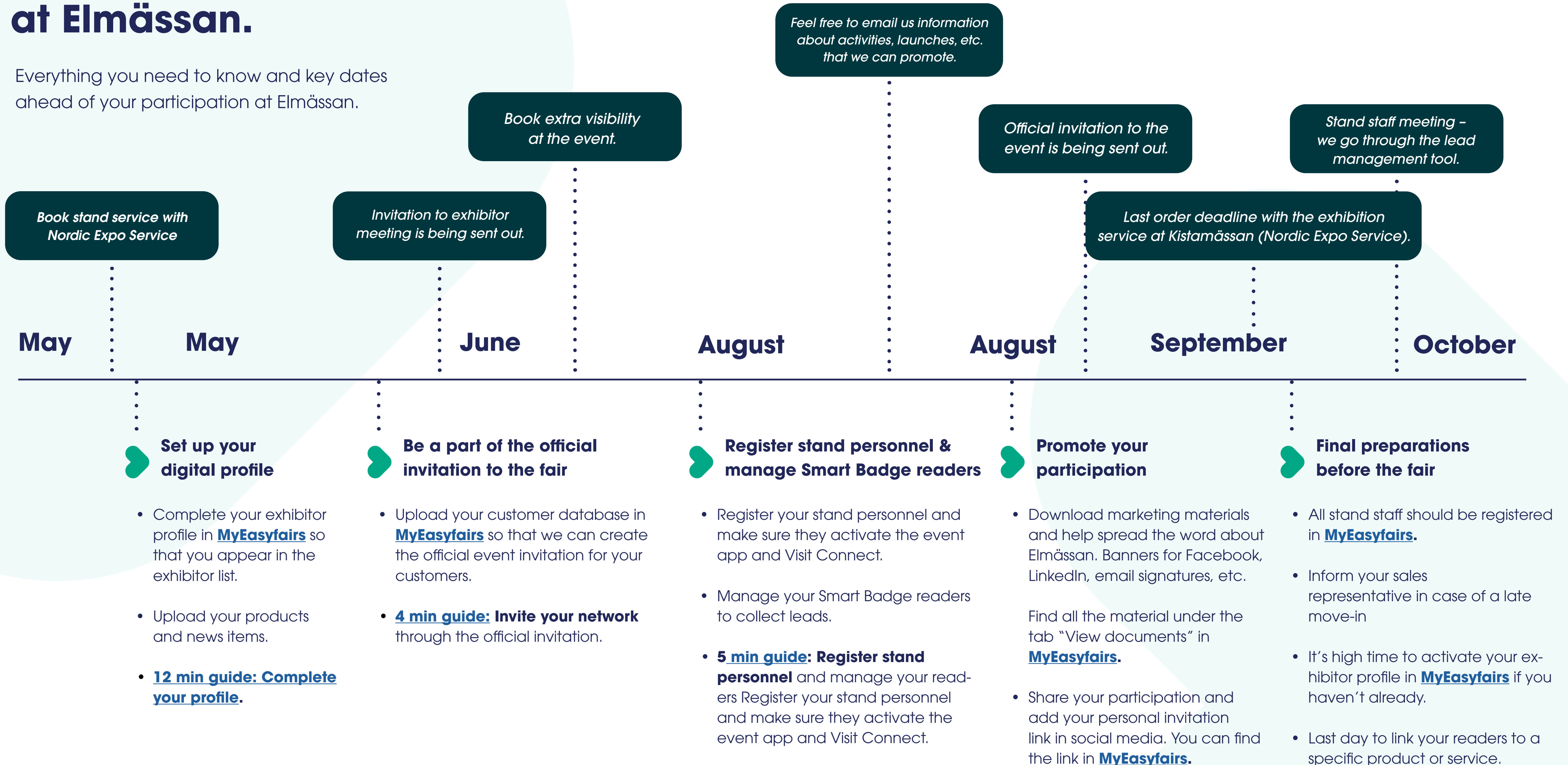


Before your participation at Elmässan.



Everything you need to know and key dates ahead of your participation at Elmässan.



Checklist for Elmässan.

We recommend that you add calendar reminders for all dates.

May - August

- 4 May**
 - Book stand design with Nordic Expo Service. Contact [Hans-Peter Thorsén](#) or kista@nordicexpo-service.com
- 4 May**
 - Complete your exhibitor profile in MyEasyfairs (visitors are now searching for information about exhibitors).
12-minute guide: Set up your profile.
- 12 June**
 - Upload your customer list to [MyEasyfairs](#). We will send the official invitation on your behalf. Share your personal registration link to increase attendance. **4-minute guide:** [Invite your network via the official event invitation.](#)
- 24 June**
 - Digital exhibitor meeting 11.00–12.00 via Microsoft Teams. We will go through practical information ahead of your participation. Invitation will come.
- 15 August**
 - Register your stand staff and manage your Smart Badge reader. **4-minute guide:** [Register stand staff & manage Smart Badge readers.](#)

August – September








- 20 August**
 - Final day to upload your customer list before the official invitation is sent. **4-minute guide:** [Invite your network via the official event invitation.](#)
- 1 september**
 - The official invitation to your customers is sent out.
- 11 September**
 - Final order date via Nordic Expo Service before a **30% price increase.** [Read more here.](#)
- 28 september**
 - All food and beverages in the hall must be ordered through [KM Restauranger](#). This applies to coffee, pastries, barista services, and more. Make sure to check what applies to the activity you want to create in your stand.
- 30 September**
 - Last day to link your readers to a specific product or service in [MyEasyfairs](#).

