Association of Corporate Counsel
EUROPE

ACC EUROPE ANNUAL CONFERENCE

3-5 June 2026
Copenhagen, Denmark

EXHIBITOR MANUAL

Table of Contents

Key notes

This exhibitor manual is to the best of today's knowledge correct and complete. The manual will be developed over the next months based on the ongoing situation and the most up to date version will always be available on the website.

Exhibitor

Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organised in the framework of the ACC Europe Annual Conference 2026, or any agent or representative acting on behalf of the exhibitor.

General Information

Venue Address:	**Tivoli Hotel & Congress Centre** Address: Arni Magnussons Gade 2, 1577 Copenhagen – Denmark Tivoli Hotel website
Exhibition Area:	The exhibition area is situated in the Ground Floor at the Tivoli Congress Centre
Floor Plan:	ACCE Floor Plan
Deliveries:	All deliveries to the **Tivoli Hotel & Congress Centre** should be coordinated with our official **Freight Forwarder.** Please reach out to: **GEODIS** www.geodis.com **Oliefabriksvej 29-43** **2770 Kastrup - Denmark** THCC.europe.dk@geodis.com +45 36998193
Conference Website:	Home - ACC
Programme:	Programme - ACC

*Please note that the floor plan is subject to modification to ensure optimal alignment with the requirements of the Conference

Key Contacts

We strongly advise keeping ACCE.conference@wearemci.com in cc in all email communication with the venue, stand services, and other suppliers.

Conference Organisers	
Project Manager & Logistics Your main contact point for logistical queries.	**Susanna Morató** E: ACCE.conference@wearemci.com Tel: +32 288 703 02
Exhibition & Sponsor Coordination Your main contact point for Exhibition & Sponsorship	**Amanda Marquis** E: ACCE.conference@wearemci.com Tel: +32 288 703 02
Commercial Partnership & Exhibition For any queries regarding the sponsorship brochure and sales.	**Genco Turkmen** E: g.turkmen@accglobal.com
Event Registration For any queries regarding registration.	**Registration Team** E: ACCE.conference@wearemci.com Tel: +32 288 703 02
Accommodation We encourage you to book your rooms as soon as possible	**Susanna Morató** E: ACCE.conference@wearemci.com Tel: +32 288 703 02 Booking link: Accommodation
Venue & Suppliers	
Exhibitor Service For any special queries regarding the equipped stands.	Webshop **CPH Lounge** E: tcc@cphlounge.dk Tel: +45 70220031
Freight forwarder and on-site handling Should be reached out for assistance with international logistics and shipping.	**GEODIS** E: THCC.europe.dk@geodis.com **Oliefabriksvej 29-43 - 2770 Kastrup - Denmark** Tel: +45 36998193
Stand Builder Place your order for furniture, AV, additional electrical power, catering, etc	Webshop **CPH Lounge** E: tcc@cphlounge.dk Tel: +45 70220031
Flowers & plants decoration	**Anna Riborg** a@annahedegaard.dk +45 28181285 http://www.annariborg.dk

Checklist

*Key deadlines and dates to be **respected** by exhibitors.*

Deadline	Action	Contact/Link
Before the Conference	**Exhibitor registration** Use link and instructions received via email. Please register all booth staff.	ACCE.conference@wearemci.com
26 January 2026	**Deadline** to register at the **Early Bird Rate**	Registration - ACC
As of 27 January 2026	Register at the **Standard Rate**	Registration - ACC
Until 17 March 2026	In case of Registration **cancellation**, full amount will be refunded minus €100 cancellation fee	All registration cancellations should be sent by email to: ACCE.conference@wearemci.com
From 18 March 2026	Cancellation refunds **are no longer** possible; however, transfer of registration may be accommodated	Please reach out to: ACCE.conference@wearemci.com
As of 02 May 2026	Register at the **Full Rate deadline**	Registration - ACC
30 April 2026	Deadline to send **artwork** for your Sponsor branding opportunities (if applicable)	All artwork should be sent to: ACCE.conference@wearemci.com
30 April 2026	Deadline to send the name for your **booth fascia**	All artwork should be sent to: ACCE.conference@wearemci.com
15 May 2026	Order **deadline** for exhibition related services via the webshop	Refer to page 15
As of 16 May 2026	Surcharge of **50%** on all orders via the webshop **Is not possible to place orders later than 72h before the Event**	Refer to page 15
As of 5 May 2025	A transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (**€**) **50 admin fee**	Please do reach out to the registration team: ACCE.conference@wearemci.com
03 June 2026	06h00 – 14h00*: Dispatching and build-up of **equipped stands** 14h00 – 16h00*: Exhibitors to come decorate their **equipped stands** 16h30 – 20h00*: Exhibition Area open + Welcome Reception (*Timings subject to change)	
04 June 2026	08h00 – 09h00*: Exhibition Area open **only for exhibitors** 09h00 – 17h30*: Exhibition Area open (*Timings subject to change)	
05 June 2026	08h00 – 09h00*: Exhibition Area open **only for exhibitors** 09h00 – 14h30*: Exhibition Area open 14h30 – 19h00*: Dismantling (*Timings subject to change)	

