



Exhibitor Manual


Nordic Fintech Week 2024

TAP1, Raffinaderivej 10, 2300 København S



Nordic Fintech Week 2024

In this exhibitor manual, you will find all information about being an exhibitor during Nordic Fintech Week 2024. Please read this manual as the information is very important.



Opening hours

Setup day: Tuesday the 24th of September

Exhibitors can enter from 2 pm – 5 pm

Wednesday the 25th of September from 9 am – 5 pm

Exhibitors can enter from 8 am

Thursday the 26th of September from 9 am – 4 pm

Exhibitors can enter from 8 am

House rules

Emergency exits

The emergency exits must be kept passable in the width and number prescribed by the fire authorities in each individual case, just as the hall's doors, windows and elevator cannot be blocked.

Damage and alteration

The exhibitor is not permitted to apply nails, screws and similar in the floors, walls (including exhibition walls) ceilings etc. Any damages caused to the hall, is repaired on the expense of the exhibitor.

No open fires/smoke

Exhibitors cannot use open fire/flames/smoke/dry ice as this will set the fire alarm off. If the fire alarm is triggered, the exhibitor will pay a fee to the fire department and cover all other expenses.

Signage

Signage and advertising, both inside the hall and outside, is only allowed upon approval by TAP1. This does not apply to branding/advertising on the exhibitor's own stand.

WIFI

TAP1 offers a closed WIFI connection, with 20 mbps download and 20mbps upload, accessible for about 200 users. Please note that exhibitors are not allowed to install wireless broadcasting equipment, such as wireless routers. If the exhibitor needs a stable internet connection, you are able to order this through the link.

WIFI: TAP1 Exhibitor network

PW: only4exhibitors

TAP1

TAP1 is located in Kløverbyen. The area offers around 300 parking lots paid by the hour, though e.g the app EasyPark. It is also possible to buy a day pass in the parking meters located at the parking lot.

Kløverbyen is secured and locked overnight.

Exhibition area

Exhibitor basic package

Exhibitors will be provided with a stand with black back walls (backwall + 1m. side wall), in the sizes: 2x2m., 3x2m. 3x3m, or 4x3m., according to the agreement between the exhibitor and Nordic Fintech Week.

Furthermore the exhibitor's stand will include: a powerstrip with 3 outlets, lights, and a dark grey carpet.

Exhibitor webshop

Examples for how to furnish your booth can be found below. You can order the furniture through the webshop.

Link to the webshop: <https://cphloungeexpo.com/nfw2024/>

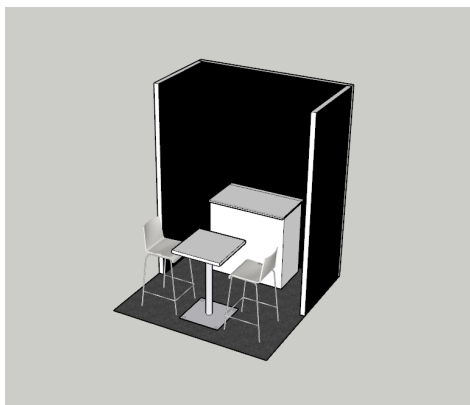
Questions related to the interior design of stand can be directed to CPH Lounge ApS.

info@cphloungeexpo.com

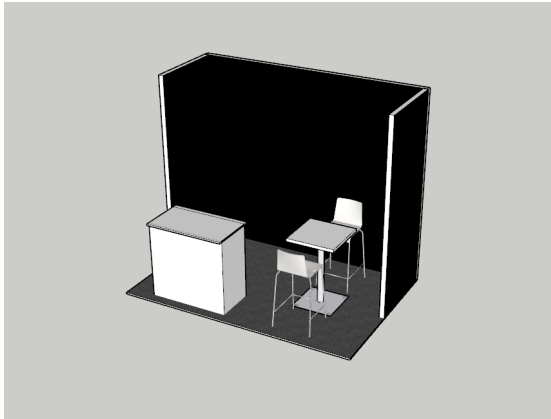
+45 70220031

Do you need inspiration for how to furnish your booth? Here are a couple of examples. NB: the basic package comes without any furniture.

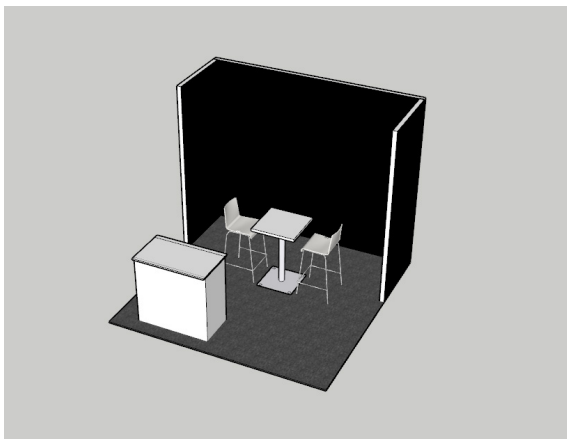
Booth size 2x2



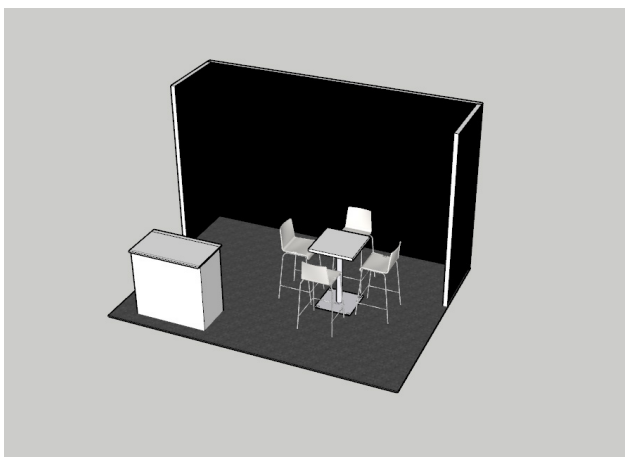
Booth size 3x2



Booth size 3x3



Booth size 4x3



Exhibitor badge

All exhibitors will receive a badge upon check in, please wear this at all times during the exhibition.

Exhibitor area

All build up and exhibition material must be in the exhibitors allocated stand during the exhibition. This is for the sake of the exhibition as a whole, as well as exhibition flow, cleaning and escape routes etc. TAP1 does not offer to store empty cargo during the exhibition.

To limit the risk of theft, we recommend that loose and valuable items are unpacked and removed from the stand when it is unmanned, as well as when the exhibition closes. Any material the exhibitor brings to the stand must be insured by the exhibitor himself. TAP1 nor Nordic Fintech Week assume any responsibility for the exhibitors' property or self-bought material.

If the exhibitors have ordered additional furniture, AV, power outlets etc through the link provided by Nordic Fintech Week, this will already be delivered to the exhibitor's stand and ready upon exhibitor's arrival. If anything from the order, against expectations, is wrong or missing, please contact the nearest TAP1 employee.

Exhibitor catering

All exhibitors will receive basic catering in terms of lunch both days and BBQ on the 25th of September and light catering at the closing party 26th of September

Exhibitor dismantling

Exhibitor dismantling is from 4 pm - 6 pm Thursday 26th of September. Exhibitors are not allowed to break down their stand before 4 pm.

Please note that the Exhibitors are obliged to dispose of any additional flyers, waste or other material brought to the stand by the exhibitor. Waste is disposed of in the allocated container.

The only elements remaining after Exhibitor dismantling are elements in the Exhibitor basic package (content described under "Exhibitor basic package") and any additional ordered material.

It is not possible to leave any material for pick up the next day.