



HØRKRAM
FOODSERVICE CHEFS CULINAR

EXHIBITORS' GUIDE



HELP THE TELE SALES OFFICE

**PLEASE WRITE THE FOLLOWING
CLEARLY AT THE ORDER FORM...**

Customer number – article number – number of units: pieces, cartons – delivery address – description of goods – this will make the processing time slightly shorter.

**THANK YOU IN
ADVANCE!**

MESSE C, FREDERICIA
JANUARY 31ST - FEBRUARY 1ST 2018

ADDRESS

MESSE C, VESTRE RINGVEJ 101, 7000 FREDERICIA.

WASTE

A cleaning team will attend the fair several times during the fair to empty the waste bins.

FAIR DISCOUNTS

The fair orders that you receive during the fair will be collected by our sales representatives after the fair. In case they do not, please send them by mail for **salg-aarhus@hoka.dk** as soon as possible.

Along with the orders, you need to hand in the total balance of the discount given by during the fair. The discount will subsequently be invoiced to your account by Hørkram.

Please send the balance by mail to Ulla Ravn Henriksen **urh@hoka.dk** and Heidi Cappelen Petersen **het@hoka.dk**

ORDERING OF GOODS DURING THE FAIR

If you need delivery of goods during the fair, you can place your order with our Aarhus location by either mail to **salg-aarhus@hoka.dk** or by phone to Anne Marie Jørgensen phone number: +45 86927200 – press 1 for ordering of goods.

USE OF OPEN FIRE

Please inform Hørkram if you need barbeque etc. at your stand (tea lights, candles, gas burners are not allowed), as we will need to inform the fire department.

Missing information will imply that the use of open fire will not be allowed.

CUSTOMER INVITATION

Invitations will be delivered to our customers by our chauffeurs and sales representatives from the beginning of week 51. We will also send out reminders to our customers.

See the customer invitation and further information about the fair on our homepage **www.hoka.dk**

COOLING- AND FREEZING FACILITIES

If you need cooling or freezing facilities during the fair, we can provide this in our containers.

Please note that for safety reasons no externs are allowed to enter the containers!

All goods for the fair must be delivered directly to the fair center "Messe C" in Fredericia. It is **not** possible for goods to be delivered at Hørkram's storage in neither Sorø nor Aarhus.

All excess foods that will not be donated to "Fødevarerbanken" must be removed by Thursday evening February 1st by 9pm at the latest.

FOOD WASTE AND SURPLUS GOODS

By the end of the fair on Thursday February 1st at 5pm Fødevarerbanken (The Food Bank) will come to your stand and collect any surplus goods you may leave behind.

All we need from you is to mark the goods with "Fødevarerbanken", your supplier name and stand number.

"Fødevarerbanken" is a non-profit voluntary organization who collects surplus goods from companies, fairs and retail and donates it to marginalized individuals.

FAIR GIFTS / SUPPLIER'S GIFTS

We draw lots among the customers for supplier's gifts.

We therefore kindly ask you to bring two presents wrapped in gift wrapping paper and place them visibly at your stand.

We draw lots during both days and the customers will collect the gifts themselves. If the winner is not present at the stand when his/her name is drawn, please make arrangements to deliver the gift as soon as possible to the customer.

FAIR ORDERS

Please note that you will have to create and bring along your fair offers yourselves. For price information please contact our Central Purchasing Department.

MOUNTING OF STANDS

If you have any questions regarding electricity power, water, renting of equipment etc., please contact the Technical Department at the fair center "Messe C": Phone +45 75922566.

Please make sure that all your material for the fair is well working before you start packing as Hørkram cannot assist on the fair, if any equipment should be broken or not working.

Please remember to mark all your equipment with your stand number and supplier name.

PARKING

Messe C has very fine parking possibilities for suppliers and customers behind the fair center.

SERVICE STATION

We will place service stations at the fair, in case you need to wash your kitchen equipment etc. Before the opening of the fair, you will be receiving a map showing the location of the service stations.

Please bring your own kitchen towels. Hørkram will put cloth, buckets, cleaning detergent, sponges and gloves at your disposal.

ADDITIONAL PRECAUTIONARY MEASURE

As a further precautionary measure **it is strictly forbidden to bring children** to the fair during mounting and dismantling of the stand, as accidents easily could occur as we use fast trucks at the storage and the area behind the stands.