Exhibitor Registration

Click here for more information on the registration.

Confirmed exhibitors and sponsors will receive a personalized email with the registration link to use, a discount code (if applicable according to their corresponding packages), and instructions.

Kindly note that badges are **unique and personalised** for each participant and cannot be exchanged onsite. The organisers will not accept several participants sharing the same badge. Please register all your participants accordingly using the ACC 2026 registration system, here: Registration.

A **transfer of registration** to another participant from the same company may be accommodated at the discretion of the Organiser. All registration cancellation and transfer requests should be sent by email to the Registration Secretariat at ACCconference@wearemci.com.

Cancellation & transfer conditions for delegates, sponsors, and exhibitors:
The following cancellation conditions will apply:

- **Until 17 March 2026** for any reason, the full amount will be refunded minus a €100 cancellation fee (excluding applicable VAT and excluding all transfer costs, which shall be fully borne by the participant)
- **From 18 March 2026**, refunds are no longer possible; transfer of registration may be accommodated (see transfer conditions below)

Registrations could be transferred following the applicable conditions below:

Registration replacement requests should be sent in writing to ACCconference@wearemci.com **before 5 May 2026** and can be accommodated at no cost until the above-mentioned date. **From 6 May to the conference**, a replacement may be accommodated for a EUR (€) 50 Admin fee.

Exhibitor Pass

The Exhibitor Pass grants access to the:

- Exhibition (including access 1 hour before and 1 hour after the official exhibition opening hours)
- Coffee breaks on Thursday & Friday *(catering of the congress will be accessible in the exhibition hall)*
- Lunch on Thursday & Friday *(catering of the congress will be accessible in the exhibition hall)*
- Welcome Reception on Wednesday 2 June 2026 at the Tivoli Holte & Congress Centre

Please note that this pass **does not** grant access to Sessions in the programme.

For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

Welcome Reception

The official opening of the exhibition halls is at **16h30*** on Wednesday, 3 June 2026. The welcome reception will be served from 18h00 to 20h00 to any registered participants in the exhibition hall of the Tivoli Hotel & Congress Centre.

*subject to changes

Conference Dinner

If you wish to purchase tickets to the closing dinner to give you the opportunity to expand your network and have **more time with the attendees**, you can do so online, via the registration link at the same time as your registration. More information on the Conference Dinner can be found here.

Conference Dinner – 4 June 2026	
Conference Dinner Ticket	208,00€

** The rate is excluding applicable 25% VAT*

Delegate Pass

	Until 22 March 2025	From 23 March to 22 April 2025	As of 23 April 2025
Member	1.047€	1.210€	1.365€
Non-member	1.365€	1.538€	1.760€
Non-member & Membership Fee	1.470€	1.627€	1.785€
One Day	600€	630€	650€

** All rates are excluding applicable 25%VAT*

The Delegate Pass grants access to the:

- Full Conference Sessions and Programme
- Exhibition
- Coffee breaks on Thursday & Friday *(catering of the conference will be accessible in the exhibition hall)*
- Lunch on Thursday & Friday *(catering of the congress will be accessible in the exhibition hall)*
- Welcome Reception on Wednesday 2 June at The Tivoli Hotel
- Conference Dinner on Thursday 4 June

Registration Desks

All participants must be pre-registered for the ACC Europe Annual Conference 2026. The badges will need to be picked up at the registration area in the main entrance located on the Conference Floor in the Tivoli Hotel & Conference Centre.

Registration Desks Location:

Tívoli Hotel & Conference Centre, address: Arni Magnussons Gade 2, 1577 Copenhagen – Denmark

Registration Desks Opening Hours:

Wednesday 3 June	16:00 – 20:00*
Thursday 4 June	07:00 – 18:00*
Friday 5 June	08:00 – 16:00*

**Timing subject to change*

To avoid queues, we invite you to come as of Wednesday to pick up your badge to quickly access the exhibition floor on Thursday morning.

