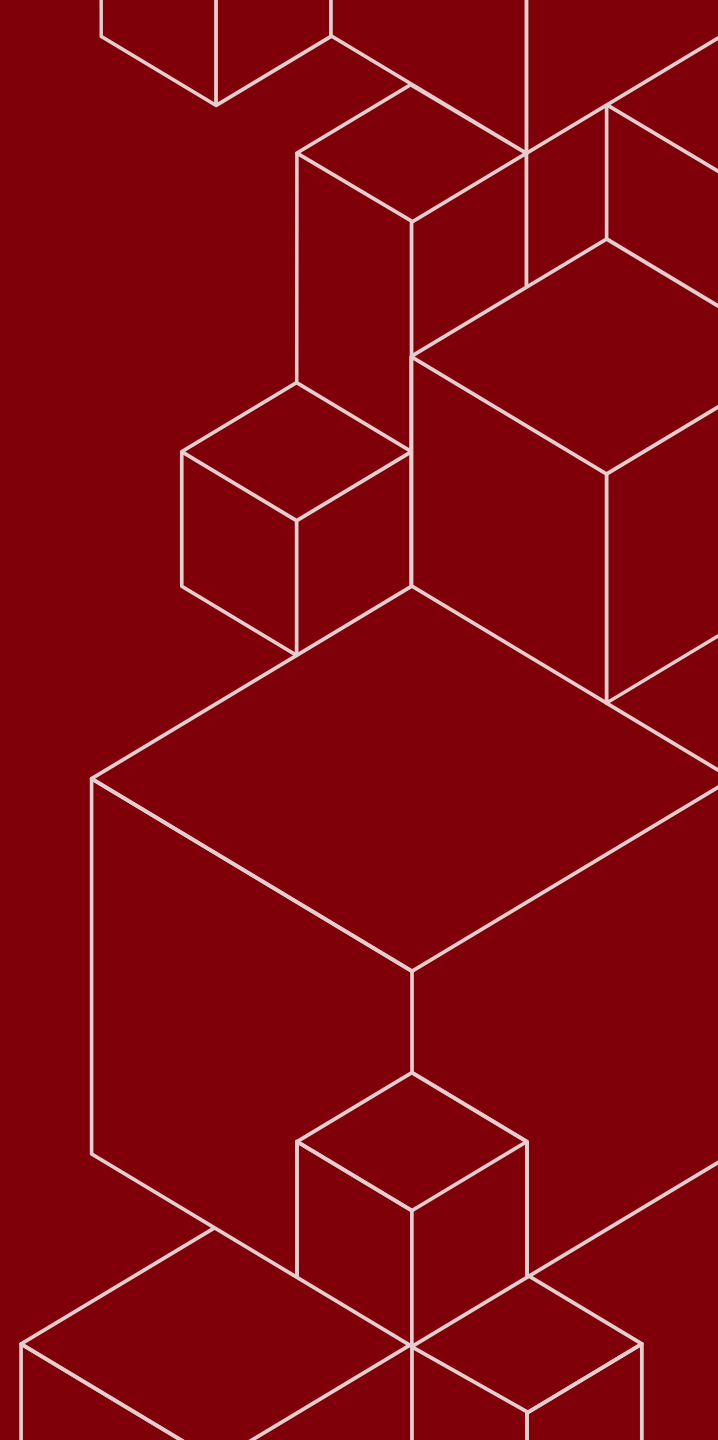




Exhibitor handbook

EuroSkills Herning 2025

01.09.2025



Dear exhibitors at EuroSkills Herning 2025!

EuroSkills Herning 2025 will take place at MCH Messecenter Herning. Naturally, the organizer EuroSkills 2025 will do everything possible to provide the support and service that the exhibitors need.

This will take place in collaboration with the professional partners:

- MCH Messecenter Herning (technical services)
- Bigini A/S (special booths)
- Compass Fairs (special booths)
- Blue Water Shipping
- Sand Spedition



Venue: MCH Messecenter Herning



MCH Messecenter Herning
Vardevej 1
DK-7400 Herning

Contact

EuroSkills 2025,
Morten Dalby

Technical questions:
logistics@euroskills2025.com

Other questions:
booth@euroskills2025.com



Supplier of technical services (electricity, equipment, etc.)

