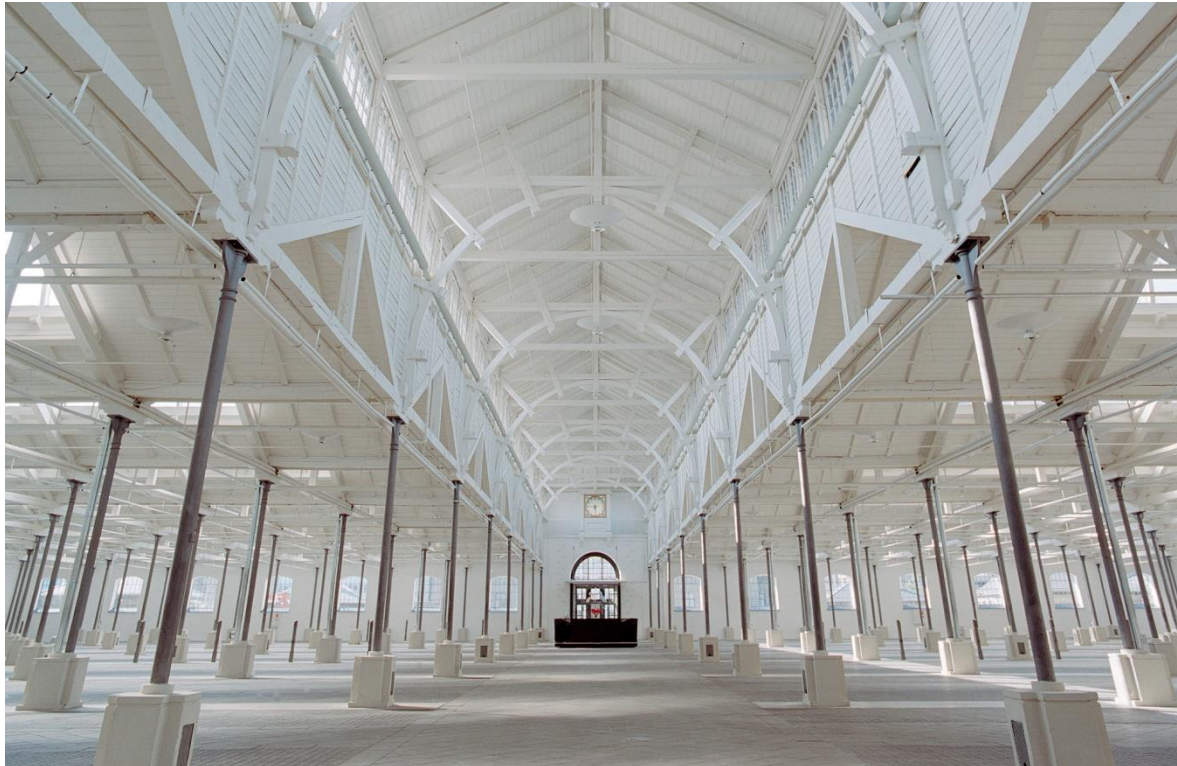


Kjøbenhavns Philatelist Klub
Hafnia 24
17. - 20. October 2024
Øksnehallen, Copenhagen



This exhibition manual contains practical information from A to Z, for you as trader at Hafnia24.

We hope that this information will be useful to you before and after the event and ask you to carefully study this material to ensure Hafnia24 functions as well as possible, for the benefit of all parties involved.

If you have any doubts about practical conditions, or if you require further information, you are welcome to contact Øksnehallen/DGI Byen – see page 4 for contact information.

Included in your stand are walls H.250cm, electricity 230V,10amp, 2 spots and a sign with stand no. and name.

Please pay special attention to:

- Deadline for orders to Øksnehallen 23rd of. September 2024
- Delivery time for goods
- No parking on Kvægtorvet or in the streets near Øksnehallen – unloading and loading permitted
- Times for setup and dismantling of stands
- Access before, during and after the exhibition
- Location of Production Office (to the right of the rear entrance of Øksnehallen)

Follow the link below and view photos and products on our technical reservation form.

