



Exhibitor information Swesport 2012

Workman Event runs Kistamässans technical department and the supply of stand service. In this document we present all possible information before your exhibition is taking part. Think about forwarding this information if you are using stand builders.

Venue	Kistamässan AB, Arne Beurlings Torg 5, 164 40 KISTA (visiting address)
Deliveries before the exhibition	<p>NB! Kistamässan or Workman Event takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition.</p> <p><i>From Thursday 19th January From 07.15-16.00</i></p> <p>Please write following address on items to be delivered. Exhibition/ Your Company/ Stand number</p> <p>Kistamässan Vågögatan 1-3 SE-164 40 KISTA</p> <p>We recommend all exhibitors to sign an insurance, contact Kistamässans accounts department on phone: +46(0)8 506 650 00</p>
Moving in (Gate 2A)	<p>Friday 20rd from 12.00 am- 22.00. Saturday 21rd from 07.15 am-22.00.</p> <p>For machinery and material that weighs more than 1000 kg, a forklift service must be booked a minimum of a week in advance. Carpets will be laid out in all aisles during the last day of construction. All the public areas must be kept clean from exhibitor items, waste material and packaging from 5 pm on this day to facilitate this. Additional time for stand construction is offered. Please contact monterservice@workman.se on phone: +46 (0)8 410 356 60</p> <p><u>Please note that the work electricity is only permitted at additional time!</u> <u>10A/230 is ordered separately to an extra cost.</u></p>
Opening hours	<p>The exhibition is open for visitors: Sunday 22rd January 09.00am-18.00pm Monday 23rd January 09.00am-18.00pm</p> <p>You as an exhibitor have access to the hall area from 07.00 on Sunday and from 09.00 on Monday. The hall area has to be cleared 1 hour after the exhibition has closed, i.e. 19.00</p>
Moving out	<p>Monday 23th January 18.00pm-22.00pm Tuesday 24th January 07.00pm-16.00pm</p> <p>Starting to pack your items and move out of the stand before 19.00pm the last day of the exhibition is not permitted. The stand must be manned up until this time. <u>The aisle carpets will be removed during the first half hour/hour after closing on the last day.</u> We kindly ask that the aisles and the public areas will be kept clear during the deconstruction period to ensure that goods transportation can work freely.</p>



Transport of goods Pick-up of goods, see moving-out times and dates. If you would like to agree upon another time to pick up goods contact truck service on phone: +46 (0)8 506 651 60. Kistamässan or Workman Event takes no responsibility for packed goods before, during or after the event. All items from the stand must be packed and picked up during the agreed times. A cost per cubic meter and week will be charged for goods that are not picked-up.

The exhibitor is responsible to arrange for transport and pick-up of goods.

If the goods are being asked to be delivered to the stand by the freight service, it will be charged to the exhibitor regardless of the agreement between the freight service and the exhibitor.

Technical information and fire regulations see following links.

[Fire regulation](#)

[Technical information](#)

Service A-Z

- Ceiling height** Hall 1: 6,70 m.
Hall 2: 10,00 m.
- Children** The exhibition centre during the moving in and moving out period is a place of work and forklift trucks, other vehicles and machines are in constant use. Due to children younger than 16 years are not allowed in the exhibition halls during those times. Please respect this for your children's and our truck driver's sake.
[Thank you for your cooperation!](#)
- Cleaning** The centre personnel are responsible for cleaning all public areas in the halls. **Stands that are not cleaned will be cleaned by the centre staff in the evening before opening and charged to the exhibitor.**
- Cloak room** The cloak room will be open during the fair opening hours.
- Deliveries** Packages arrived from the post are delivered in the morning on the last day of moving in. The deliveries is dropped off in the stand regardless, so if you expect a package make sure to have the stand manned. The exhibitor takes full responsibility for all items in the stand. The Post Office normally recommends parcels to be sent off 2-3 days before the start of the exhibition. A handling/distribution fee applies.
- Exhibitor card** Your exhibitor card can be collected with the security guard at the Goods Service. Please note that the cards are not filled in with any names. This has to be done by the exhibitor. The exhibitor card must be worn on at all times during moving in/out times and during the exhibition to be allowed entrance to the halls.
- Exhibitors Insurance** An insurance that covers material in your stand, products etc. is included in the stand price on some exhibitions and on other **the exhibitor needs to buy insurance separately.** Please look into what is applicable at your exhibition and make sure that you have a sufficient insurance cover.

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- Exhibitor Lounge** Entrance through the exhibition halls, on ground floor in the conference centre (E10). Open during the exhibition. A quiet place to relax and recharge your batteries.



