



# Exhibitor Technical Guide

10 to 12 JUNE 2019  
Stockholm – Sweden  
[www.uitpsummit.org](http://www.uitpsummit.org)



Dear Exhibitor,

This exhibitor manual has been specially prepared to assist you with your participation at the **UITP Global Public Transport Summit - Exhibition to be held in Stockholm from 10 to 12 June 2019.**

You are kindly requested to read this manual carefully and thoroughly in order to get well informed about the various rules, procedures and technical information.

To facilitate your participation and to ensure smooth operations, you are kindly requested to adhere to the stipulated deadlines.

While every effort will be made to maintain the procedures and rates quoted in this manual, these may vary in accordance with any changes and fluctuations in the cost of labour or materials occurring prior to the exhibition which may be beyond the control of the Organiser.

For further information or assistance, please contact:

Mr. Hicham Badran  
Tel: +32-2-661 31 86  
Email: [hicham.badran@uitp.org](mailto:hicham.badran@uitp.org)  
Website: [www.uitpsummit.org](http://www.uitpsummit.org)

Mr. Jean Frederic Charles  
Tel: +32-2-788 01 20  
Email: [jean-frederic.charles@uitp.org](mailto:jean-frederic.charles@uitp.org)

We look forward to welcoming you in Stockholm at the **Global Public transport Summit.**



## Contents

Page

<b>EXHIBITION GENERAL INFORMATION</b> .....	5
<b>Contacts</b> .....	5
<b>Exhibition Venue Address</b> .....	5
<b>Exhibition Timetable</b> .....	6
<b>Official Services Contractors</b> .....	7
<b>Access Control – Badges</b> .....	8
<b>EXHIBITION CATALOGUE ENTRY</b> .....	8
<b>Exhibitor Checklist</b> .....	9
<b>LOGISTICS, ON-SITE HANDLING, FORKLIFTS AND LIFTING</b> .....	10
<b>Shipping via Courier</b> .....	11
<b>Delegate bag insert shipping &amp; UITP Media Partner shipping</b> .....	11
<b>Marking &amp; Packing</b> .....	11
<b>Delivery, Access &amp; Truck Marshalling</b> .....	11
<b>Shipping Deadlines</b> .....	12
<b>SHELL SCHEME STAND</b> .....	13
<b>Guidelines for Shell Scheme Exhibitors</b> .....	13
<b>SELF-BUILDING STANDS</b> .....	15
<b>Stand construction approval</b> .....	15
<b>Height review and height exposure</b> .....	20
<b>Stand ceiling, construction and decoration material</b> .....	21
<b>Painting</b> .....	21
<b>Carpets</b> .....	21
<b>Two-level stand</b> .....	21
<b>Electricity</b> .....	22
<b>Water, heating and sanitation</b> .....	22
<b>Air pressure</b> .....	23
<b>Installation</b> .....	23
<b>Dismantling</b> .....	24



<b>RULES &amp; REGULATIONS</b> .....	25
<b>Insurance</b> .....	25
<b>Consignment of the exhibiting space</b> .....	25
<b>Organizer’s responsibility</b> .....	25
<b>Dilapidation</b> .....	26
<b>Occupying space conditions</b> .....	26
<b>Availability of the stand area</b> .....	26
<b>Exhibitor Access to the Halls</b> .....	26
<b>Contractors Access</b> .....	27
<b>Promotional activities</b> .....	27
<b>Noise prevention, music and images</b> .....	27
<b>Housekeeping and Discarding of Materials</b> .....	27
<b>Cleaning</b> .....	28
<b>Children on the premises</b> .....	28
<b>Alcohol, smoking and drugs</b> .....	28
<b>Private vehicles</b> .....	28
<b>Work environment responsibility</b> .....	29
<b>Food and drink</b> .....	29
<b>Waste</b> .....	30
<b>Security</b> .....	30
<b>First aid</b> .....	31
<b>Accidents</b> .....	31
<b>Emergencies</b> .....	31
<b>Fire safety</b> .....	31



## EXHIBITION GENERAL INFORMATION

### Contacts

#### Organizer

UITP Exhibitions Department, 6 rue Sainte-Marie, BE- 1080 Brussels, Belgium

#### Contact Persons:

Mr. Hicham Badran

Tel: +32-2-661 31 86

Email: [hicham.badran@uitp.org](mailto:hicham.badran@uitp.org)

Website: [www.uitpsummit.org](http://www.uitpsummit.org)

Mr. Jean Frederic Charles

Tel: +32-2-788 01 20

Email: [jean-frederic.charles@uitp.org](mailto:jean-frederic.charles@uitp.org)

### Exhibition Venue Address

Stockholmsmässan

SE-125 80 Stockholm Sweden

Phone +46 8 749 41 00

Fax: +46 8 99 20 44

Email: [info@stockholmsmassan.se](mailto:info@stockholmsmassan.se)

Visitor's address: Mässvägen 1, Älvsjö

#### Entrance to the Marshalling Yard (Loading Docks)

Stockholmsmässan, Godsmottagningen

UITP Global Public Transport Summit

"Company name"

"Stand number"

Parkeringsvägen 10

SE-125 30 Älvsjö, Sweden

(postal address: Stockholmsmässan, SE- 125 80 Stockholm, Sweden)

## Exhibition Timetable

Item	Date (From)	Date (To)	Timing (From)	Timing (To)
Official build-up	05-06-2019	09-06-2019	07:00	20:00
Deadline for completion of stand build	09-06-2019 at 20:00			
Exhibition opening ceremony	10-06-2019 at 09:30 till 10:30			
Event Days and Opening Hours				
Exhibitors				
Day 1	10-06-2019	08:30	18:30	
Day 2	11-06-2019	08:30	18:30	
Day 3	12-06-2019	08:30	16:30	
Visitors				
Day 1	10-06-2019	09:30	18:00	
Day 2	11-06-2019	09:00	18:00	
Day 3	12-06-2019	09:00	16:00	
Freight collection and empty cases	12-06-2019	17:00	19:00	
Official Tear-down	12-06-2019	19:00	23:59	
	13-06-2019	07:00	16:00	
	14-06-2019	07:00	16:00	

## Official Services Contractors

Telecom (Internet, Telephone) Audio-visual Electricity, Water, Compressed Air Rigging, truss, lighting Security, booth staff, hostess Official Stand Contractor <ul style="list-style-type: none"> <li>• Shell scheme (equipped stand)</li> <li>• Additional furniture and equipment</li> </ul>	<b>Event Services *</b> <a href="mailto:eventservice@stockholmsmassan.se">eventservice@stockholmsmassan.se</a> Tel. +46 8 749 44 44
<a href="#">Catering (see page 8)</a>	<b>Mässrestauranger AB</b> <a href="mailto:montercatering@massrestauranger.se">montercatering@massrestauranger.se</a>
Stand construction approval Deadline: 14/05/2019 <a href="#">More details page 15</a>	<b>FRANSQUIN &amp; CHAIBAN</b> <b>Exhibition Architect</b> Ms. Ryma Taleb Tel : +32 (0) 2 536 01 65 <a href="mailto:rtaleb@fcintl.com">rtaleb@fcintl.com</a>
Freight forwarder, customs broker and On-site freight handling contractor	<b>European International Fairs Limited</b> Mr. Jim Callaghan Tel: +44 (0)1732 860 330 Fax: +44 (0)1732 860 331 <a href="mailto:jim.callaghan@european-intl.com">jim.callaghan@european-intl.com</a>
Accommodation	<b>C'accommodation</b> Ms. Hélène Desmazières Tel FR. +33 (0)1 70 36 04 46 Tel BE. +32 (0)2 566 99 46 M. +32 (0)486 82 15 72 <a href="mailto:h.desmazieres@caccommodation.com">h.desmazieres@caccommodation.com</a>

### \*Order early for lowest price

Place your order on time to ensure the best possible service from Stockholmsmässan and to make sure you receive the products and services you need. If you place your order well before May 14<sup>th</sup> 2019, you will be rewarded with our lowest price on products and services. A 30% surcharge will be added to orders for all products and services that are received after the above mentioned deadline. Orders that are placed during the official installation or during the event will be subject to a 50% surcharge. However, this does not apply to quotations, plants and stand catering.



