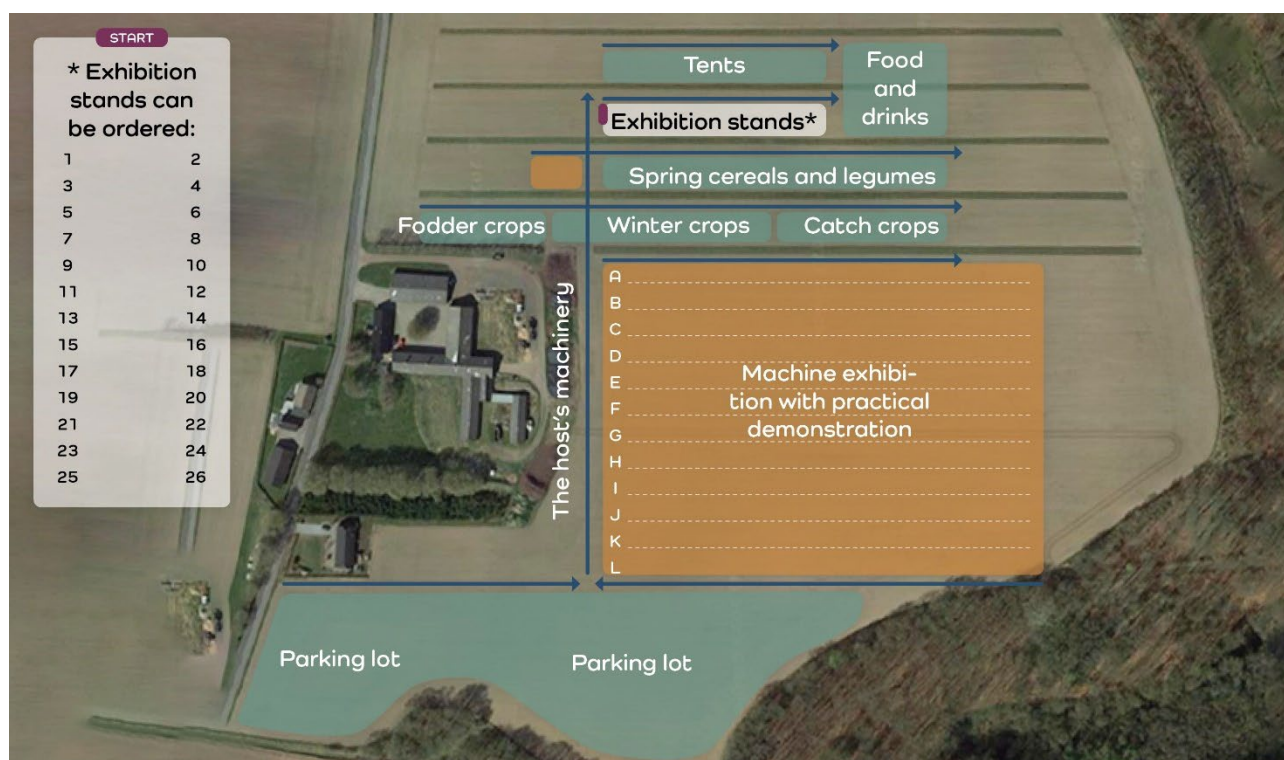


# Exhibitor guide – Organic Field Event 2024

DATE: 12. June 2024

OPEN TO VISITORS: 09.00 - 18.00

LOCATION: Vestergade 112, 6051 Almind. Host: Henrik Jessen



## Exhibitor stand (not food and drinks stands):

4 x 3 m exhibition stand

3,500 kr. excl. VAT

(If you buy several stands, they can be placed next to each other)

12 x 80 m for machine exhibition and demonstration

6,000 DKR excl. VAT

Demonstration plot, established in spring 2024

2,000 DKR excl. VAT

In addition, exhibitors should expect expenses for electricity, catering, etc.

The terms and conditions for renting an exhibitor stand are described in the exhibitor's guide and must be observed.

If you have any special needs for the exhibitor stand, for instance concerning the size of the exhibition area, contact Christina Udby Hansen at [oekomarkdag@icoel.dk](mailto:oekomarkdag@icoel.dk) for further clarification on possibilities and price.

#### SETTING UP THE PAVILION/TENT:

The pavilion/tent must be made of treated, approved fire-resistant material and must be securely anchored. It is recommended that tents/pavilions are ordered at the Innovation Centre for Organic Farming.

Tent 3x3 meters DKK 1,399 / with floor DKK 1,830

Tent 3x6 meters DKK 2,129 / with floor DKK 2,849

All prices include VAT.

Power pack can be purchased additionally: DKK 1,000 + VAT per stand.

#### SETTING UP YOUR OWN EQUIPMENT:

If you set up your own tent, pavilion, trailer, caravan etc. in the machine exhibition or the exhibition area, these must comply with all emergency regulations. It is your own responsibility as exhibitor to ensure that equipment can be approved by the emergency authorities and that the necessary certificates are easily found on the stand for display on request.

If the emergency services do not accept the equipment, it is your responsibility to immediately remove it so that the entire event is not affected by the lack of approval. Payment for the exhibitor stand will not be refunded.

If you exhibit in the machine exhibition, you must place all equipment at least five meters from the nearest neighbouring stand. All exhibitors are encouraged to place all equipment in the centre of the 12-meter-wide area.

