



APIMONDIA

SCANDINAVIA

2025

SWEDEN | DENMARK | NORWAY



COPENHAGEN



EXHIBITION MANUAL

ORGANIZED BY



HOST ASSOCIATIONS



www.apimondia2025.com

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CONTACTS

Organized By



Apimondia - International Federation Of
Beekeepers' Associations
Email : apimondia@mclink.it
Web : www.apimondia.org

PCO – Professional Conference Organizer



Conmark Tourism & Event Management Company
Tel : +90 212 241 45 41
Web : www.conmark.com.tr

Congress Secretariat

Mr. Burak KAPTAN
Email : secretariat@apimondia2025.com

Exhibition & Sponsorship

Mr. Ünal BİLGİN
Email : apiexpo@apimondia2025.com

Scientific Committee

Email : scientific@apimondia2025.com

Visa

E-mail : visa@apimondia2025.com

Accommodation

Email : apimondia.housing@wearemci.com

Special Events

Mr. Cem BİLGİN
E-mail : apimice@apimondia2025.com

Hosted By



Email : loc@apimondia2025.com

Congress Venue

BELLA ·
CENTER
COPEN
HAGEN

www.bellacenter.dk

Official Freight Forwarding & Custom Clearance



Name : Henrik Glendorf
Company : DSV Global Transportand Logistic
Email : expo@dk.dsv.com
Web : www.dsv.com

Official Booth Contractor (ZONE A)



Name : Jeanette Annfeldt
Company : COMPASS FAIRS
Email : custom@compassfairs.dk
Web : www.compassfairs.dk



exponent

Name : Michael Mogenshøj
Company : EXPONENT
Email : mm@exponent.dk
Web : www.exponent.dk



IMPORTANT DATES

Congress Dates

September 23- 27, 2025

Exhibition Dates

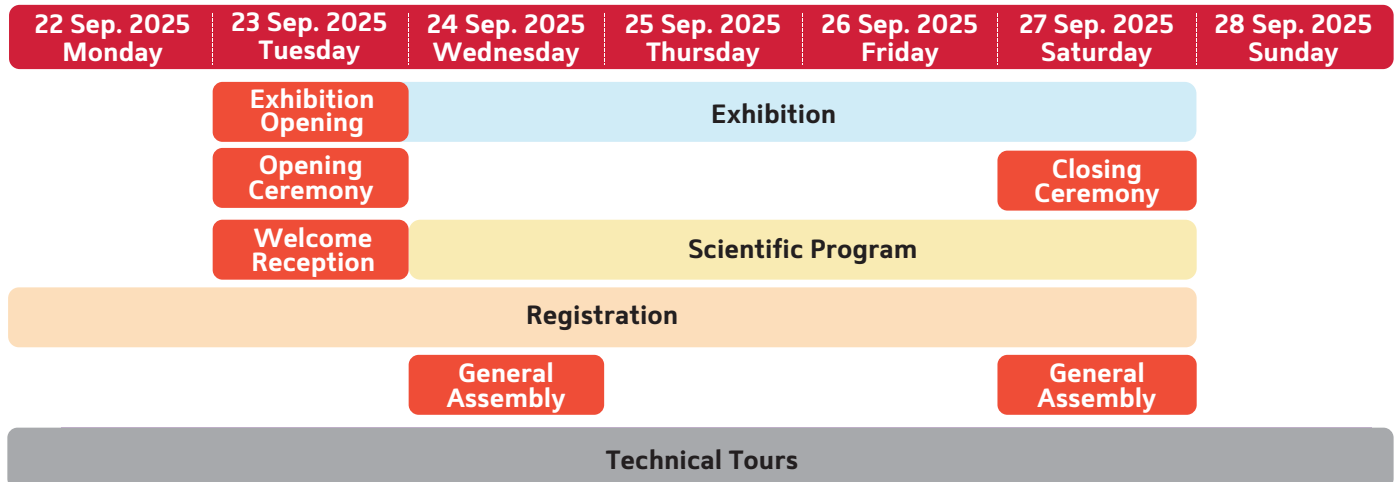
23 September 2025	13:00 - 19:00
24 September 2025	09:00 - 19:00
25 September 2025	09:00 - 19:00
26 September 2025	09:00 - 19:00
27 September 2025	09:00 - 19:00