MCH, Messecenter Herning
Vardevej 1, 7400 Herning
[Link to the Expo Shop](#)

Supplier of custom-built booths including 3D drawings

Bigini A/S
Blommevej 22
8930 Randers NØ
[Link to webshop](#)

Compass Fairs
Brunde Vest 17
6230 Rødekro
[Link to webshop](#)

Exhibitors who have booked a booth will receive a login to MCH Messecenter Herning's expo shop.

Logistics partners



National shipments

Truck assistance and storage of empty goods at MCH Messecenter Herning

Sand Spedition A/S
Messevejen 1, Port 20>25 – Hal Q
DK-7400 Herning

Lars Vistisen
Phone: +45 97 14 51 00
E-mail: lv@sandspedition.dk



International shipments

Blue Water Shipping
Trafikhavnskaj 9
DK-6700 Esbjerg

Phone: +45 79 13 41 87
Phone direct: +45 51 29 98 07
E-mail: lark@bws.dk
www.bws.dk



Construction and dismantling of booths

Construction of booths:

Saturday	6th of Sep. 2025	8:00 –20:00
Sunday	7th of Sep. 2025	8:00 –20:00
Monday	8th of Sep. 2025	8:00 –20:00
Tuesday	9th of Sep. 2025	8:00 –12:00

Booths must be ready by **Tuesday the 9th of September 2025**, at 12:00 due to maximum load testing in the halls.

Aftewards, light decoration on the booth is aloud until 18.00.

In exceptional cases (for larger builds), exhibitors can contact logistics@euroskills2025.com.

Dismantling of booths:

Friday	12th of Sep. 2025	18:00–22:00
Saturday	13th of Sep. 2025	8:00–18:00
Sunday	14th of Sep. 2025	8:00–18:00
Monday	15th of Sep. 2025	8:00–18:00
Tuesday	16th of Sep. 2025	8:00–12:00

Gates and emergency exit doors must under no circumstances be opened earlier than 18:00 on Friday.

The booth must be completely cleared of all equipment, furniture, waste, etc., no later than **Tuesday the 16th of September 2025**, at 12:00.

If it is not removed by this time, the exhibitor in question will receive an additional charge for removal.

Opening hours for Technical Service

Exhibitors can find MCH Technical Service and EuroSkills 2025 between halls D and E.

Saturday	6 th of Sep. 2025	10:00–18:00
Sunday	7 th of Sep. 2025	10:00–18:00
Monday	8 th of Sep. 2025	8:00–18:00
Tuesday	9 th of Sep. 2025	8:00–18:00





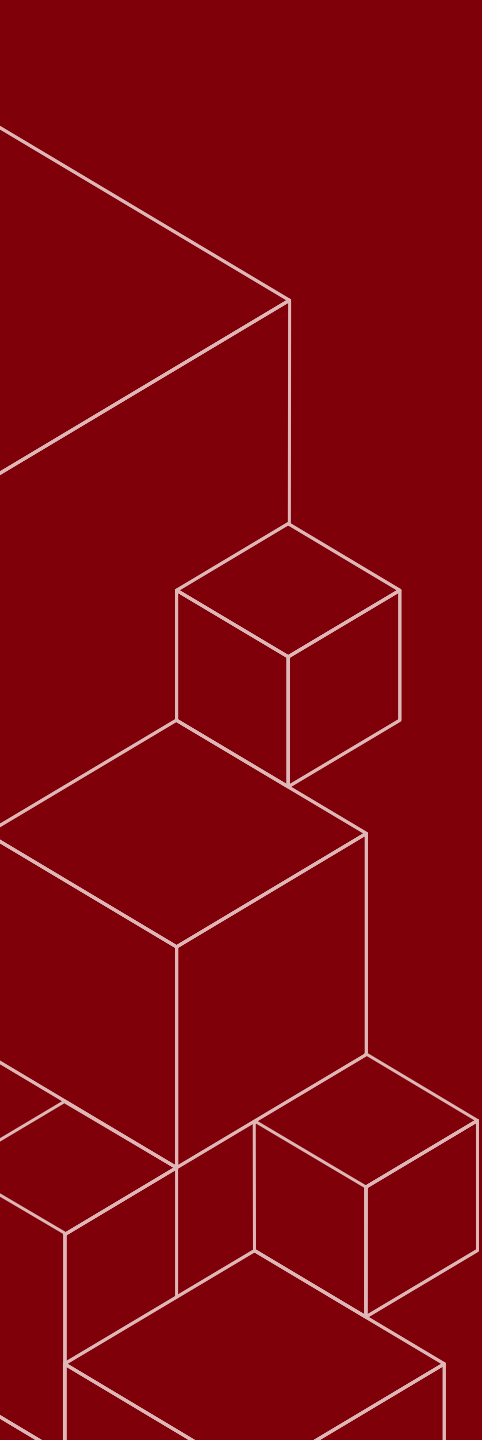
Opening hours during the Competition Days

