



Exhibitor Guidelines

Dear Exhibitor,

We're getting excited about News Xchange! Less than eight weeks to go now.

In advance of our event, we wanted to get these guidelines to you and your teams. We are working to be as flexible as possible and, at the same time, to create the necessary amount of structure to make sure that things go as smoothly as possible. Our number one aim is to make sure you get to spend your time focusing on customer and client interaction.

To help make this happen, please be advised of the following *guidelines*. Should any of the following worry you or cause you concern, kindly let us know.

1. Please be sure to return your NX Exhibition Sponsor Survey. If you haven't already done so, please send that to Olgica Rijavec (rijavec@ebu.ch) ASAP.
2. We are endeavoring to finalize the floor plan and to provide you with a scaled drawing for final review. Please be advised that the Copenhagen city fire warden needs to sign off on all plans. While we are not expecting big changes as a result of that review, it is possible that there will be modifications. We will aim to have the *final* (approved) floor plan no later than 31 October.
3. Please note that we are working with a beautiful concert hall as our venue. As a concert hall, the building does not have a sprinkler system. This means there is no unauthorized use of fire, cooking utensils, etc. If your concept involves something that requires "flame" "smoke", drones, balloons or anything that can go up, please advise immediately.
4. Please be aware of noise concerns. We strongly advise against the use of things like blenders, loud machines, music, etc.
5. If you are bringing in your own exhibition stand (pop-up, building your own, etc.), note that you will be allowed access only as of **19:00 on Tuesday, 29 November**. You must arrange to have your stand or space completely **vacated by 20:00 on Thursday, 1 December**.

6. If the NX team/Concert Hall staff is building your exhibition, please note that you will have access to the building as of **19.00** on Tuesday, 29 November.
7. If you need to have materials returned to you, please note that you must make these arrangements on your own.
8. We are going to pay particular attention to sight lines (especially for things like Fire Exits) and our designers will review the final floor plan to ensure that no one's space is inadvertently blocking another's space and visa versa.
9. For those of you who are shipping material to the venue, please label the boxes with the name of your organisation, contact person onsite and phone number and whether the material is for your exhibitor area or other (e.g. NX delegate bag).

Shipping address:

DR Koncerthuset
FoA: Jacob Schoeller Nakel
Orestads Boulevard 13
DK-2300 Kobenhavn S

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We look forward to hearing from you with any questions! And to seeing you in Copenhagen next month.

Your NX team