Access for Exhibitors

22 September 2025	09:00 - 20:00
23 September 2025	09:00 - 12:00

Exhibition Dismantling

27 September 2025	19:00 - 22:00
28 September 2025	09:00 - 19:00



DEADLINES

Abstract Submission Deadline	February 15 th , 2025
Early Bird for Booth Application	December 31 th , 2024
Notification of Accepted Abstracts	April 15 th , 2025
Deadline for Early Registration Fees	May 31 st , 2025
Bag Insert Submission Deadline	August 1 st , 2025
Online Extra Furniture Application	August 27 th , 2025

BOOTH SET UP / DISMANTLING		
21 September	15:00 - 22:00	Delivery of loads to APiExpo (heavy deliveries)
22 September	09:00 - 20:00	Delivery of loads to APiExpo (heavy deliveries) Access for exhibitors (A - B Zone) for stand dressing
23 September	09:00 - 12:00	Access for exhibitors (A - B Zone) for FINAL stand dressing NO permission for delivering of loads to APiExpo NO CONSTRUCTION is permitted on this day
23 September	13:00	APiExpo Official Opening
24 September	09:00 - 19:00	APiExpo
25 September	09:00 - 19:00	APiExpo
26 September	09:00 - 19:00	APiExpo
27 September	09:00 - 19:00	APiExpo
27 September	19:00 - 22:00	Dismantling (Not allowed before 19:00)
28 September	09:00 - 19:00	All belongings and loads must be removed from all stands



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**EXHIBITORS'
GENERAL
INFORMATION**



BOOTH CONSTRUCTION

ZONE A – Space Only

Space Only; Nothing will be provided but the exact floor measurement of the booth.

The organizers have ruled that no other booth construction company than the official company of the Congress will be allowed to work onsite or within the exhibition hall.

Contract and invoice/s will be issued by official booth construction company.

We recommend you to contact with official construction companies timely.

Name : Jeanette Annfeldt
Company : COMPASS FAIRS
Email : custom@compassfairs.dk
Web : www.compassfairs.dk



Name : Michael Mogenshøj
Company : EXPONENT
Email : mm@exponent.dk
Web : www.exponent.dk



- Booth construction company will develop an original booth design following to exhibitor's requests
- Booth construction company will prepare plan of the stand in 3D format
- Booth construction company will design and approval of necessary project documentation (strength calculation, electrical plan, fire safety acts, insulation resistance measurement acts, etc.)
- Booth construction company will prepare a proposal
- Following to exhibitor's confirmation, booth construction company will prepare the contract for the confirmed services

Important Notes

- Please inform/discuss your electric needs with booth construction company and they will add this service in the budget
- Please remember that there is a height limit for zone A which is **4 meter**. We kindly remind you to check your neighbour booth's height with your booth construction company to avoid bad appearance because of possible height difference.
- Please remind your booth construction company about your booth place in the exhibition hall, if it needs extra floor covering due to fixed/existing electric, water connection of congress center.