All booths must be staffed when the public is present:
Wednesday the 10th of September – Friday the 12th of September 2025 during the hours of **9:00 – 17:00**.

On competition days, exhibitors have access from 8:00.

Exhibitors who need to be in their booth later than 18.00, for example: for evaluation meetings, repairs, or cleaning must arrange this with EuroSkills 2025 no later than the 1st of August 2025 via logistics@euroskills2025.com





✓ Checklist

- ✓ Access cards
- ✓ Activities in the booth
- ✓ Alcohol
- ✓ Booth cleaning
- ✓ Booth walls
- ✓ Cash machine / ATM
- ✓ Catering
- ✓ Carpet installation
- ✓ Ceiling mounting
- ✓ Construction height
- ✓ Compressed air
- ✓ Cooking, baking, etc.
- ✓ Emergency measures and conditions
- ✓ Empty goods storage
- ✓ Exhibitor catering
- ✓ Fire safety
- ✓ Floors
- ✓ Flammable liquids
- ✓ Gas cylinders
- ✓ Internet
- ✓ Lighting
- ✓ National/International shipping
- ✓ Night guard
- ✓ Packaging/empty goods
- ✓ Parking
- ✓ Permanent power supply
- ✓ Rule of conduct
- ✓ Sales from booths
- ✓ Serving, pouring, and tastings
- ✓ Shipments to the booth
- ✓ Smoking policy
- ✓ Special constructions
- ✓ The Danish Working Environment Authority
- ✓ Transport
- ✓ Unloading/Truck
- ✓ Waste
- ✓ Welding equipment
- ✓ Work Permit



Checklist

Access cards

During construction and dismantling, exhibitors and booth builders will receive a wristband before accessing the exhibition halls. Wristbands will be handed out at Gate 3, Gate 25 and Entrance West during construction and at Gate 3 and Gate 25 during dismantling.

During the event days, exhibitors will need an official accreditation. Further information has been provided via e-mail.

Activities in booth

All exhibitor activities must be confined to the area allocated to the exhibitor.

The distribution of informational materials etc. must take place in the immediate vicinity of the booth and not in other areas, such as inside or outside the entrances, or in aisles far from the exhibitor's booth.

Booth activities must be positioned in a way that minimizes the formation of queues in the aisles.

AV equipment, including TV screens, must be placed at least 50 cm from the aisle within the booth and 50 cm from boundaries toward neighboring booths without partition walls.

The noise level must not exceed 70 dB.

The exhibitor must ensure that the booth space accommodates a suitable number of visitors.

It is not permitted for the exhibitor to operate equipment that emits steam, smoke, or similar, which may disturb other exhibitors and visitors or trigger the fire alarm.



Checklist

Alcohol

Under no circumstances are alcoholic beverages allowed to be served at the booths.

All alcohol is prohibited during opening hours.

Booth cleaning

All common areas, such as walkways and toilets, etc., are cleaned by MCH Messecenter Herning.

Cleaning of booth areas can be ordered in the expo shop.

Booth walls

Exhibitors are not allowed to paper nor may paper, materials, etc. be attached to them. Exhibitors may, however, use minor seams or screws at booth walls provide that they can be removed after use.

