

General information and rules

This document provides you with all the information you might need ahead of your participation in the trade show.

If you are using a stand builder, please forward this information to them. For more detailed information on technical regulations, construction, fire regulations, etc., please read "Technical regulations" and "Fire regulations", available at the link below.

For technical information and fire regulations, please see these links.

[Technical information and fire regulations](#)

Address for receiving goods Kistamässan AB, Vågögatan 3, SE-164 40 KISTA
Event name / Company / Stand number

Address of main entrance Kistamässan AB, Arne Beurlings Torg 5, SE-164 40 KISTA

Things to think about in advance

Catering/alcohol Our restaurateur has food and alcohol permits for our premises. Consequently, you are not allowed to offer any alcoholic drinks or food at your stand which has not been ordered through our restaurateur. To place an order or if you have any questions, please contact: Restaurant manager at KM Restauranger: phone +46 (0)8-410 608 16 or e-mail restaurang@kmggroup.se.
Remember that any alcohol found on site that has not been purchased at KM Restauranger will be confiscated. Alcohol legislation does not allow the possession of your own alcohol on Kistamässan's premises.

Ceiling height Hall 1: 6.70 m
Hall 2: 10.00 m

Exhibitor insurance Insurance for stand materials, exhibition goods, etc. is provided automatically at some, but not all, shows and events.

Please check what applies at your event.

If this is not provided, we encourage you to review your own insurance cover.

We recommend that all exhibitors take out exhibitor insurance.

Contact Kistamässan's finance department on +46 (0)8-506 650 00.

Kistamässan and Workman Event accept no responsibility for your products before, during, or after the show.

Internet

Kistamässan offers a wired (LAN) and wireless (WiFi) internet connection.

If you require a stable and reliable connection, we recommend a wired connection.

Kistamässan is not responsible for customers' and exhibitors' own computers or applications.

Only network equipment provided by Kistamässan may be used. Your own wireless routers and networks as well as other transmitting radio equipment are not permitted

as these can interfere with Kistamässan's network. Kistamässan reserves the right to switch off a customer's equipment if it interferes with Kistamässan's network in any way. Kistamässan may scan the network to detect unauthorised equipment. [Click here](#) for more information.

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| Off-peak power | Remember to order off-peak power for fridges, etc. as all power is switched off overnight. |
| Pillars | Check the drawing to see if your stand has a pillar.
These are marked as red dots on drawings. Dimensions: 50x50 cm in Hall 1 and 30x30 cm in Hall 2. Please bear in mind that pillars may be equipped with fire extinguishers and/or water pipes. Please contact the project team for specific information. |
| Please order well in advance | Place your stand services order well in advance. A supplement of 30% is payable for materials ordered less than 10 days before the opening day. In the case of late orders, please note that we cannot guarantee that the product will be in stock. |
| Responsibility for the work environment | When the exhibitor (or stand builder appointed by the exhibitor) arrives at the stand, responsibility for the work environment at the stand space is fully transferred to the exhibitor (the organiser).
Kistamässan/Workman Event is in no way liable for stand design and construction. If you order construction by Kistamässan/Workman Event, we guarantee that it will follow the applicable regulations and legislation. |
| Tall structures | A fee of SEK 4,950 is payable for all structures, advertising, etc. in excess of 2.50 metres in height. This does not apply to stand lighting. Structures taller than 2.5 metres must be anchored to the ceiling using a safety cable.
Drawings of tall structures must be submitted to monterservice@workman.se for approval at least 30 days in advance. |

Things to think about when moving in and during the construction period

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| Alcohol, drugs, and smoking | Remember that any alcohol found on site that has not been purchased at KM Restauranger will be confiscated. Alcohol legislation does not allow the possession of your own alcohol on Kistamässan's premises. To place an order or if you have any questions, please contact: Restaurant manager at KM Restauranger: phone +46 (0)8-410 608 16 or e-mail restaurang@kmggroup.se .