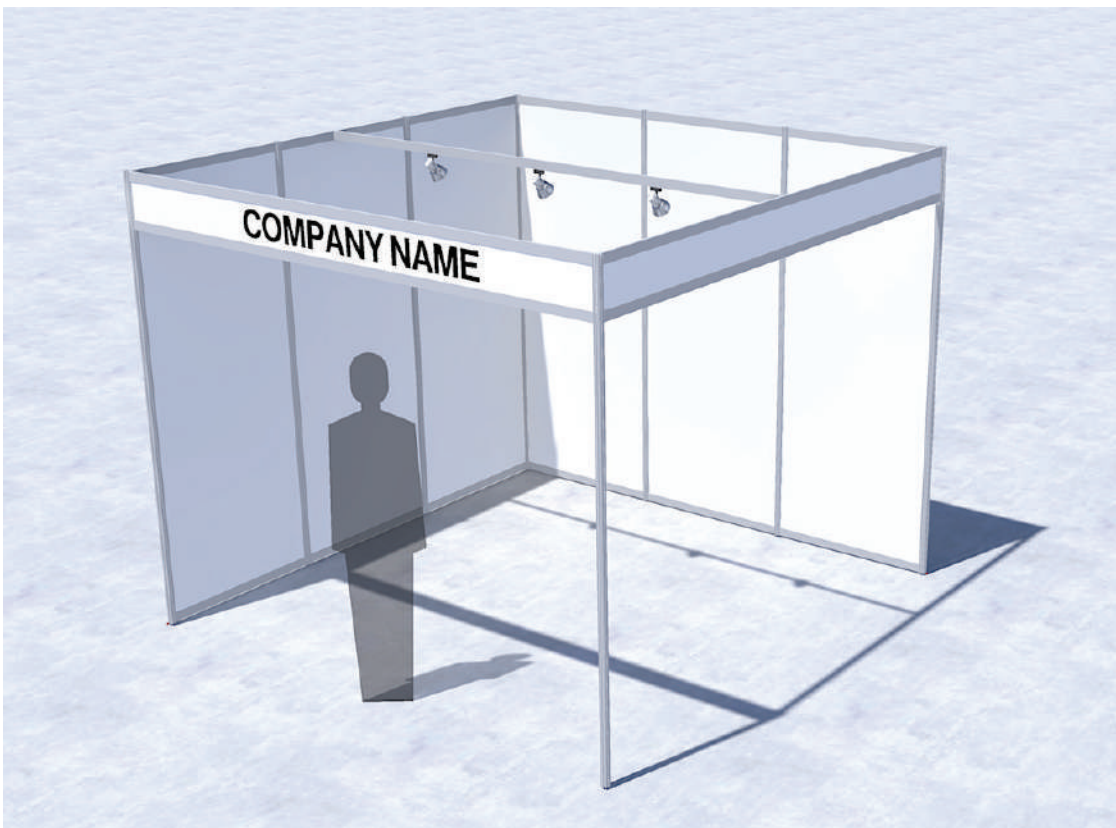


ZONE B - Shell Scheme Booths

CONMARK is the official contractor for the provision of shell scheme and shell scheme accessories. The stands provided will consist of a modular system consisting of white panels with aluminium uprights at 1m width intervals and fascia with one-off name board.

Shell Scheme stands includes the following items:

- Set up and dismantling
 - Modular stand
 - 3 spot light
 - 2 chair
 - 1 table
 - 1 Wastebin
 - Standart electric power
 - Fascia along open stand front
- The schell scheme stand package includes only one (1) fascia company name.
 - Please note that Shell Scheme and rental furniture will be completed **27th August 2025.**
 - Any additional on-site orders are without guarantee and time limit for delivery.
 - Any damage shall be repaired by the Exhibition agent at the Exhibitor's expenses



Prices & Cancellation Policy

CATEGORY	Paid Until December 31 st , 2024	Paid After January 1 st , 2025
Premium Zone A (Minimum 18 sqm & Space Only)	475.-Euro per sqm	525.-Euro per sqm
Zone B (Standard booth – 1 unit 9 sqm)	4.000.-Euro	4.500.-Euro

All Cancellations

Prior to 1 May 2025 % 50 refund of total cost
 After 2 May 2025 No Refund

Reduction / Modification

Prior to 1 May 2025 % 50 refund of total cost
 After 2 May 2025 No Refund

Floor Loading

The maximum permissible load in the ApiExpo is **500 kilograms** per square metre Load capacity needs to be taken into account when entering the exhibited goods as well as during their handling

Height Restriction

The maximum height for any part of any stand will be **2.50m** to **4mt** depending on the stand location.