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- Fire regulations** There is a strict non smoking policy in all halls. Open fire in the halls is prohibited. All textiles used for decoration in the stand must be fire resistant or non-flammable. For cooking or baking in the stand sufficient ventilation must be installed. If you need advice regarding ventilation contact our Technical Department. There is an automatic fire alarm in the halls with sensitive smoke detectors. An exhibitor causing a fire emergency response by mistake will be charged any costs arising. All cars and motor cycles must be fully tanked with lockable fuel caps, and a fire extinguisher has to be available in every stand.
- When handling flammable liquids please contact our technical manager:
Jan Thorén, +46 (0)8 506 650 49 or jan.thoren@kistamassan.com
- Food/Liquor** KM restaurants have a food and beverage license in our premises.
It's therefore against the law to offer any alcohol or food in the stands unless they are ordered via KM Restaurants.
- If you have any questions regarding serving food and alcohol contact KM restaurants.
Tel. +46 (0)8 410 608 16 or restaurang@kmggroup.se
- Goods** Forklift assistance can be ordered at our Goods Service, Workman Event during the moving in period. If you want to use machines or other equipment that weighs more than 1000 kg contact our Goods Service at least a week in advance. If you need help unpacking or packing goods it can be arranged, call +46 (0)8 506 651 60, two weeks in advance.
- Hot Work** Hot work as welding, cutting, naked flames etc. is only allowed after special permission from the Security Officer/centre management.
Contact Jan Thorén, +46 (0)8 506 650 49 or jan.thoren@kistamassan.com
- Increased Height** Normal construction height is 2,5 meters. Stand constructions above the normal height must be agreed upon in advance and a fee of 4950 SEK will be added on. The lights in the stands are not included. Drawings of the height constructions have to be sent to monterservice@workman.se for agreement.
- Internet** We can offer both W-Lan, Cordless Internet access, and fixed Internet access. Please note that card readers for card payments (connected with analogue phone line) are not functioning in the building. Analogue phone lines are also not set up in the building.
- Loading/unloading** Due to limited loading areas, access for loading and unloading is restricted to a maximum Of 30 minutes per exhibitor.
- The sizes of the gates are:
Gate 1A: Height 2.98 m, width 2.45 m
Gate 2A: Height 4.25 m, width 4.09 m
- LPG** Exhibitors who would like to use liquefied petroleum gas (LPG) must report that in writing to Jan Thorén, +46 (0)8-506 650 49 no later than two weeks in advance to get a permission.
- Music** Have in mind that every exhibitor is responsible for their own music that is played in the stands. If this is the case, it has to be reported and perhaps changed according to the Swedish Tone and International Music agency (STIM), Swedish Artists and Musicians Interest Organization (SAMI) and the International Federation of the Phonographic Industry (IFPI).
Contact; STIM, +46 (0)200-11 03 01, licens@stim.se, SAMI, marknad@sami.se (if you're not a contract customer), kund@sami.se (if you are a contract customer).
- Night electricity** Do not forget to order **night electricity** for fridges or freezers etc. All electricity is turned off during the night.



Painting	The stand walls are white and improved with paint between exhibitions but are not newly painted for every event. If you desire a better finish we recommend you to order painting of the walls in white or any colour or use fabric to cover the walls.
Parking	A parking fee can be paid for one or for several days in advance in the ticket machines at the parking area.
Pillars	Check the hall plans to see if there are any pillars in your stand. They are marked as red dots. They measure: 50x50 cm in hall 1 and 30x30 cm in hall 2. If that is the case you should be made aware of the possibility a pillar can be fitted with a fire extinguisher or/and water pipes. Please contact the project team for more details.
Plants	Plants are available to rent or buy. For special requests call Södertörns Växtinredning (flower distributor) on +46 (0)8 500 266 80.
Recycling in the Halls	<p><i>Recycling Stations:</i> During moving in and moving out and during the exhibitions opening hours there are two recycling stations located in the halls, see hall plans. Waste shall be separated for recycling in four different containers: Wood, Soft plastic, Recycling paper and Miscellaneous.</p> <p><i>Rubbish bins:</i> Several rubbish bins are located in the aisles in the halls where Paper, Miscellaneous and Bottles can be disposed.</p> <p><i>Recycling centre:</i> Outside of the halls there is a recycling unit where Ragnsells (the local waste management company) collect separated waste for recycling and disposal.</p>
Waste	<p>Exhibitors are required to remove all waste from their stand and dispose of waste for recycling at stations provided. Please contact us if you would like to buy that service from us. There is a charge of 450 SEK/hour for cleaning a stand and 300-800 SEK/cbm for disposal of waste separated for recycling.</p> <p>The waste handling fees are in constant change and Kistamässan and Workman Event reserves the right to adjust the costs when needed.</p>
Security	<p>Kistamässan are responsible for general security and security personnel are on site.</p> <p>Kistamässan or Workman Event takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition.</p> <p>Extra security can be booked at our Service Center at cost. Contact: Camilla Jacobsson at least 2 weeks before hand on +46 (0)8 506 650 62 or camilla.jacobsson@kistamassan.com</p>
ServiceCenter	<p>If you need to order any additional equipment to your stand during the moving in period you can do so at our Service Center. An additional cost of 30 (%) percent on the price will be added on orders placed later than 10 days before the event.</p> <p>Please note that we cannot guarantee that we have equipment in stock on late orders. Our Service Center staff is happy to help with every enquiry you may have regarding the exhibition and your stand.</p>
Stand	Always check the size and the equipment in your stand on arrival. If there are any discrepancies please contact our Service Center. Additional orders of equipment or services will be debited to the person who has signed the original contract.



KISTAMÄSSAN



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Stand walls

Exhibitors with open stands (open on at least three sides) are required to send in a drawing on planned wall constructions for approval by Workman Event.

Good luck with your exhibition!