

EXHIBITOR INFORMATION



1. GENERAL INFORMATION

Main entrance address:

Kistamässan
Arne Beurlings Torg 5
164 40 KISTA

Loading bay address:

Kistamässan
Vågögatan 3
164 40 KISTA

Webshop: Go directly to the [Webshop](#)

Order on time: The deadline for ordering stand equipment and other items is provided in separate information for each event. Orders placed after the deadline will incur an additional 30% fee. Cancellations or changes to orders after the deadline will be charged at full price. You can find the deadline for your event in our [webshop](#).

Goods reception: The address for goods reception is Kistamässan's loading bay (see address above)

All goods must be clearly labeled as follows:
Fair / Company / Stand Number / Name and Mobile Number

Kistamässan is not responsible for goods before, during, or after the event.
Goods arriving too early may be refused or stored at an additional cost.

Move-in: Move-in takes place via Kistamässan's loading bay (see address above).

The laying of aisle carpets generally begins after 5:00 PM on the final move-in day, and the aisles must be kept clear of goods, trash, and packaging.

For safety reasons, children under 16 are not allowed in the premises during move-in and move-out.

Move-out: Dismantling may not begin before the fair closes on the last day.
The first 30 minutes after closing, the premises are cleared of visitors, and during this time, for safety reasons, it is not allowed to bring in empty goods or open the loading bay doors.

All goods must be packed/stowed on pallets or roll cages at the end of move-out.

Uncollected goods will be charged per cubic meter and per started week.
Any leftover goods that cannot be identified will be discarded. For more information, see the section "LOGISTICS & SAFETY."

Specific event information: Information about your event's opening hours, move-in, move-out, order deadlines and other practical details specific to your participation can be found under your event in our [webshop](#).

Food and beverage: In Kistamässan's premises, serving and alcohol licenses are held by KM Restauranger. This means that all orders for food and beverages must go through them.

Alcohol found on the premises that has not been ordered through KM Restauranger will be confiscated.

For questions or orders regarding food and beverages, please contact: konferens@kmcompany.se

2. PLANNING AND ORDERS

Cleaning: Stand cleaning can be ordered via our [webshop](#).
At some fairs, stand cleaning is included. If you are unsure, always check with the organizer.

Early move-in: For additional move-in, please contact Nordic Expo Service.

Electrical installations: All connections to Kistamässan's fixed installations must be carried out by Kistamässan staff or staff appointed by Kistamässan. Electrical installations within the stand may only be performed by a certified electrician. As a rule, power is switched on 30 minutes before opening and switched off 30 minutes after closing.

Nighttime power must be ordered separately.

Exhibitor badges: A valid exhibitor badge must be worn while in the hall, including during move-in and move-out. For questions, please contact the organizer.

Exhibitor insurance: At some fairs, stand insurance is automatically provided.
If you are unsure, always check with the organizer.

Height constructions: All constructions and displays over 2.5 m must be approved (except for lighting).

Height constructions are subject to a height exposure fee, and applications with drawings must be submitted to Kistamässan at least 4 weeks before the event.

It is the responsibility of each exhibitor to inform neighboring stands about planned height constructions. Please check the rules for your event and see more information in the document "[Technical regulations and information](#)" on Kistamässan's website.

Internet: Kistamässan offers wired (LAN) and wireless (WIFI) Internet connections.
Own wireless routers/networks or other transmitting radio equipment are not allowed.

For a stable and reliable connection, a wired connection is always recommended.

Main entrance: Generally, the main entrance is only open during the event's opening hours.
At other times, exhibitors are directed to use the entrance via the Loading Bay (see address under "GENERAL INFORMATION" above).

Music: Kistamässan has agreements with STIM and SAMI, which allows playing, for example, background music in the stand.

Night power: All power is turned off at night, so remember to order night power for refrigerators, etc.

Painting: Rules for painting depend on the construction of the stand. Please check the rules for your event and see more information in the document "[General information and rules](#)" on Kistamässan's website.

Restaurant: For ordering stand catering, lunch tickets, and information about opening hours, please contact KM Restauranger at konferens@kmcompany.se.

Stand walls: The standard construction for fairs at Kistamässan uses flexible metal frames (beMatrix) or wooden walls. Please check the rules for your event and see more information in the document "[Technical regulations and information](#)" on Kistamässan's website.

Exhibitors with freestanding stands (at least three open sides) must submit drawings of any wall construction for approval by Nordic Expo Service.

Waste: Exhibitors are responsible for the removal and sorting of their own waste. Recycling stations for wood, paper and other materials are available in the exhibition hall. Any need for additional cleaning or handling of leftover sorted waste will be charged to the relevant exhibitor.

3. LOGISTICS & SAFETY

Cables/Hoists: Attaching cables to the ceiling may only be carried out by Kistamässan staff. More information can be found in the document "[Technical Regulations and Information](#)" on Kistamässan's website.

Fire: Our exhibition halls are equipped with automatic fire alarms, and the entire facility is fitted with sprinklers. Any emergency response caused by an exhibitor will be charged.

Fire regulations: Smoking and open flames are prohibited in our halls. All decorative materials must be fire-resistant, and cooking requires proper ventilation. Note that fire extinguishers must be present in all stands containing vehicles.

For more information, see the separate document "[Fire regulations](#)" on Kistamässan's website.

Goods handling: Incoming goods are transported to the assigned stand at a cost. The same fee applies for outgoing goods left in the stand. See current prices in our [webshop](#).

Bulky products, machines, or materials exceeding 1 ton must be reported at least 2 weeks in advance.

Hot work operations: A permit is required for hot work operations. For more information, see the separate document "[Fire regulations](#)" on Kistamässan's website.

Loading/Unloading: Due to limited space and consideration for other exhibitors, the loading/unloading time at the loading bay is set to a maximum of 30 minutes.

Parking: There is no separate parking for exhibitors. Please use the available parking areas directly adjacent to or near Kistamässan.

Propane: The use of propane must be reported at least 2 weeks before the fair for further instructions. Propane and other pressurized cylinders may not be stored inside the halls overnight.

Security: Kistamässan provides general security but assumes no responsibility for exhibitors' products. If additional stand security is required, please order via the [webshop](#).

Storage of empty goods: Forms for empty goods are available at the Service Center. Empty goods can be stored during the fair for a fee.

It is not allowed to store packaging or empty goods in your stand.

GO STRAIGHT TO THE WEBSHOP



ANY QUESTIONS OR THOUGHTS? CONTACT US HERE



kista@nordicexposervice.com