If the booth wall is damaged, the exhibitor will be charged the cost of repairing or replacing the damaged product

Cash machine / ATM

There is an ATM at the West Entrance.

Carpet installation

EuroSkills 2025 encourages limiting the use of carpets at stands to reduce unnecessary waste after the event, as part of our sustainability strategy. So please consider whether carpets can be omitted.

When installing your own carpet or flooring, it is recommended to use MCH Messecenter Herning's double-sided carpet tape, which can be purchased from Technical Service during setup.

Any repairs or cleaning required due to damage to the floors caused by the use of other adhesive materials will be charged to the exhibitor.



Checklist

Ceiling mounting

All hanging must be carried out by MCH Messecenter Herning. Wires and lifting points can be ordered in the expo shop.

Exhibitors are requested to submit drawings of their booth for approval of the desired hanging via logistics@euroskills2025.com.

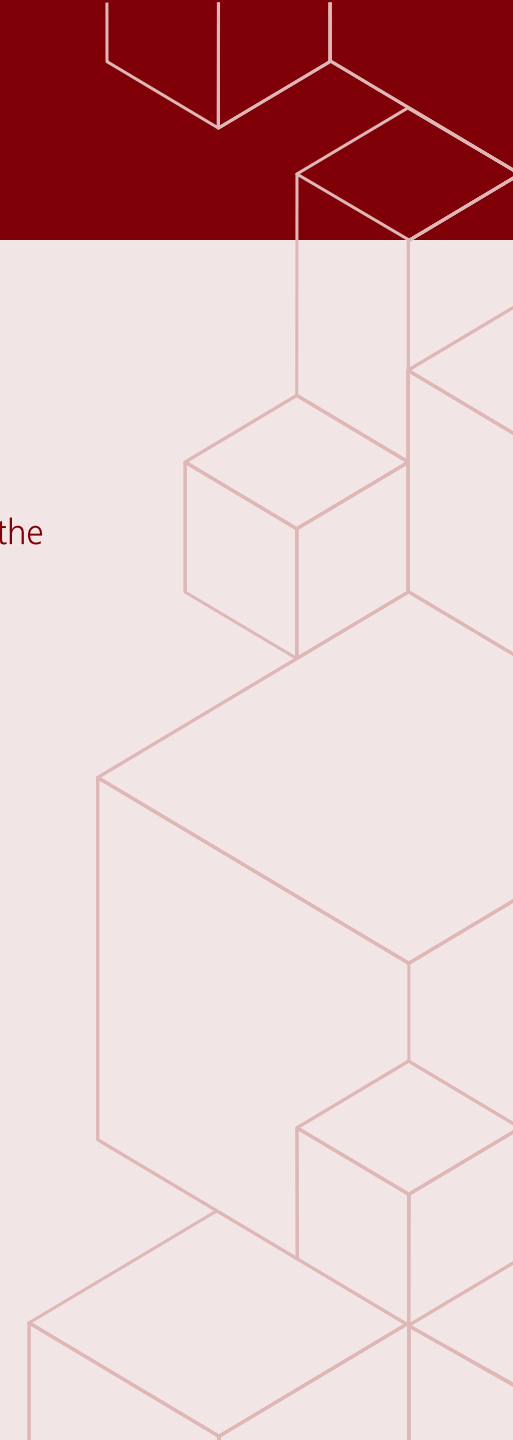
Construction height

The height of walls, decoration materials, machines, signs, building components, etc., must not exceed 2.5 meters for the sake of other exhibitors.

If a higher height is desired, it can only be done in consultation with EuroSkills 2025 via logistics@euroskills2025.com.

Compressed air

All booths can be supplied with compressed air at the exhibitor's expense. Compressed air can be ordered in the expo shop.





Checklist

Cooking, baking etc.

At booths where food is prepared, the exhibitor must ensure that fire extinguishing equipment is available in accordance with the applicable regulations at MCH Messecenter Herning.

Additionally, the exhibitor must ensure that cooking and heat are only applied to an extent that does not activate smoke or fire alarms.

As a general rule, exhibitors are not allowed to use gas, bottled gas, or open flames (e.g., charcoal) for any form of cooking, unless otherwise agreed with the organizer. In case of doubt, contact EuroSkills 2025 via logistics@euroskills2025.com.

