



18th WFC Biennial Congress 2025

PRACTICAL INFORMATION FOR SPONSORS AND EXHIBITORS



18th WFC Biennial Congress 2025

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GENERAL INFORMATION

Host

Danish Chiropractors' Association

Peter Bangs Vej 30

2000 Frederiksberg, Denmark

E-mail: dkf@danskkiropraktorforening.dk

Congress Organiser

CAP Partner

Nordre Fasanvej 113

2000 Frederiksberg, Denmark

Tel.: +45 7020 0305

www.cap-partner.eu

Contact person:

Elias Angelo Kristensen

Email: ek@cap-partner.eu

Katerina Vicen

Email: kv@cap-partner.eu

Direct: +45 3842 9582

Mobile: +45 5250 1556

General

Set-up on Wednesday, 7 May 2025.

Congress dates: Wednesday, 7 May 2025 to Saturday, 10 May 2025.

Official congress language: English

[Link to Preliminary Program.](#)

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IMPORTANT DATES

Date	Description
7 March 2025	Abstract notification
10 March 2025	Early bird registration deadline
1 April 2025	Print deadline – advertisements, logos, company description
15 April 2025	Sponsor and exhibitor registration deadline
18 April 2025	Compass Fairs order deadline (stand furnishing)
2 May 2025	Deadline for deliveries to DSV advance warehouse

CONGRESS VENUE

Tivoli Hotel & Congress Center

Arni Magnussons Gade 2

1577 Copenhagen, Denmark

<https://www.tivolicongresscenter.com/>



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How to Get There

From Copenhagen Airport by Taxi

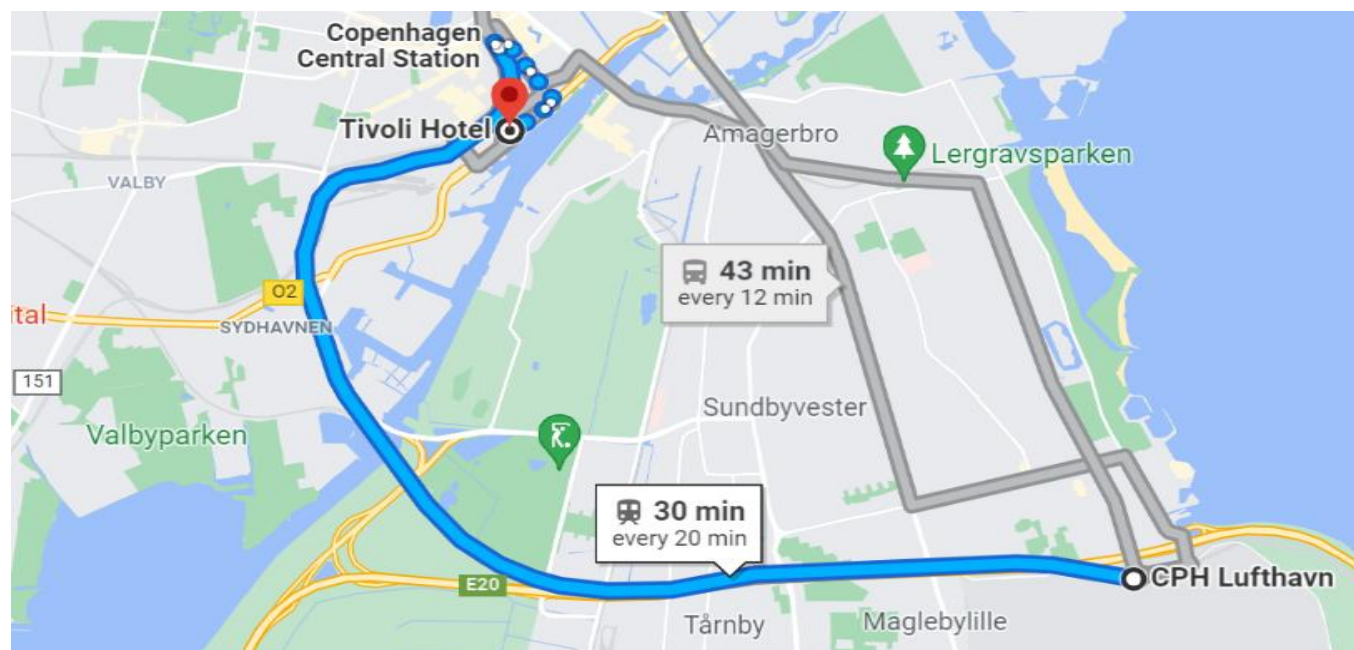
Tivoli Hotel & Congress Center (THCC) is located 13 km from Copenhagen Airport. Take any of the taxis outside the Arrivals terminal – the ride will take around 20 minutes and costs around 350 DKK / 50 EUR.