Exhibitor Help Desk

The exhibitor help desk will be open & available during build-up days. A representative of the Exhibition Department will be there to support you during set-up days.

Constructor Registration

Set-up/Dismantling

Every person entering the Tivoli Hotel & Congress Centre during build-up or dismantling needs to be able to show valid identification papers (passport or other valid identity papers). This document needs to contain a recent picture, name, and signature.

Congress Days

During the congress days and/or in the event of an equipment failure (i.e., decoration, lighting, etc.), your contractor should receive an exhibitor badge from your allotment. If one representative of the construction team is meant to be at the booth all day, one exhibitor badge should be used as well. All contractors who require exhibitor badges during congress days would need to proceed to the exhibition help desk located at the entrance together with the exhibitor's booth personnel.

Build-up and dismantling

Exhibition Schedule*

Date	Time	Description
Wednesday 3 June 2026	06h00 – 14h00	Dispatching and building of **equipped stands**
	14h00 – 16h00	Exhibitors to come decorate their equipped booths
	16h30 – 20h00	**Exhibition Area Open**
	17h00 – 18h00	Joint Keynote Speaker with the CLO Summit
	18h00 – 20h00	Welcome Reception
		Exhibition Area Open *(Exhibitors have access one hour prior to/after official opening hours)*
Friday 5 June 2026	09h00 – 14h30	**Exhibition Area Open** *(Exhibitors have access one hour prior to/after official opening hours)*
	As of 14h30	Dismantling until 19h00

*Subject to change. The times indicated above should be sufficient for build-up and dismantling.

Build-up and dismantling

Breakdown and removal of exhibits may not commence before the official closing time. Any special arrangements for build-up or breakdown and removal of exhibits must be made in consultation with the Exhibition Logistics Team and involve the payment of an overtime fee, according to the price list.

Exhibits must remain fully intact and always staffed. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will

cause remedial actions by the exhibition management company. Relating costs will be borne by the exhibiting company.

The exhibitor is responsible for the safety of its products, displays and stand. During the set-up and breakdown period, no material should be left unattended at any time. It is the responsibility of each exhibitor to leave the stand space clean and tidy during the exhibition and after the break-down. All exhibits, displays, stand fittings and materials must be removed from the premises by the time and date stated by the Exhibition Logistics Team. The Exhibition Logistics Team can demand that exhibitors restore their exhibition area to the original condition at the exhibitor's own expense. If exhibitors leave rubbish behind, charges will apply. Stored materials, empty containers and packing material must be disposed of.

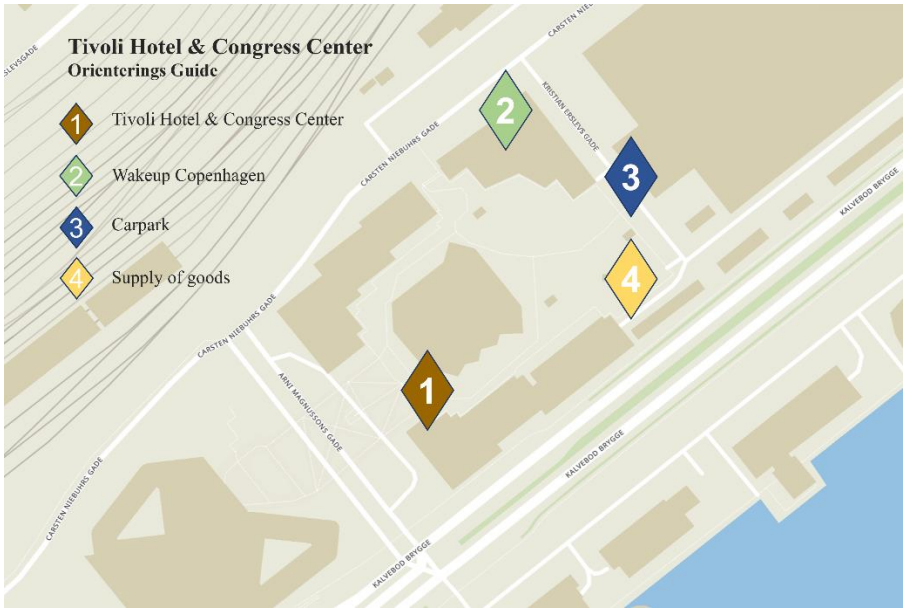
Breakdown deadline

All exhibits and stand **equipment must be removed** from the halls **by 18:59** on **Friday, 5 June 2026,** and all personnel should leave the premises by **19:00 at the latest**.

