



# EXHIBITION TIMES

Moving in and out  
Opening times  
Goods transport



## Orders should reach us by: Friday 3/9

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A surcharge of 25% will be added to the stated prices during the moving-in period and the exhibition itself.  
All offers subject to availability.

The standard height of stands is 2.5 metres. If you want to build a stand that exceeds the standard height or is on two levels, your application must be sent to the Swedish Exhibition Centre for approval by: 3/ 9

Any advertisements that are taller than 2.5 metres will be subject to an advertising surcharge of SEK 6000

If an electricity supply is required from the ceiling it must start at floor level on your own stand.  
Stand lighting and suspended lighting must be switched off in the evening.

Partition walls between stands are not included in stand rental and must be ordered separately if required.

**When ordering walls, a wall support will be added every fourth meter, to prevent collapse. These supports must not be removed without the approval of the hall manager. If the support is removed, it will be replaced by us and the cost of the work will be charged for.**

Remember to keep an eye on your valuables in the stand. Never leave valuable items in storage lockers, cupboards or other areas at the end of each exhibition day.

All technical services will be invoiced on receipt of the order.

This means that our customers will receive two invoices for technical services. The first, sent on receipt of the order, the second with the final invoice.

The cost of the services and items already paid for as per the first invoice will be deducted from the final invoice. They will, however, be specified on the final invoice, along with other additional technical services. Additional services and items, cancellations and changes will thus be taken into account and invoiced together after the fair or exhibition has taken place.

The usual terms of payment will apply in accordance with the order confirmation or contract.

### Insurance

The Swedish Exhibition Centre's compulsory exhibitor insurance provides insurance cover to a value of SEK 300,000. We would like to remind you that this sum must be sufficient to cover rented property as well as your own property. If this cover is inadequate there is a risk that you will be underinsured and will not receive full compensation in the event of a claim. If you have questions please contact [joacim.widlund@svenskamassan.se](mailto:joacim.widlund@svenskamassan.se)

### Exhibition opening times

Tuesday	26 October	9 - 17
Wednesday	27 October	9 - 17
Thursday	28 October	9 - 17

Exhibitors have access to the exhibition halls via entrance 5 (main entrance) and entrance 1 ( exhibitors' entrance) by the multi-storey car park at Gårda shopping centre, Ävägen 34, 412 51 Gothenburg at least one hour before the exhibition opens to visitors.

### Service Center

During moving in and moving out times and on exhibition days, staff will be on duty in our Service Centre. The Secretariat, VIPs and Technical Service/Stand Service are also located here. You can send and receive faxes and email here, make photocopies, etc. The Service Centre is next to Hall D,

### Service Centre opening times

Friday	22 October	8 - 17
Saturday	23 October	8 - 18
Sunday	24 October	8 - 18
Monday	25 October	7 - 20
Tuesday	26 October	8 - 18
Wednesday	27 October	8 - 18
Thursday	28 October	8 - 24
Friday	29 – October	8 - 17

Secretariat: +46 31 708 81 65, fax: +46 31 708 84 59  
 VIPs: +46 31 708 80 66  
 Technical Service: +46 31 708 81 46, fax +46 31 708 84 59  
 Pressroom: +46 31 708 85 50

## Moving in

Please use the multi-storey Focus car park at Gårda shopping centre, Åvägen 34, 412 51 Gothenburg (max. height 2.10m). There is a pedestrian bridge from level 2 straight into Hall A. Next to the bridge are trolleys you can rent to transport smaller items.

During the moving-in period, exhibitors should use entrance 1 (exhibitors' entrance), reached via the multi-storey car park at Gårda shopping centre. On the last moving-in day and on exhibition days, exhibitors can also use entrance 5 (main entrance).

No one under the age of eighteen is permitted in the halls during the moving-in period.

No smoking is permitted in any of the Swedish Exhibition Centre's halls.

During the moving-in period, mobile recycling stations will be provided in the halls so that all waste can be recycled. During exhibition days there is a recycling station by the loading doors.