See also the section 'Serving, pouring and tasting'.

Emergency measures and conditions

In general, exhibitors are not allowed to use open flames, candles, or any other form of open fire in the halls.

The use or display of bottled gas and similar pressurized containers, including balloon gas, flammable liquids, etc., as well as the use of any form of open fire, must be reported in writing by the exhibitor in each individual case to EuroSkills 2025 via logistics@euroskills2025.com no later than the 1st of June 2025.

If the exhibitor has a vehicle at the booth, the exhibitor must inform the organizer about the location and type of vehicle via logistics@euroskills2025.com no later than 1st of June 2025.

The fuel content in vehicle fuel tanks must not exceed 5 liters. On competition days, the vehicle's power supply must be disconnected at the vehicle's battery.

It is not permitted to charge electric vehicles inside the halls.



Checklist

Empty goods storage

See the section 'Packaging / empty goods'.

Exhibitor catering

Pre-ordering of food and drinks for the event days, as well as for setup/breakdown, can be done in the Expo Shop.

Additionally, it will be possible to purchase food at the cafés in the halls.

Fire safety

See the section 'Emergency Measures and Conditions.'

IMPORTANT: It must be emphasized that the exhibitor is only allowed to place objects within the booth area that they are contractually entitled to use.

It is the exhibitor's responsibility to ensure that no easily flammable decorative or other materials are used on the booth. The fire inspection authority may at any time require specific materials to be inspected and subsequently approved or discarded.

Textiles and flammable exhibition items (including, for example, artificial plants and trees) used by the exhibitor as decoration, as well as signage at the booth, must be fire-retardant.

Materials must comply at a minimum with material class D-s2, d2. In the event of a fire inspection, the certificate must be presented upon request.

Wood chips used for decoration must be kept constantly moist by the exhibitor. This also applies to wood shavings and similar materials.



Checklist

Floors

Exhibitors are not allowed to drill, nail, or otherwise damage the floors or surfaces in any of the halls (unless otherwise agreed with EuroSkills 2025) via logistics@euroskills2025.com

For heavy transport over the floors of existing buildings, great caution must be exercised. Therefore, exhibitors should make further arrangements with EuroSkills 2025 via logistics@euroskills2025.com if there are any questions or need for assistance.

IMPORTANT: If the exhibitor causes damage to the floor or other building components, the exhibitor will be charged for the repair of the damages.

Contact EuroSkills 2025 via logistics@euroskills2025.com if there is any doubt about the load-bearing capacity of the floors and their ability to support the given materials.

Flammable liquids

Under no circumstances may flammable liquids be present at the stand unless they have been reported and approved in writing by EuroSkills 2025 via logistics@euroskills2025.com no later than the 1st of June 2025.

Gas cylinders

Gas cylinders may not be present or used at the booth unless they have been reported to and approved by EuroSkills 2025.

Exhibitors must report their need to EuroSkills 2025 via logistics@euroskills2025.com no later than the 1st of June 2025.