**Exclusivity**

**Please note that for Catering and alcoholic beverages, you are obliged to pass by the Stockholmsmässan exclusive supplier:**

**Mässrestauranger AB**

**[montercatering@massrestauranger.se](mailto:montercatering@massrestauranger.se)**

**<http://massrestauranger.se/en/>**

**Access Control – Badges**

Contractor badges: access to the exhibition area and marshalling yard during the build-up and tear down periods.

Congress delegate badges: access to the exhibition area during the exhibition time.

Visitor badges: access to the exhibition area during the exhibition time.

Exhibitor badges: access to the exhibition area and marshalling yard during the build-up and tear down periods as well as during the exhibition time (and half an hour before and after the official exhibition visit hours).

**For exact timing, please check the exhibition time table on page 6 of this technical guide.**

**The badges system will be available as of **March 2019** and will stay functioning during the exhibition.**

**Visitors Invitations:**

You will receive from us 50 free of charge visitors invitations to distribute to your clients and contacts. In case you require additional Visitors invitations, please contact the [Exhibition Team](#).





## EXHIBITION CATALOGUE ENTRY

All the exhibitors are entitled to one advertisement (in color - A4 vertical) in the official exhibition catalogue (included marketing and PR package). This also applies to all the co-exhibitors.

Here are the technical specifications for the **advertisement**:

- PDF file in high resolution (minimum 300 dpi) / not too heavy: Maximum 5MB.
- Size: A4 vertical (210mm X 297mm)
- Add 3 mm more if your advertisement is to be printed full page (full bleed)
- The advertisement should contain a white border and the cutting marks on the 4 corners.

In addition to this A4 advertisement, you are entitled to have in the Exhibition Catalogue:

- Your **company profile** (50 words maximum)
- Your **contact details** (Exact company name, address + optional: telephone, fax, email)

All this material is to be uploaded via the Exhibitor Personal Area on the event's website ([Exhibitor Personal Area](#)) before the 29-03-2019. You will receive your login and password to the Exhibitor Personal Area during your registration process. If for some reasons, you have not received them, please contact [jean-frederic.charles@uitp.org](mailto:jean-frederic.charles@uitp.org)

## Exhibitor Checklist

Item	Deadline
<b>Submit Exhibition Catalogue Entry</b> .....	29-03-2019
<b>Submit stand's plans to the architect for approval</b> .....	30-04-2019
<b>Electricity, Rigging, water and Compressed Air and other Venue services</b> .....	14-05-2019
<b>Company name on fascia for Shell Scheme exhibitors</b> .....	14-05-2019
If any artwork to print and paste (logo, etc.).....	14-05-2019



## LOGISTICS, ON-SITE HANDLING, FORKLIFTS AND LIFTING

We have appointed **European International Fairs Ltd** as the official freight forwarder, on-site materials handling agent, forklift, lifting and handling equipment services provider for the **UITP Global Public Transport Summit – Stockholm 2019**.

Contact details are as follows:

Jim Callaghan  
European International Fairs Ltd  
Units 6/10, Skitts Manor Farm  
Moor Lane, Marsh Green  
Edenbridge, Kent TN8 5RA

**Tel:** + 44 1732 860 330 / **Fax:** +44 1732 860331

**Email:** [jim.callaghan@european-intl.com](mailto:jim.callaghan@european-intl.com)

**Please refer to the link below for their shipping guidelines**

[http://files.european-intl.com/showforms/uitp\\_si.pdf](http://files.european-intl.com/showforms/uitp_si.pdf)

Please note some key points:

### **Nominated Partners**

Please open the link to [our experienced and reliable partners](#) who can take care of all your shipping needs from your door, your supplier's door, from anywhere in the world, to your stand in Stockholm and back again. All are experienced in shipping exhibition materials and work with us on a regular basis. They will take care of all the necessary arrangements and can guide you through the whole process at a local level. Alternatively, we are happy to work with your preferred forwarder, booth contractor or with you directly.



## Shipping via Courier

If you plan to ship by courier, please note Stockholmsmassan **will not** receive or sign for any shipments on your behalf. We can receive courier shipments at our advance warehouse or direct at the fair during the official build up times. For small courier shipments please consign your shipment in accordance with this link [Shipping by Courier](#). Please note this is only cost effective for small packages and shipments that do not exceed 50 kilos. For shipments above 50 kilos the full handling tariff will apply please refer to the [Shipping Guidelines](#).

Please note that courier shipments shipped from outside the EU will require an EORI number for clearance. Courier companies will not allow use of their EORI and shipments will not be cleared. If shipping from outside the EU by courier, it is vital you contact us well in advance for instructions on how to apply for an EORI number/or options available.

## Delegate bag insert shipping & UITP Media Partner shipping

Please refer to the following links as applicable:

[Delegate Bag Inserts](#) this is only applicable for shipments for UITP that are to be inserted / included in the delegate bags.

[Media Partner](#) this is only applicable for shipments of magazines etc. that are for inclusion / display on the UITP.

## Marking & Packing

Please ensure that your items are packed in robust, re-usable crates/cases, suitable for transit both to and from the event. We strongly recommend using screws or hinges rather than nails. Crates built of timber from outside the EU must be manufactured of treated or processed wood, compliant with ISPM15 regulations. All pieces / crates should be clearly marked in accordance with our shipping instructions. With our shipping instructions we have formatted labels for your use.

## Delivery, Access & Truck Marshalling

Please refer to the [Shipping Guidelines](#) for delivery instructions. For the ease of deliveries there will be a truck marshalling / schedule system in operation. This is an automated system that will notify you directly with a booking reference, date and time slot on placement of your order. Please note this will only be issue when an order is place. Please [click here](#) to lace and order. A similar system will be made available for self-offloads. Please note offloading/loading spaces in Stockholmsmässan is limited and will be strictly controlled on a timed basis.



