



The 9th European Academy of Forensic Science Conference 2022

May 30th - June 3rd, 2022
Stockholm, Sweden

TECHNICAL MANUAL



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INTRODUCTION

Dates

The 9th European Academy of Forensic Science Conference will take place from Monday 30th May to Friday 3rd June, 2022. Exhibition build up will take place on Sunday 29th June and exhibition dismantle on Friday 3rd June.

Web: <https://www.eafs2022.eu/>

Venue

Stockholm City Conference Centre
Barnhusgatan 12-14
111 23 Stockholm
<https://stoccc.se/en/>

Official contractor for the exhibition

City Expo AB has been appointed as the official contractor for the exhibition. City Expo offers everything within exhibition production. For further information and orders, please visit website:

<http://www.cityexpo.se/EAFS2022/>

phone: +46 (0)8 764 46 44

email: kostas@cityexpo.se.

CONTACT LIST

Conference Organiser Questions about sponsorship, exhibition, and advertising: Attn: Josefin Lundmark Project Manager Meetagain Konferens AB T: +46 (8) 664 58 00 E: josefin@meetagain.se	Questions about registration: Attn: Josefin Lundmark Meetagain Konferens AB T: +46 (0)8 664 58 00 E: eafs2022@meetagain.se
Official contractor logistical service within EU City Expo AB Attn: Kostas Grintzos T: +46 (0)8 764 46 44 E: kostas@cityexpo.se Official contractor for shipments from outside of the EU (import/export): Attn: Thomas Hagman Expoint Logistics AB T: +46 8 411 80 39 E: info@xpnt.se W: www.xpnt.se	Official contractor for the exhibition City Expo AB Attn: Kostas Grintzos T: +46 (0)8 764 46 44 E: kostas@cityexpo.se W: www.cityexpo.se

IMPORTANT DATES

6 th May, 2022	Last day to order extra furniture, TV etc
6 th May, 2022	If ordered booth printing from City Expo this is the last day to send your artwork
13 th May, 2022	Last day to send artwork for poster
Contact: kostas@cityexpo.se	

IMPORTANT DATES – EXHIBITION

29 th May, 2022 15.00-18.00	Exhibition move in (only for exhibitors)
29 th May, 2022 14.00-17.00	Registration exhibitors
3 rd June, 2022 12.00-15.00	Exhibition move-out
3 rd June, 2022 12.00-20.00	City Expo start dismantle
4 th June, 2022 08.00-20.00	City Expo dismantle
Contact: kostas@cityexpo.se	

IMPORTANT DATES – ADVERTISING AND BAG INSERT

4 th April, 2022	Sponsor advertisement for the final program	
3 rd May, 2022	Conference bag insert to be submitted for approval	
27 th May, 2022	Deadline for bag inserts to arrive at City Expo Warehouse in order to be inserted into the conference bags	

GENERAL CONFERENCE INFORMATION

Exhibition dates and opening hours			
Sunday	29 May	15.00-18.00	Exhibitor move-in
Monday	30 May	08.30-18.00	Exhibition open
Tuesday	31 May	08.00-17.00	Exhibition open
Tuesday	31 May	17.00-19.00	Exhibitor's evening
Wednesday	1 June	08.00-17.45	Exhibition open
Thursday	2 June	08.00-18.00	Exhibition open
Friday	3 June	08.30-15.30	Exhibition open
Friday	3 June	12.00-15.00	Exhibitor move-out
Friday	3 June	12.00-20.00	City Expo dismantle
Saturday	4 June	08.00-16.00	City Expo move-out

Please note that opening hours are preliminary and subject to change. All times listed in CET. The exhibition should be manned during the conference hours.

Blackout hours

Please note that external meetings or activities where delegates are invited to participate, are requested to be scheduled not to coincide with the scientific program of the conference. Please see the conference website for the latest updated program and avoid planning external activities during program hours.