Exhibition Access & Parking

Please note that entrance to the building is via our loading bay located at the Tivoli Hotel & Congress Centre.

See map below map showing vehicle access for Tivoli Hotel & Congress Centre:



For deliveries made during the Setup period, please note the following:

- Access to the loading bay is possible from 6 am to 4 pm from Monday to Friday.
- Drivers of delivery vehicles must access the loading bays via an ancillary access road behind THCC that leads directly to the loading/unloading area. The bays, in turn, lead directly to the back of the stages.
- The ancillary access road is for loading/unloading only. No parking is allowed on this road.
- THCC has a small pallet jack, which can be borrowed upon request for transporting goods to your stand.
- We do not have a forklift or an electrical pallet jack in-house
- We do not have a ramp – all delivery vehicles must be equipped with a lift.
- The area for unloading is on ground level and accessible directly connected to the exhibition corridors.
- The dimensions of the door from the loading bay to the hotel are 175cm WIDE and 215cm in HEIGHT.
- The floor in the foyer area (natural stone slabs) and meeting rooms (wood) has a weight capacity of 400 kilos pr m2.
- Anything heavier must be moved and displayed on wooden boards to disperse the weight

In collaboration with Wakeup Copenhagen, THCC offers a video-monitored car park for guests. The car park is located between the two hotels on Kristian Erslevs gade no. 1 and have direct access to THCC through the basements. The Parking facilities are administrated by an external collaborator, APCOA SmartParking. Please note that that THCC cannot guarantee availability. Furthermore, it is not possible to book parking space in advance.

Parking at Tivoli Hotel

Freight forwarder services and storage

GEODIS is our preferred freight Forwarder and on-site handling (drayage) contractor for Tivoli Hotel & Congress Center.

Exhibitors are at the liberty to arrange shipment of their goods through any forwarder of their choice. However please note that all site handling can only be performed by GEODIS and all shipments (incl. courier shipments) must be delivered to their advance warehouse.

All shipments received in the advance warehouse will be delivered to the exhibitors stand, and will be returned to advance warehouse after the show, where GEODIS can assist with return freight, or pick up can be arranged.

All goods should be shipped to Copenhagen on a “freight prepaid” basis.

Airfreight: Shipments should arrive in Copenhagen airport no later than 3 working days before requested delivery at Tivoli Hotel & Congress Center.

Road freight: Should arrive at the advance warehouse no later than 2 working days before requested delivery at Tivoli Hotel & Congress Center

Courier: Should arrive at the advance warehouse terminal no later than 3 working days before requested delivery at Tivoli Hotel & Congress Center.

Please follow the separate guidelines for sending of goods

Tivoli Hotel and Congress Centre takes no responsibility for receiving, storing or pick up of goods.

For more information regarding the handling of shipments, please contact GEODIS directly:

GEODIS

Adress: Oliefabriksvej 29-43 - 2770 Kastrup - Denmark

THCC.europe.dk@geodis.com +45 36998193 www.geodis.com

For deliveries made directly to the Tivoli Congress Center, please be aware that this is only possible within the agreed setup time as THCC unfortunately cannot offer storage facilities and advanced deliveries will be turned away.

Deliveries at all other times always have to be sent to GEODIS.

Exhibition Hall description

- Floor in the Congress Hall: hard wood (Oak)
- Floor in the Foyer: stone flooring.
- Walls: Painted dry wall
- Floor load capacity: 400 kg/m2
- Headroom: variable height due to ceiling design, from 3 meters under the Balcony to 10 meters in the Center.
- Ceiling lights: halogen lamps

Stand Builder & equipment for stands

CPH Lounge delivers innovative and exciting solutions to help exhibitors deliver memorable events. Please contact them for any additional services, including furniture, additional electrical power, AV equipment, catering (exclusively to be served and consumed at the stands), booth cleaning, security, etc.

