

Dear exhibitor,

We look forward to your participation as an exhibitor at International Citizen Days 2023. To ensure a successful event for all parties involved, we kindly request you to meet the following expectations and requirements. The guidelines have been developed to ensure a consistent and professional presentation of your organisation and at the same time to create a pleasant experience for all visitors. Please read and accept the following requirements:

Booth construction and presentation

- a. The booth must be fully constructed and ready for presentation by Friday 22 September at 15.00. Saturday 23 September: Open from 10:00 to 15.00(Booth teardown after 15.00).
- b. The booth includes a tall café table and two high bar stools.
- c. Your activities should take place at your own booth. If you need more space in another area, it should be arranged with the team behind ICD.
- d. All your products must be mobile.
- e. If you need additional orders e.g. furniture or assistance with the setup, it can be specified in the order form.

Products and samples

- a. All displayed products must be of high quality and in good condition.
- b. There should be an adequate number of samples and brochures available for interested visitors.
- c. Any samples or products distributed should be labeled with the company's contact information and clearly marked.
- d. All material must be in English.

Marketing and sales

- a. Any form of marketing or sales material must comply with applicable laws and regulations, as well as the organiser's guidelines.
- b. Marketing initiatives or campaigns should be clearly communicated to the organiser and approved in advance.

Booth staffing

- a. The booth should be staffed throughout the event period according to the specified opening hours.
- b. There should always be at least one person present at the booth during the entire event.
- c. The booth staff must speak English and be able to answer general questions in addition to your own products.
- d. Staff Catering: Each organisation receives 2 meal vouchers per day, which can be used to purchase food from the culinary partners during the event. Free water and coffee are available in the staff room.

Parking

It is possible to park at Øksnehallen's own parking garage or in the parking area nearby. Read more [here](#).

Your participation as an exhibitor is contingent upon adherence to these guidelines, and we reserve the right to take appropriate action in case of non-compliance.

We look forward to a successful and rewarding collaboration during the event. If you have any questions or need further information, please feel free to contact us.

Best regards,

The team behind International Citizen Days