From Copenhagen Airport with Public Transport

The easiest way is to take a train to Copenhagen Central Station. When you walk out of the arrivals hall, walk straight ahead for about 50 meters. You will find the ticket sales on your right – before you reach the elevators / stairs. The entrance to the train platform is on your right.

A one-way ticket costs around 36 DKK / 5 EUR – (3-zone ticket). Buy the ticket at the ticket sales – it is not possible to buy the ticket on the train or at the platform. Tickets are also valid for buses and the metro.

The trains depart every 10 minutes from Copenhagen Airport to Copenhagen Central Station during the day. In evening hours, it will be every 20 minutes, and during the night just once an hour. It will only take 15 minutes to get to Copenhagen Central Station by train.



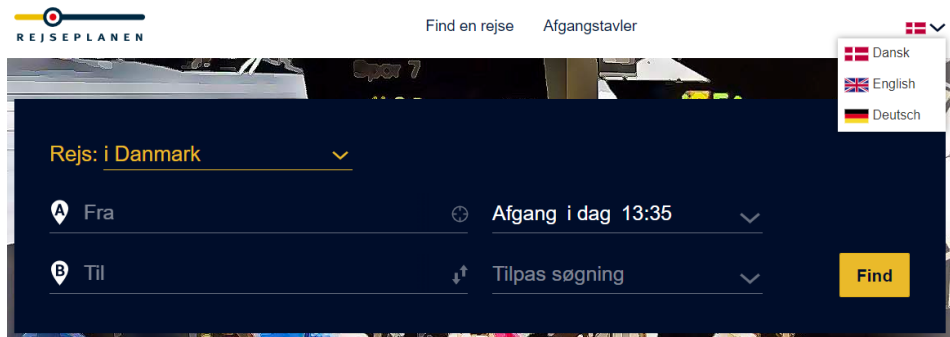
Alternatively, you can also take the metro to THCC (though you will need to change lines at Nørreport to København H).



