

Technical manual EPOS 2020



EPOS 2020

28 - 30 May 2020
Copenhagen · Denmark





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Vision 2020 - the important first year

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CONFERENCE VENUE - The Maersk Tower

Blegdamsvej 3
2200 Copenhagen N
Denmark
<http://maersktower.ku.dk/>

Official language

The official conference language is English.

Parking

There are not any allocated parking spaces at Maersk Tower; all areas are for public use and subject to the public parking fee.

Build up/Dismantling

Event details	Date	Hours
Build up	28 May	12:00 - 17:00
Dismantling	30 May	16:00 - 18:30

Please note optional:

The welcome reception will take place in the exhibition area on 28 May at 17:00 – 19:00.
Therefore your stand has to be finished and cleaned up by then.



CONTACT INFORMATION EPOS 2020

Conference Secretariat - CAP Partner
Nordre Fasanvej 113
2000 Frederiksberg, Denmark
Tel.: +45 7020 0305

E-mail – Oliver Toft Christophersen: Otc@cap-partner.eu



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Stand approval

Stand approval is not required.
Maximum building height: 2.50 meters

Electricity

Electricity is free of charge.

Catering

Lunch, coffee breaks and welcome reception is included in the exhibition fee.

WiFi

Available free of charge

Furniture and AV

The exhibition space will include 1 table and two chairs.

You can bring your furniture and AV or order via <http://shop.holmud.dk>. Log in details have been sent via e-mail already.

The deadline for ordering is 7 May 2020.

Orders received after this date will be subject to an extra charge of 25%. To ensure delivery, the invoice has to be paid on time.

Contact

If you need further information, please contact us by phone at +45 44 91 80 44 or by mail: holmud@holmud.dk. You also can visit www.holmud.dk if you need new inspiration.



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Shipping address

If you need to ship materials for your stand, please send to:

Maersk Tower
Att.: Jan Baerentsen
Nørre Alle 24
DK-2200 Copenhagen N
Mrk EPOS2020 / *company name*

Please note:

The exhibitor must organize return shipment. It is the exhibitor's responsibility to add return labels on all items.

Advert

Specifications:

The format must be 210 x 297 mm for
full page

The size must be 210 x 142 mm for half a
page.

Format: print-ready PDF in 300 dpi

CMYK. Bleed: 3 mm

Advert deadline 27 April to Oliver Toft Christophersen at Otc@cap-partner.eu



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Registration

FOR SPONSORS

How to register stand personnel (included in the exhibition stand)

Sponsors are asked to register stand personnel themselves through the [Online Registration](#) for EPOS 2020

Each sponsor should choose the category `Exhibition stand personnel` as participant type, and then select the relevant ticket type (**Exhibitor badge - free of fee** or **Exhibitor badge - additional**).

It is mandatory to indicate the correct Company name, Stand number and **Exhibitor code (EX8CUF4M13)**. It is not possible to register or purchase passes in "no name".

How to register free participants included in your sponsorship

Sponsors are asked to register their free participants through the [Online Registration](#) for EPOS 2020

Please choose the category `Sponsor participant` as participant type.

It is mandatory to indicate the sponsor company name and the **Sponsor code (SPW!PXV\$M4)**

Kindly note: We reserve the right to change your registration if your status and amount of free registrations do not correspond with the EPOS exhibitor/sponsor list.

Each stand personnel or sponsor participant can register themselves using the above instructions.

Please remember that all registrations require a personal email address, full name, job title, company, address, and country.

Registration deadline for stand personnel: 17 April 2020

Please don't hesitate with questions related to registration

FOR EXHIBITORS

How to register stand personnel (included in the exhibition stand)

Exhibitors are asked to register stand personnel themselves through the [Online Registration](#) for EPOS 2020

Each Exhibitor should choose the category `Exhibition stand personnel` as participant type, and then select the relevant ticket type (**Exhibitor badge - free of fee** or **Exhibitor badge - additional**).

It is mandatory to indicate the correct Company name and the **Exhibitor code (EX8CUF4M13)**. It is not possible to register or purchase passes in "no name".

Kindly note: We reserve the right to change your registration if your status and amount of free registrations do not correspond with the EPOS exhibitor list.

Each stand personnel can register themselves using the above instructions.

Please remember that all registrations require a personal email address, full name, job title, company, address, and country.

Registration deadline for stand personnel: 17 April 2020.