ZONE A

The maximum height will not be more than **4 meters**

ZONE B

Shell scheme stands are **2.50m high**



EXTRA FURNITURE & SERVICE ORDER

Official service provider of ordering extra furniture & AV & security & stand catering & flowering & print decoration & etc is Bella Center.

- Please click the link and sign up for Exhibitor Service Center [Home \(ungerboeck.net\)](https://www.ungerboeck.net)
- On the front page with login, click on "Sign up" and fill in your company and contact account confirmation.
- Once your account has been created and approved, you will be forwarded to the Exhibitor Service Center front page.
- All relevant deadlines can be seen on the Exhibitor Service Center front page.
- Please review available services on the left under navigation and purchase and add to cart
- If you have questions please contact apimondia2025expo@bellacenter.dk
- Be aware that invoices for your orders on the Exhibition Service Center will be sent from the email lasernet@bellacenter.dk (Bella Operation) 3 weeks before the event.

BOOTH CATERING

The venue has an exclusive catering contractor and all foods / drinks to be distributed in the exhibition has to be ordered through Congress Center directly. Any food products not included in the catering services can be ordered separately by contacting Congress Center.

No foods / drinks will be allowed to be delivered from outside of the venue

- Please login Exhibitor Service Center [Home \(ungerboeck.net\)](https://www.ungerboeck.net)
- If you have questions please contact apimondia2025expo@bellacenter.dk
- Deadline is 27 August 2025

LATE ORDERS

Orders made after the deadline dates can not be guaranteed. Late orders received after the deadlines or during the set-up period will be fulfilled in accordance with time and capacity. Late order fees may apply. Services ordered during the set-up period, the Exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. Implementation of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend placing all orders on time.

STORAGE

Please ensure that all boxes and packing materials are removed from the Exhibition area once your stand set up is complete. Please contact with official freight forwarding company for ordering storage area in the congress center.

Name : Henrik Glendorf
Company : DSV Global Transportand Logistic
Email : expo@dk.dsv.com
Web : www.dsv.com



INVITATION LETTER

An official letter of invitation will be sent to you upon request. The invitation letter may be used by visitors to raise travel funds or to obtain a visa, but is not a commitment on the part of the organisers to provide any financial support. The invitation letter will be sent only upon completion of registration and payment.

NEIGHBOURLY RELATIONS

Make sure that your stand build-up and exhibition materials remain within the stand area during the exhibition for the sake of cleaning, escape routes etc. Avoid lights, sounds, smells etc. which can impact your neighbours. This also applies to the distribution of products/food which require extra cleaning of the aisles. If you will be playing music/showing films, then remember to inform your neighbours about which sound demos you will be carrying out, as well as when and for how long. Dogs, cats and other pets are not permitted

EMPTY BOXES

It is not allowed to keep empty boxes in the ApiExpo, so these need to be removed at the end of build-up. If the exhibitor has no place to store, please contact and get paid service from official Official Freight Forwarding & Custom Clearance - DSV

Name : Henrik Glendorf
Company : DSV Global Transport and Logistic
Email : expo@dk.dsv.com
Web : www.dsv.com



VEHICLES IN APIEXPO, UNLOADING

Unloading of goods/materials will be in an order from entrance door/s of Hall D for the exhibitors who will come with their own vehicle. During build-up and dismantling driving or parking vehicles in the ApiExpo hall is not permitted.

If you have large and heavy items for your stand, it is advised to contact with official freight forwarding company in advance. Then, if necessary, transportation of your items into the ApiExpo can be arranged. Aisles must be cleared to ensure free passage for others. You are responsible for unloading items and transporting them to the stand, but it is possible to order truck assistance from the appointed freight forwarder in advance.

