

TECHNICAL REGULATIONS AND INFORMATION

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Access

Lifts provide access to areas that are not at ground level. Disabled toilets are located at the Service Centre, in the entrance lobby, and in the conference centre.

Alcohol

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. For more information or to place an order, please contact the Stand Manager at KM Restauranger on +46(0)8 - 410 608 20 or e-mail: konferens@kmggroup.se.

Cables/hoists

Only Kistamässan's staff are entitled to hang cables from the brackets available for this. Drawings with dimensions and weights must be submitted to Kistamässan for approval at least four weeks before the event. Stand builders and exhibitors are responsible for ensuring that these structures are safe and meet all applicable regulations. Any product that is hung up must be secure. In addition to trusses, this applies to lighting, signage, banners, etc. Kistamässan is in no way responsible for design or construction but reserves the right to request amendments/additions of cable points and fastenings on safety grounds. Any costs will be billed to the exhibitor/stand builder.

There is no guarantee that late orders of cable points will be fulfilled. If exhibitors/stand builders wish to work using their own lifts, an application must be made to Kistamässan's safety officer. A copy of approved lift training must be attached to the application. If the application is approved by Kistamässan, the exhibitor/stand builder is responsible for complying with all regulations relating to lift work. Similarly, the exhibitor/stand builder is responsible for any damage or injury.

The maximum weight for cable points in hall 1 is 100 kg per point (Kistamässan reserves the right to reduce the maximum weight on safety grounds). The maximum weight for cable points in hall 2 is 150 kg per point (Kistamässan reserves the right to reduce the maximum weight on safety grounds). In some locations in hall 2, the maximum load per cable point may be greater. This requires different suspension devices, which also incur an additional cost. If this is required, please contact Kistamässan's safety officer. Cable points are located at roughly 5-metre intervals in hall 1 and hall 2.

Carpet

If rented carpet has been subjected to abnormal damage, it will not be taken back and the exhibitor will be charged for it. The same applies to walkway carpets.

Catering permit

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 20 or e-mail konferens@kmggroup.se.

Children

The show is a workplace with large forklift trucks and lifts operating in the area. For this reason, children under the age of 16 are not permitted on the premises during move-in or move-out, whether alone or accompanied by an adult. Please respect this rule for the sake of your children and our forklift operators. Thank you for your consideration!

Construction

To ensure as open an event environment as possible, a maximum of one-third of any side of a stand facing a walkway may be covered. To apply for an exemption from the general rules, please submit dimensioned drawings to Kistamässan for approval at least four weeks before the event. Written construction approval can be obtained from Kistamässan. Construction, signage, etc. over the walkways is not permitted. All walkways are evacuation routes and must be kept clear. 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. All work that involves alterations/connections to Kistamässan's property may be carried out only by staff appointed by Kistamässan. Examples of such work include the suspension of cables from the roof/roof struts, electrical connections, water and wastewater connections, and internet connections to Kistamässan's outlets. Drilling, etc. into the property is not permitted. Evacuation routes, fire safety equipment, distribution boards, etc. must never be built around or otherwise blocked. Kistamässan reserves the right to dismantle and/or remove any such constructions at the exhibitor's expense. Suction must be used when using a saw, grinder, etc.

Electrical installations

All electrical installations and equipment must comply with applicable regulations. All connections to Kistamässan's permanent installations must be undertaken by Kistamässan. The power network offers single-phase 230 V and three-phase 400 V 50Hz. All outlets are earthed. Electrical installations at stands may be performed only by qualified electrical installers. If an unauthorised connection damages the distribution network or connected installations, Kistamässan will claim damages from the company responsible for the unauthorised connection. The mains voltage is normally switched on around 30 minutes before the event opens and is switched off around 30 minutes after it closes. The power network must always be considered to be live, however. If you require power at other times, please contact the Service Centre to order off-peak power. Power rails are installed above the walls. These and the facility's other distribution boards must not be blocked. All power use is chargeable. The sockets must not be used before an order has been placed.

Fire regulations

Please see the separate information in "Technical information and Fire Regulations (PDF)".

Flooring

The floor is made of polished concrete. The floor must not be drilled into or painted, for example. When taping down your own carpets, exhibitors must ensure that the tape is fully removed after use. Please note that only certain woven tapes are approved for use on our floors (available to purchase from the Service Centre). Any damage to the floor and the cost incurred through cleaning are payable by the exhibitor.

Identification

Anyone who is due to collect show goods or who wants to access the premises must present photo identification on request, or otherwise show that they have the right to collect the goods. If not, Kistamässan reserves the right to deny them access to the premises.

Loudspeaker system

Kistamässan has a loudspeaker system which is used for evacuation alarms and the like. We do not make announcements or calls. Exhibitors who play music, show films, etc. are responsible for ensuring that this is done in accordance with applicable copyright law and must guarantee that this will not disturb other exhibitors or visitors. Kistamässan accepts no responsibility for compliance with copyright law.

Moving in and out

An earlier move-in time may be granted in exceptional circumstances and must be applied for in advance. Where extra time can be given for moving in, the exhibitor will be charged any additional costs incurred as a result of this. Please contact us well in advance to make any requests. You must not start dismantling stands before the event officially closes on the last day. During the first half

hour/hour after closing, the walkway carpets will be removed. The walkways must be kept clear to ensure that goods handling can get started quickly. Due to limited space for vehicle loading/unloading, time is limited to 30 minutes, after which the exhibitor will be asked to move their vehicle to the car park.