October

- 6 October**
 - Stand staff meeting via Microsoft Teams, invitation to follow. Review of our lead generation tools and the Easyfairs Nordics event app.
- 12-13 October**
 - Move-in 07:00–20:00. Show your entry ticket at the door to receive your exhibitor badge. Access via the loading gate at Vågögatan 3, 164 40 Kista.
- 14 October**
 - Event day 1: open 09:00–17:00. Access via the loading gate from 07:00. Everyone must be on site no later than 08:30.
- 15 October**
 - Event day 2: open 09:00–16:00. Move-out 16:30–22:00 (empty goods once the aisle carpets have been removed). Access via the loading gate at Vågögatan 3, 164 40 Kista.

Come prepared

Important links to keep track of:

-  [MyEasyfairs](#)
-  [Set up your profile in MyEasyfairs - 12-minute guide](#)
-  [Order lunch vouchers and catering from KM Restaurants](#)
-  [Nordic Expo Service - Order additional furniture and design for your stand](#)
-  [Invite your network via the official event invitation - 4-minute guide](#)
-  [Register stand staff & manage Smart Badge readers - 5-minute guide](#)
-  [Important general information ahead of your participation.](#)



General important information for you as an exhibitor at the event

➤ Additional visibility

Book additional visibility during the event, to the catalogue



Caroline Larsson
Senior Sales Executive
0730 43 68 00
caroline.larsson@easyfairs.com

➤ My Easyfairs

Activate your profile in [MyEasyfairs here](#). Stand out in the exhibitor list by uploading your products and news.

[12-minute guide - Set up your profile.](#)

➤ Showcase your news

Do you have any news, launches or activities that we can promote? **[Contact our marketer.](#)**



Marcus Järplind
Event Marketer
marcus.jarplind@easyfairs.com

➤ Parking

At the moment, we have reduced parking availability due to a major infrastructure project led by the City of Stockholm and the Swedish Transport Administration. We therefore encourage everyone to use public transport as much as possible when traveling to Kistamässan.

[Read more about parking here.](#)

[See parking spots around Kistamässan.](#)

Orders

All orders regarding your stand, such as water, 3-phase electricity or drainage, are placed with Nordic Expo Service. Place your order [HERE](#) before **prices increase by 30% on 11 September**. See below what is included in a standard stand.

Standard stand

What is included in a standard stand?

- Floor space
- White walls
- Carpet
- One 230 V power socket
- One spotlight per 4 sqm
- 1 high table
- 2 bar stools
- Cleaning

Nordic Expo Service – The Partner for All Exhibitors Your Complete Partner for Fairs and Events

Introducing Nordic Expo Service, Easyfairs' own production company and full-service provider for stand solutions and event production. We offer exhibitors a complete range of services, from rental materials that can be easily ordered via our website to custom-designed stands.

With Nordic Expo Service you gain a partner with extensive industry knowledge and the ability to deliver thoughtful solutions for a successful stand.

[Click here to read more](#)



Hanna Andersson
Technical project leader
076- 776 22 79
kista@nordicexposervice.com



Order directly in our webshop

Check out our product catalog – one of the largest selections of exhibition stand solutions in the Nordics

In our webshop, you can order:

- A wide range of carpets in various colors
- A broad selection of furnishings in different styles and for different needs
- Various print options to make your stand more personal

Everything is designed for event environments and tailored to the venue where you exhibit.



Plus Stand - Ready-Made Solution

Do you want to give your standard stand a noticeable upgrade? Then you can choose our Plus Stand package.

It is designed to easily and cost-effectively enhance your stand with our most popular products and make it more inviting with the support of our expertise.

With this package you get:

- A ready-made package based on our most popular products
- Option to customize the stand according to your brand identity
- A solution suitable for both small and larger stand areas

Perfect for those who want to save time and keep their budget under control.



Our Custom - Designed Stand

Do you want to take the next step and create a completely unique stand?

Our experienced project managers and designers create a custom-designed stand and assist you with all preparations for the fair, making your participation smooth and hassle-free.

We help you with:

- Unique stand design created specifically for you
- Guidance and support with preparations
- Production, installation and dismantling
- Storage between events if needed

You get a complete solution where we take care of every aspect, allowing you to focus on your customers and business.