

## TECHNICAL FILE

**Delivery address:** Radisson Blu Scandinavia Hotel - Amager Boulevard 70, 2300 Copenhagen, Denmark

For deliveries, your packages must be clearly labeled with the following information :

- **Name of your company**
- **Name of the booth manager present on-site**
- **Name of the A3P event**
- **This reference** : MB1144818 / A3P 100326
- **Attn:** Lina

For return shipments, all packages must be repacked on-site.

It is essential that your parcels are easily identifiable by the carrier. Please include at least the following information :

- **Name and address of your company**
- **Contact details of your company's designated person**
- **Name of the A3P event**

*Packages not collected during the specified hours below will incur storage fees.*

A3P declines all responsibility in the event of loss, theft, or damage to packages during transport.

It is the responsibility of your company to take out insurance coverage for the shipped equipment, if necessary.

Additionally, in case of non-collection of parcels on the designated dates and times, neither the organizer nor the event venue can be held responsible.

- All material/ packages have to be delivered through cost control between 09:00 – 15:00. Drive past the main entrance and turn to the right just after passing the hotel.
- Drive down the ramp and ring the gate furthest to the right which says "Vareindlevering".

If the Materials are imported to Denmark, custom clearance fee will be charged by Danish Tax Authority.

Client/Customer obliges to compensate the fee to the Hotel. The fee will be invoiced, backed up with copy of the Materials import declaration.

See below picture on how drive to get to the gate:



**Exhibitor information:**

Infos/Dates	Monday 9 March	Tuesday 10 March	Wednesday 11 March
Package delivery	9:00 a.m. – 3:00 p.m.	9:00 a.m. – 7:00 p.m.	
Exhibitor setup		6:30 a.m. – 8:00 a.m.	
Exhibitor opening		6:30 a.m. – 8:45 a.m.	
Participants opening		From 8:15 a.m.	
Exhibitor move-out		4:15 p.m.	
Parcel pick-up		4:15 p.m. – 7:00 p.m.	9:00 a.m. – 4:00 p.m.

## Hotel Radisson Blu Scandinavia Hotel, Copenhagen

Radisson Blu Scandinavia Hotel  
Amager Boulevard 70,  
2300, Copenhagen  
Denmark

Reference: MB1144818 / A3P A100326

Contact: Lina // +45 3396 5200

EVENT NAME	DATE	ORGANIZER
A3P Nordics Forum	March 10, 2026	A3P
COMPANY	BOOTH NUMBER	PHONE NUMBER