## Shipping Deadlines

All shipments should arrive by the following dates:

Airfreight International shipments (arr. Stockholm Arlanda ARN airport)	7 working days prior to your preferred delivery date
Airfreight EU shipments (arr. Stockholm Arlanda airport)	5 working days prior to your preferred delivery date
Ocean Freight (FCL) Stockholm or Södertälje	12 working days prior to your preferred delivery date
Ocean Freight (LCL) Stockholm	15 working days prior to your preferred delivery date
EU Road freight (via our advance Stockholm/ Hägersten warehouse)	From 27 <sup>th</sup> to 30 <sup>th</sup> May
EU Road freight (unloading at venue direct to the stand)	In accordance with the official build days on a targeted basis

## SHELL SCHEME STAND

### Guidelines for Shell Scheme Exhibitors

The shell scheme (equipped stand) includes: separation walls (modules aluminum), carpet, fascia with company name of the exhibitor, stand number and per module of 12m<sup>2</sup>: 1 power outlet of 10A (consumption included), 3 spot lights, 1 round table of 70cm diameter, 2 chairs, 1 waste bin, and cleaning.

- **Fascia:**
  - Please contact the Official Stand Stockholmsmässan's Event Services (contact details on page 7) and communicate the exact company name you would like to see appear on the fascia of your stand before 15<sup>th</sup> of May 2019.
  - Should you need special design and/or logo printing for your fascia, please inform Event Services and provide them with all the useful material before the 15<sup>th</sup> of May 2019.
- **Additional Furniture and Equipment (will be billed separately)**
- The additional furniture and equipment catalogue can be found on website: [http://www.stockholmsmassan.se/?sc\\_lang=en](http://www.stockholmsmassan.se/?sc_lang=en)



- *Shell scheme design*



- **Stockholmsmässan's Shell Scheme stand walls**

Stockholmsmässan's stand walls of panels with aluminium ramps which are eco-friendly and very customizable. A panel is 2490 mm m x 980 mm.

For an additional cost the panels can be printed, which means it is possible to re-create any pattern, picture or message directly on the wall.

. You can put up lightweight pictures and advertising materials (max. five kg per wall module). An electricity supply strip that cannot be removed is fitted to the upper edge of the wall. The walls are not appropriate for securing or supporting private stand systems in any way. The outer edges of stand walls are strengthened by support fixtures measuring 1.5 m in height and 0.37 m across the base. Support fixtures have been installed at 4-meter intervals along wall modules. Other forms of wall support may be used to hold stand walls together, including top and bottom brackets. No supports may be removed without permission from the hall manager. Supports can be replaced by other acceptable solutions. For more information, please contact Event Services or the Service Center during the official installation. You must remove any staples, self-adhesive pads, tape and similar from stand walls once the event is over. If you do not clear the walls, you will be billed for the time spent carrying out the work, or for disposal of the wall if it is impossible to restore. A wall is considered to be ruined, for example, by any filling, screw holes, wallpaper or painting with colors that have not been approved by Stockholmsmässan. If you want to use paint glossier than High Finish 5, hang paper or drill, you may do this if the wall is covered with chipboard. Please contact Event Services for a quotation and pricing information for such a wall.

- **Header fascia module**

If you want a header fascia module for your stand, for example for advertisements or as space for decoration at the height of the stand ceiling, it is supported by posts every three to four meters. It is also possible to have wires instead of posts to avoid having posts in the entrance to the stand. You will be billed in accordance with the price list. The header fascia module may not be used to support or secure private stand systems or materials but rather is only intended for lightweight advertising materials.

## SELF-BUILDING STANDS

### Stand construction approval

Details of the stand arrangements must be provided to the Exhibition Architect:

#### FRANSQUIN & CHAIBAN

##### Exhibition Architect

Ms. Ryma Taleb

Tel : +32 2 536 01 65

E-mail : [rtaleb@fcintl.com](mailto:rtaleb@fcintl.com)

Before the 30<sup>th</sup> of April 2019

This is applicable for:

- Stands with unusual structures
- Double-decker stands
- All stands with a surface of more than 50 m<sup>2</sup>

The design of those stands must be approved by the Exhibition Architect.

Special attention will be given to the design and the height of the walls, which could harm the visibility of the neighbor stands. The approval of the architect is compulsory. A fair play attitude is requested.

### Basic rules for stand design & construction

- Rule of the 1/2 for each open side of your stand

Illustrations below and on the next pages.

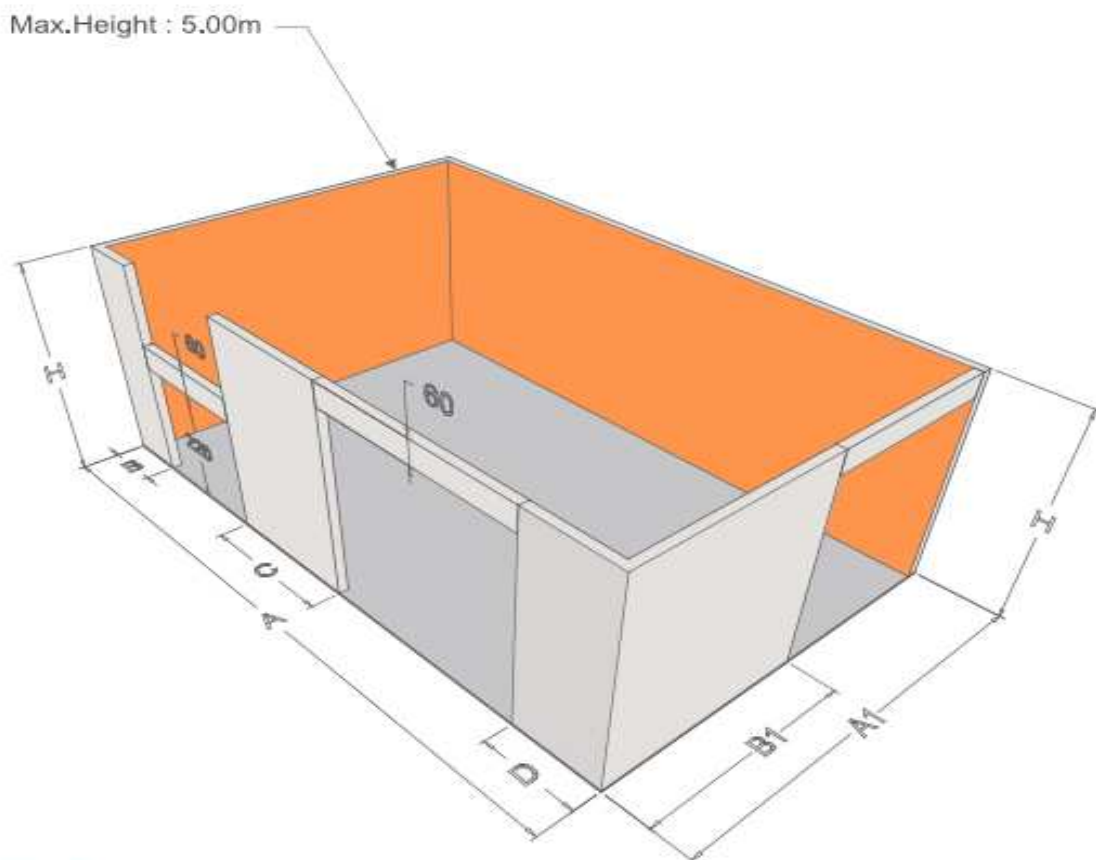
- The partition wall

The other side of your partition wall (your neighbor's side), above 2,50 meters, will have to be flawless painted in white and without any graphics or logos of your company.