[Download exhibition catalogue as PDF](#)

[Read more about exhibition standholders on our website](#)

CONTENTS	PAGE
Addresses and Telephone Numbers	4.
Opening Hours	5.
Practical Information	6.
Production Department	6.
Reservation and Payment	6.
Complaints	6.
Delivery of Goods Before the exhibition	6.
Collection of Goods After the exhibition	6.
Access to Øksnehallen	7.
Transport in Øksnehallen	7.
Alarm	7.
Electricity and Lighting	7.
Hanging and Setup of Materials Brought Along	7.
Floors	7.
Logo Banners and Signposting	7.
Load on Roof Construction	8.
Internet Connection	8.
Water	8.
Cleaning	8.
Storage and Inventory	8.
Waste	8.
Reception	8.
Cloakroom and Personal articles	8.
Toilets	8.
Parking	9.
Meal Provision for Traders	9.
Sale of Food and Serving of Beverages in Øksnehallen	9.
Smoking	9.
Fire and Escape Routes	9.
Hotel	10.
City Map	11.
Transport Time from Airport	11.
Key Map – DGI Byen	12.

ADDRESSES AND PHONE NUMBERS

Kjøbenhavns Philatelist Klub

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W/: www.hafnia24.com

Contact person: Lars Peter Svendsen

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DK-1700 Copenhagen V

T/: +45 3329 8368

M/: +45 5219 1415

W/: dgi-byen.dk/oeksnehallen

Project Co-ordinator: Dorte Jørgensen

DGI Byen

Tietgensgade 65

DK-1704 Copenhagen V

T/: +45 3329 8000

F/: +45 3329 8080

W/: dgi-byen.dk

- All technical and practical questions concerning event handling should be directed to Øksnehallen.

- The organizer will reply to all general questions about the event, including signed agreements, participants and the program for the day.

OPENING HOURS

Setup

Wednesday, 16 October 2024	From 12.00 to 21.00.
Thursday, 17 October 2024	From 09.00 to 12.00.

Access for traders during the exhibition

Thursday, 17 October 2024	From 09.00 to 18.00.
Friday, 18 October 2024	From 09.00 to 18.00.
Saturday, 19 October 2024	From 09.00 to 18.00.
Sunday, 20 October 2024	From 09.00 to 17.00.

Access for visitors during the event

Thursday, 17 October 2024	From 12.00 to 17.00
Friday, 18 October 2024	From 10.00 to 17.00.
Saturday, 19 October 2024	From 10.00 to 17.00.
Sunday, 20 October 2024	From 10.00 to 15.00.

Dismantling

Sunday, 20 October 2024	From 15.00 to 17.00.
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Note: Dismantling of stands or removal of exhibited products may not commence until **15.00** when the exhibition is officially finished.

EVERYTHING FROM THE STAND MUST BE REMOVED DURING DISMANTLING HOURS.

PRACTICAL INFORMATION

Production Department

Øksnehallen's Production Department is responsible for the setup of all stands, lighting, audio etc., and is at your service with guidance and assistance during the full construction period.

The Production Office is located on the ground floor, to the right of the rear entrance.

If you need assistance from the Production Department for anything other than services reserved in advance, please contact the production office.

The supply of sold out products, or services impossible to supply due to time pressure, are subject to general reservations.

Øksnehallen's staff will be invoiced according to the actual time used on the reserved assistance, with a minimum of 30 minutes.

Use of external technical equipment must be approved in advance by Øksnehallen's Production Department. All instructions given by this department must be followed.

Reservation and Payment

When reserving services from Øksnehallen, please use the order form submitted and mail it to **dj@dgi-byen.dk on Monday, 23 September 2024. When reserving later than this date, there will be a service charge of 20%. That also applies to orders given at set up day.**

Payment of services reserved before the exhibition will be invoiced by Øksnehallen after the end of the exhibition.

Please contact Øksnehallen's Production Office for supplementary services during the exhibition. Sold out products or services impossible to supply are subject to general reservations.

To facilitate a successful handling of the event, please ensure all deadlines for product and service reservations are met.

Complaints

If you have any complaints about items supplied by Øksnehallen, please send us your complaint in writing the day after the exhibition ends, or the complaint will be inadmissible.

Delivery of Goods before the Exhibition

Goods or exhibition materials must be delivered no earlier than day of Wednesday, 16 October, as Øksnehallen does not have space to store goods before or after the event. If you have goods sent by courier, the following information must clearly appear on the accompanying documents: the name of the event, "Hafnia24", your company contact information, your stand number and that the goods are to be delivered to your stand. In addition, it is required that all goods must be delivered free of extra freight charges as neither the exhibition organiser nor Øksnehallen will be able to pay for receipt of goods. Please note that the organizer or Øksnehallen will not take responsibility for goods delivered before or during the event. Even if the organizer or Øksnehallen have signed for receipt, the goods will be deposited at trader's own expense.