Smoking is prohibited throughout the facility in accordance with Swedish law. Smoking outdoors in designated areas is permitted. Drugs are not permitted anywhere at Kistamässan under any circumstances. |
| Alterations to the property | Any work that involves alterations to Kistamässan's property may be carried out only by staff appointed by Kistamässan. Examples include the anchoring of cables in ceilings, power connections, water connections, wastewater connections, internet, etc. |
| Children at the facility | The show is a workplace with large forklift trucks operating in the area. For this reason, children under the age of 16 are not permitted on the premises during move-in and move-out.
Please respect this rule for the sake of your children and our forklift operators. <i>Thank you for your consideration!</i> |

Cleaning	The show is responsible for general cleaning. Should you want stand cleaning, please order this via assembly service at the Service Centre. A fee will be payable for this service. We want all stands to be cleaned in advance of the show and no later than 20:00 the evening before the show opens. Kistamässan may decide to clean poorly cleaned stands at the exhibitor's expense.
Construction and fire regulations	All construction must comply with the building regulations and construction rules of the Swedish National Board of Housing, Building and Planning, as well as applicable fire regulations. Technical information and fire regulations Always use a rubber mallet or similar when working with trusses. The Swedish Work Environment Authority states that safety shoes must always be worn in areas where forklift trucks are operating. The employer is responsible for this. Our show halls are equipped with automatic fire alarms and the entire facility is fitted with sprinklers. The alarm is connected directly to the emergency services, and the smoke detectors are incredibly sensitive. Call-outs caused by exhibitors are chargeable. Should the fire alarm be triggered, a siren will sound interspersed with a spoken message in Swedish and English telling people to evacuate the premises. The muster point is the larger car park facing the E4 motorway. NOTE! All decoration materials used at the stand must be fire-resistant. Your stand must have adequate ventilation if cooking is to take place. If you have any questions, please contact Jan Torén. All cars and motorbikes must have a full fuel tank with a lockable filler cap. Each car stand must have a fire extinguisher. Exhibitors wishing to use LNG must notify Jan Torén on +46 (0)8-506 650 49 at least two weeks before the show to obtain further instructions. LPG and other pressurised vessels must not be stored inside the show halls overnight. The technical manager at Kistamässan, Jan Torén, must be called on +46 (0)8-506 650 49 to discuss all forms of naked flame and the handling of flammable liquids.
Entrance to the facility	Exhibitors can access the premises via the goods reception entrance at designated times during the move-in period. The main entrance is open only on show days.
Evacuation	If a situation occurs that requires evacuation, a message will be played via the loudspeaker system. Evacuate the building immediately and head to the muster point (the large car park outside the facility). You will be notified if and when the emergency situation is over.
Exhibitor cards	Your exhibitor card can be collected from the attendant at the goods reception entrance (if you have not printed it beforehand). Please note that the cards sometimes do not state names. These are to be added on site by the exhibitor. Exhibitor cards must always be worn while in the hall, even when moving in and out.
Exhibitor lounge	The lounge is located downstairs in the conference centre (E 10). The lounge is open for you every day (during the move-in and move-out periods and during the show). It offers a good opportunity to escape the hustle and bustle.
First aid	First aid equipment is available in the show halls and at the Service Centre. The Service Centre also has a defibrillator, fire blanket, rest room, etc.

Forklifts and other work vehicles	Your presence in an environment where forklift trucks, lifts, and other heavy-duty work vehicles are used poses a work environment risk. Everyone has a responsibility to be careful in the vicinity of these work vehicles. Each employer is responsible for ensuring that everyone is wearing approved safety shoes.
Goods handling	Goods that arrive at the show will be transported to the designated stand at a cost of SEK 220 per Europallet and SEK 310 per long pallet. The corresponding cost also applies to departing goods that are left at the stand. These costs will be charged to the exhibiting companies afterwards. The assistance of a forklift truck can be ordered from the technical department on site. If you have machinery or materials weighing more than one tonne, please contact Workman Event at least one week in advance. Help with packing goods is available. Please contact: Workman Event, phone: +46 (0)8-410 356 60 or e-mail: monterservice@workman.se, at least two weeks in advance. Please see the separate specification for full rules on goods handling.
Hot work	A permit must be provided by the show management/fire officer for works such as welding, cutting, etc. covered by the rules on hot works. Please contact the fire safety officer at Kistamässan, Jan Torén, by phone: +46 (0)8 - 506 650 49 or e-mail: jan.toren@easyfairs.com. Smoking and open fires are not permitted in our halls. Technical information and fire regulations
Incoming goods	Please label the goods carefully with the following: Kistamässan AB, Vågögatan 3, SE-164 40 KISTA Event name / Company / Stand number Due to the limited space available and the number of other exhibitors, the loading and unloading time is a maximum of 30 minutes. The sizes of the loading bays are as follows: Loading bay 1A: height 2.98 m width 2.45 m Loading bay 2A: height 4.25 m width 4.09 m For machines or materials weighing more than one tonne, please order the assistance of a forklift truck at least one week in advance. Kistamässan and Workman Event are not responsible for goods before, during, or after the event!
Move-out time	NOTE! Stands must not be dismantled before closing time on the last day of the show. Stands must be staffed until this time. If this is not adhered to the exhibitor will be charged a penalty of SEK 10,000. During the first 15 to 30 minutes after the show closes, the premises will be emptied of visitors. During this time, you will <u>not be allowed to drive removal vehicles into the show halls for safety reasons.</u> <u>For safety reasons, the cargo bays will not be open during this time.</u> The aisles must be kept clear so that goods can get moving as quickly as possible once the visitors have left the halls.
Moving in/loading areas	Always park vehicles and trailers in the designated location. Vehicles or trailers must not be driven into the show halls. Please follow the instructions from our parking attendants.