### Moving-in times:

Saturday	23 October	8 - 22
Sunday	24 October	8 - 22
Monday	25 October	7 - 20

If you wish to move in earlier please get in touch with the contact person below. There will be an additional charge for this service.

## NOTE!

Please note when the moving-in period ends. This is when cleaning begins and the carpets are laid in the aisles. Basic cleaning – vacuuming and dusting – is carried out free of charge on all stands (except locked areas). Other cleaning and removal of materials can be ordered through Stand Service.

The Swedish Exhibition Centre cannot guarantee that all equipment ordered will be available on the first moving-in day. Work will continue throughout the moving period and any additional orders will be dealt with on a first come, first served basis.

## Moving out

During the moving-out period, exhibitors should use entrance 1 (exhibitors' entrance), reached via the multi-storey car park at Gårda shopping centre, Åvägen 34 412 51 Gothenburg. On exhibition days, exhibitors can also use entrance 5 (main entrance).

No one under the age of eighteen is permitted in the halls during the moving-out period.

No smoking is permitted in any of the Swedish Exhibition Centre's halls.

During the moving-out period, mobile recycling stations will be provided in the halls so that all waste can be recycled. During exhibition days there is a recycling station by the loading doors. Exhibiting companies will be charged for the removal of any waste or exhibition goods that are left behind.

### Moving-out times:

Thursday	28 October	17 - 24
Friday	29 October	7 - 18
Saturday	30 October	8 - 16

Please note that it is not permitted to bring empty packaging into the halls, remove products from your stand, break off your participation in the exhibition or dismantle your stand while the exhibition is still ongoing.

During the first few hours of the moving-out period the aisle carpets will be removed and empty packaging can be brought into the halls. Vehicles will then be allowed into the loading yard.

Any stand that is not dismantled within the specified times will be dismantled and removed at the liability and expense of the exhibitor.

### Questions?

Technical Co-ordinator: Joacim Widlund  
Telephone: +46 31 7081 46  
Fax: +46 31 708 84 70  
Email: joacim.widlund@svenskamassan.se

## Exhibitors' goods for delivery TO the Swedish Exhibition Centre

### **1. Smaller consignments under 3 tonnes /10 m<sup>3</sup> / 1.5 loading metres**

(equivalent to about 3 Euro pallets) must be sent to our groupage centre during the period:

19/10  
20/10  
21/10  
22/10 no later than 14.00 hours

Subsequently, the Swedish Exhibition Centre is responsible for ensuring that the goods arrive at your stand no later than: 23 /10

### **Delivery address of our groupage centre, pursuant to section 1**

#### **Scanautomatic/Processteknik**

Swedish Exhibition Centre  
Att: Exhibiting company, Stand No.  
GB Framåt – DHL  
Importgatan 17, Port: 2-6  
SE-422 46 Hisings Backa  
Sweden

### **2. Larger consignments over 3 tonnes / 10 m<sup>3</sup> / 1.5 loading metres**

Book shipment time by fax +46 31 708 87 07 or e-mail: [transport@svenskamassan.se](mailto:transport@svenskamassan.se) no later than 5 working days before shipment to the Swedish Exhibition Centre.

**The shipment time must include delivery date, time, and amount of goods.**

### **3. Consignments for "Early moving-in"**

Book shipment time by fax +46 31 708 87 07 or e-mail: [transport@svenskamassan.se](mailto:transport@svenskamassan.se)

**Delivery address for consignments, see sections 2 and 3 above.**

### **Name of exhibition**

Swedish Exhibition  
To: Exhibiting company, Stand No.  
Mässans Gata 6  
SE-412 51 Göteborg  
Sweden

### **Door-Stand-Door**

The Swedish Exhibition Centre can offer door-to-stand-to-door service, including the handling of empty packaging, forklift services, and transport. More information is available on <http://swefair.dhl2event.se/>

### **Note!**

Deliveries which have not been booked will be charged extra!  
Unless otherwise notified, we will unload your goods and drive them to your stand. This is charged as per the current price list. For reasons of space, we must limit your time at our loading bay to about 15 minutes.