- The open part in each side of your stand should respect the rules of security and evacuation in case of emergency.

- An access ramp for Disabled persons is obligatory if the stand's floor is higher than 4cm.

### Stands with 2 sides closed with neighbors



**Example 1 : two sides closed with neighbors.**

**Warning :**

**For each open side, only 1/2 closed is authorized.**

**$B+C+D = \text{max. } 1/2 \text{ of } A.$**

**$B1 = \text{max. } 1/2 \text{ of } A1.$**

**Minimum 2.20m under the fascia. Height of the fascia is maximum 60cm.**

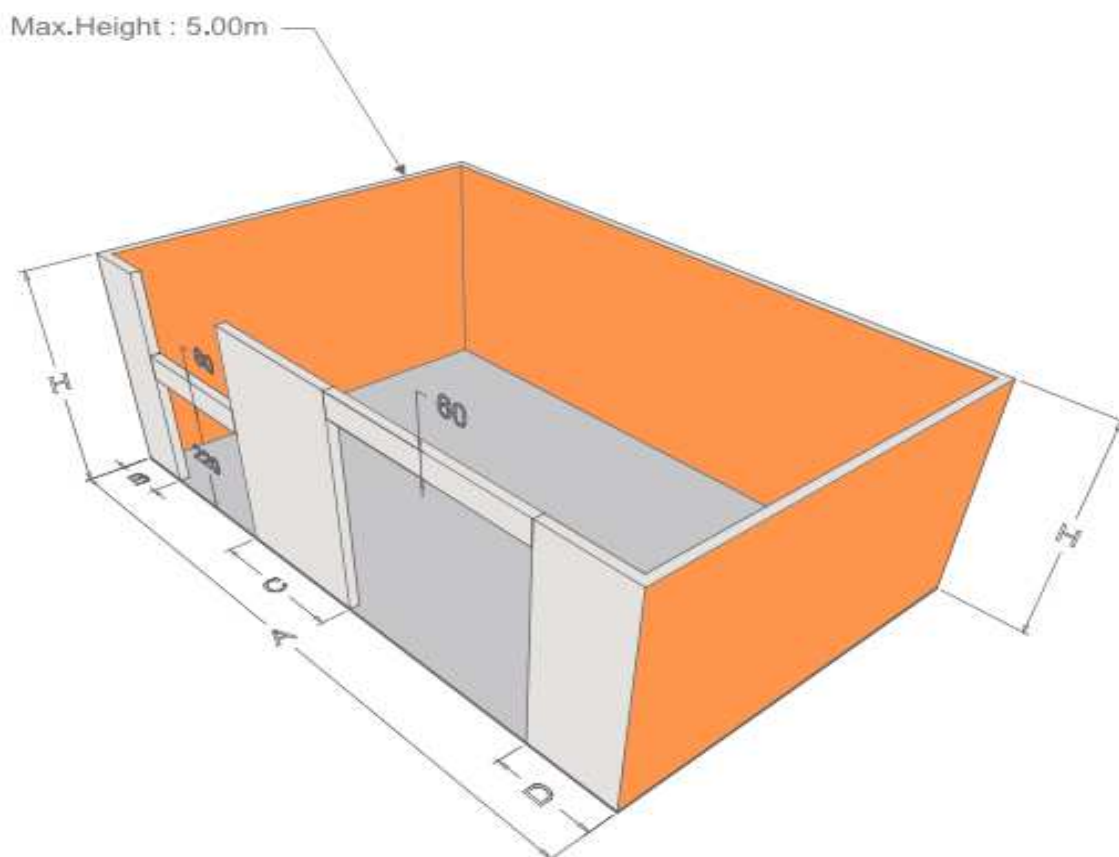
**H = The height authorized is 5,00m.**

**The back side of your partition wall (your neighbor 's side), above 2.50m, will have to be flawless painted in a white color and without any graphics or logos of your company.**

**Truss authorized higher without graphics, only lighting.**



### Stands with 3 sides closed with neighbors



#### **Example 2 : three sides closed with neighbors.**

##### **Warning :**

**For each open side, only 1/2 closed is authorized.**

**$B+C+D = \max, 1/2 \text{ of } A.$**

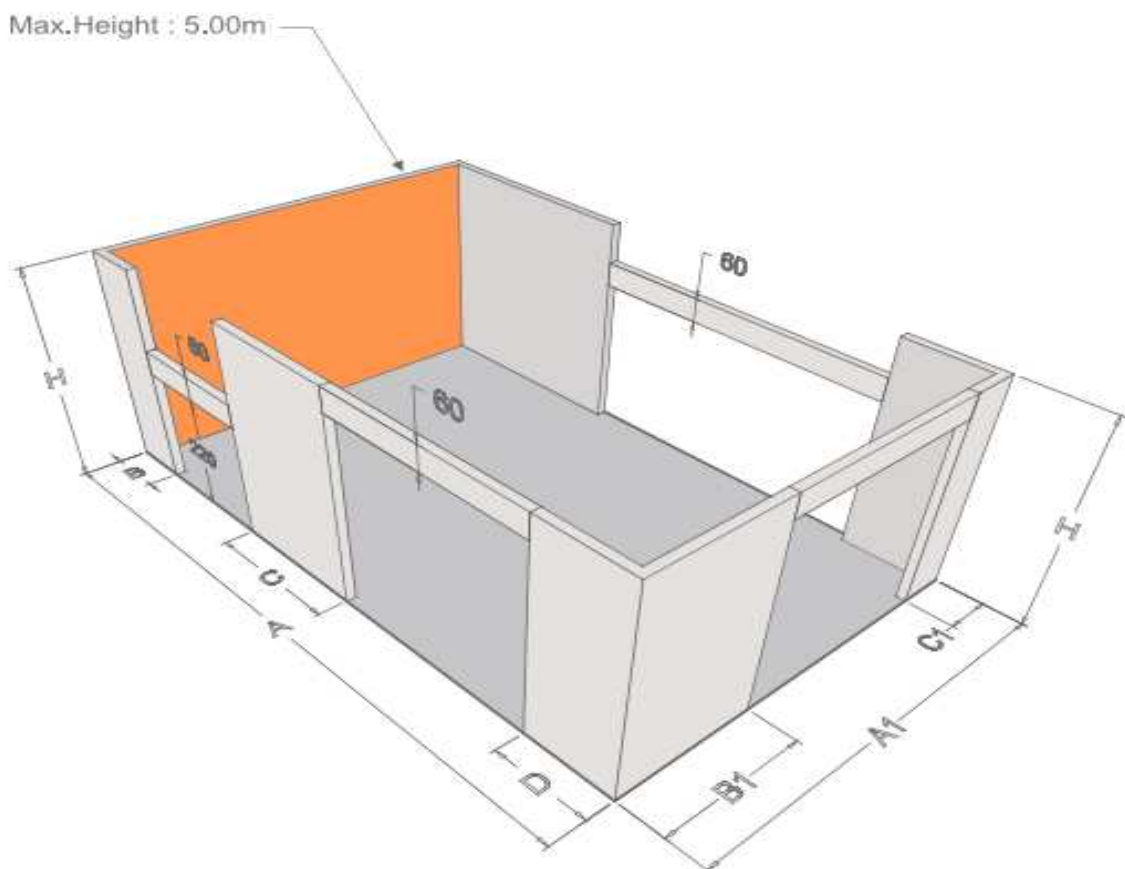
**Minimum 2,20m under the fascia, Height of the fascia is maximum 60cm.**