Checklist

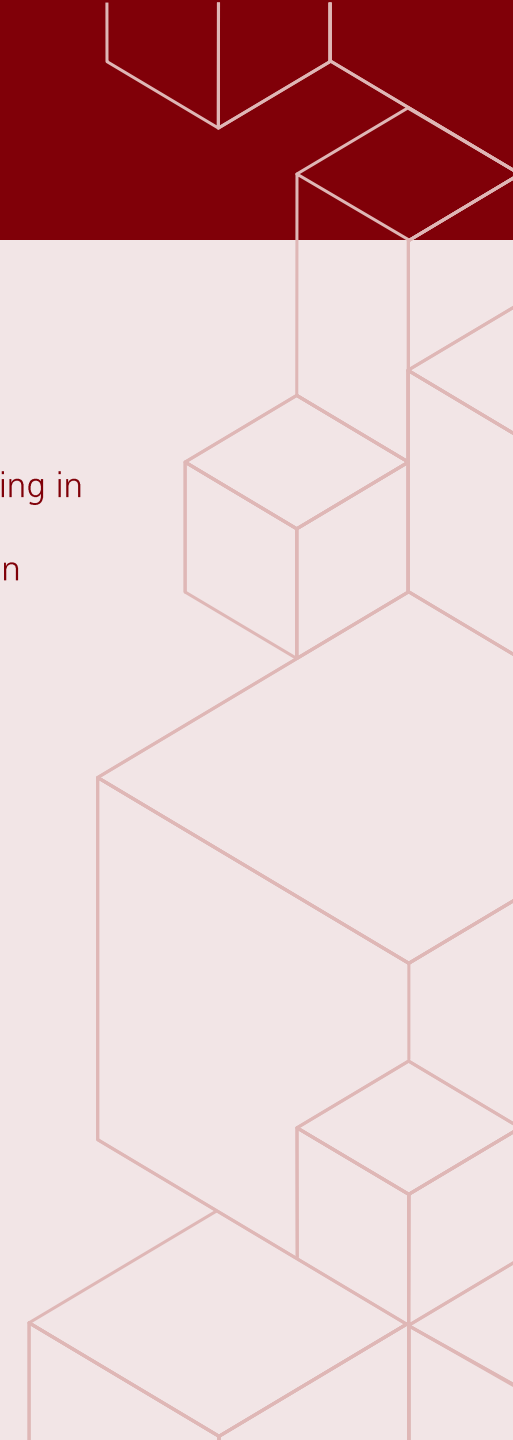
Internet

If a stable internet connection is required, it is recommended to purchase wired internet through the MCH Messecenter Herning Expo Shop.

Wi-Fi will be available in a limited capacity for exhibitors and can be accessed with a code that will be sent before the event.

Lighting

During EuroSkills Herning 2025, the standard work lighting in the halls is up to 500 lux. Exhibitors have the option to install stronger lighting than 500 lux. All products are displayed in the Expo Shop.





Checklist

National/international shipping

EuroSkills Herning 2025 has made agreements with Sand Spedition and Blue Water Shipping for handling shipping.

Detailed information regarding shipping are on our website [here](#).

National

Sand Spedition offers:

- To receive and deliver shipments to your booth both before and during the event, according to the agreement with the exhibitor regarding the delivery time.
- To store empty goods, which will be collected from your booth and delivered back when the breakdown begins.
- Truck assistance.

Shipments should be clearly labeled with EuroSkills Herning 2025, hall, exhibitor name or competition name, and booth number.

International

Blue Water Shipping offers:

- Special transport.
- Import/Export.



Checklist

Nightguard

There will be a permanent guard on the entire area from the 1st of September – the 16th of September 2025.

Packaging/empty goods

Sand Spedition offers storage of empty packaging (empty goods) during the event days. Please contact them for prices and further arrangements.

Storage of packaging (empty goods) is not allowed at the exhibitor's booth area or any other areas within MCH Messecenter Herning. This is due to fire safety regulations and a requirement from the authorities.

Packaging and other items placed in hallways and other areas outside the booth areas will be considered waste by the organizer and will be removed at the exhibitor's expense and risk.

Parking

During the setup, vans, trailers, semi-trailers, etc., must be driven to the designated area P4 on the east side of MCH Messecenter Herning after unloading.

On competition days, Wednesday the 10th of September – Friday the 12th of September 2025, until 18:00, exhibitors can park at MCH Messecenter Herning's parking lot P4 on the east side of MCH Messecenter Herning.

From Friday the 12th of September 2025, at 18:00 until Tuesday the 16th of September 2025, at 12:00, the exhibition area will be open for pickup again.

Permanent power supply

Power in the exhibition area will be shut off during the night. You can order regular or 24-hour power supply through the expo shop.



Checklist

Rule of conduct

The rules and guidelines of MCH Messecenter Herning can be found [here](#).

Sales from booths

Sales from booths is not allowed.

Serving, pouring and tastings

The distribution of samples (including promotional gifts) is allowed, provided they do not contain alcohol.

Serving and offering beverages such as coffee is permitted to visitors at the stand but may not be handed out to people walking past the booth.

Shipments to the booth

All shipments arriving before set-up must go through Sand Spedition to MCH Messecenter Herning. Sand Spedition can store it until it is brought to the booth at the agreed time. There will be a cost for this.

