

2026 ISPE Europe Annual Exhibitor Resource Guide

Exhibit Hall Schedule

Expo Hall Schedule	Sunday 19 April	Monday 20 April	Tuesday 21 April	Wednesday 22 April
Exhibitor Setup	1400 - 1800	0700 - 0900	NA	NA
Exhibition Area Open	NA	945 - 1900	945 - 1600	945 - 1400
Networking Break	NA	1000 - 1045	0945 - 1030	1015 - 1100
Lunch	NA	1200 - 1330	1200 - 1330	1230 - 1400
Networking Break	NA	1500 - 1545	1500 - 1545	NA
Welcome Reception	NA	1715 - 1900	NA	NA
Exhibitor Tear Down	NA	NA	NA	1400 - 1600

All exhibitors must be fully moved out by 16:00 on Wednesday, 22 April.

Live Expo Hall Floor Plan: [2026 ISPE Europe Annual Conference | Floor Plan](#)

Exhibit Packages

6 m² Booth Space Includes

- Three (3) exhibit personnel registrations (expo hall access only)
- One (1) table (80 × 180 cm) and two (2) side chairs
- 6 m² shell scheme structure
- Standard electrical: 10 Amp, 230 V, 1 phase (2.3 kW)
- Company listing in the 2026 ISPE Europe Annual Conference Mobile App
- Company listing in the online exhibitor directory
- Access to welcome reception, lunches, and networking breaks held in the exhibit hall

Premium Tabletop Space Includes

- Two (2) exhibit personnel registrations (expo hall access only)
- One (1) table (80 × 180 cm) and two (2) side chairs
- Standard electrical: 10 Amp, 230 V, 1 phase (2.3 kW)
- Company listing in the 2026 ISPE Europe Annual Conference Mobile App
- Company listing in the online exhibitor directory
- Access to welcome reception, lunches, and networking breaks held in the exhibit hall

Exhibit Guidelines

- Exhibit materials must remain within the assigned exhibit space
- Tabletop exhibits may not exceed the table width
- Tabletop banners must be positioned on or behind the table and must not impede neighboring exhibits
- Table orientation may not be altered
- Exhibitors may not set up or tear down outside scheduled times
- All exhibitors must be moved out by 16:00 on Wednesday, 22 April

Registration

- Registration is mandatory for all exhibiting companies
- Each exhibitor package includes 2 or 3 complimentary exhibitor badges
- Additional exhibitor badges may be purchased for \$150
- Exhibitor badges may be upgraded to full conference registration for \$500
- Badges and upgrades may be purchased through Map Your Show or by contacting **sales@ispe.org**
- Exhibitor badges do not provide access to scientific sessions
- Registration instructions will be distributed the week of 2 March
- Badges may be picked up onsite at the ISPE Registration Desk

Venue & Travel

Bella Center Copenhagen
Center Boulevard 9- Entrance 7
Copenhagen, Denmark
Tel: (+45)3252 8811

Hotel and travel details can be found here: [2026 ISPE Europe Annual Travel](#)

Ordering

All exhibitor services must be ordered through the Bella Center Exhibitor Service Center Web Shop.

Services available for order include:

- AV
- Banners and booth graphics
- Catering
- Cleaning
- Electrical
- Furniture

[Exhibitor Service Center Web Shop](#)

(Please click the above link to access the webshop and place your orders.)

For assistance with the webshop please email **ispeexpo2026@bellacenter.dk**

Shipping

DSV Fairs & Exhibitions

+45 43 20 38 50

expo@dk.dsv.com

Shipping instructions are included on page 4 of the manual.

Lead Retrieval

Provider: SmartSource

Order Link: <https://mysmartsource.com/>

Access Code: ISPE0426




DSV Solutions A/S

c/o Bella Center
 Emma Gads Vej 11 (Area E)
 DK-2300 Copenhagen S
 Tel: +45 43203850
 Email: expo@dk.dsv.com



Shipping Instructions

Venue: Bella Center, Copenhagen

1	ROADFREIGHT GROUPAGE & COURIER	ROADFREIGHT PART- & FULL TRAILER (FOR DIRECT STANDDELIVERY)
	Deadline for arrival - 2 workingdays before requested standdelivery	Arrival during official build-up / break-down dates
	WAREHOUSE ADDRESS: "Show / stand / exhibitor name" DSV Solutions A/S c/o Bella Center Emma Gads Vej 11 (Area E) DK-2300 Copenhagen	DIRECT DELIVERY ADDRESS (only for trucks unloading by forklift): Show / stand / company name" - <i>please replace with relevant information</i> c/o Bella Center Emma Gads Vej 11 (Area E) DK-2300 Copenhagen
2	AIRFREIGHT	
	Please send freight pre-paid to :	CPH (Copenhagen)
	Deadline for arrival:	EU: 2 days before standdelivery / Non-EU: 4 days before standdelivery
	MAWB CONSIGNEE: DSV Solutions A/S Emma Gads Vej 11 (Area E) DK-2300 Copenhagen	DSV Solutions A/S "Show / stand / company name" - <i>please replace with relevant information</i> DK-2300 Copenhagen Tel.: +45 43203850 / email: expo@dk.dsv.com
3	SEAFREIGHT	
	Please send freight pre-paid to :	International Seaport of Copenhagen
	Deadline for arrival:	10 days before standdelivery
	B/L consignee: DSV Solutions A/S "Show / stand / company name" - <i>please replace with relevant information</i> Emma Gads Vej 11 (Area E) DK-2300 Copenhagen Tel.: +45 43203850 / email: expo@dk.dsv.com	<i>Important notice: When possible please ship on express-release Ocean Bill of Lading</i>
4	CASE MARKINGS	
	Please mark all cases clearly as follows:	"Standnumber / company" - <i>please replace with relevant information</i> DSV Solutions A/S Emma Gads Vej 11 (Area E) DK-2300 Copenhagen 1 of ... / 2 of ... / 3 of ... Etc.
5	CUSTOMS FORMALITIES	
	For Shipments outside the EU we require the following documents for customs clearance: ✕ 3 originals of proforma invoice / packing list in English, showing weights, sizes, values, description of content and Harmonized Codes. ✕ Separate invoices for temporary goods (Exhibits / Standfittings) and final importation (consumables / advertising materials) or send temporary goods by ATA Carnet ✕ If necessary: Certificate of Origin (Form A / EUR.1) / Special certificates (Health / veterinary)	
6	CONTACT DETAILS	
	Project responsible: Direct tel: Email:	DSV Fairs & Exhibitions +45 43203850 expo@dk.dsv.com

All services are rendered according to the DSV Standard Terms and Conditions and the General Conditions of the Nordic Association of Freight Forwarders -

NSAB2015 which can be forwarded upon request



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OFFICIAL LEAD RETRIEVAL PROVIDER

We're happy to announce that SmartSource® has been selected as the official lead retrieval partner for the show. This means that you can order the lead retrieval mobile app(s) you need directly from us so that you're ready to go when the show opens. We're here to help you get the most out of your event experience and ultimately improve the return on your investment.

MAXIMIZE YOUR ROI

- Mobile app(s) for use on your own phone or tablet
- Download the SmartSource Leads app from your mobile app store

Our mobile solution offers real-time data capture, custom qualifying parameters, a free-form notes section, and much more. Best of all, the data is available instantaneously in an easy-to-read format, allowing for immediate follow-up both during and after the show.

Questions? Contact our Exhibitor Services Team today at (877) 876-4111 or via [email](#) so we can answer any questions you might have.

Place your order at [MySmartSource.com](https://www.mysmartsource.com)