	Walkway carpets/gangway markings will be put in place during the last moving-in day. After 17:00, all the aisles must be clear of goods, rubbish, and packaging so that the walkway carpets can be laid.
Painting	The walls are painted roughly white and may have some flaws. For a finer finish, we recommend that you order painting unless the walls are to be covered with another material. Paint products containing organic solvents must not be used.
Parking	You can purchase a parking ticket for one or more days from the card machines.
Plants	Plants are available for rent and purchase. For special requests, please call Södertörns Växtinredning AB on +46 (0)8-500 266 80.
Responsibility for the work environment	When the exhibitor (or stand builder appointed by the exhibitor) arrives at the stand, responsibility for the work environment at the stand space is fully transferred to the exhibitor (the organiser). Kistamässan/Workman Event is in no way liable for stand design and construction. If you order construction by Kistamässan/Workman Event, we guarantee that it will follow the applicable regulations and legislation.
Restaurant	The restaurant accepts lunch ticket orders. These entitle the holder to use them in all restaurants. The tickets have a face value and the costs are linked to the ordering company. On the last day of the show, return unused tickets to the restaurant. We will then settle the account and bill the ordering company. To order tickets, please e-mail konferens@kmggroup.se or call +46 (0)8-410 608 20. For information on the opening times of our restaurants and cafes, please contact KM Restauranger using the contact details above. Our restaurateur has food and alcohol permits for our premises. Consequently, you are not allowed to offer any alcoholic drinks or food at your stand which has not been ordered through our restaurateur. To place an order or if you have any questions, please contact: Restaurant manager at KM Restauranger: phone +46 (0)8-410 608 16 or e-mail restaurang@kmggroup.se.
Security guards	Kistamässan provides general security guards but accepts no responsibility for exhibited goods. Extra security for your stand can be ordered via Kistamässan's technical manager for an additional fee. Please book this at least two weeks before the event. Contact Jan Torén on +46 (0)8 506 650 49 or jan.toren@easyfairs.com.
Service Centre	Supplementary orders for various stand materials must be made through stand services at the Service Centre. A supplement of 30% is payable for materials ordered less than 10 days before the opening day. In the case of late orders, please note that we cannot guarantee that the product will be in stock. Our Service Centre staff will be happy to help with anything related to your participation in the show.
Stand checks	Check the stand's size and equipment. If something is wrong, please contact our Service Centre, which will assist you with any additions and additional orders.
Storage of empty goods	Empty goods and packaging must be labelled with your stand number and name using the designated form. Empty goods will be stored during the opening hours of the show at a cost of SEK 245 per cubic metre. This cost will be charged to the exhibiting companies afterwards.