**H = The height authorized is 5.00m.**

**The back side of your partition wall (your neighbor's side), above 2.50m, will have to be flawless painted in a white color and without any graphics or logos of your company.**

**Truss authorized higher but without graphics, only lighting.**

### Stands with one side closed with neighbors



#### **Example 3 : one side closed with neighbors.**

##### **Warning :**

**For each open side, only 1/2 closed is authorized.**

**$B+C+D = \text{max. } 1/2 \text{ of } A.$**

**$B1 = \text{max. } 1/2 \text{ of } A1.$**

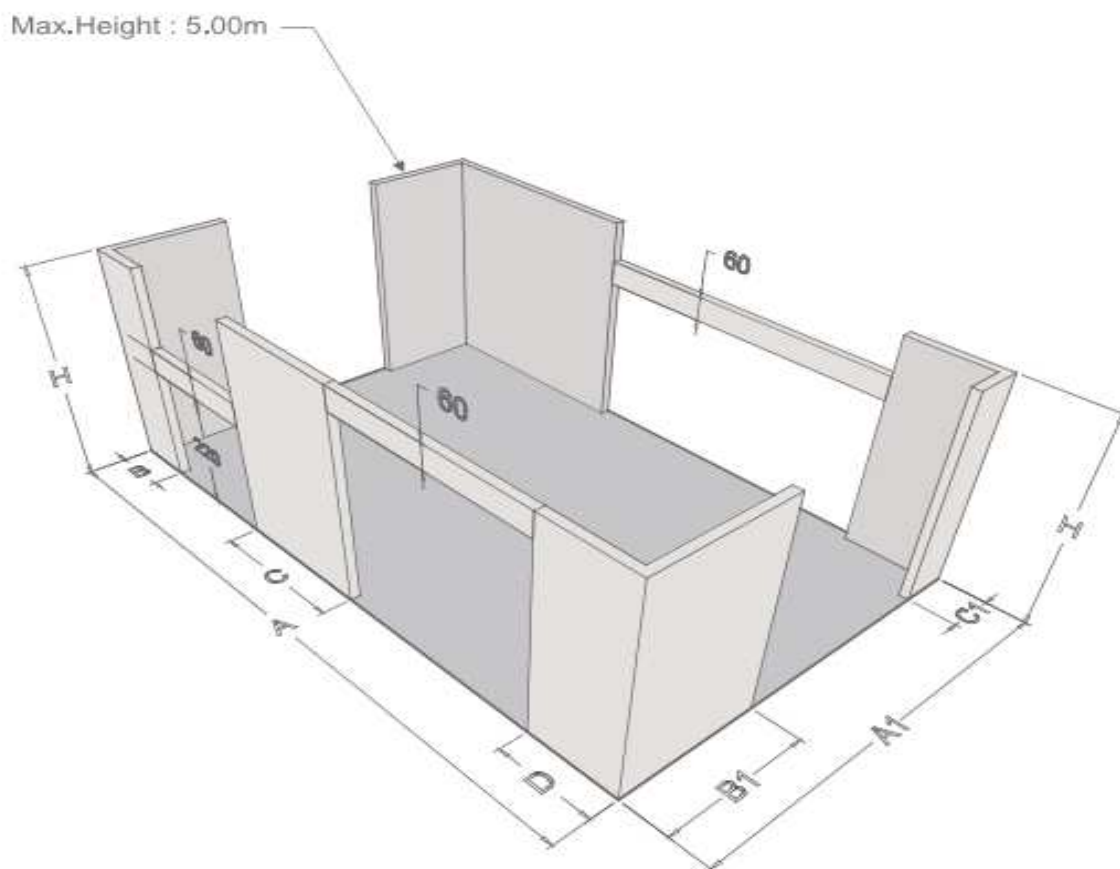
**Minimum 2.20m under the fascia. Height of the fascia is maximum 60 cm.**

**H = The height authorized is 5.00m.**

**The back side of your partition wall (your neighbor's side), above 2.50m, will have to be flawless painted in a white color and without any graphics or logos of your company.**

**Truss authorized higher but without graphics, only lighting.**

### **Stands with 4 sides open**



#### **Example 4 : Four sides open.**

##### **Warning :**

**For each open side, only 1/2 closed is authorized.**

**$B+C+D = \max, 1/2 \text{ of } A.$**

**$B1+C1 = \max, 1/2 \text{ of } A1.$**

**Minimum 2.20m under the fascia. Height of the fascia is maximum 60cm.**

**H = The height authorized is 5.00m.**

**The back side of your partition wall (your neighbor's side), above 2.50m, will have to be flawless painted in a white color and without any graphics or logos of your company.**

**Truss authorized higher but without graphics, only lighting.**



### Height review and height exposure

We review everything that will be higher than 2.5 meters above the floor to ensure an attractive overall impression in the halls. The rule states that you may not obstruct another exhibitor, the construction must be safe and any other practical obstacles are not allowed. If you meet these requirements and inform your neighboring stands well in advance of the exhibition, you may build stand walls up to Five meters in height. The side facing your neighbors should be white and smooth or as agreed between you and YOUR neighbor. The exception to this rule is if you sell products that in their normal state are higher than 2.5 meters, such as cranes and flag poles. However, you may not hang a logo or company brand higher than 2.5 meters above the ground without an extra charge for exposure **(against a fee of SEK 750)**. Height exposure includes all logos, company names and brands that are placed higher than 2.5 meters. If the products you are selling that are more than 2.5 meters tall in their normal state have recognizable markings, this is considered to be marketing exposure. Height exposure may not obstruct other exhibitors, it must be safe and it may not present any other practical obstacles. Stockholmsmässan is entitled to demand that a structure be dismantled if you have not received a permit for height exposure. In the web shop you can rent wires, hoists and other components that you can use for tall structures.

### Construction rules applied in Stockholmsmässan

All construction work and structures must comply with the Swedish National Board of Housing, Building and Planning's Building Regulations (BBR) and Construction Regulations (EKR). All material selections must be classified according to relevant fire safety regulations. ([www.boverket.se](http://www.boverket.se))

#### Limits for construction work

All work that affects Stockholmsmässan's property may only be carried out by staff authorized by Stockholmsmässan, for example hanging wires from the ceiling, anchoring machines to the floor, attaching devices to columns or beams and connecting electricity and water in floor channels. Exhibitors and stand constructors are allowed to anchor objects to the floor provided they have obtained prior approval from Stockholmsmässan. Keep in mind that you may not anchor objects closer than one meter to a floor utility channel. Please contact Event Services for more information. You are responsible for restoration after the conclusion of the event. If you fail to comply, Stockholmsmässan will carry out the work and bill you for it.

#### Financial liability

Stockholmsmässan AB accepts no financial liability whatsoever for costs arising as a result of any waiting times in connection with e.g. installation/dismantling, delivery of products, etc.

