phone +45 32 47 33 45.

We are looking forward to assisting you.

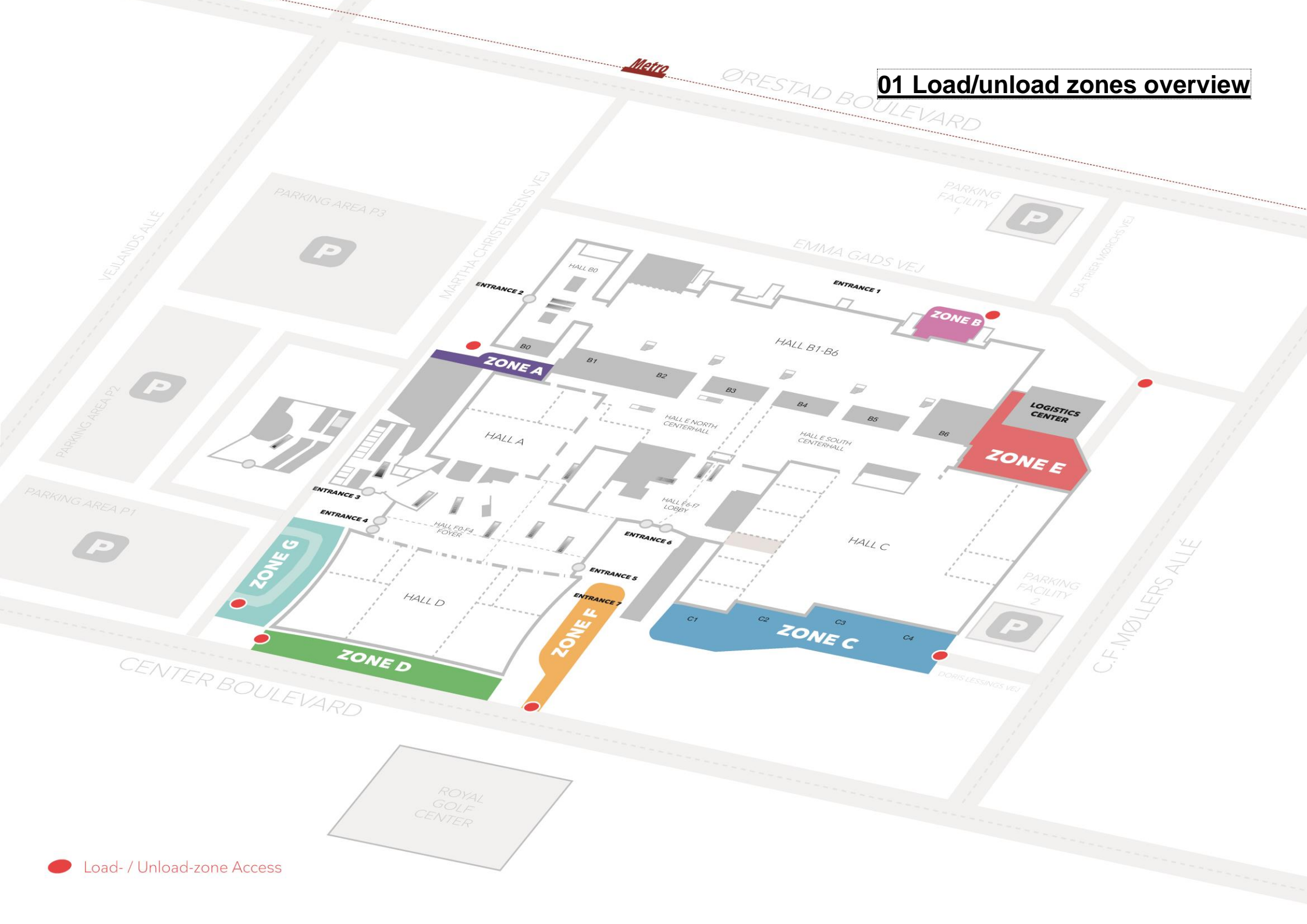
The stand construction system:








EVENT TRAFFIC & LOGISTICS PLANNING BOGFORUM 2025

| | |
|------------------|--|
| Event: | Bogforum 2025 |
| Load in: | Wednesday 5 November – Thursday 6 November |
| Load out: | Sunday 9 November – Monday 10 November |






