

Deliveries

Deliveries should be addressed as follows:

Technical University of Denmark Delivery Address:

DTU Construct
Building 413 Gate 5
2800 Lyngby
Att: Torben Christensen

Exhibitors will need a contact name, email address and telephone number to complete their shipping documentation.

Title of event: euspen
Exhibiting Company Name:
Date of event:
Booth No:
Exhibitor Organiser/Contact No:
Box (number) of (total number)

Please note that the venue will only accepts deliveries from Monday to Thursday between 7.00-15.00 and Friday between 9.00-13.00.

Please ensure your booth has been set-up by 17:00 on Monday 12 June.

Practical details Monday 12/6-2023

Contact upon arrival:

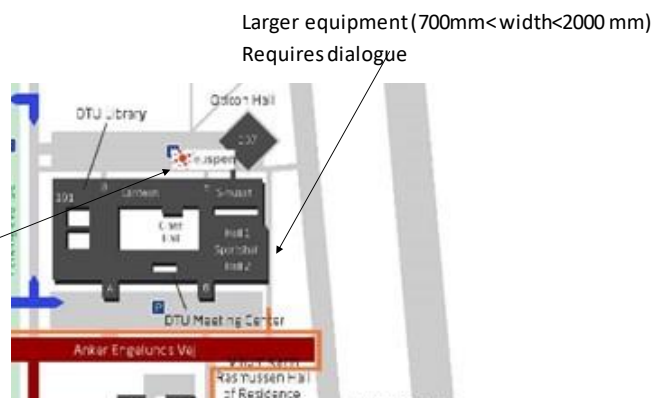
Torben Bender Christensen
Tel. +45 21 79 31 15

Hans Nørgaard Hansen (emergency)
Tel. +45 25 15 49 13

Small equipment (width < 700 mm)

Address:
DTU Construct
Building 413 Gate 5
2800 Lyngby
Att: Torben Christensen

We can receive packets Monday to Thursday between 7.00-15.00
and Friday between 9.00-13.00



Shipping:

We don't have a shipping agent this year. Exhibitors will have to arrange shipping with their own supplier.

Exhibitor Booths:

The exhibitor contractor will be erecting the exhibition area on the morning of Monday 12 June 2023. All booths will include the following items, unless you have advised otherwise on your exhibitor confirmation form:

- Stand Walls
- Fascia Nameboard
- Dark grey carpet, laid directly on the floor
- 2 Spotlights
- 3-way power socket
- Furniture
 - 1 rectangular table with a cover
 - 2 chairs

Should you require any additional items, this must be organised by yourself. The only additional items available are high tables (Ø80 cm).

Setting up and Dismantling:

Exhibitors are solely responsible for loading, unloading, handling and assembling their exhibits. Please adhere to the following schedule for setting up and breaking down.

SCHEDULE – (AS OF 22 MARCH 2023)	
Monday 12 June 2023	Access <u>only</u> for stand constructor
Monday 12 June 2023	SET-UP – Exhibitors will be permitted access to set-up their booths from 12:00 (midday) Early Registration: 14:00 – 16:00
Tuesday 13 June 2023	Registration Desk: 08:00 – 09:00
Thursday 15 June 2023	DISMANTLING – After the final coffee break at approximately 15:15
Friday 16 June 2023	COLLECTION – All items to be collected

**Your goods must be picked up from the venue by 14:00 on Friday 16 June at the latest.
(Pick up address same as shipping address)**

Once the conference has ended exhibitors will be required to:

- Pack up all materials and label boxes/containers correctly.
- Take all materials to storage room provided these items are awaiting collection.

Lifting equipment

A forklift will be available between **13:00 and 15:00**. You must confirm with euspen if you require the use of this equipment.

Storage (only during the event):

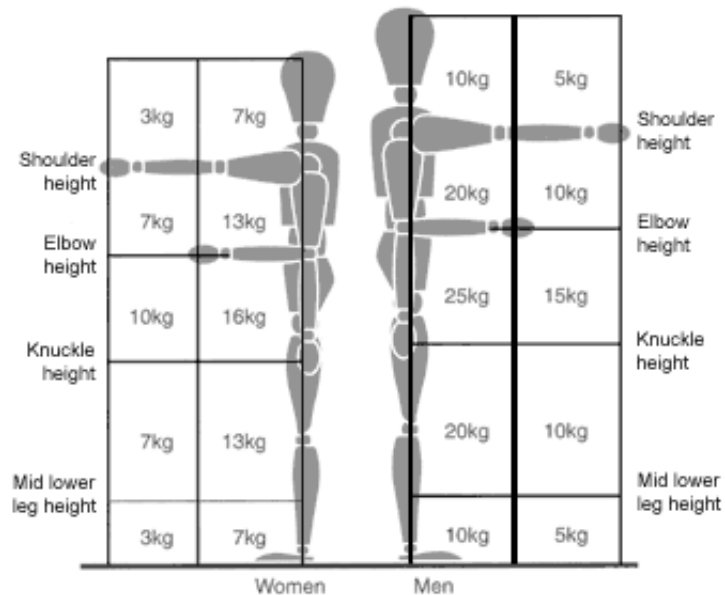
Exhibitors cannot leave boxes, containers or packing material in the exhibition display area during the conference. All boxes and packing material must be moved and stored in the storage room made available to you. Please ensure that all packaging is clearly labelled correctly.