Place your Orders here: Webshop

CPH Lounge

E: tcc@cphlounge.dk

Tel: +45 70220031

Travelling to Copenhagen

In our commitment to optimizing your event experience, the **Lufthansa Group airlines** has agreed to offer negotiated discounted fares to the participants of the ACC Europe Annual Conference 2026. The Lufthansa Group airlines bring people together – every day, all around the world. The global route network of Austrian Airlines, Lufthansa, SWISS, Brussels Airlines, and Eurowings offers optimal connection and combination options, so you will benefit from quick and direct flights to the event.

You will reach the booking platform here, and the reduced fares are automatically displayed.

Copenhagen City Pass

The Copenhagen City Pass offers unlimited access to public transportation across buses, trains, and the metro, making it a practical and cost-effective solution for exploring the city. Passes are available for durations ranging from 24 hours to 5 days, allowing visitors to travel freely and conveniently throughout Copenhagen.

For detailed information and purchase options, please visit the official City Pass website.

Stand Construction Guidelines

The exhibitors must conform to the contracted space and all display rules as outlined in the ACC 2026 exhibitor manual. Any aspect that is not covered in the ACC 2026 exhibitor manual is subject to approval by the Exhibition Logistics Team and the Tivoli Hotel & Conference Centre.

Neither the ACC nor the Hotel shall be held liable for any misuse of the booths or of any additional materials or equipment used by the Exhibitor.

Stand Regulations

During set-up, dismantling, and decoration of booths, the exhibitors must comply with the fowling rules:

- Exhibitors are responsible for maintaining the premises in their original condition.
- Exhibitors are liable for any damage or harm caused by their structures, equipment, exhibits, or activities, including subcontracted firms' actions.
- Exhibitors must set up, operate, and dismantle their own displays using their own staff and employees.
- Attaching anything to the building's structure or furnishings is prohibited. The exhibitor will be invoiced for any damage caused to the stand and for any additional cleaning needed upon removal.
- It is prohibited to place materials in the booth space of other exhibitors and/or public areas. These must always remain free for the circulation of people and materials.
- Stand equipment should not exceed the allocated floor surface area or the height of the walls. No installations or decoration which could offend any or all of the delegates and other exhibitors will be permitted.
- Loudspeakers and other similar devices are prohibited.
- Pamphlets and samples may only be distributed within the stand itself.
- Stands must remain open during exhibition hours, with a representative present.
- Activities drawing large crowds or causing queues should not block aisle traffic and must be approved by the Exhibition Logistics Team. ACC and the Exhibition Logistics Team reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.

- Public announcements are not allowed by any exhibitors and are restricted for organiser and safety use.
- Projecting images beyond your booth's boundaries is not permitted.
- Audio-visual and attention-getting devices are allowed if they do not disrupt neighbouring exhibitors or aisle traffic.

Service Orders

Suppliers Appointed by Exhibitors

CPH Lounge is the appointed official supplier by Tivoli Hotel & Congress Centre.

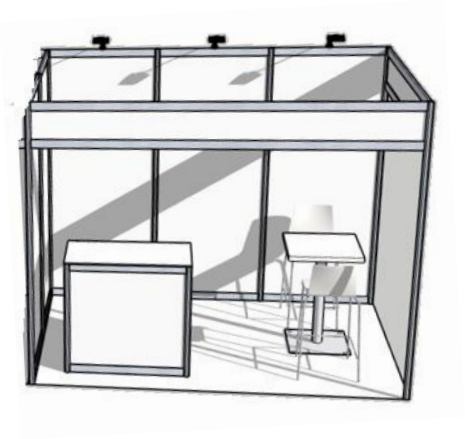
Should you wish to engage a supplier that is not the official provider, you must submit a formal request including all relevant details of the external supplier. This request will be subject to approval by the ACC and Tivoli's management.

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is the exhibitor's responsibility to ensure that all the relevant guidelines, rules, and regulations, as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the suppliers/agencies act according to these rules and guidelines.

Equipped Stand Constructions

Please find below detailed information on services included into the equipped stand.

3x2m modular booth example



One side wall, one side open to the corridor.

<u>Shell Scheme construction package includes:</u>

- Shell scheme structure built from aluminium of 2.5m high with white melamine walls to form the walls
- Company name on white fascia (black cut vinyl)
- Lighting
- Dark grey carpet placed directly on the floor
- Power: 1 x 230V DK connector. 3 pins combined up to 2,2 Kw (Type K plug)
- 1 Table, 2 stool and 1 modular counter

The organiser will book this for you, standard equipment included in all stands.