Registration

All staff working at your booth must register individually for the conference. You register all your participants through the links below. Registration deadline is 18th April, 2022.

Complimentary delegate registrations – Partners only

Your partnership package determines how many complimentary registrations you receive. In these registrations, access to all scientific sessions is included. Link to registration:

https://www.delegia.com/app//attendee/new_registration.asp?ProjectId=16942®lineNo=77&ReglineId=102785&ReglinePageNo=1&edit=off&clear=yes&LanguageId=2

Complimentary exhibitor registrations

Your partnership package determines how many complimentary exhibitor registrations you receive. Exhibitors receive 1 exhibitor badge per 3 sqm space booked. Exhibitor registration gives access to the exhibition only (not to scientific sessions).

Link to registration:

https://www.delegia.com/app//attendee/new_registration.asp?ProjectId=16942®lineNo=79&ReglineId=102590&ReglinePageNo=1&edit=off&clear=yes&LanguageId=2

If you wish to take part in the scientific session you can purchase a 3 or 5 day conference ticket.

Additional exhibitor registrations

Additional exhibitor registrations can be purchased at SEK 1 500 + VAT per registration. In this fee, only access to the exhibition area is included. Link to registration:

https://www.delegia.com/app//attendee/new_registration.asp?ProjectId=16942®lineNo=78&ReglineId=102784&ReglinePageNo=1&edit=off&clear=yes&LanguageId=2

Catering

Morning tea/coffee, lunch and afternoon tea/coffee will be provided for each badged exhibitor during morning and afternoon breaks within the exhibition area.

Internet

Wireless internet will be available within the conference venue. Please contact the registration desk for the password.

Scientific Program

All session halls are located within Folkets Hus and Norra Latin. Details of the sessions will be contained within the Final Program and will also be available on the conference website.

Social events

For information about the social program please visit the conference website.

<https://www.eafs2022.eu/social-activities/>

PARTNERSHIP FULFILMENT

Partnership opportunities

If you would like further information on any new sponsorship opportunities, please contact Josefin Lundmark at josefin@meetagain.se

Company logo

All partners are entitled to have their logo presented on the official conference website, as well as recognition on printed material.

Conference bag insert

All partners are entitled to a bag insert, maximum A4 format, in the conference bag. Please submit a sample to eafs2022@meetagain.se for approval no later than 3rd May, 2022.

At this stage we estimate we will require 800 inserts. Please contact the conference secretariat when you are preparing your insert for an update on this number.

The shipment must be labelled:

BAG INSERTS 9th European Academy of Forensic Science Conference 2022 – **NAME OF PARTNER**

IMPORTANT Bag inserts must be sent separately from the rest of your shipment and be clearly marked with "BAG INSERTS"

If you require any further information regarding bag insert shipments, please contact kostas@cityexpo.se

You are responsible for all charges for transport and customs clearance (if applicable) for bag inserts up to arrival at the City Expo warehouse.

Scientific workshop

As a **Diamond and Platinum partner**, you are entitled to hold a scientific workshop, please contact eafs2022@meetagain.se for more information.

Abstract book

All partners are entitled to an advertisement in the abstract book. Deadline for submitting the advertisement is 4th April, 2022.

Diamond and Platinum partner – two full pages (Full size 1/1)

- File format: Pdf
Setting: 121 x 189 mm
Bleed: 162 x 229 mm + 3 mm

Gold partner – one full page (Full size 1/1)

- File format: Pdf
Setting: 121 x 189 mm
Bleed: 162 x 229 mm + 3 mm

Silver partner – one half page (Half size 1/2)

- File format: Pdf
Setting: 121 x 93 mm

Bronze partner – one quarter page (Quartz size 1/4)

- File format: Pdf
Setting: 121 x 45 mm

EXHIBITION

Exhibition

The 9th European Academy of Forensic Science Conference will have an exhibition area located in Folkets Hus (level 4 and 5) and Norra Latin (on the ground floor and level 3). The Exhibition will give you an opportunity to display products, equipment, techniques and valuable exchange with the forensic professionals participating.