Delivery address: Øksnehallen, Halmtorvet 11, DK-1700 Copenhagen V.

Don't forget to write name of exhibition, contact information and stand number.

Collection of Goods after the Exhibition

If goods are to be collected by courier, the return address and contact information must be clearly marked on pallets/boxes. Goods must be collected within the dismantling period day of Sunday, 20 October from 18.00 to 22.00. Any other collection time must be arranged with the Project Co-ordinator and the possibility depends on the date for next event in Øksnehallen.

Access to Øksnehallen

On setup day, traders/couriers are requested to register at reception desk. From where they will be guided to the relevant stand. If opening of a side gate is needed, it must be arranged with the receptionist or Production Office. The dimensions of the front entrance are as follows: (W: 255 cm x H: 315 cm).

NOTE! During event opening hours, transport of equipment into Øksnehallen is not permitted. Goods on exhibition day will be carried out through Øksnehallen's back gate.

Transport in Øksnehallen

Due to Øksnehallen's specialist floor, only vehicles approved or provided by the Production Department are allowed in Øksnehallen. This includes lifts and trucks. We recommend that traders bring their own sacks or trolleys. Traders are not allowed to use their own lifts or trucks but can order that assistance on the order form.

Øksnehallen is willing to provide transport of goods on the condition that such goods are carefully packed, and clearly marked with handling instructions such as "fragile". Øksnehallen will not take responsibility for transport of goods, which do not comply with these standards. All transport will be invoiced according to time used. Transport of goods is not permitted during exhibition opening hours.

Alarm

To protect objects on display and to ensure that visitors only have access through Øksnehallen's main entrance, Øksnehallen's gates are secured with alarms. For this reason, Øksnehallen's side gates may **not** be opened – unless there is a fire. **Unauthorized opening of gates will incur a fine DKK 4,375.**

If you need to use the side gates during the exhibition, please contact Øksnehallen's Production Office.

Electricity and Lighting

Electricity and spots are included in stand rental Setup, dismantling and light focusing will be carried out by Øksnehallen's Production Department. Traders may bring light / lamps that can stand on floor or are secured materials such as roll ups.

Hanging and Setup of Own Materials Brought Along

Øksnehallen's Production Department is willing to assist you with advice, service and counselling, concerning hanging items onto the stand. No signs should be hung over or across aisles and other open areas.

It is not permitted to do damage to Øksnehallen's floors, external walls, roof construction or materials with screws, bits, nails or in any other way.

For further information, please contact Project Co-ordinator.

Floors

Øksnehallen's stone floor is oil treated, but may be sensitive to specially coloured liquids, paint, oil, red wine and the like. Heavy, pointed and sharp objects will scratch the floor. Traders must take care not to damage the floor, and if necessary, must cover the floor with a grease and oil absorbing mat. If you want to setup objects weighing more than 750 kilos, please contact our technical department. The use of TESA no. 4964, adhesive on both sides, is allowed. If other types of tape are required, please contact the Project Co-ordinator for approval.

Logo Banners and Signposting

Logos, company name, information etc., may be printed on the walls. Please forward your requirements using dj@dgibyden.dk in High-Res PDF format with cutting and crop marks. Colours: CMYK. For other formats for printing of materials and logo banners, please contact the Project Co-ordinator.

Banners brought along by the trader must be made of fireproof materials or be efficiently impregnated with a fire-resistant substance.

Load on Roof Construction

The maximum load on each collar beam is 80/160 kg with/without snow load. Suspension of heavy objects must be carried out by the Production Department.

Internet Connection

Øksnehallen offers wireless or cabled Internet access. Please complete the reservation form to book cabled Internet access.

The WIFI-code may be picked up at Øksnehallen's reception desk. Computers to be connected to Øksnehallen's wireless Internet must be prepared for wireless Internet access.

NOTE! In special cases, computer modifications subject to administrator rights may be required.

Water

It is possible to have a water connection for washing and a collection tank in Øksnehallen. Please book using the technical reservation form. A direct outlet is not available.

Cleaning

During the exhibition, Øksnehallen will be responsible for the cleaning of common areas, i.e. aisles, lobbies, toilets and the café. Traders are responsible for the cleaning of stands, platforms, showcases etc. If a trader requires cleaning of the stand to be carried out by Øksnehallen's cleaning staff, such service may be reserved on the attached reservation form for technical services. Cleaning of stands may be booked for the full exhibition period.

