

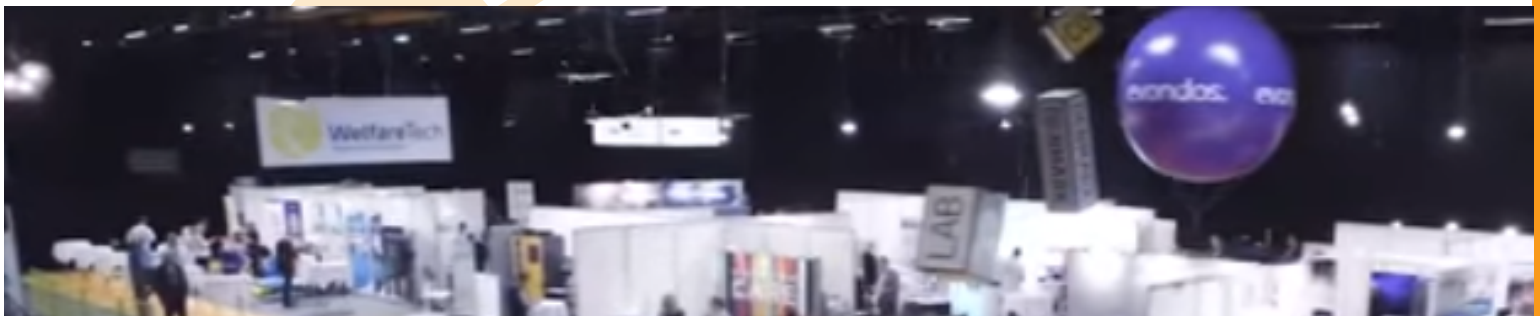


WHINN

WEEK OF HEALTH
AND INNOVATION 2017

EXHIBITOR MANUAL

10 – 11 OCTOBER 2017



WHINN.DK
#WHINN

WELCOME

Dear WHINN EXHIBITOR

We are proud to welcome you to the WHINN – Week of Health and INNOvation 2017. This manual gives you information about the exhibition. Please take a few minutes to review and read this manual.

If you have any questions please contact Andrejs Visockis, andrejs@whinn.dk, +45 2072 9811.
During the exhibition you can contact us in the Conference Office on site.

Kind Regards,

The WHINN team.

General Exhibition Information

Location

Odense Congress Center
Oerbaekvej 350
5220 Odens SO

Exhibition: Hall A

Dates:

10 – 11 October 2017

Technical order

In your confirmation you can see which elements are included in your exhibition/sponsorship. If a carpet is included please fill out this [form](#) and forward it to Odense Congress Center, teknik@occ.dk

If the congress center doesn't hear from you before deadline no furniture package will be delivered and the color of the carpet will be grey which is standard.

Do you need other technical elements beyond those included in the stand fee, you are welcome to use Odense Congress Center's [general technical order form](#).

Deadline for ordering technical items for the stand is Monday, 4th September 2017.

If you have further questions about the technique, you are always welcome to contact the exhibition department at Odense Congress Center, tel. +45 6556 0100, teknik@occ.dk.

If you have questions about furniture, layout, etc. please contact Odense Congress Center, teknik@ose.dk.

Rules and Guidelines

Please see and read below documents from Odense Congress Center

- [Rules and Guidelines](#)
- [General information](#)

Move in hours

Monday 9th October 2017 8.00 – 20.00

Expo Hours

Tuesday 10th October 2017 8.30 – 18.00 Open from 7.30
Between 17.00 – 18.00 Tuesday afternoon we will serve a pre-dinner drink. WHINN DINNER is taking place at ODEON, and shuttle busses will leave from Odense Congress Center at 18.00

Wednesday 11th October 8.30 – 17.00

All coffee and lunch breaks are served in the exhibition area. This also applies to all of our conference guests.

Dismantling and Move out hours

Wednesday 11th October 17.00 – 24.00

Shipping Address:

Odense Congress Center
Oerbaekvej 350
DK – 5220 Odense SO
Mrk. WHINN EXHIBITION, company name and stand no.

The materials can be received at Odense Congress Center from the 9th October and need to be picked up no later than 2 days after the exhibition. If you need another agreement you can contact Odense Congress Center at teknik@occ.dk.

Registration

You can pick up your badge at the registration desk in the foyer between 8.00 – 16.00 Monday 9th October 2017. Registration will also be open Tuesday 10th and Wednesday 11th October 2017 8.00 – 16.00. Please note that access is allowed to the exhibition floor without registration.

Please take into account that the email with registration link will be sent to your contact person from the contract upon payment for the sponsorship.

If you have external companies building up or colleagues at the venue on Monday 9th October, but not during exhibition days, please send us a list with names and ID listed. Send this to info@whinn.dk. Please provide this no later than 1st October 2017.

Insurance

With regard to the sponsor/exhibit space contract, WHINN and Welfare Tech disclaims any liability for the exhibition. We advise you to get your own insurance in case of damage or theft

Smoking

Smoking is strictly prohibited within the facility. There are smoking areas outside the venue.

Conference Office

The Conference Office is staffed during the whole exhibition The Conference Office is situated next to the main reception of Odense Congress Center in room 3.

Please don't hesitate to contact us for any kind of question.

During the conference you can also contact us via email: info@whinn.dk or by phone +45 5133 4642.

Pre-Show

To get your information on our website, please send the following information to Andrejs Visockis, andrejs@whinn.dk, +45 2072 9811 as soon as possible:

- Company Logo in high and low resolution
- Company/product description no more than 150 words

Booth rules and regulations

1. EXHIBITORS in general
The exhibition space is provided with the items mentioned in your contract.
2. GOLD SPONSOR
The exhibition space is 9 sqm. (3 x 3 m) with carpet, shell scheme, 1 halogen spot and 1 el plug (230V)
3. PLATINUM SPONOSR
The exhibition space is 18 sqm. (3 x 6 m) with carpet, shell scheme, 2 halogen spots and 1 el plugs (230V)
4. EXCLUSIVE SPONSOR
The exhibition space is 18 sqm. (3 x 6 m) with carpet, shell scheme, 4 halogen spots and 2 el plugs (230V)
All EXCLUSIVE booths must be built as openly as possible on three sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the booth.
All EXCLUSIVE booths plans must be approved by WHINN and OCC by 1 September 2017.
5. BUILD UP
Maximum build up height is 2,5 m. If you need to build higher please contact Andrejs Visockis, andrejs@whinn.dk, +45 2072 9811.
Max 50% built up is allowed at the walls at the open sides
6. HANGING BANNERS/SIGNS
The minimum height that you may hang any sign is 3 m above floor on the lower edge of the banner/sign. You must submit all hanging signs with measurements to Andrejs Visockis, andrejs@whinn.dk, +45 2072 9811_ for approval from WHINN and OCC. Remember to order build up by the Odense Congress Center, teknik@occ.sk
7. WIFI
It is in no circumstance allowed to use the wifi provided for the conference for presentation purposes during the exhibition. All companies who need internet are obligated to order own internet connection via the order form provided. It is not allowed to bring own internet lines/wifi. WHINN and OCC reserves the right to take down the internet connection if this is not provided by OCC.
8. EXHIBITION IN GENEREL
It is not allowed to promote your stand or company at any other place than your stand. Materiel, that we find in other places in Odense Congress Center, will be removed without further notice. In violation of this rule there will be given a warning. Is this warning not followed a fine of DKK. 5.000 / € 670 will be charged.