Exhibition booth design

Follow the link below for all practical information that you need for exhibiting at the 9th European Academy of Forensic Science Conference 2022. We ask you kindly to take your time and read the information carefully.

<http://www.cityexpo.se/EAFS2022/Information.htm>

Important information regarding deliveries to and from the EAFS Conference

Exhibitors are responsible for organizing the shipping of materials prior to and following the conference. The Venue has no possibility to receive any shipments with goods, so all shipments need to be sent to Cityexpo. City Expo will store your material and then transport your material to the venue and your booth on Sunday May 29th at the latest 2 pm. The cost for this service is depending on how many shipments you will send and size/weight of the shipment. Send an email with this information to kostas@cityexpo.se and we will send you a quote.

Goods to the EAFS Conference

City Expo can receive your exhibition material between May 19th -26th 2022. Make sure that your courier/shipping agent has delivered your material to City Expo before May 27th 2022.

NOTE!!

For exhibitors in booth 1-10 maximum size/weight of your largest box/pallet is 80x120x160cm, 500 kg
For exhibitors in booth 11-38 maximum size/weight of your largest box/pallet is 60x80x160cm, 150 kg
For exhibitors in booth MV1-MV7 maximum size/weight of your largest box/pallet 100x300x200cm, 500kg
For exhibitors in booth NL1-NL8 maximum size/weight of your largest box/pallet 95x200x160cm, 500kg
For exhibitors in booth AL1-AL20 maximum size/weight of your largest box/pallet 95x200x160cm, 200kg

Contact us if you have any questions regarding maximum size (**WxLxH**) or weight kostas@cityexpo.se

IMPORTANT Read this if you plan to send goods from/to **outside the EU**.

City Expo can't help you with **temporary import/export** handling so if you plan to send something from outside the EU and/or back outside EU you need to contact our partner <http://www.expoinlogistics.com/> at least 6 weeks (April 18th, 2022) before EAFS 2022. They can help you with temporary import and export.

Contact them on this email address at the latest on April 18th, 2022 info@xpnt.se

If you don't follow these instructions, we can't guarantee that your goods will arrive in time for the EAFS Conference.

Delivery of exhibition material

[Click here for information regarding shipments/Bag inserts from EU countries to EAFS conference](#)

[Click here for information regarding shipments/Bag inserts from outside the EU to EAFS conference](#)

Shipments that are sent to us should be marked after the following instructions:

Delivery and shipping address

MonterService Hycity Expo AB

EAFS/your Exhibitor name /your stand number

Fagerstagatan 52

163 53 Spånga

SWEDEN

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo.se

Goods from the EAFS Conference

Exhibitors are responsible for organizing the return shipment. All goods need to be removed from the venue before 20.00 Friday June 3rd. If your transport courier/shipping agent can't pick up your goods before this time City Expo can pick up your shipment from your booth and transport it to our Warehouse. The cost for this service is depending on the size and weight of the shipment. After you have booked your return shipping you need to email us all shipping labels and documents. Your material will be available for pick up from Tuesday June 7th, 2022 (June 6th is a public holiday in Sweden) at this address:

Your Organization/Company name/EAFS 2022

C/O MonterService Hycity Expo AB

Fagerstagatan 52

163 53 Spånga

Sweden

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo.se

Exhibition floor plan

For the latest exhibition floor plan, please visit the website <https://www.eafs2022.eu/sponsors-and-exhibitors/>

Venue floor plans

For general floor plans of the Stockholm City Conference Centre, please visit

<https://norrallatin.se/en/venues/>

IT / Telecommunications

Wi-Fi is included for all participants at the conference. If exhibitors require a supported connection for use in the stand please contact City Expo.

Catering

Stockholm City Conference Centre has exclusive rights to catering within the venue. No company or individual may bring any food or drink into exhibitions for distribution.