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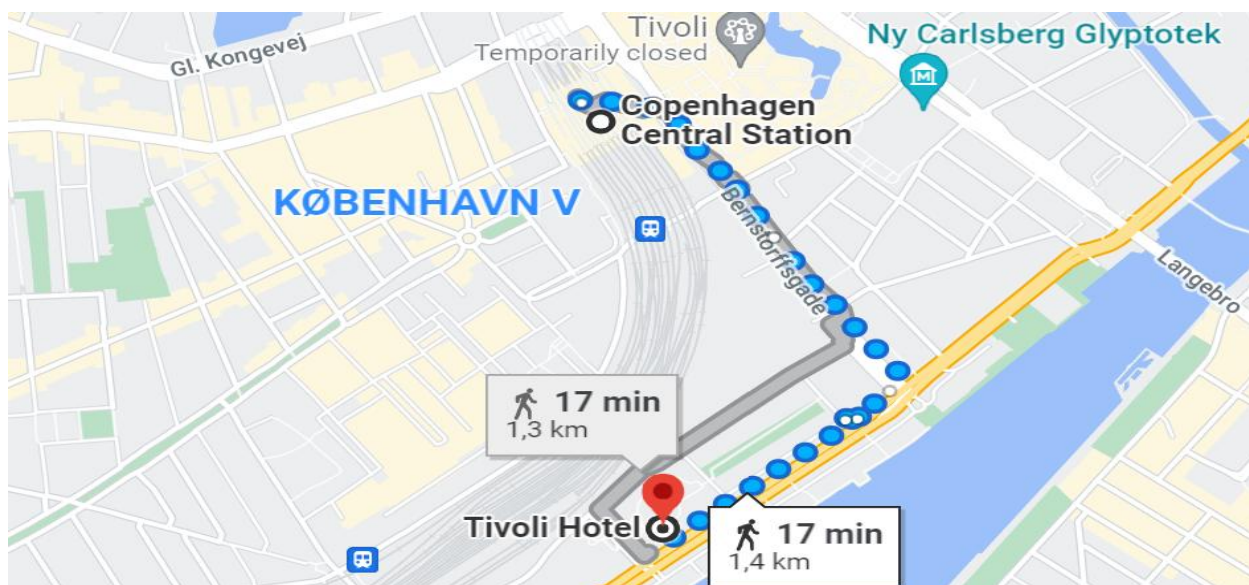
A useful website for finding your way with public transport is:

journeyplanner.dk



From Copenhagen Central Station

THCC is a 10-minute walk from Copenhagen Central Station.



Parking

In collaboration with Hotel Wakeup Copenhagen, THCC offers a video-monitored car park for hotel guests. The car park is located between the two hotels on Kristian Erslevs Gade 1 and have direct access to THCC through the basements. The Parking facilities are administrated by an external collaborator, One Park. Please note that THCC cannot guarantee availability. Furthermore, it is not possible to book parking space in advance.

Please find the updated rates and conditions here: <https://www.tivolihotel.com/facilities-and-services/parking>



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Access for Deliveries and Trucks

For deliveries made during the set-up period, please note the following:

- Access to the loading bay is possible during the set-up period on Wednesday 7 May from 13:30 – 17:00
- Drivers of delivery vehicles must access the loading bays via an ancillary access road (**Kristian Erslevs Gade**) behind THCC (next to the Garage exit) that leads directly to the loading/unloading area. The bays, in turn, lead directly to the back of the stages in the Congress Hall and to the Exhibition area.
- The ancillary access road is for loading/unloading only. No parking is allowed on this road.
- THCC has a small pallet jack which can be borrowed upon request for transporting goods to your stand.
- The area for unloading is on ground level and is directly accessible from the exhibition's corridors.
- Please ensure that deliveries are not packed onto anything larger than a European-size pallet (80 cm x 120 cm) as the dimensions of the freight door are **160 cm wide** and **210 cm tall**.



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EVENT SCHEDULE

	Weekday	Date	Time	Details
Registration opens	Wednesday	7 May	08:00 – 09:00	
Exhibitor Set-up	Wednesday	7 May	13:30 – 17:00	Exhibitor Set-up
Exhibition Hours – Day 1	Wednesday	7 May	17:30 – 19:30	Welcome Reception
Exhibition Hours – Day 2	Thursday	8 May	10:00 – 16:30	
Exhibition Hours – Day 3	Friday	9 May	10:00 – 16:30	
Exhibition Hours – Day 4	Saturday	10 May	09:30 – 14:30	
Exhibition dismantling	Saturday	10 May	14:30 – 17:30	Exhibitor Dismantling

Note:

Stands may not be dismantled until all delegates have left. Furthermore, exhibitors will be responsible for any charges incurred if the Exhibition Area is not cleared by the stated time for end of dismantling.

Social events

	Date	Time
Danish Night – Langelinie Pavillon	8 May	19:30 – 01:00
Gala Dinner – Tivoli Hotel & Congress Center	10 May	19:00 – 24:00

On Thursday, 8 May, we invite you to a Danish Night at Langelinie Pavillon. You'll be exclusively transported by boat and enjoy a canal tour on your way to the evening's destination, where finger food and drinks will be available.