Storage and Inventory

For fire safety reasons, empty packaging may not be kept on the stand.

Øksnehallen has a limited space for storage. For this reason, the trader is requested to book storage on the technical reservation form. Access to store goods during exhibition please contact production office. Stored goods should be collected within the dismantling period. Any other collection time must be arranged with the Project Co-ordinator. If assistance with collection is required, such assistance will be invoke a charge of DKK 300.

Storage is at trader's own risk. Goods / pallets for storage must be clearly marked with name of exhibition, name of trader and stand number.

Waste

There are waste containers at Øksnehallen's rear entrance. Cardboard boxes should be folded, whilst bottles should be placed into bottle containers. Rubbish bins for light waste, plastic cups, napkins etc. are to be placed across the hall.

Reception

Øksnehallen reception is staffed all day, including during setup and dismantling periods within the specified opening hours.

Cloakroom and Personal Article

During opening hours, there will be a staffed cloakroom in the Øksnehallen foyer.

Please hide bags, coats and similar personal articles on the stands from visitors to ensure a fine and proper appearance. Alternatively, please feel free to use the cloakroom.

Toilets

Ladies and mensrooms with handicap and baby changing facilities are on the ground floor.

Parking

Traders are referred to DGI Byen's car park (192 parking spaces) The car park is centrally located with entrance on Ingerslevsgade, 1704 København V. 32 additional parking spaces are available in the area between CPH Conference and CPH Hotel. Parking is at visitor's own risk.

Prices:

Payment via APCOA FLOW DKK 40 pr. hour.

Payment via EasyPark DKK 40 pr. hour.

If you wish to pay for 24 hours of parking, the fee will correspond to 10 hours.

Parking in the car park is restricted to vehicles weighing under 3,500 kg total weight or with a maximum height of 2m.

If max weight and height exceeds, please use the parking site between CPH Conference and CPH Hotel.

For alternative car parks, see map page 10. For prices and parking hours in Copenhagen, see:

kk.dk/parkering .

No parking on Kvægtorvet and in the streets near Øksnehallen. Unloading and loading permitted.

Meals Provision for Traders

Coffee, tea, To Go Bag may be reserved using the technical reservation form. Alternatively, traders are welcome to use Café ØX during exhibition opening hours.

Please note that it will not be possible to buy meals and beverages in Øksnehallen outside exhibition opening hours.

Sale of Food and Serving of Beverages in Øksnehallen

Please note that Øksnehallen is responsible for all sale and serving of food and beverages in Øksnehallen and that you must place your order in Café ØX.

If regulations for the serving of alcoholic beverages are not observed, serving and corkage fees will be imposed on trader to be paid to Øksnehallen.

Traders are allowed to offer tastings or "samples" according to the guidelines listed below:

- Regular beverages of max 5 cl – Spirits of max 1 cl.
- Food - max 5 g per sample. Tastes for customer/visitor max 10 g in total.
- Food must be served from the individual stand and may not be part of an event taking place away from the stand.

Smoking

Smoking is not permitted in Øksnehallen.

Fire and Escape Routes

The Production Department is ready to provide advice about optimal space use in relation to the specific event and the subsequent fire safety approval. The following practical regulations must always be observed:

- Doors to rooms in Øksnehallen's administration wings must be kept closed.
- Fire and escape routes may not be blocked without prior agreement with Øksnehallen's Production Department.
- Fire and electricity boxes may not be hidden or covered.
- Smoke, steam or reek must not be produced.
- All inflammable materials placed in Øksnehallen must be impregnated against fire.
- Covering of stands/ roof constructions must be approved by Production Department before setup.
- No use of open fire without prior agreement with Øksnehallen, which will be responsible for fire proof authorisation.
- No exhibition objects in aisles.

Øksnehallen's staff will hang fire signs in the hall as required.

Hotel

In connection with exhibition, it will be possible to book rooms at CPH Hotel located in the immediate vicinity of Øksnehallen.

CPH Hotel

Tietgensgade 65
DK-1704 Copenhagen V
T/: +45 3329 8070

Booking T/: +45 3329 8070

Booking E/: CPHHotel@dgi-byen.dk

We offer a special price for traders, so when booking, please use online booking.

