

Exhibitor Joining Instructions

This Confirms Your Registration For The European SharePoint Conference.

A very warm welcome to the European SharePoint Conference and we look forward to meeting you in wonderful Copenhagen.

Please read the following information carefully and if you have any questions or need help, please let me know. This email includes final event logistic details. I recommend that you print this document and bring it with you for your reference.

Your badges will be distributed by the expo team on Tuesday morning from 9.00am onwards. You do not need to go to the registration desk for your badge. Exhibitor Badges are necessary to gain access to the European SharePoint Conference 2013 Expo Halls including evening events so be sure to wear them at all times.

The European SharePoint Conference Expo is open from 08:00 each day of the conference for welcome coffee. Please note that only minimal staffing will be required at this time. The conference sessions will begin at 09.00 each day of the conference.

We hope you have a very pleasant trip to Copenhagen and we look forward to meeting you there soon.

*Warm Regards,
Peter Hamilton*

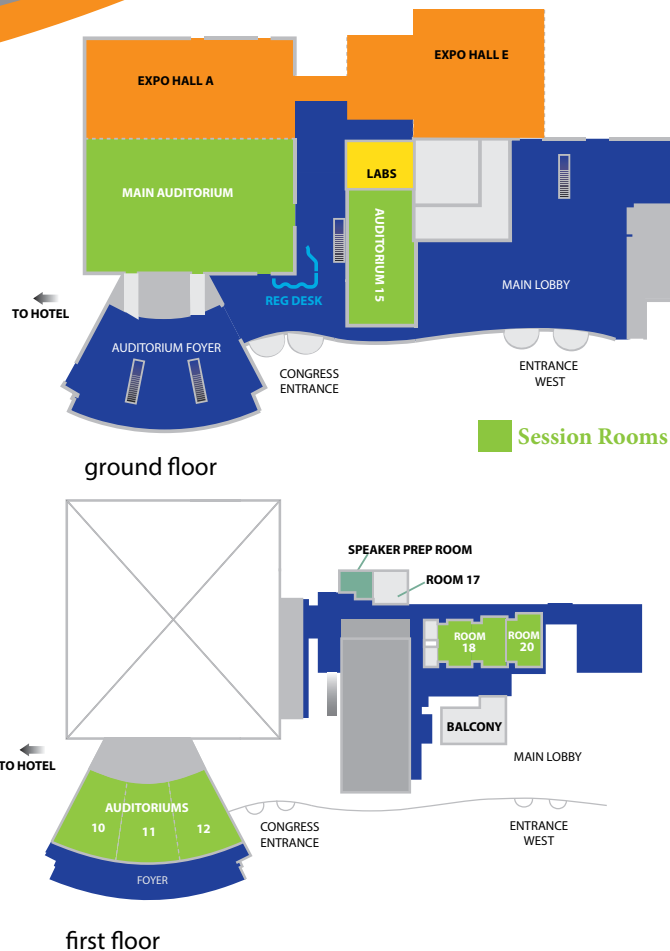
*Sales Account Executive
peter@sharepointeurope.com*

The Venue

The venue for the European SharePoint Conference 2013 is the Bella Center in Copenhagen, Denmark. Bella Center is Scandinavia's biggest exhibition and conference centre.

Bella Center A/S

Center Boulevard 5
DK-2300 Copenhagen S, Denmark
Tel: +45 32 52 88 11
Email: bc@bellacenter.dk
Website: www.bellacenter.dk



On Arrival at the Bella Center

The European SharePoint Conference Registration and Information desk is situated in the Main Congress area and will be open from 07:30 – 18:00 each day of the conference.

The Bella Center will be providing UNMANNED cloak room facilities for conference attendees from Tuesday to Thursday. If you wish to check in your suitcase on the final day of the conference a small fee will apply. (Attendees staying at the Bella Sky can request a voucher to check their suitcase for free.)

Exhibitor Badges and Badge Scanners

Your exhibitor badges will be distributed by the expo team from 9am onwards on Tuesday morning. **You do not need to go to the registration desk to collect your badge.** No passes are required for expo build on Monday.

You will be called to collect your badge scanner(s) from the information desk by the expo team once you have received your badge.

Promotional Material

Ensure that you have sufficient promotional material/giveaways organised – All material must be printed in **ENGLISH**.

Conference Schedule

Date	Activity	Start	End
Monday 4th February	Stand Build Hall A	08:00	
	Stand Build Hall E (Centerhall)	10:00	18:00
Tuesday 5th February	Expo Open	08:00	19:15
Tuesday 5th February	Expo Drinks	17:45	19:15
Wednesday 6th February	Expo Open	08:00	18:00
Wednesday 6th February	Gala Awards Dinner – Langelinie Pavillonen	19.30	23:00
Thursday 7th February	Expo Open	08:00	16:15

Stand Build & Exhibitor Services

All required stand equipment, including power supply, internet connection etc. must be ordered with the Bella Center Exhibitor Services. **Please note there is a 50% increase on standard prices for orders made on Monday 4th and Tuesday 5th February.**