Any additional furniture, branding of the shell scheme, additional electricity, lightning… will have to be booked by the exhibitors themselves via the webshop

Fascia

Please send by email your fascia name to the ACCE Logistics Team for printing and placement on your booth., indicating in the email subject line: *FASCIA – Booth Number – Company Name*. In the body of the email, please include the exact name that should be printed.

Please note that any changes requested after 30 April 2026 will be subject to confirmation and may incur additional costs for the exhibitor.

Deadline to submit the information: **30 April 2026**

Online webshop

All services for exhibitors should be **booked v**ia the webshop

The deadline to place orders through the webshop is 15 May 2026.

After this deadline, the prices will be subject to a **50% surcharge**, and not all items may be available. Respecting the deadline also ensures that orders will be processed properly and on time.

No orders shall be accepted within 72 hours prior to the event.

All items are subject to availability and allocated on a first-come, first-served basis.

If you have any questions about the webshop, or require further information about your stand or a bespoke quote, please reach out to CPH Lounge (tcc@cphlounge.dk), please cc ACC (ACCE.conference@wearemci.com) and include your stand number in the subject line of your email.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of ACC. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, ACC and its organiser do not accept any liability or responsibility for any act performed or committed by such suppliers.

Electrics

The shell scheme stand already includes a 230V DK connector. 3 pins (phase + neutral + earth). Combined up to 2,2Kw. IMPORTANT: this is not a Schuko plug, it is a Type K plug.

In case additional electric power or extra sockets to connect multiple devices are needed, please order via the webshop.

Venue Flooring

Shell scheme stands already include carpet (dark grey). Please choose the desired colour for the carpet (if different from the one already included) by ticking the corresponding box in the webshop (additional costs may apply).

Cleaning and Waste disposal

General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is exhibitors' responsibility and will be charge accordingly.

Materials that have been left behind will be removed from the exhibition on the last day of dismantling and brought back to the warehouse at the exhibitor's expense.

Catering – Food & Beverages

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers at the Tivoli Hotel & Congress Centre. Should you wish to order stand catering, please place your order at the webshop

Security and Emergency Procedures

Security

Exhibitors are not allowed to be at the exhibition hall during the build/dismantling of structures outside the scheduled times, and without the correct Personal Protective Equipment (gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators, and full body suits).

Each exhibitor is responsible for his/her own exhibit, THCC

is not responsible for any loss or damage of any equipment, goods, or booth whatsoever.

Exhibited goods, stand components and packaging materials are left in THCC 's exhibition halls or rooms at the exhibitors' risk. As a preventive measure, THCC advises exhibitors not to leave small easy-to-carry items unguarded, or to leave their stand unattended whether it is assembled or disassembled. THCC declines all responsibility for lost or stolen items. Extra Security services can be ordered at the webshop

In case of evacuation of the building, everybody needs to follow the indications of the Tivoli Hotel & Convention Centre, who will guide them to a safety point.

In the event of a medical emergency or someone requiring First Aid treatment, any delegate should contact any member of staff and request assistance.

Insurance

All exhibitors are required to secure adequate insurance coverage for the event. Additionally, attendees should take necessary precautions to safeguard their personal belongings. Please note that exhibitors' stands and exhibits on these stands will not be placed under the custody or control of the Event Organizer or the venue, and exhibitors must arrange for their own insurance coverage accordingly.

Risk Assessment

All parties have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and any mandatory Acts/Regulations relevant to their activities. It is NOW A REQUIREMENT for individual exhibitors and their contactors to submit risk assessments no later than 10 days prior the event where there is deemed to be a RISK associated with your stand, with respect to (for example):

- Build-up, open and break down periods
- Shell scheme constructions
- Contractors and sub-contractors' method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards

- Using of lifting/working machinery
- Hazards to the attendees and other participants
- Special features contained within the event
- Manual handling
- Audience type and number expected, and any hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

A suitable and sufficient risk assessment is one that ….

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
- Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Take account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, considering the latest scientific developments and advances, enables the employer to prioritise remedial measures.

It is the responsibility of the Exhibitors to ensure that every supplier or sub-contractor carries out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings in Tivoli Hotel & Congress Centre.

No sub-contractors will be allowed to commence work until licensing has approved the event layout plan and risk assessment.

All contractors, sub-contractors, agents etc appointed by an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

Accommodation

Hotel Reservation

As part of our commitment to providing an exceptional experience for our conference attendees, we have arranged exclusive rates at the Tivoli Hotel.

We encourage you to book your rooms as soon as possible following the instructions on the Website.