1. Payment of stand space

All invoices must be paid according to due date on invoices received. Build-up will not be allowed if a balance is outstanding.

2. Occupation of stand space

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of their stand the Exhibition Organizers have the right to re-allocate the stand and all monies paid shall be forfeited.

In the event of the Exhibitor failing to occupy the said space by the advertised opening time of the show the Exhibition Organizers are authorised to occupy or cause the said space to be occupied in such manner as may be deemed best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Rules and Regulations.

Unless otherwise agreed in writing by the Exhibition Organisers, Exhibitors are not authorised to sublet, share or transfer their stand space.

3. Build up and break down of exhibits

The Exhibition Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition Organisers shall be modified by the Exhibitor in such manner and within such time as the Exhibition Organisers may require and in default the Exhibition Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

4. Stand construction and services

For insurance, security reasons and to adhere to regulations stipulated by the stated venue, the Exhibition Organisers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Exhibition Organisers.

5. Fire precautions – Stand materials

Stand walls and roof must be constructed in flame retardant material (classified approved by the Swedish Patent Office). Approval of type should be available at the stand. Wood, for example chipboard, plywood and woodfiber enriched boards are acceptable. Cloth that is used for decoration or as a roof must be impregnated against fire. The same applies for decorations, signs etc. made by Styrofoam. Other signs should be made by fire rated board.

6. Floors – Loading

No load in excess of ca. 500kg/m² may be placed on the floor of the Exhibition area. Exceptions/limitations of this maximum weight are depending on where your booth is located at the venue. Please read logistic information.

7. Exhibition layout

The Exhibition Organisers reserve the right to change the exhibition floor layout if necessary. The Exhibition Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Exhibition Organisers.

8. Banners and posters

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers. Promotional Posters and/or notices including partners' logos may not be displayed in the foyer, session hall foyers, corridors or any other public areas within the premises other than official conference signage.

9. Security

Exhibitors are requested to use common sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Exhibition Organisers immediately. The security provided by the Exhibition Organisers has been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each Exhibitor is responsible for their property and necessary precautions should be taken.

10. Obstruction of gangways and open spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and break down periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organisers at the Exhibitor's expense and risk.

11. Conduct of exhibitors and representatives

Annoyance: The Exhibition Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition. Exhibition stands should create the opportunity for the company to show and display information relevant to both the company and their products, and other scientific information that they may choose.

12. Fire safety

Flammable materials/gases: Exhibitors are advised that the Stockholm City Conference Centre has stringent regulations governing materials used onsite during an exhibition. The use of flammable materials must be in accordance with the manufacturer's instructions and with regard for the safety of others. The use of compressed gases will only be allowed with prior permission from Security. Storage of these materials should always be outside of the building, special arrangements for this will need to be made. No flammable liquid or liquid petroleum gas shall be used within the Stockholm City Conference Centre without prior written consent. All materials must be fire rated and flame testing certification available where applicable. You must comply with the current regulations on fire treated materials. Natural gas and compressed air are permitted in Exhibition areas.

Candles, tea lights and lanterns are not allowed, unless the Building owner has a fire guard on site. Protection and Fire inspection will be implemented before the event starts where an exhibitor can be ordered to remove constructions that are not allowed or object that are made by not cleared material.

15. Liability

The Exhibition Organisers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the Venue, the Organising Committee and the Exhibition Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause what so ever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Exhibition Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Exhibition Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Exhibition Organisers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

16. Insurance

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition.

17. Storage

No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition. Exhibitors are advised to store packing cases, cartons, boxes, etc. in their delivery vehicles if at all possible. Please note that it is contrary to fire regulations for any packing materials to be stored on or behind the stands, in gangways, or to obstruct fire exits.. Contact Cityexpo and we will help you with your empties kostas@cityexpo.se

18. Items left on site

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

Please note: Any items remaining after breakdown will be removed and disposed of, the charge per exhibitor will be SEK5,000. Neither the organisers nor the venue will be held responsible for any loss.