Contact Person – Henrik Castella Nielsen

Email – hcn@bellacenter.dk Tel – +45 32 47 23 22

Shipping Instructions

All materials must be marked clearly with labels containing the following information:

“European SharePoint Conference”

“Exhibitor’s name, hall and stand number” - *please replace with relevant information*

c/o DSV Solutions A/S

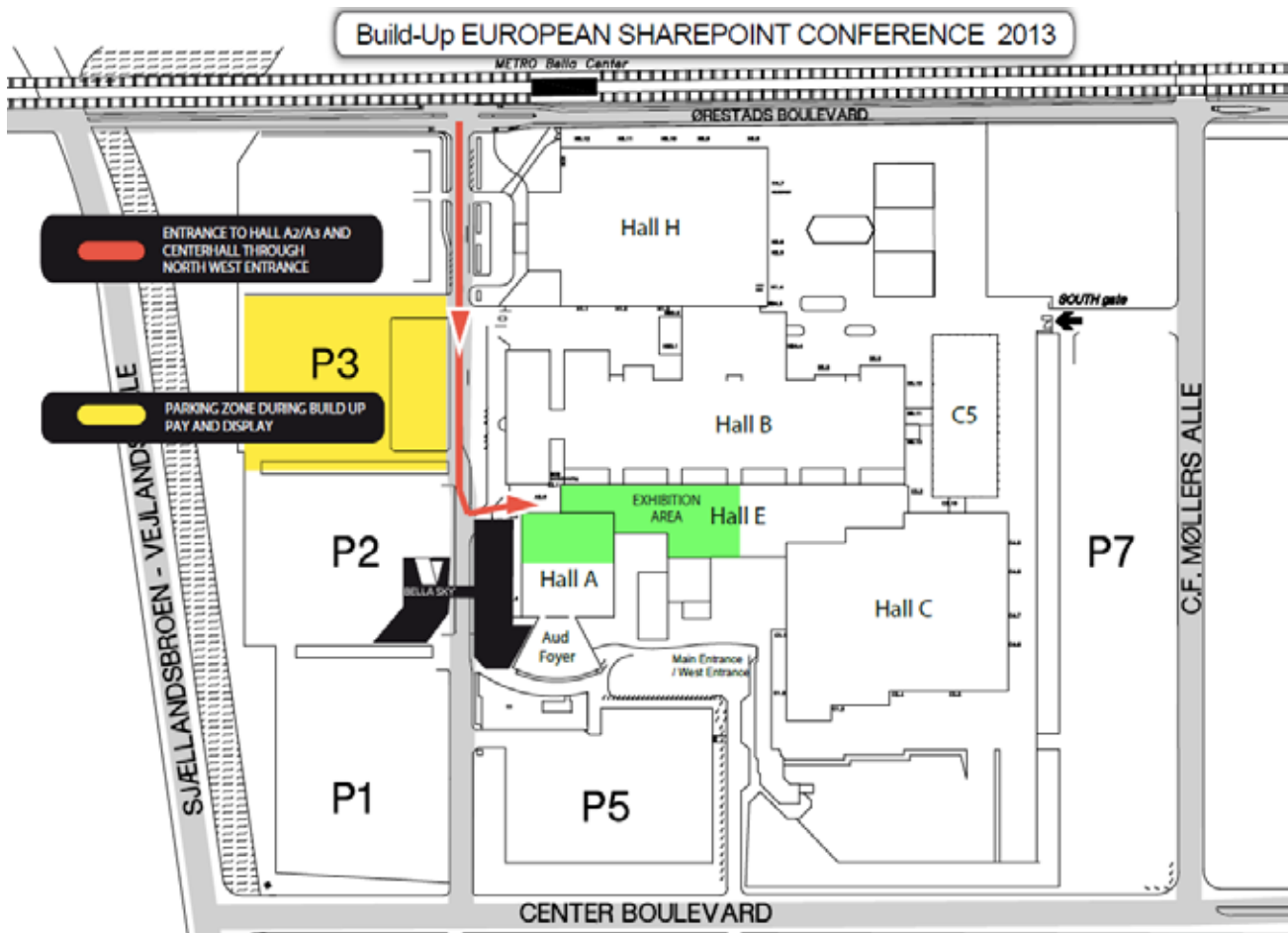
Bella Center

DK-2300 Copenhagen S

Loading and Unloading of Goods

All goods must be taken through the goods entrance to the rear of Hall A.
See map overleaf illustrating entry point.

Loading and Unloading of Goods (cont)



Storage

DSV provide on-site storage at the Bella Center.

DSV Solutions A/S

Bella Center

Center Boulevard 5

2300 København S.

Tel.: (+45) 32 47 30 17

Fax: (+45) 43 25 35 10

Mail: expo@dk.dsv.com

Transport Information

You are responsible for your own flight arrangements to and from the event as well as for your airport transfers to and from your hotel destination.

Here are guidelines on getting to the Bella Center:

Transport Information (cont)

BY CAR

There is a motorway right to the front door from Denmark and Sweden. Follow the “Airport Motorway”, E20. The exit to Center Boulevard is number 19 and is called “Ørestad” with “Bella Center” listed below.