Shipments arriving during set-up can be delivered directly to the booth.

Smoking policy

Smoking tobacco or using e-cigarettes indoors (including in tent halls) is not allowed. Please use the designated smoking areas outside the halls.



Checklist

Special constructions

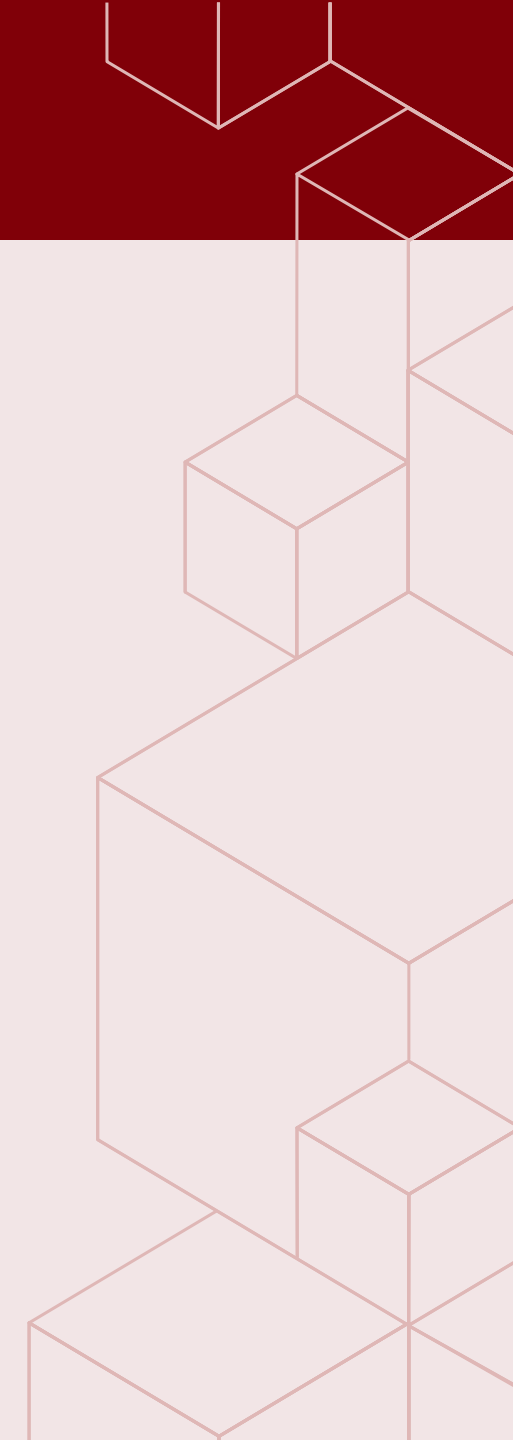
If constructions/buildings are not certified structures, the exhibitor must seek approval from the local building authorities. This can be done by submitting calculations or, at a minimum, a statement regarding the structural integrity of the construction.

The exhibitor is also requested to send information about the construction to EuroSkills 2025 via logistics@euroskills2025.com.

This applies, among other things, in cases where the stand will feature:

- Constructions that must bear heavy loads.
- Constructions built higher than 2.5 meters.
- Constructions/structures higher than 95 cm, where visitors are expected to stay.

It is the responsibility of the exhibitor to ensure that no illegal constructions are built at the booth and to secure any necessary permits for the construction from the building authorities.





Checklist

The Danish Working Environment Authority

During construction, the event itself, and dismantling, the exhibitor must comply with all rules and regulations set by the Danish Working Environment Authority.

Check www.arbejdstilsynet.dk

Transport

See the section 'National / International shipping'.

Unloading/Truck

If you need truck assistance, please contact:

Sand Spedition A/S

Office is placed between the halls D and E

Phone: +45 97 14 51 00

E-mail: lv@sandspedition.dk



Checklist

Waste

It is the exhibitor's responsibility to remove all waste from the booth before (during setup), during the event EuroSkills Herning 2025, and after the event (during teardown).

Waste must be disposed of by the exhibitor in the designated containers.

Environmental waste and food scraps must be disposed of in special containers.