Online hotel booking: <https://www.dgibyen.dk/en/hotel-tourism/cph-hotel/online-booking/>

“Price Guarantee”, Promo Code and press “messer”

CITY MAP



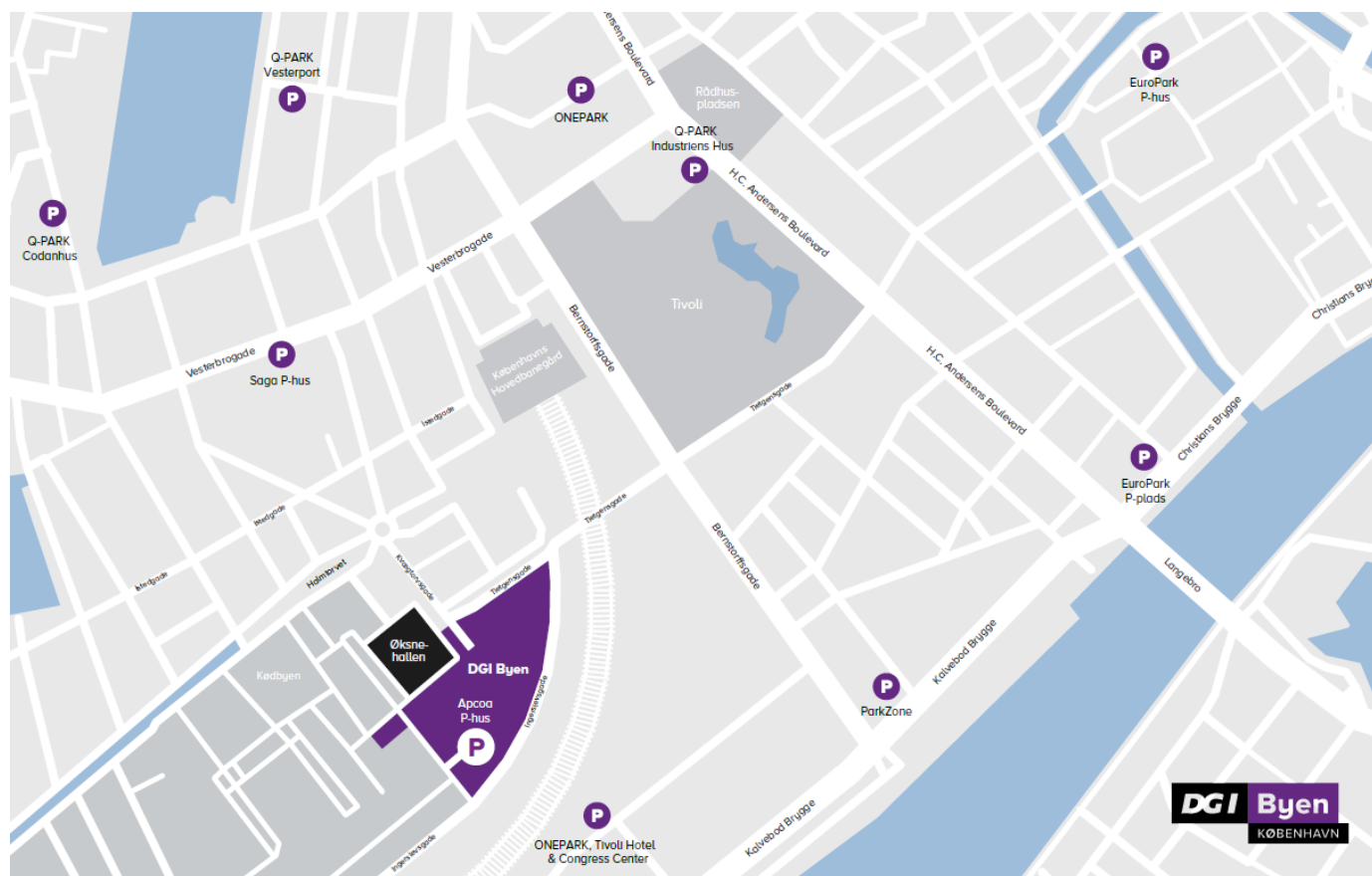
[Download city map as PDF](#)

Transport times from airport

Taxi to DGI Byen	About 15 min.
Train to the Central Station	About 20 min.
Bus to the Central Station	About 30 min.

From the Central Station about 2 min. walk to DGI Byen and about 7 min. walk to Øksnehallen.

KEY MAP – DGI BYEN



[Download key map as PDF](#)