### Stand ceiling, construction and decoration material

Stand walls and ceilings should consist of fire-retardant materials or Euroclass B-s1, d0, i.e. as good as or better than wood. Chipboard, non-porous fiberboard, plywood and similar are acceptable. You should display the type approval or certificate from the Swedish National Testing and Research Institute in your stand unless there is some other way for you to clearly show that approved material has been used. Ceilings for covered or enclosed stands exceeding **30 sq. m.** require sprinklers or fireguards. You can order them from Event Services. You will be charged in accordance with the price list. Cloth ceilings and other décor must be impregnated against fire. Impregnation agents are available for purchase from the Service Center.

### Painting

Products containing organic solvents are strictly forbidden on Stockholmsmässan's premises, for example contact adhesives, spray paint, and paint with white spirits or thinners with solvents that are harmful to inhale. (The restrictions are in line with the provisions of the Swedish Environmental Code, Chapter 2, paragraphs 2-8, as well as the Swedish Work Environment Authority's AFS 2000:4, paragraphs 4-5). A special permit for spray painting must be requested from Event Services. If you paint Stockholmsmässan's stand walls, you are not permitted to restore them yourself. Stockholmsmässan will do this and you will be charged in accordance with the price list. Painting the floor in the hall is forbidden. Stockholmsmässan offers rugs and flooring in different materials and colors. They also offer painting of walls. If you want to use paint glossier than High Finish 5, hang paper or drill, you may do this if the wall is covered with chipboard. Please contact Event Services for a quotation.

### Carpets

Only a certain type of woven tape is permitted for laying carpets. Approved tape can be bought at our Service Center. Please note that all tape must be removed after the event. Exhibitors will be billed for any floor damage.

### Two-level stand

If you want to build a second level for your stand that is accessible to visitors and exhibitors, you must send a written application accompanied by a stand drawing to Event Services no later than four weeks before the event. Remember that Stockholmsmässan may need to gather additional information about the construction, choice of material, etc., and that this can take time. If you submit your application too late, you risk having your application denied. You may not start construction without written permission.

#### o Rules for two-level stand

1. For safety reasons, the distance to the closest two-level stand must be at least 10 m.
2. The upper level may not be larger than 50% of the lower level exhibit space.
3. Overhead clearance in the lower level must be at least 2.3 m and no more than 2.5 m. The stand's total height is not allowed to exceed 5 m.



4. Constructions for load-bearing joists, walls and ceilings must comply with the construction regulations set out in BBR and BKR as well as the authorities' fire safety and evacuation regulations. Materials must be classified in accordance with fire safety regulations for a decreased risk of fire.
5. The number of stairways is determined by the walking distance to the nearest stairway (max 10 m).
6. The width of the stairway is determined by the surface area of the upper level. Up to 25 sq. m.: at least 0.8 m. For every additional 25 sq. m. = an additional 0.8 m. You can replace a 2 x 0.8 m stairway with a 1 x 1.2 m straight stairway. A spiral stairway must be at least 0.9 m wide.

### Electricity

- **Work and 24-hour electricity**

The electricity for the stands is turned on every day one hour before the event opens and turned off one hour after closing. If you have refrigerators, freezers and computers or anything else that needs to run continuously, you need to order an electrical connection with 24-hour electricity. Place your order via the web shop at least three weeks before 14 May 2019 for lowest price. Stockholmsmässan accepts no liability whatsoever for any products ruined because the exhibitor connected their own appliances to the regular power supply.
- **Electricity network in sections**

The electricity network is divided into sections. For safety reasons, the electricity in a section cannot be connected until all installations within that section are completed.
- **People allowed to install electricity**

All connections to the exhibition hall's fixed installations must be carried out by Stockholmsmässan's authorized service partner. Electrical installations in stands must be carried out by qualified electricians. All electrical installation and equipment must comply with relevant high-voltage regulations.
- **Cable running and electrical power sockets**

Power supply skirting boards are installed up to Stockholmsmässan's stand walls. Do not block these with your own materials. To run electricity to your stand, Stockholmsmässan will use the closest utility channels in the floor. Keep this in mind when you are marking your power sockets on the drawing, so you avoid difficult cable-running. The utility channels are usually marked by dotted lines on the placement proposal drawing. You may only use the electrical power sockets you have ordered. Spotlights may not extend more than 35 cm over an aisle.

### Water, heating and sanitation

Keep in mind the placement of the utility channels in your stand when indicating on the drawing where you want to have the installations for water, heating and sanitation. This way you avoid the nuisance of pipes. The position of utility channels is usually marked by dotted lines on the placement proposal drawing.



**\*\*How to get water and sanitation\*\*:** Water, heating and sanitation installations in the halls are connected to channels in the floor with two exceptions: 1. In the BC part of **Hall B**, the utility functions come from the ceiling. 2. When waste installations are run from the ceiling a pump is included. You determine where the pump should be placed in the stand. Please note that the pump is bulky: dimensions in Hall BC 100x23x45cm. Gallery AE has limited access to water and waste. Place your order via the webshop and identify the desired positioning via our drawing tool, Fusion.

### **Air pressure**

Air pressure installations in the halls are connected to channels in the floor with one exception: In the BC part of Hall B, the utility functions come from the ceiling. Place your orders via the web shop or from Event Services.

### **Installation**

Consumption of alcohol on the premises during installation is prohibited.

#### ○ **Other installation times**

If the official installation times do not work well with your schedule or if your installation cannot be completed within the allotted time, you may apply for early or extended installation via [tidigareinflytt@stockholmsmassan.se](mailto:tidigareinflytt@stockholmsmassan.se). In order to create the best possible working conditions for both exhibitors and Stockholmsmässan employees, it is important that you are aware of the following before you apply:

\* You must have ordered all products and services, including goods handling you need. Since the Service Center will be closed, you will not be able to order these services onsite during the earlier installation time or extended dismantling time.

\* You are not allowed to store any of your material in surrounding stands or in marked transport gangways.

\* Stockholmsmässan cannot guarantee that your ordered products and services will be delivered during the extended installation or dismantling times, but they will do their best to do so.

\* Stockholmsmässan's instructions from security guards and hall managers must be followed. You will be billed per stand in accordance with the price list.

#### ○ **Time for stand work**

The halls are normally open 7:00 AM till 8:00 PM for installation work up to the day before the event, unless otherwise specified. The day before the event, all building work and all transports with forklifts must be completed no later than 4PM. After 4PM we will only drive away your empties for storage. The empties must be marked with a special labels, which you can pick up from the official handler (European International). We do not take responsibility for goods left in the packaging.

#### ○ **Do not block the aisles**

We start laying the carpet runners in the halls at 4:00 PM on the day before the event starts. You may still be in your stand after 4PM, but remove all goods and other items from



the aisles. We have the right to remove any remaining goods and store them at your expense.

- **Goods transport during the event**

For safety reasons, goods transports during an ongoing event may only take place one hour before the event opens. Otherwise, only lighter goods may be brought in.

### **Dismantling**

You can begin dismantling your stand as soon as the event closes. However, remain within your own exhibit space until the carpet runners have been removed and stored goods and empties have been brought to the hall. This will ensure that the dismantling process proceeds as smoothly as possible for everyone. You can then access loading bays as instructed by Stockholmsmässan's staff. Consumption of alcohol on the premises during dismantling is prohibited. Exhibition halls will be open for dismantling until 11:59 PM the first night and from 7:00 AM till 4:00 PM on the other two dismantling days.