#### ORDERING A STAND:

Order a stand by filling a request including the necessary information, including the desired exhibition area and desired plot (letter/number) and sending it to [oeKOMarkdag@icoel.dk](mailto:oeKOMarkdag@icoel.dk).

The organising team of Organic Field Event reserves the right to change the location to a different plot with the same dimensions if necessary.

You will receive an invoice for the stand and any pre-orderings prior to the event. The exhibition stand is rented when payment has been registered by the Innovation Centre for Organic Farming. Additional purchases made right up to or on the day of the event will be invoiced after the event is held.

The price of the exhibition stand is not refunded in case of your cancellation later than four weeks prior to the event.

Rented stands may not be sublet to others, lent to others, or exchanged with others without prior agreement with the organising team of Organic Field Event.

## RULES FOR AND ACCESS TO THE EXHIBITION AREA:

Exhibitors have access to the exhibition area from 11. June 2024 at 10.00. It is allowed to bring vehicles into the area until 12. June 2024 at 08.15.

When you arrive at the exhibition site, the location is marked, and the space indicated. It is not permitted to place equipment, including for instance flags/beach flags, outside the marked area during exhibition hours. Emergency roads must be always kept passable and free of equipment.

Demonstration of machines outside the exhibition stand can take place after prior agreement with the organising team of Organic Field Event and only within the designated area for an agreed period of time. Demonstrations requires the purchase of a stand within the machine exhibition area.

Use of loudspeaker systems and noise producing equipment such as engines, machines, videos for presentation etc. is only permitted to the extent that it does not disturb other exhibitors. Likewise, flags, banners, tent bars or similar must be placed so that they do not disturb neighbouring stands. If any doubt, the organising team will be the deciding vote.

Dismantling and removal of exhibitions must not take place before Wednesday, 12. June at 18.15. Vehicles are allowed in at 18.30. All exhibition items must be removed from the exhibition stand area before 13. June 2024 at 19.00. Afterwards, the organising team has the right to have unsatisfactory re-establishment rectified and remove uncollected material at the expense of the exhibitor in question.

All driving on the site must take place on the designated roads with the greatest possible consideration for the terrain. All traffic within the exhibition area and associated field roads, etc. will be at the exhibitors' own responsibility and must be done in accordance with traffic regulations.

It will be announced later at what time staff from the organising team will be present during the days before and after the event.

Rejection of exhibitors: the organising team can reject exhibitors whose exhibition theme or material does not match the focus of the Organic Field Event. Exhibitors may also be rejected if exhibition space cannot be obtained.

Only exhibitors who have ordered and paid for electricity can connect to the electricity system at Organic Field Event.

Electricians set up basic installations in the form of building boards. It is the exhibitor's own responsibility to ensure proper connection to the board, just as it is the exhibitor's responsibility that applicable regulations are observed and that own installations are legal. Remember to bring extension cords. Extra power and any work and connection thereof when the working time exceeds 15 minutes are invoiced at DKK 600.00 ex. VAT per started hour.

Overnight at stands: It is not permitted to stay overnight at the stand.

It is not permitted to use gas or open flames at the exhibitions stand.

## FOOD STALLS/STANDS:

It will be possible to access water at the farm of the host, where wastewater can accordingly be poured into the sewer. It is not possible to set up water supply and drainage at the stands.

The use of bottled gas must be reported to the organising team no later than two weeks before the event. All stands that use gas must have a pictogram for gas (A4), visibly mounted on the facade. Pictograms must be collected from the secretariat no later than the day before the event or by appointment. When using 11 kg gas cylinders, only one gas cylinder can be used per heating unit.

When using 33 kg gas cylinders, they must be placed outside the tent/wagon in a non-flammable cabinet or container. Spare cylinders must be placed in the gas depot designated by the organising team. It is the responsibility of the food exhibitor to ensure that gas installations in the food stall are made by an authorized installer and that gas units are approved by an authorized installer before use.

#### TRASH:

Waste must be sorted into the following categories:

- Cardboard
- Plastic
- Combustible waste

Bins suitable for incineration waste will be placed near the stands. The waste must be delivered in bags. The bags must not be overfilled, and it must be possible to tie them.

Clean and dry cardboard waste can be brought to the cardboard drop-off at the machine house. The same applies to plastic waste. The waste must be placed in suitable containers.

Exhibitors are responsible for environmental damage caused by e.g. emissions from tanks on tractors, machines or other equipment. Any incidents must be reported to the organising team.

#### RESPONSIBILITY:

The emergency inspector's instructions must always be followed. Use of open flames (grills etc.) at food stalls must also be approved by the fire authorities in advance.

Liability associated with exhibited material: Any risk of damage associated with exhibited material, during and after the event, is carried by the exhibitor himself. The exhibitors are also responsible for any damage caused to people, animals, or objects due to error or negligence on the part of the exhibitor or exhibitor staff. Reference is made to §§ 30 and 31 of the Danish Working Environment Act, and the exhibitors' responsibility to comply with the legislation.

#### CONTACT:

Contact the organising team via e-mail [oekomarkdag@icoel.dk](mailto:oekomarkdag@icoel.dk) or [cuyh@icoel.dk](mailto:cuyh@icoel.dk) or telephone: +45 40 92 99 50.