PARKING TRUCKS

It is not possible to park trucks at Bella Center and trucks need to leave the loading zones when unloading has been completed. If someone needs a parking space for trucks they could look here to find truck parking: (<https://app.truckparkingeurope.com/#/>)

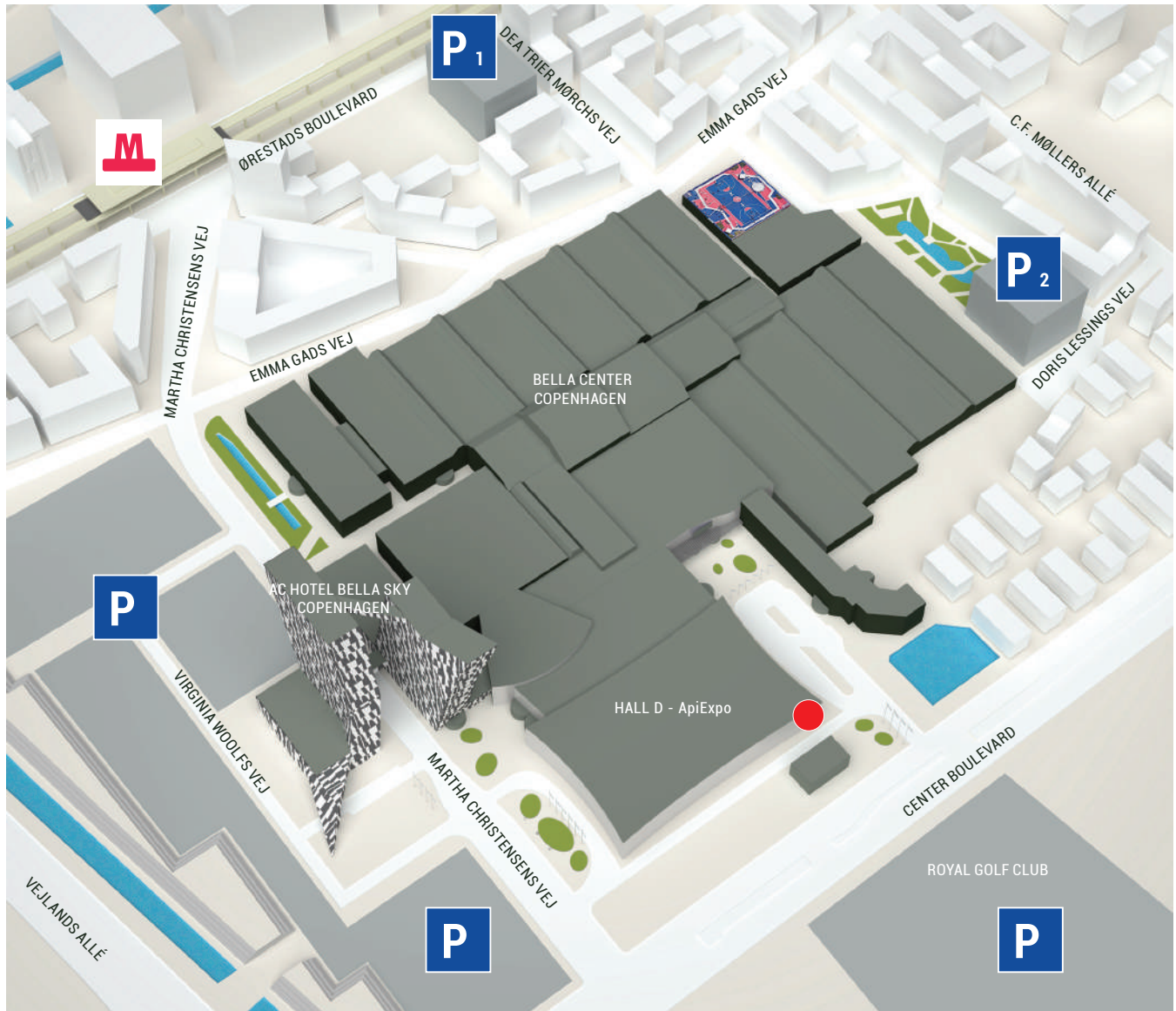


DIRECTIONS

BELLA CENTER COPENHAGEN, LOADING AREA D

Martha Christensens Vej 6, 2300 Copenhagen S

● Loading area HALL D



GET IN TOUCH

Email: apimondia2025expo@bellacenter.dk

Telephone: +45 32 52 88 11

Mailing address: Center Boulevard 5, 2300 Copenhagen S



DELIVERIES & FREIGHT FORWARDING

There is an appointed official freight forwarder for customs clearance, to transport your products directly to your booth and repackaging, delivering your products back to your country. **Please kindly note that the venue will not accept any direct orders.** It is suggested to contact on-time with the Official Freight Forwarder.

