



Exhibitor information Embedded Conference 2018

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)
Contact person Workman Event: Marcus Sundström, marcus.sundstrom@workman.se,
telephone: +46 (0)8 410 356 87

We recommend all exhibitors to sign up for our exhibitor insurance, please contact Kistamässans accounts department on phone: +46(0)8 506 650 00

Deliveries before the exhibition

NB! Kistamässan or Workman Event takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition.

Monday Nov 5, 07.15 –16.00

Please write the following address on items to be delivered.
Embedded Conference 2018/ Your Company/ Stand number
Kistamässan
Vågögatan 3
SE-164 40 KISTA

Moving in

Monday, Nov 5, 13.00-17.00 & Tuesday, Nov 6, 07.00-8.45
Gate 1A or Kistamässan main entrance

Opening hours

The exhibition is open for visitors:
Tuesday Nov 6, 08.45-17.00
Wednesday Nov 7, 08.45-16.30

You as an exhibitor have access to the hall area from 07.00 on Tuesday and 07.30 on Wednesday.

Moving out

Wednesday Nov 7, 16.30-18.30

Starting to pack your items and moving out of the stand before 16.30pm the last day of the exhibition is not permitted. The stand must be staffed, until this time.

The first 15-30 minutes after the exhibition closes, the visitors are leaving the exhibition halls – during that time are we for safety reasons, not allowed to deliver the empty packaging into the halls. Neither can we open the loading doors and gates during this time for safety reasons. The aisles must be kept free from goods and other things, so that we can begin with the goods handling as soon as the visitors has left the halls.

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 stand service on phone: +46 (0)8 410 356 60 or monterservice@workman.se. 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 be delivered to the stand by the freight service, this 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 and Technical information](#)

Service A-Z

Alcohol	Please note that alcohol found on the premises, that aren't purchased from KM restaurants, will be seized/taken care of. Swedish alcohol laws don't allow You to bring alcoholic beverages into Kistamässans premises. For further information please contact konferens@kmgrou.se tel. +46 (0)8 410 608 20
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. <u>Thank you for your cooperation!</u>
Cloak room	The cloak room will be open during the fair opening hours.
Deliveries	Packages arriving from freight companies are delivered to the stand as soon as possible after receiving it. If you're expecting a delivery please make sure to have the stand staffed. The exhibitor takes full responsibility for all items in the stand. A handling/distribution fee applies.
Exhibitor badges	Please print out our exhibitor badge in advance according to the instructions of BraMässor. A badge must be worn at all times during build-up and break-down as well as during the exhibition.
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. Kistamässan or Workman Event takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition.
Fire regulations	We have a strict non smoking policy in all halls. Open fire in the halls is prohibited. There is an automatic fire alarm and the facilities are equipped with sprinklers. The alarm is directly linked to the Fire department and our smoke detectors are very sensitive. An exhibitor causing a fire emergency response by mistake will be charged any costs arising. If the alarm is triggered a siren howls, and a spoken message in both Swedish and English, will urge everybody to evacuate the facilities – the assembly point is the big parking space next to the highway. 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. 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@artexis.se
Food Handling	If you work with food and would like to handle food in your stand you must apply for a temporary food handling permit' for the exhibition. Please contact: Operations Manager KM Restauranger. Tel: +46 (0) 8 410 608 20, Konferens@kmgrou.se



Food/Liquor license	All questions regarding serving of food and alcohol shall be addressed to: Operations Manager KM Restauranger. Tel: +46 (0) 8 410 608 20, Konferens@kmgroun.se
Goods	<p>Goods arriving at the fair are transported to the designated booth at a cost of 240 SEK / pallet and 330 SEK / long pallet. The same costs also applies to outgoing goods that are left in the booth. These costs will be charged the exhibiting companies after the fair.</p> <p>Forklift assistance can be ordered at our Service Center during the moving in period. If you want to use machines or other equipment that weighs more than 1000 kg please contact Workman Event at least one week in advance. If you need help unpacking or packing goods it can be arranged, please contact Workman Event, +46 (0)8 410 356 60, monterservice@workman.se, two weeks in advance. The following applies to the handling of goods at Kistamässan</p>
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@artexis.se
Increased Height	Normal construction height is 2,5 meters. Stand constructions above the normal height is not permitted by the organizer.
Internet	<p>Kistamässan offers its clients and exhibitors wired (LAN) and wireless (WIFI) Internet access. The wired connection should be ordered in advance and the infrastructure is based on a switched and redundant network with high capacity and reliability. Address allocation is through DHCP. Connection to the Internet is without firewall and users are recommended to have updated anti-virus software installed in their computers.</p> <p>Kistamässan are not liable for clients and exhibitors computers and/or applications.</p> <p>The wireless network supports 802.11b/g/n. Private wireless routers, networks and other transmitting radio equipment are not allowed as they might interfere with the wireless network of Kistamässan. For special requirements, always consult the project manager at Kistamässan. Also note that many simultaneous connections/users affect the speed.</p> <p>If stability and reliability is crucial, wired connection (LAN) is always recommended.</p>
Loading/unloading	<p>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:</p> <p>Gate 1A: Height 2.98 m, width 2.45 m Gate 2A: Height 4.25 m, width 4.09 m</p>
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	The P-tickets can be bought either for one or more days at one time, they are purchased at the ticket machines on the parking lot.
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 three different containers: Wood, 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>
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 via the technical manager at cost. Contact: Jan Thorén at least 2 weeks before hand on +46 (0)8 506 650 49 or Jan.Thoren@artexis.se</p>
ServiceCenter	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. 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.
Stand	Please check that the equipment in your stand corresponds with the ECS stand package. If there are any discrepancies please contact our Service Center. Additional orders of equipment or services outside of your ECS stand package will be charged to the exhibitor.
Storage of empty goods	Storage of empty goods and packaging shall be marked with the stand number and name on a designated form. Empty goods will be stored during the exhibition at a cost of 245 SEK / cubic meter. This cost will be charged the exhibiting companies after the fair.

Good luck with your exhibition!