- **Do not leave anything behind**

Carefully mark all goods that will be picked up by a transport company. Stockholmsmässan is entitled to remove or store items that have been left behind for five days, or deliver them to an agreed address at the exhibitor's expense. Unmarked goods will be disposed of if Stockholmsmässan do not successfully manage to identify the owner.

- **Dismantling routes**

Dismantling is carried out at the loading bays in Halls A and B. It is not permitted to use the Main Entrance or East Entrance. Contact the official handler (European International) when you are ready to remove your belongings. You may not drive or wheel your own transport vehicles, trailers or cars into the halls.

- **Extended dismantling times**

If the official dismantling times do not work well with your schedule, you may apply for extended dismantling to [tidigareinflytt@stockholmsmassan.se](mailto:tidigareinflytt@stockholmsmassan.se). In order to create the best possible working conditions for both exhibitors and Stockholmsmässan's employees, please note that you need the following before you apply:

- \* You must have ordered all products and services you need, including goods handling. Since the Service Center will be closed, you will not be able to order these services onsite during the earlier installation time or extended dismantling time.

- \* You are not allowed to store any of your material in surrounding stands or in marked transport gangways.

- \* Stockholmsmässan cannot guarantee that your ordered products and services will be delivered during the extended installation or dismantling times, but we will do our best.

- \* Stockholmsmässan's instructions from security guards and hall managers must be followed. Extended dismantling times will be billed per stand in accordance with the price list.



## RULES & REGULATIONS

The rules and regulations produced by Stockholmsmässan and the Organizer will be observed and enforced, at all times by exhibitors, contractors, and subcontractors.

### Rules from the Organizer

#### Insurance

Postponement or cancellation of the Exhibition: Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses due to the postponement or cancellation of the exhibition for any reason.

Exhibitors are responsible for insuring their goods against loss or theft and against 3<sup>rd</sup> party damage. We recommend them to take out a trade fair and exhibition risk insurance.

#### Consignment of the exhibiting space

Exhibitors are required to register at the Organizer's desk before starting any construction works.

All parties granted access to the venue shall comply with the instructions and dispositions given by the organizer and Stockholmsmässan in the present regulations as well as those given in the form of signs or written notice. Access to the fairground for the stand's building up and dismantling phases is limited to the days and times indicated in the time table. Outside these periods, it will not be permitted to bring in or out material or for personnel to remain within the exhibition center premises. Under urgent situations some stands minor works can be carried out after visitor hours; a permission from the organizers is obligatory.

Access to the fair site requires a valid admission badge issued by the Organizer. Visitors may only enter the fair site during opening hours; exhibitors may gain admission at the times indicated in the time table in this technical guide.

#### Organizer's responsibility

The Organizer shall neither be held responsible for any restriction which prevents the construction, finishing, alteration or dismantling of the stand nor for the movement of exhibits or the failure of any service provided by the hall personnel or caused by circumstances which are not under its control.



## Dilapidation

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the walls.

The organizer will inspect the halls before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

## Occupying space conditions

An exhibitor will not be permitted to occupy the space booked or allocated until the Organizer in respect to the contract **has received full payment** of the agreed rental fee.

All the payments should be fulfilled before starting the building up as there will be an entrance control at the doors. Failure to make such final payment by the agreed date will result in the loss of any deposit previously paid and the full amount for the rental of exhibition space will still remain due. This will also result in the cancellation of the space booked, which will be immediately reallocated to another exhibitor.

## Availability of the stand area

The premises will be made available to exhibitors from 5 June 2019 at 07:00 and must be completed for occupation of the exhibition at 20:00 on 9 June 2019. The exhibitors must make sure that stand constructors commit themselves to respecting this deadline.

Exhibitors shall keep their stands open throughout the opening hours. It is expressly forbidden to start any sort of stand dismantling on Wednesday 12 June 2019 before closing time at 16:00.

## Exhibitor Access to the Halls

Exhibitors accessing the halls must display their exhibitor badges for entry into the halls.

Persons without exhibitor badges will not be allowed to enter.

Exhibitors setting up their displays must only do so after completion of the stand. Persons accessing the stand whilst it is being constructed, which includes all fittings and fixtures work, will do so at their own risk.



### **Contractors Access**

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent safety situation otherwise all works must be carried out after visitor hours.

### **Promotional activities**

Promotional activities should be staged within the confines of the stand and not at the edge of thereof; No trading or advertising activities may be carried on within the fair site premises without the Organizer's permission.

### **Noise prevention, music and images**

In order to prevent excessive machine noise exhibitors shall, if necessary, use sound absorbers, exhaust silencers, soundproof confinements or shields. Demonstrations of machines, musical instruments, loudspeakers, bells, sirens, high-frequency appliances, etc., which are associated with noise or other forms of disturbance, may only take place at times reserved for this purpose by the Organizer. The Organizer reserves the right to restrict or prohibit such demonstrations. Exhibitors shall have no claim to compensation in the event of such prohibition.

The sound should be directed towards the interior of the stand and not outside; the noise level at the perimeter of the stand may not exceed 70 dB.

The neighboring stands should not suffer of visual or acoustic interference.

All playback of music, screening of movies, photography or similar activities in the event halls must comply with copyright legislation. You must obtain Stockholmsmässan's prior approval for use of your own wireless network. Please contact Event Services for approval and a quotation if required.

### **Housekeeping and Discarding of Materials**

Exhibitors and contractors are required to maintain clear and safe walkways around the halls during build-up, operation and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction.

Stand material and equipment must be kept in a reasonably orderly arrangement and any materials that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard. We would request that discarded material be bagged to enable a safe and efficient removal. Any perishable or food products must be removed by the exhibitor and not left in the halls where it may become a hazard.

All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be de-nailed to eliminate this hazard.



The exhibitors and contractors must take a responsible approach to the building up of combustible material in the halls.

### **Cleaning**

Exhibitors shall keep their rented spaces in a clean and orderly condition.

## Rules from Stockholmsmässan

### **Children on the premises**

For safety reasons, persons under the age of 16 may not be in the event halls during construction work or tear-down regardless of whether they are alone or accompanied by an adult, this is because the halls are considered to be a construction site during these times. During the official installation and dismantling persons under the age of 16 may not be in the event halls.

### **Alcohol, smoking and drugs**

The consumption of alcohol on Stockholmsmässan's premises is forbidden during construction and tear-down of events. If you, as an exhibitor, would like to serve beer, wine or spirits in your stand during an event you need to contact Mässrestauranger AB, who has the only liquor license valid on the premises. Mässrestauranger are present at the facility and can provide chilled beverages, glasses and staff. Contact Mässrestauranger via [montercatering@massrestauranger.se](mailto:montercatering@massrestauranger.se) or +46 (0)8-727 72 40. Smoking is forbidden throughout the entire venue in accordance with Swedish legislation. You may smoke outdoors in designated areas. Under no circumstances may drugs be brought onto Stockholmsmässan's premises.