DO NOT SEND DELIVERIES DIRECTLY TO THE VENUE.

The Organisers and Congress Center will not accept deliveries and take no responsibility for shipments made directly to the venue.

Official Freight Forwarding Company contact details are as below.

Name : Henrik Glendorf
Company : DSV Global Transportand Logistic
Email : expo@dk.dsv.com
Web : www.dsv.com



It is exhibitor/participant's responsibility to apply timely after preparing the required documents in a timely and complete manner.

EXHIBITION CENTER

Hall D of the Bella Center will be used as the exhibition center of Apimondia 2025 with a total area of 10.000 sqm.



EXHIBITOR HELP DESK

Exhibitor help desk will be located at the entrance of ApiExpo venue for technical assistance, on-site payments and on-site orders during the congress on following times

22 September	09:00 – 22:00
23 September	09:00 – 19:00
24 September	09:00 – 19:00
25 September	09:00 – 19:00
26 September	09:00 – 19:00
27 September	09:00 – 22:00
28 September	09:00 – 22:00



CANCELLATION

All cancellation must be to appeal in writing to Apimondia 2025 Congress - ApiExpo department. After exhibition space has been confirmed, a reduction in space or any other kind of modification is considered as a cancellation with below cancellation policy. Reduction in space can result in relocation of exhibit space at the direction of organizers. All refunds will be made after the congress.

	Prior to April 30 th , 2025	After May 1 st , 2025
All Cancellations	%50 refund of total booth cost	No Refund
Reduction / Modification	%50 refund of reduced booth cost	No Refund

FREE REGISTRATION PASSES

Zone A	1 Full + 2 Exhibitor Registration for 18 sqm
Zone A	1 Full + 3 Exhibitor Registration for 18 to 54 sqm
Zone A	2 Full + 4 Exhibitor Registration for 54 sqm and bigger
Zone B	2 Exhibitor Registration for Each 9 sqm

All exhibitors must provide names for their complimentary registrations and exhibitor passes. You'll be sent a separate sheet to fill in and return by latest 1 August 2025 for free registration passes.

CONGRESS REGISTRATION

Participants must sign up for an account on the on-line registration system which is uploaded on the official congress website www.apimondia2025.com to start the process. It is obligatory to give the full and correct information in the required fields. These informations will be used for all communications, badge printing, invoice, etc.

Full Congress Registration fee includes;

- Congress name badge
- Congress bag
- Program book
- Entrance to scientific sessions and exhibition area
- Opening & Closing ceremony
- All scientific documentation

ApiExpo Registration fee includes;

- Congress name badge
- Congress bag
- Entrance to exhibition area
- Opening & Closing ceremony



SECURITY

The security of the exhibition area (exhibition entrance, installation, exhibition days, during gathering and evacuation) is provided by congress center security team. The exhibition area is controlled by means of security cameras. However, camera control is for ensuring general security and order and not for the purpose of stand security.

- The Organizers will provide general security guard services in the exhibition hall during closing hours. Neither the Congress Center nor the Organizers can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.
- The security will provide access control and general security of the ApiExpo.
- It is forbidden to be present in the ApiExpo for Exhibitors and ThirdParty Contractors during closing hours.
- Exhibitors will be fully responsible for the security of their own booths during buildup, opening days and dismantling days.
- Neither Organizer nor Congress Center administration will bear any liability for any loss or damage to the booths, exhibits, goods, property or personal belongings, regardless of the way in which such loss/damage occurred.
- Individual booth security may be ordered, please contact with ApiExpo secretariat.
- For ordering daily stand security guard and/or equipment please log in [Home \(ungerboeck.net\)](http://Home(ungerboeck.net))
- If you have questions please contact apimondia2025expo@bellacenter.dk

FIRE PROCEDURE

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances. Fire extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible. Flammable materials - including jute, crepe paper, paper board, mats, etc must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission.