The Gala Dinner on Saturday, May 10, is an excellent way to wrap up the congress. This is an opportunity to network with fellow congress participants, enjoy the free bar, and enjoy live music after the dinner.

You can purchase **tickets for the social events** through the [WFC 2025 Online Registration platform](#) (more information below in "Exhibitor Registration & Accommodation").

Preliminary Programme

The Preliminary Programme can be found [here](#).

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EXHIBITION HALL DESCRIPTION

Floor: nature stone

Walls: painted dry wall

Floor load capacity: 500 kg/m²

Headroom: variable height due to ceiling design, from 4 meters to 5,60 meters.

Ceiling lights: halogen lamps

Maximum height for building stands is **3 meters**.

No holes may be made in the walls, ceiling, or floor of the exhibition hall. Any alterations or damage to rooms, facilities, or objects will be charged to the exhibitor responsible.

STAND BUILDING ORDERS AND DECORATION

A simple stand set-up is included in all exhibition and sponsor packages.

The standard exhibitor package includes: **Carpet, 2 chairs, 1 table incl. cover, electricity.**

Backwalls and sidewalls are not included and must be ordered separately.

COMPASS Fairs has set up a webshop where you can order additional furniture or services you might need for your stand.

Link: <https://compassfairs.dk/shop/wfc-2025/>

Username: You will create your own account

The **deadline for ordering stand equipment is 18 April 2025**. Orders received after this date may be subject to a 25% extra charge.

We recommend ordering a digital print back wall with lighting (H 2,5m) and half sidewalls (H 1,0m) to enhance your stand's appearance. These are **not** included and incur additional costs.

You will find guidelines and information regarding print file for the backwall visual on the webshop.

Here is an example of what such a setup can look like (subject to additional costs):

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Electricity

A power plug (2300 W/230 V – 3-pin Schuko Plug) will be available at each stand. If you require extra plugs and/or more power, please order this through the [COMPASS FAIRS webshop](#).

Wi-Fi

Free Wi-Fi is provided at the venue. The password is: **tivolihotel**

Catering

It is not permitted to serve food and beverage at your exhibition stand, except for small items.

Stand Cleaning

The public areas and aisles at the exhibition area will be cleaned every evening. If you want to book additional stand cleaning, please contact us.

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EXHIBITOR REGISTRATION & ACCOMMODATION

The deadline for registration of all sponsors and exhibitors is **15 April 2025**. All complimentary participants must be individually registered through the [WFC 2025 Online Registration platform](#). You can also use it to book **social events** and **accommodation**.

Overview of complimentary registrations and tickets for social events:

	PREMIER	PLATINUM	GOLD	SILVER	BRONZE	EXHIBITOR
Complimentary registrations	7 Full access	5 Full access	3 Full access	2 Full access	2 Full access	2 Exhibitor access
Gala Dinner tickets	3	2	2			
Danish Night tickets	3	2	2	2	2	

Registration Requirements

- Each sponsor/exhibitor participant must complete their registration using the provided instructions.
- All registrations require the following information:
 - Personal e-mail address
 - Full name
 - Company name
 - Country

1. Registration Process:

- Create a **new user account**.
- Fill out the participant and company details.
- Select the **Sponsor participant**. Please use the registration code: **FREESPON**
- Or select the **Exhibitor badge**. Please use the registration code: **FREEEXHI**

2. Additional Exhibitor Badges:

- It is also possible to purchase additional exhibitor badges online.
- Additional badge costs 2,500 DKK (335 EUR).

3. Social Events Tickets:

- You can book one ticket per social event per registration.
- Welcome reception, 7 May 2025: please sign up if you will attend.