Click here for a map to the convention centre.

BY BUS:

Bus line 30

Runs between Vesterport Station (via the central station) and Bella Center.

Bus line 4A

Runs from Svanemøllen Station to Sundbyvester Plads via Valby Station and Sjælør Station.

BY METRO:

More information available at <http://www.m.dk/>

The Metro line M1 runs between Vanløse and Vestamager (West Amager). The Bella Center Metro Station is located next to Bella Center’s East Entrance.

BY TRAIN

Information and reservations via <http://www.dsb.dk/om-dsb/in-english/>

From Copenhagen Central Station you can also get to Bella Center in 20-25 minutes by taking bus line 30. All regional trains also stop at Ørestad Station, from which you can transfer to the Metro. Change to the Metro M1 line to go one stop to reach the Bella Center metro station.

BY TAXI

Bella Center is just a 10-15 minute drive by taxi from Copenhagen Central Station.

A taxi from the city centre to the Bella Center costs about DKK 200. (Approx. €27)

A taxi from Copenhagen Airport to the Bella Center costs about DKK 150-200. (Approx. €20-€27)

BY AIRPLANE

Bella Center is just a 10-15 minute taxi drive from Copenhagen Airport (estimated price: DKK 150-200), from which there are many international and domestic flights every day. A regional train runs from the airport to Ørestad Station. Change to the Metro M1 line to go one stop to reach the Bella Center metro station.

Break Times

Morning and afternoon breaks as well as lunch will be provided on all days the conference takes place and will be served in the Expo Area in the Bella Center.* Note there will be no afternoon break on Thursday as the conference finishes at 16:15.

Break Times (cont)

	Monday 4 th Feb	Tuesday 5 th Feb	Wednesday 6 th Feb	Thursday 7 th Feb
Welcome Coffee	N/A	08:00 –09:00 EXPO	08:00 –09:00 EXPO	08:00 –09:00 EXPO
Morning Break	N/A	11:15 –11:45 EXPO	11:15 –11:45 EXPO	11:15 –11:45 EXPO
Lunch	N/A	12:45 –14:00 EXPO	12:45 –14:00 EXPO	12:45 –14:00 EXPO
Afternoon Break	N/A	16:15 –16:45 EXPO	16:15 –16:45 EXPO	16:15 Conference Finishes

Social Events

Expo Drinks – 18.00 Tuesday 5th February

Meet your colleagues and the vendors at the Expo drinks evening, taking place in the Expo Halls, after the last conference session on Tuesday. Take this opportunity to mingle with keynote presenters, speakers, exhibitors and delegates. Learn about the latest innovations in the industry. We look forward to meeting you there!

Conference Dinner – 19.30 Wednesday 6th February

The European SharePoint Community Awards Dinner 2013 takes place in Langelinie Pavillon (Langelinie 10, 2100 København) on Wednesday evening 6th February from 19:30. Buses will leave from the Bella Center to the venue on the night at 19:00. Join us for dinner and a short awards ceremony to announce and honour the European SharePoint Community Award winners and Europe's Top SharePoint Influencers. **Tickets are required for this event.** If you have booked your tickets in advance please collect them from the registration desk after 14:00 on Tuesday 5th February.

Networking

MyESPC

We have set up an online VIP Area to allow you to connect before, during and after the conference. Use this VIP area to set up your virtual booth, accept meetings with delegates, search for attendees, engage in SharePoint discussions and keep an eye on what is happening.

It will help you make the most of your conference experience and ensure that you make connections that last long after the conference is over! Your personalised invitation to join MyESPC will have been sent via email prior to the conference. You can also check out the MyESPC links on www.sharepointeurope.com to sign in.

Hotel and Flight Discounts

If you are looking to organize your travel and accommodation for the conference check the following links for:

- [Discounts with a number of hotels in Copenhagen](#)
- [Discounts with our Official Airline – Star Alliance](#)

European SharePoint Community

As the countdown continues to this year's event, why not...

Join the conversation and watch the excitement grow on Twitter... [@EuropeanSP](#) and [#espc13](#)

Follow 'European SharePoint Community' on Facebook for regular updates or connect with our group 'European SharePoint Conference' on LinkedIn.

If you are planning on blogging about the conference be sure to use our hashtag on Twitter [#espc13](#) so we can find your blogs and promote them on your behalf through our networks.

Payment of Conference Fees

Full payment must be received before the conference commences. We would encourage you to check with your accounts department that payment for your registration has been processed. In the event that we have not received payment before you register on-site, you will be asked to secure your attendance with a credit card. Please note this includes expo hall passes and Gala Dinner Tickets.

Contact Information

If you have any questions regarding your registration or details about the European SharePoint Conference; please contact our Registration Team from 8.00am - 5.00pm (CET), Monday through Friday at: +353 91 514505

Email: peter@sharepointeurope.com

We look forward to hosting a fantastic conference in Copenhagen!

The European SharePoint Conference Team