Responsibility

Kistamässan assumes no responsibility for the exhibitor's goods, products, tools, etc. before, during, or after the event. The exhibitor is responsible for all the equipment at their stand, whether rented or their own, throughout the period of the show.

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@kmgroun.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.

Safety and security

NOTE! Fire regulations are contained in a separate document. Please see the separate information in "Technical information and Fire Regulations (PDF)".

Smoking is not permitted within Kistamässan's premises by law. Although Kistamässan is often responsible for general security, Kistamässan takes no responsibility for the exhibitors' products before, during, or after the event. Security cover and the rules on this vary by event. Exhibitors are encouraged to check what applies at each event.

For security reasons, no one other than those appointed by Kistamässan may operate forklift trucks within the exhibition area. Kistamässan makes regular safety checks and checks evacuation routes, etc. Any remodelling or disposal of packaging, etc. that Kistamässan deems necessary will be charged to the exhibitor.

Service Centre

Late orders can be placed at the Service Centre (a fee of 30% will be charged for all orders made within 14 days of the start of the event). The Service Centre can also assist with copying and the purchase of various products such as tape, wire, screws, and nails. Opening times vary - please see the information for each event.

Stand

Check the size and equipment of the stand when you arrive. In the event of any errors, please contact the Service Centre for rectification. We are unable to correct or check any complaints about products or services that we are made aware of after the event.

Stand walls

The wall sections are normally 1 metre wide and 2.5 metres tall, with a thickness of around 34 mm. The walls consist of drywall painted white on a timber frame. 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 safety cables. A power supply rail is installed on the top edge of the walls. The stand walls cannot bear heavy weights. Advertising, boards, and the like up to a weight of 5 kilos are fine. These items can be attached using small nails or screws.

You must not drill holes or screw large screws into the walls. You must not paint the walls with anything other than water-based paint (up to gloss 7) or wallpaper the walls. If this is not adhered to, or the walls are otherwise damaged (in Kistamässan's opinion), the exhibitor will be charged. Please contact us to order a chipboard covering on the stand walls. The walls must be cleaned of pins, tape, etc. by the exhibitor before they move out.

Two-storey structures and height exposure

The maximum permitted structure height in the halls is 2.5 metres. The only exception to this rule is lighting. Height exposure includes all stand structures and exposure such as banners, flag banners, signs, or other advertising above 2.5 metres. Applications for dispensation from these rules must be submitted to Kistamässan for approval together with dimensioned drawings at least four weeks before the event. Kistamässan reserves the right to refuse permission for late applications.

Two-storey stand structures must meet all building regulations and construction rules of the Swedish National Board of Housing, Building and Planning, as well as the special fire and evacuation regulations stipulated by the authorities concerned. In addition to these regulations, two-storey stand structures constructed using load-bearing trusses are not permitted at Kistamässan.

The number of staircases for any two-storey structure is determined by the walking distance from the nearest staircase. The walking distance must not be greater than ten metres. The required stair width is determined by the floor area of the upper storey. A floor area of up to 15 square metres requires stairs at least 0.8 metres wide.

A further 0.8 metres of stair width is required for each additional commenced 15 square metres. Two 0.8-metre-wide staircases can be swapped for a single 1.2-metre-wide straight staircase.

The responsibility for safety and construction lies squarely with each stand builder. Kistamässan is in no way responsible in this regard but reserves the right to request drawings, etc. regarding construction. No construction may commence before written permission has been obtained from Kistamässan. Kistamässan reserves the right to request amendments/additions to structures on safety grounds at the stand builder's expense. Structures taller than 2.5 metres must be anchored to the ceiling using a safety cable. If the height exposure is closer than 3 metres to one or more neighbouring stands and is more than 4 metres tall, written permission is also required from the neighbouring stands. As an exhibitor, you may build dividing walls, with or without exposure, of up to 4 metres without the permission of neighbouring stands. As an exhibitor, you must inform your neighbour(s) of your construction plans and leave the back side of the wall white and smooth, or as you and your neighbour(s) agree otherwise.

Vehicles and work machinery

Own vehicles, trailers, or work machinery must not be driven in Kistamässan's premises without special permission. All fuel tanks must be fitted with a lockable fuel cap and be full.

Waste

Empty packaging, waste, and other combustible material must not be stored in the stand area. Please contact Kistamässan's staff for the disposal of empty packaging. Exhibitors are responsible for disposing of their waste. Please contact Kistamässan if you would like to purchase this service from us. We charge SEK 450 per hour for deep cleaning and approximately SEK 300 to SEK 800 per cubic metre in transport and processing fees for waste, depending on the type of waste in question. Processing fees change regularly. Kistamässan reserves the right to adjust the costs as required. The

stand must be left clean. Any products and materials left at the stand after the move-out day will be considered as waste and charged to the exhibitor accordingly.

Hazardous waste such as leftover paint, light bulbs, light tubes, batteries, and chemicals are not processed by Kistamässan. The exhibitor/stand builder must take such waste to a recycling centre themselves.

Please don't hesitate to contact us if you have any technical queries. Jan Torén, Technical Manager
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