Catering – there are limited options for purchasing catering on the set-up day. Please ensure you make your own arrangements.

Health and Safety Guidelines:

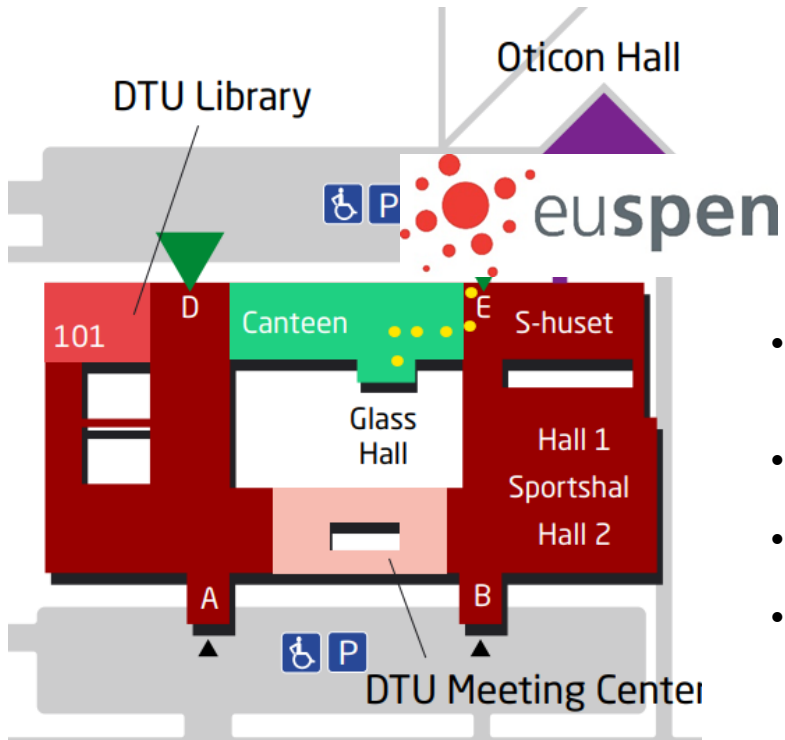
- Electrical items should be PAT tested and stickered accordingly.
- Ensure that all cables are positioned clear of thoroughfares and walk ways to avoid trip hazards or equipment damage.
- In accordance with manual handling regulations, any load being carried should be assessed.
i.e. Who is carrying it? How will they be carrying it?
This will dictate the maximum weight.

See lifting and lowering diagram below:



Main Administration Building of Lyngby Campus, B101.

Address: Anker Engelunds Vej 101, DK-2800 Lyngby



- **Glass Hall:** entrance via the main canteen. Entrance A, B, D & E can be used to get access to the canteen.
- **Oticon:** entrance via the glass corridor by the black arrow.
- Connection between the 2 locations is a 2 minutes walk. Aprx 30m is outside.
- **B101/A:** main entrance and area of the central reception.



Traffic diversion due to the light rail construction etc.

Map last updated January 27th 2023

Find the latest information and map on dtu.dk/lightrail

Signature explanation

- Road closed
- Access for pedestrians and cyclists only
- Cars
- Service entrance/Goods delivery
- Bus stop
- Parking area

The map shows the DTU campus layout with various buildings and streets. The light rail line (Lundtorve) is highlighted in blue. Traffic diversion routes are indicated by colored lines: red for road closures, orange for pedestrian/cyclist access, blue for car lanes, green for service entrances, yellow for bus stops, and light green for parking areas. Key streets include Lundtorve, Helsingørsgade, and Helsingørsgade-freeway. Landmarks such as the DTU Library, DTU Meeting Center, and DTU Engineering Lab are labeled. A scale bar at the bottom indicates distances up to 500 meters.

----- Car route into DTU

Exhibition hall visuals