Without written permission, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Bella Center Security department already issued written permission. The Bella Center Security department reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation. Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, please contact the venue for further information.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Contractor, or by the Security personnel in matters of the use of appliances and equipment, demonstrations, storage etc.



ELECTRIC SUPPLY

All shell scheme exhibitors (Zone B) will get electric supply (**10 amp, 1 fase, 2,3 kW**) as part of their shell scheme package. Space only stands (Zone A) will not receive any power as part of the rental fee. It will be priced referenced to your needs while planing your booth design by alternative official construction companies.

SHARING OF BOOTHS

Exhibitors are not permitted to share with others any booth space.

INSURANCE

The Event Organisers insures the exhibition area against Force Majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. Exhibitors are responsible themselves for internal security of stands. The exhibitor is needed to have its own private insurance for financial losses arising from the possibility of cancelling or leaving of any fair, or damages or losses in stands or materials to be occurred incidentally or intentionally.

The exhibitor undertakes all health insurance liability of the stand staff or the employees who work in stand construction.

Protect yourself against theft and accidents! We recommend that you take out the necessary insurance coverage for your own property, as this will not be covered by Event Organizer 's insurance.

SMOKING

Smoking is not allowed at the venue. It is a non-smoking venue and the congress is a non-smoking event.

HOST & HOSTESS

Exhibitors can hire additional personnel to assist with general duties on the booth.

For ordering Host & Hostess, exhibitors will be able to purchase this service via ApiExpo secretariat. apiexpo@apimondia2025.com

FLOOR

The floor is a tiled concrete floor.

The tile is a light concrete tile. The floor is designed with a number of supply ducts, which are covered by a removable cover.

The hall has floor channels for water supply, internet and plumbing.

The distance between the channels (c-c) is 9 m.

The channels are 60 cm wide. Duct cover: 60x120cm. These can handle overtaking from 9000kg axle load from trucks. However trucks Is not allowed to park withthe wheels directly on the duct covers.



STAND CLEANING

The Organizers will arrange for general cleaning of the exhibition area and nightly vacuuming of booths (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter

- For ordering private stand cleaning service please login Exhibitor Service Center [Home \(ungerboeck.net\)](http://Home(ungerboeck.net))
- If you have questions please contact with apimondia2025expo@bellacenter.dk

AUDIO – VIDEO / MUSIC / LOUD DEMONSTRATIONS

ApiExpo management reserves the right to limit or restrict sounds from any source that interfere with activities in neighboring exhibits. In general, a neighbor should not be able to hear your sounds from their booth.

AISLE USE

Aisles are to remain completely free of flooring, obstructions and not put to commercial use in any way by any exhibitor. No activity can be conducted outside of contracted exhibit space, including handouts, solicitations, presentations, surveys or mascots. Exhibitors may not conduct any kind of activity that leads to congestion of aisle traffic.

INTERNET - WIFI

WiFi is available free of charge throughout the venue. However, this is not a reliable connection and is unsuitable for downloading large files. Companies can order private internet for their booth.

- For ordering internet please login Exhibitor Service Center [Home \(ungerboeck.net\)](http://Home(ungerboeck.net))
- If you have questions please contact with apimondia2025expo@bellacenter.dk

FORK LIFT USE

Floor handling will be given by official freight forwarding company, Trolleys and Fork Lifts can be ordered via them. You are advised to contact the freight forwarding agent for any additional requirements. It is to be noted that vehicles (including forklift trucks) are not admitted within the exhibition areas.