Walls/structures	Exhibitors with stand-alone stands (island stand with at least three free sides) must submit a drawing of any wall structures for approval by Workman Event. For wall structures more than 4 metres in length, Kistamässan will install supports in the form of support brackets, extra wall modules, and the like. If the exhibitor prefers, and at the exhibitor's expense, in some cases these supports can be swapped with safety cables from the ceiling, for example. Structures taller than 2.5 metres must be anchored to the ceiling using a safety cable. Drawings of wall structures must be submitted to monterservice@workman.se for approval.
Waste	Exhibitors must arrange for the removal and sorting of their waste from their stands themselves. We will charge SEK 350 per hour for deep cleaning and SEK 300 per cubic metre for any sorted waste that is left. Environmental stations: Environmental stations will be located around the hall during move-in, move-out, and the show's opening hours. Three fractions are available at the stations: wood, recyclable paper, and miscellaneous. <i>Bins:</i> Bins will be placed in the aisles for smaller quantities of paper, other materials, and bottles.
Work environment inspections	Representatives from Kistamässan/Workman Event will conduct safety inspections before and during the event to minimise risks. Any remarks must be promptly addressed by the exhibitor (organiser). Any costs incurred by Kistamässan/Workman Event will be billed to the exhibitor (organiser). Good luck with your participation in the show!

Things to think about during the event

Cleaning	Stand cleaning is included in the stand package for some events. However, sometimes you may need to order stand cleaning if required. Please contact the Service Centre if you require cleaning.
Cloakroom	The cloakroom will be open during the opening hours of the event.
Cooking and smoke	If you're planning to prepare food that creates smoke or to use a smoke machine, for example, you must apply for a permit, and some form of extractor or fan may be required. Please contact Jan Torén on +46 (0)8-506 650 49 or jan.toren@easyfairs.com .
Entrance to the facility	NOTE! The main entrance is open only during the opening hours of the event. Exhibitors will be directed to the goods reception entrance at all other times.
Exhibitor cards	Remember that exhibitor cards must always be worn visibly to ensure that only authorised persons are on the premises.
Music	Remember that each exhibitor is responsible for any music that is to be played publicly at the stand during the show. Where applicable, this must be reported to and regulated by Sveriges Tonsättares Internationella Musikbyrå (STIM), Svenska Artisters och Musikers Intresseorganisation (SAMI), and the International Federation of the Phonographic Industry

(IFPI).

Contact details: STIM, +46(0)200-11 03 01, licens@stim.se; SAMI, marknad@sami.se (if you do not have an agreement), kund@sami.se (if you already have an agreement).

Parcels sent by post	Parcels will be delivered to stands as soon as possible after we receive them. If your stand is unmanned, the parcel will be delivered to the stand and the responsibility will be transferred to the exhibitor. The postal service requests that any parcels be sent two or three days before the show opens. A sorting and distribution fee is payable.
Parking	You can purchase a parking ticket for one or more days from the card machines.
Service Centre	The Service Centre opens in the morning at the same time as the exhibitors can access the premises and remains open until the event closes for the day. It is also open for the first few hours of move-out day.

Things to think about when moving out

Closure of the event	You must not dismantle stands before the event officially closes on the last day. Stands must be staffed until this time. If this is not adhered to the exhibitor will be charged a penalty of SEK 10,000. During the first 15 to 30 minutes after the show closes, the premises will be emptied of visitors. During this time, you will <u>not be allowed to drive removal vehicles into the show halls for safety reasons. For safety reasons, the cargo bays will not be open during this time.</u> The aisles must be kept clear so that goods can get moving as quickly as possible once the visitors have left the halls.
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In order for this to work as smoothly as possible, please fully pack up your stand before you collect your vehicle, trailer, or truck.

Goods collection	<i>Please refer to the moving-out time.</i> If you have any questions or to agree a different time, please contact monterservice@workman.se or call +46 (0)8-410 356 60
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All goods must be packed up and collected during the appointed moving-out time. Goods that are not collected will be stored. Storage is charged per cubic metre, per commenced week. Exhibitors are responsible for booking transport of their goods. If carriers bringing the goods ask us to take the goods to the stand, we will do this at the exhibitor's expense, regardless of what has been agreed between the carrier and the exhibitor.

Kistamässan and Workman Event are not responsible for goods before, during, or after the event!

Service Centre	The Service Centre will remain open for one hour after the event closes on the last day.
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Waste	Exhibitors must arrange for the removal and sorting of their waste from their stands themselves. We will charge SEK 350 per hour for deep cleaning and SEK 300 per cubic metre for any sorted waste that is left.
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Environmental stations:

Environmental stations will be located around the hall during move-in, move-out, and the show's opening hours. Three fractions are available at the stations: wood, recyclable paper, and miscellaneous.