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- Free dinner tickets require separate codes:
 - Danish Night, 8 May 2025: **FREEDANI**
 - Gala Dinner, 10 May 2025: **FREEGALA**
 - **For information about the social events, visit:**
<https://wfc25cph.org/programme/social-events/>
- If you do not have a free ticket, you can purchase one.

4. Hotel Accommodation

The congress secretariat has secured a limited number of rooms at **Tivoli Hotel** and the budget-friendly **CABINN Copenhagen Hotel** at discounted rates. You can book your accommodation through the platform when registering. As rooms sell out quickly, we encourage you to book as early as possible.

Please note: The night of **10 May 2025** is **not available** at Tivoli Hotel. If you require accommodation on this date, please book the CABINN Copenhagen Hotel instead.

- **Tivoli Hotel**
 - Single rooms are 1645 DKK/night including breakfast & VAT
 - Double rooms are 1745 DKK/night including breakfast & VAT
- **CABINN Copenhagen** (located on the other side of the street from Tivoli Hotel)
 - Standard Single rooms are 620 DKK/night including VAT
 - Standard Double rooms are 760 DKK/night including VAT
 - “Captain” Single rooms are 800 DKK/night including VAT
 - “Captain” Double rooms are 935 DKK/night including VAT

5. Confirmation:

- Follow your registration through to completion to receive a registration confirmation.

Important:

We reserve the right to modify your registration if the sponsorship status or the number of complimentary registrations does not match the sponsor/exhibitor agreement.

For any questions regarding registration, please contact:

Rikke Blæsborg

Email: rb@cap-partner.eu

For any questions regarding hotel accommodation, please contact:

Susan Svenningsen

Email: ss@cap-partner.eu

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SHIPPING AND DELIVERIES

We are partnering with DSV to offer various logistics, storage and onsite handling solutions, incl. advance storage. You will receive shipping instructions and other details latest by **11 April 2025**. If you require information earlier or have questions, please do not hesitate to contact us directly.

Storage

In case you need to store materials or empty packaging during the event, this is not possible on-site at the venue but can be arranged with DSV.

It is **not possible to store empty packaging at the venue**, so please book storage if required with DSV.

DELIVERABLES

Company Material

Regarding the sponsor and exhibitor directory we kindly ask you to submit the following information via [this survey](#) **before 1 April 2025**.

- Company name
- Company contact email address
- Company phone number
- Company description (max. 100 words for sponsors and max. 50 words for exhibitors)
- Website
- Company logo
 - 1x Digital (.jpg / .png)
 - 1x Print (.ai / .eps / .svg)

Bag Inserts

Some sponsors have the possibility to get a flyer included in the conference bags (excl. production costs). The sponsor is solely responsible for the manufacturing and delivery of these to CAP Partner.

The flyers must be delivered to CAP Partner by **23 April 2025**.

The quantities and dimensions of the flyer vary depending on the sponsorship level:

- **Premium:** 2x A4 (297 x 210 mm) – 600 pcs. each (2 different brochures)
- **Platinum:** 1x A4 (297 x 210 mm) – 600 pcs. total
- **Gold:** 1x A5 (210 x 148 mm) – 600 pcs. total
- **Silver:** 1x A5 (210 x 148 mm) – 600 pcs. total



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BRANDING AT THE VENUE

For increased visibility, you can book additional branding for your company. Please contact Katerina Vicen kv@cap-partner.eu to get more information about the possibilities and costs.

Any company branding, roll-ups or flyers must remain within the exhibition stand unless previously agreed with Organizer (Katerina Vicen). Any flyers found outside the designated area will be removed and discarded, while roll-ups will be taken down and returned to the company's stand.

Promotional Materials

Download the official WFC 2025 [media kit](#) to promote your attendance on social media and other channels. Please follow WFC 2025 on Social Media platforms: [Instagram](#) and [Facebook](#).

We are also happy to discuss cross-promotion ideas with you and your communication and marketing team. Let us know if you would like to book a quick call to discuss.