### **Smaller goods**

Use the Focus multi-storey car park at Gårda Shopping Centre (maximum height 2:10 m). A footbridge on the 2nd floor leads straight into A Hall. Carts for moving smaller goods are available by the footbridge.

### **Other**

Goods that have not been removed, or booked for removal, at the end of the moving-out period, will be moved/transported to storage at the exhibitor's expense, as per the current price list.

Unmarked goods that have been left behind after the exhibition, and cannot be identified, will be sent for destruction.

No goods may be placed in the aisles or outside the stand area. This is to ensure that other transport or work, such as lifting, carpet laying, etc., is not obstructed or prevented. If, despite this rule, any goods have been placed in the aisles or outside stand areas, the Swedish Exhibition Centre is entitled to deal with/move them at the exhibitor's expense, as per the current price list.

Motorised vehicles may not be driven into the halls. All internal transport, lifting and work with fork lift trucks in the exhibition area, is handled by the Swedish Exhibition Centre's Transport Department. All operations are carried out in accordance with NSAB 2000.

Everyone who wishes to collect exhibition goods must identify themselves or otherwise demonstrate that they have the right to collect an exhibitor's goods.

If the exhibitor takes on an outside firm to transport the goods, then the exhibitor must notify the Swedish Exhibition Centre's Transport Department and issue a permit showing that the firm in question has the right to collect the goods.

#### **Questions?**

E-mail: [transport@svenskamassan.se](mailto:transport@svenskamassan.se)

Fax: +46 31 708 87 07

#### **Goods shipments FROM the Swedish Exhibition Centre**

##### **Smaller consignments under 3 tonnes / 10 m<sup>3</sup> / 1.5 loading metres**

Consignments under 3 tonnes / 10 m<sup>3</sup> / 1.5 loading metres (equivalent to about 3 Euro pallets) will be sent by the Swedish Exhibition Centre to our groupage centre for further transportation.

**Freight documents must always be submitted to the Swedish Exhibition Centre's Goods Reception regardless of who has arranged the transport.**

#### **Collection address:**

Swedish Exhibition Centre  
Att: Exhibiting company, Stand No.  
GB Framåt – DHL  
Importgatan 17, Port: 2-6  
SE-422 46 Hisings Backa  
Sweden

The goods will be available for collection on **3/11**, at **14.00** hours.

##### **Larger consignments over 3 tonnes / 10 m<sup>3</sup> / 1.5 loading metres**

Collection time must be booked no later than **28/10** for collection. Fax to +46 31 708 87 07 or e-mail: [transport@svenskamassan.se](mailto:transport@svenskamassan.se)

**Freight documents must always be submitted to the Swedish Exhibition Centre's Goods Reception regardless of who has arranged the transport**

#### **Scanautomatic/Processteknik**

Swedish Exhibition Centre  
Att: Exhibiting company, Stand No.  
Mässans Gata 6  
SE-412 51 Göteborg  
Sweden

**The entrance to the Swedish Exhibition Centre loading bay is accessed from Örgrytevägen [see map, last page].**

#### **Technical requirements**

Materials used in stand walls must be slow to ignite, i.e. no more flammable than wood. Acceptable materials include chipboard, fibreboard (non-porous) and plywood. **Fabrics** and other **decorations** must be treated with flame retardant. Special rules apply to ceilings with an area greater than 30 m<sup>2</sup>. Please contact: [mats.engstrom@svenskamassan.se](mailto:mats.engstrom@svenskamassan.se), telephone +46 31-708 8798

For other technical information regarding building rules, utilities and connections, fire regulations, safety, health and the environment, see:

- Exhibitor Service Online
- [www.monter-service.com](http://www.monter-service.com)
- Swedish Exhibition Centre Service Catalogue

#### Questions?

Email: [monter-service@svenskamassan.se](mailto:monter-service@svenskamassan.se)  
Telephone: +46 31 708 80 00  
Fax: +46 31 708 84 70