A detailed map of the container locations will be sent.

Certain types of waste will be disposed of at the exhibitor's expense.

Under no circumstances may the exhibitor leave waste in the aisles, at the booths, or outdoors.

See also the section 'Packaging'.

Welding equipment

If the exhibitor uses a welding machine at the booth, this must be done in accordance with the applicable regulations issued by the Danish Working Environment Authority (Arbejdstilsynet).

Additionally, the use must be reported by the exhibitor to EuroSkills 2025 via logistics@euroskills2025.com no later than the 1st of June 2025. The report must specify which equipment is being used and the extent to which welding gases are used.



Checklist

Work Permit

All work performed by foreign labor in Denmark must be registered through the Register of Foreign Service Providers (RUT) with [these exeptions](#)..

Foreign labor from non-EU countries must also apply for a residence and work permit from the Danish Immigration Service before starting work at MCH Messecenter Herning.

Please apply for a work permit at least 2 months before arrival at <https://nyidanmark.dk/>.

For more information, read [here](#).

Diversity Goal at EuroSkills Herning 2025

In the Skills movement, we see equality, diversity, and inclusion as important and essential values. That's why EuroSkills Herning 2025 is an event where there must be room for everyone, and where everyone – competitors, exhibitors, and visitors alike – should feel safe. It is important that all participants feel welcome and respected during the event, regardless of ethnicity, religion, gender identity, or sexual orientation.

We therefore encourage all exhibitors to incorporate diversity and inclusion into both the visual expression as well as the activities and atmosphere at their booth. We know it can be challenging to make abstract ideas concrete, so here are some helpful tips and examples.

Remember that EuroSkills Herning 2025 does not tolerate visual material or language that contains racist, sexist, phobic, or offensive expressions.

5 tips for a more diverse booth

- ☺ Keep diversity and inclusion in mind when decorating your booth. For example, make sure that both different genders and ethnicities are represented in the imagery displayed at your booth.
- ☺ Remember that both an electrician and a pastry chef can look many different ways. You can help challenge the stereotypical associations that often exist between, for example, gender and professions, in the imagery you use at your booth.
- ☺ Also, consider who you have as helpers at your booth. Be sure to ask broadly within your student or employee group to achieve the best possible representation and diversity.
- ☺ Ensure that there is sufficient workwear and footwear in various sizes and styles, so everyone can work in clothes that fit and feel comfortable.
- ☺ At EuroSkills Herning 2025, many different people will participate. Consider making your booth accessible to people with both visible and invisible disabilities. It might also be a good idea to think about whether your booth and activities appeal to a wide audience, for example, reaching out to different genders.

CONTACT LIST	CONTACT PERSON	PHONE NUMBER	E-MAIL
EuroSkills Herning 2025 Head of Venue and Logistics	Morten Dalby		logistics@euroskills2025.com
EuroSkills Herning 2025 Partnership & Event Manager	Gitte Jensen		booth@euroskills2025.com
EuroSkills Herning 2025 MarCom	Rudi Damkjær		rda@skillsdenmark.dk
EuroSkills Herning 2025 Operations			membersupport@euroskills2025.com
Technical orders MCH Messecenter Herning		+45 99 26 99 90	teknisk@mch.dk
Custom-built booths Bigini	Urich Jung (tilbud) Rene Ruby (teknisk)	+45 28 40 31 17 +45 30 49 84 94	ulrich@bigini.dk rene@bigini.dk
Custom-built booths Compass Fairs	Bernd Röhling	+45 28 30 67 01	br@compassfairs.dk
Blue Water shipping	Lars Kristiansen	+45 79 13 41 87	lark@bws.dk
Sand Spedition	Lars Vistisen	+45 97 14 51 00	lv@sandspedition.dk

Deadlines for exhibitors

Technical orders at MCH Messecenter Herning on the **4th of August 2025**.

Construction starts the **6th of September 2025**.

Dismantling can begin the **12th of September 2025** after 18:00.

Everything must be cleared by the **16th of September 2025** at 12:00.

If the order is placed through MCH Messecenter Herning after the 4th of August 2025, there will be an additional charge of 10%

Skilled for a greener future

See you in Herning in 2025