GIVE AWAYS

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. Product identification is permitted on giveaways. Contests, lotteries and raffles are subject to approval by the organisers. The display or distribution of any material in any form from any area within the venue, other than within the boundary of your stand, is strictly prohibited.



SPACE ALLOCATIONS

Space allocation will be made on a “first come, first served” basis. Space allocations will be made in the order in which application forms with payment are received. However, to facilitate an effective layout of the Exhibition and if the Organiser believes it to be in the best interest of the Exhibition, the Organiser has the right to make a booth reallocation at any time.

SITE VISIT

If any company wishes to arrange a site visit prior to the congress, this can be arranged independently by contacting ApiExpo secretariat.

NOTE! Some events do not allow visitors. Therefore we strongly suggest that you confirm your date(s) before finalising your travel arrangements.

HEALTH & SAFETY

Exhibitors are responsible for all activities that take place on their booth throughout the event. As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition. Do therefore consider the following points;

- Do make sure that you and anyone manning your booth understand the First Aid, Fire and Evacuation procedures and locations of the hall exits.
- Do ensure that any staff working for you has good safety practices.
- Do ensure that operators of equipment are fully trained and the equipment being used is properly certified.
- Do make sure all electrical work is carried out safely by a competent electrician as laid out by the venue regulations.
- Do ensure that before the show opens, all rubbish and packing from your booth is removed from the exhibition area. It must not be stored on or behind your booth during the show as it is a fire hazard.
- Do ensure that you have a valid insurance policy.
- Do not use flammable materials as part of your displays and ensure only materials permitted by the venue are permitted.
- Do not use overloaded or insecure displays. Booths and displays can be knocked over and therefore must be safe and secure.
- Do not bring children into the hall during buildup and breakdown.
- Do not overload trolleys – not only does this damage your exhibits but will make it much harder to manoeuvre your way to your booth and may cause injury to you or other people.
- Do not block the aisles with your booth fitting, plants, rubbish or exhibits.



IT IS PROHIBITED

- To mount engineering structures in the location areas of stationary switchboards, structural access doors, fire cabinets and such other technical equipment.
- To bring woodworking equipment, industrial wood, to perform wood sawing, chipping and such other woodworks associated with manufacturing of exhibition booth.
- To paint and varnish works associated with the coating of the exhibition booth structure.
- To apply paint, varnish, glue or such other problem coating onto the floors, walls and pillars of the exhibition pavilions.
- To use stationary circular saws, reciprocating table surface grinding machines not equipped with a vacuum cleaner.
- To use bunch strands for electrical conductors extension.
- To use pavilion structures (pillars, beams) as fixtures or booth elements without consent of the General Contractor.
- To punch various holes in the floor, walls or pillars.

Should any of the above -mentioned requirements be violated, the ApiExpo Secteraiat shall have the right to suspend construction works until rectified.

The use of the following materials are NOT permitted:

- Pressurised tubes
- Neon lights
- Flammable liquids
- Explosives
- Any kind of fireworks
- Radioactive materials
- Xray materials
- Laser systems
- Explosive materials
- High frequency materials and radio systems
- Balloon and zeppelin with flammable gas
- Vehicles are not permitted as part of a booth display
- Usage and distribution of Helium, non-latex balloons and any type of balloons
- **Displaying live bees**



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IMPORTANT NOTES ABOUT LAYOUT

- Each square in the layout is 1 sqm.
- Organizing Committee has the right to change the floor plan.
- Zone A Booths which are shown as Red will be provided as Space Only.
- Zone B Booths which are shown as Blue will be provided with Standart Booth Construction.
- Space allocation will be made on a "first come, first served" basis.
- No other booth costruction company than the official company of the Congress will be allowed to work onsite or within the exhibition hall.



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COPENHAGEN



ORGANIZED BY



HOST ASSOCIATION



CONGRESS SECRETARIAT



Conmark Tourism & Event Management Company

+90 212 241 45 41



✉ secretariat@apimondia2025.com

🌐 www.apimondia2025.com

📘 [ApimondiaScandinavia](#)

📷 [apimondiabees](#)

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