01 Load/unload zones overview






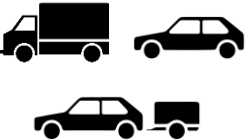
02 Vehicles

| | |
|---|---|
|  | Small vehicle (normal car), under 3500kg. |
|  | Small vehicle with trailer / long, under 3500kg. |
|  | Medium vehicle / wide (Van/boxtruck) appox. 3500kg. |
|  | Large vehicle / long and wide, over 3500kg. |
|  | Very large vehicle / very long, over 3500kg. |










03 Zones in use

| Zone: | Notes: |
|--------|---|
| Zone A |  |
| Zone B |  |
| Zone C | Open – for exhibitors/stands in Hall C and Hall F |
| Zone D |  |
| Zone E | Open – for exhibitors/stands in Hall E and Hall B |
| Zone F |  |
| Zone G |  |









04 Planning

| LOAD IN: | | | | |
|------------------------------------|--------------|---|--------------------------------|--|
| Activity / Date: | Time: | Vehicle(s): | Zone(s): | Notes: |
| Load in Wednesday 5 November | 08:00-20:00 |  | Zone C & E (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Load in Wednesday 5 November | 08:00-24:00 |  | Zone C & E (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Load in Thursday 6 November | 08:00-20:00 |  | Zone C & E (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Load in Thursday 6 November | 12:00-22:00 |  | Zone C & E (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |

DURING EVENT:

| Activity / Date: | Time: | Vehicle(s): | Zone(s): | Notes: |
|--------------------------------------|-------------|--|----------|---|
| Deliveries Friday 7 November | 07:00-19:00 |    | Zone E | For deliveries during event Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Deliveries Saturday 8 November | 08:00-18:00 |    | Zone E | For deliveries during event Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Deliveries Sunday 9 November | 08:00-16:00 |    | Zone E | For deliveries during event Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |

LOAD OUT:

| Activity / Date: | Time: | Vehicle(s): | Zone(s): | Notes: |
|----------------------------------|-------------|--|--------------------------------|--|
| Load out Sunday 9 November | 18:00-19:00 |   | Zone C & E (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Load out Sunday 9 November | 19:00-22:00 |   | Zone C (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Load out Sunday 9 November | 19:00-24:00 |   | Zone E (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |
| Load in Monday 10 November | 08:00-18:00 |   | Zone C & E (see section 03) | Max. 30 minutes load/unload in the zone – hereafter public parking at the parking areas outside the loading and unloading zones. |

05 Regulations and Conditions

a) Conditional Access:

Access to loading and unloading zones as shown on the map, is only for loading and unloading during, setup and dismantling. No parking is allowed in these zones, violations will result in an administration fee of 750 DKK (100 EUR).

Access to loading and unloading zones is only with proper access permits as determined for the respective event.

While the vehicle is at the loading and unloading zones, the access permit showing driver contact details, must be placed visibly in the windshield of the vehicle.

b) Private Area Regulations

Bella Center loading and unloading zones are managed under private area regulations, therefore all traffic related signage and instructions given by onsite safety staff must be respected at all times. Violations may result in administration fees of 750DKK (100 EUR), and eviction from the area.

c) Timelimitations

Access is timelimited, meaning that vehicles have a maximum of 30 minutes onsite for loading and unloading and are then to move the vehicle to any external parking area. Timelimitations for larger vehicles is extended to 45-60 minutes or as per agreement with onsite safety staff.

Loading/unloading timelimitations may be further restricted depending on the extent of traffic.

d) Fire and Safety regulations

Vehicles may not be placed in driveways, in front of building exits, on ground markings or blocking fire-hydrants.

When placed for a prolonged period (over 3 minutes), engines must be turned off.

Vehicles may not be driven inside buildings unless otherwise allowed by onsite safety staff.

Speedlimits are maximum 20km/h. at all loading and unloading zones. Drivers are to pay extra attention to pedestrian traffic and in general operate vehicles safely, withing speedlimits and with the utmost safety consideration.

e) Parking

No parking is allowed at Bella Center loading and unloading zones.

Vehicles may be parked at any external parking area. Bella Center does not provide parking. Parking on external areas may be under specific area regulations. Parking-fines will not be endorsed by Bella Center.

f) Noise-restrictions

Bella Center is obligated to reduce noise as much as possible during load in and load out. Therefore noise will be restricted in the below specified timeperiods. Noise restrictions include: No open gates during the noise-restriction periods, no forklifts during noise restriction periods, limited outside activity during noise-restriction periods.

Noise-restriction periods:

Monday-Friday 22.00-07-00

Saturdays 12.00-00.00

Sundays 00.00-00.00