### **Private vehicles**

You are not allowed to drive or wheel trailers, cars or other vehicles into the venue without a special permit, which can be acquired from Event Services in coordination with the official handler (European International). The same applies to work machines. Always park your vehicle in designated spaces. Please note that you are not allowed to park in front of gateways, doorways or loading ramps and you are not allowed to leave your engine running in loading zones. Please note that for environmental reasons you are not allowed to let your vehicle idle in or outside the halls. The fuel tank should be fitted with a locked lid. On LPG-powered vehicles, the main tap closest to the tank (container) must be kept closed for safety reasons.

### Work environment responsibility

In your role as an exhibitor, you assume responsibility for construction management and compliance with work environment rules and other applicable laws and rules.

Alternatively, you may appoint a construction manager for your stand or construction at the event you are taking part in. Stockholmsmässan accepts no liability whatsoever for construction design and construction responsibility, unless you order a stand or other construction work directly from Stockholmsmässan. In such cases, Stockholmsmässan guarantee compliance with relevant legislation and regulations. Stockholmsmässan accepts complete design and construction liability for stands constructed by them.

- **Rubber mallets, dust extractors and climbing**  
Use a rubber mallet or equivalent to reduce noise levels when installing lighting girders. Climbing on girders is strictly forbidden. Saws, grinders, polishers or similar should be fitted with a dust extractor.
- **Protective railings**  
The construction of platforms, stages and catwalks exceeding a height of 60 cm must have a 110 cm handrail.
- **Safety inspection rounds**  
Representatives of Stockholmsmässan make regular safety inspection rounds before and during events to minimize risks of injury/damage and to ensure a high level of safety. Any issues raised during an inspection round must be remedied immediately. As an exhibitor, you will be billed for any costs arising as a result of such issues.
- **Safety shoes**  
According to the Swedish Work Environment Authority, the use of safety shoes is a necessity in areas where trucks may be in use. These rules apply at the production areas at Stockholmsmässan, during installation and dismantling of the stand. The employer is responsible for complying with the rules, meaning that you as an exhibitor or external stand builder is responsible for your staff wearing safety shoes. The safety shoes should have a toecap and a closed off heel, protection class level S1 at the lowest. Safety shoes can be bought at the fair's Service Center or in most hardware stores.

### Food and drink

Mässrestauranger AB is Stockholmsmässan's sole food and beverage partner.

- **Alcohol at Stockholmsmässan**  
Mässrestauranger AB has a license to serve alcohol in all of Stockholmsmässan's restaurants, halls and conference facilities. This means that exhibitors must go through Mässrestauranger if you want to offer beer, wine or liquor in your stand. If you run out of alcohol during the event, you can order more and have it quickly delivered. You may not serve alcohol before 11AM or to people under the age of 20. A special alcohol permit is required if you plan on serving alcohol after the event has closed. Consumption of alcohol on the premises during installation and dismantling is prohibited.



- **Order catering well in advance**  
Remember that you must book food at least three weeks in advance from Mässrestauranger AB to ensure on-time delivery. Express orders have a limited selection. If you have special needs, please contact Mässrestauranger. If you would like to rent a coffeemaker or other type of machine you should book this three weeks in advance.
- **Meal coupons for exhibitors**  
Lunch coupons are available in different amounts and are sold in booklets of 10. You can use the coupons at all of Stockholmsmässan's restaurants and cafés. Coupons can be bought by credit card at the exhibitor dining hall or in the Flavour Bar in the Entrance Hall. If you would like to buy coupons and pay by invoice, Mässrestauranger will need your invoicing address, delivery address, CIN and name of the person who will be picking up the coupons. You must place your order at least 10 days before the event. The booklet of coupons will be sent to you by registered mail. There is also a shipping fee (around SEK 80) and an administrative fee (SEK 125).

### Waste

- **Sustainable waste management**  
Stockholmsmässan is committed to sustainable waste management. The venue sort the waste for recycling in cooperation with their supplier, EF Miljöstäd. Throw away and sort your waste at the waste disposal stations in the halls and loading zones. There you will find containers for leftover paint, light bulbs, fluorescent strip lights, batteries, electronics, oils, etc. If you leave material behind in your stand or the event hall after the official move-out date, it will be classified as waste and Stockholmsmässan will be forced to charge you for this waste. Your stand and the event hall must be left in the same condition as you found them.
- **Large quantities of waste**  
If you have large quantities of waste, please contact Event Services or visit Stockholmsmässan Service Center while the event is in progress and they will help you order waste removal. You can facilitate the handling of large amounts of wooden waste by placing it on a pallet and marking it as "waste". This is at no extra charge.
- **Food waste**  
Exhibitors who intend to offer food can order a special container from Event Services for food waste. This should be clearly labeled and placed outside your stand. The container is emptied every day. During the day, you can empty the container at the waste disposal stations in the loading zones.

### Security

Stockholmsmässan has security staff on hand 24 hours a day. They can always be reached at +46 (0)8-749 99 11. Only the exhibition venue's security personnel may wear uniforms marked with "Security Guard" or "Guard" on Stockholmsmässan's premises. It is up to each exhibitor to take required safety measures to ensure compliance with regulations and minimal risk of personal injury.



### First aid

First aid is available in the venue. Resting rooms and first aid equipment are available at the Hall A entrance, and can be reached by calling +46 (0)8-749 99 11.

### Accidents

If you are witness to or victim of an accident, no matter how small, you must contact a Security Officer by calling +46 (0)8-749 99 11 or going to the security station at the main entrance.

### Emergencies

Evacuation or partial evacuation, if necessary, will be managed through Stockholmsmässan's internal alert system. In such a case, an announcement will be made over the public address system. Immediately leave the building via the closest exit and go to the nearest assembly point according to Stockholmsmässan staff's instructions. Once at the assembly point, you will be given information about what is going to happen next. When the emergency has been resolved, you will be either allowed back into the venue or advised to return the next day. If the latter is the case, you will not be able to go back into the venue to retrieve any clothes, bags, etc.

### Fire safety

Stockholmsmässan's emergency exit routes and emergency exit doors must be kept completely clear for safety purposes. If they are blocked, Stockholmsmässan is entitled, at your expense, to dismantle or alter the construction and remove anything that presents an obstacle. You may also not conceal or build in front of fire-fighting equipment, fire alarm buttons, and signs or similar.

#### o **Food smell and smoke**

If you are planning to prepare food in your stand, you need written permission from Stockholmsmässan since the preparation of food creates a smell. You might need a fan. This applies to all activities that create smoke, the smell of food or gases. To receive permission, please contact Event Services.

#### o **Flammable activities**

You need a written permit from Stockholmsmässan before you may start flammable (hot) work, such as welding, soldering, cutting, grinding, drying, heating or open flames. This applies during the construction period, official installation, ongoing events and during dismantling and the tear-down period. A written permit is also required for the admission of explosives and pyrotechnics, as well as the handling of flammable liquids or gas. Apply for a permit from a safety supervisor no later than six weeks before the event.

#### o **Packaging and other materials**

You are not allowed to keep packaging and other flammable materials in your stand or in the exhibition hall. The official handler (European International) provides an empties storage service. Materials that you leave behind in your stand after the event is over will be classified as waste. You will be billed for resultant waste disposal costs.