

## World Renewable Energy Congress 2011 - Sweden



*Konsert & Kongress in Linköping extends a cordial welcome to all exhibitors! This document contains information and rules that we hope will be of use to you in planning your participation in trade fairs and any other types of exhibition at Konsert & Kongress in Linköping.*

### **Freight and goods handling**

The address for deliveries to fairs/exhibitions is:

**Arenabolaget i Linköping AB**  
**Konsistoriegatan 7**  
**SE-582 22 Linköping**

Deliveries that require a forklift truck for unloading must be notified/ordered in advance. A truck will not otherwise be available. The cost is SEK 595 per forklift transfer.

#### **Goods marking**

Exhibition:	WREC 2011
Date:	May 8-13
Stand number:	
Company name:	
Stand manager:	

The above information is to be written on a separate piece of paper and fastened to the goods.

Konsistoriegatan 7 is the most suitable point for deliveries. However, depending on the nature of the event, other entrances may be used.

Max. height: 2.45 m

Max. width: 2.10 m

#### **Earliest time for goods delivery: May 5**

A storage hire charge is otherwise debited. This is based on the cost of packaging storage.

#### **Latest time for goods collection: May 14**

A storage hire charge is otherwise debited. This is based on the cost of packaging storage.

For goods to be returned, there must be completed consignment notes for fastening to the goods. Contact must also have been made with a freight company.

### Ordering of materials

Whether or not materials are being ordered, the order list is to be completed with contact details (and any orders for materials). The list serves as an acknowledgement that you have received this information. It is not necessary to sign the order list before sending it in. The list can be signed when you arrive.

**Latest time for the order list to be received by Arenabolaget: 20 April**  
NB! A surcharge will be made for materials ordered after the stipulated date and during the event. The surcharge is 50% of the standard price.

### Moving in

**Date:** May 8

**Time:** 12:30-19:00    **Registration** 12:30-19:00

**Date:** May 9

**Time:** 07:00-09:00    **Registration** 08:00-09:00

The stand must be finished (and all packaging removed) by the above time. Pallets and packaging must not be stored in such a way that they can be seen in and around your stand. Instead, they are to be taken care of by Arenabolaget. A charge is made for this. The price is as stated in the order list.

### Fair opens

**Date:** May 9

**Time:** 09:00-17:30

**Date:** May 10

**Time:** 09:00-17:30    **Registration** 08:00-09:00

**Date:** May 11

**Time:** 09:00-17:30    **Registration** 08:00-09:00    **Congress Banquet** 19:00

**Date:** May 12

**Time:** 09:00-17:30    **Registration** 08:00-09:00

**Date:** May 13

**Time:** 09:00-15:30    **Registration** 08:00-09:00

You will find your stand area shown on the exhibition plan next to the exhibition premises. The area is also marked with the stand's number and your company's name.

Arenabolaget's exhibitor service is also available on-site to help with showing you the way and handling supplementary orders for stand materials.

### Moving out

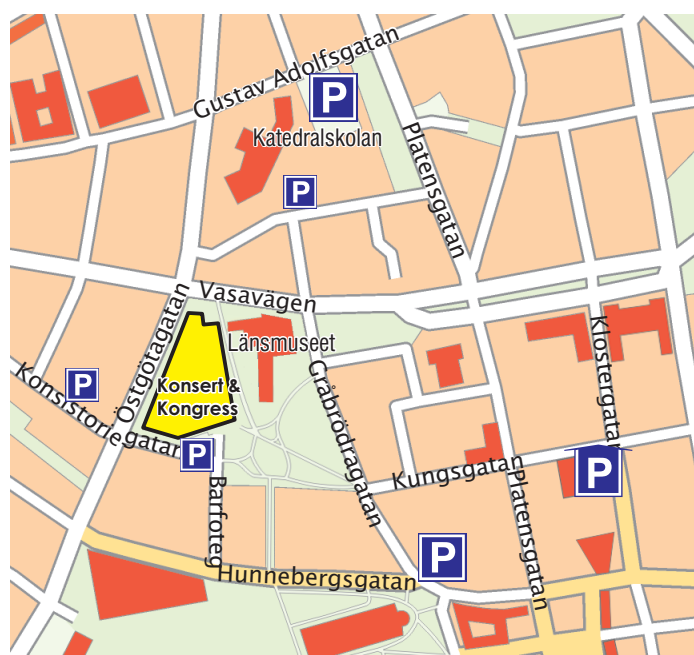
**Date:** May 13

**Time:** 15:30-17:00

\* See Freight and goods handling .

## Parking

For the moving in and out of large displays to be as smooth as possible, please plan short unloading/loading stops only. Vehicles should then be immediately moved to one of the nearby car parks (around 3-5 minutes away on foot). Forklifts and various types of trolleys are available. Parking at Konsert & Kongress is limited. Parking in the square at the entrance is prohibited. Please use the available car parks. To the extent available, parking can be ordered in advance (first come, first served) via the order list.





## Rules of conduct

### Sales

As of 1 January 2010, companies that sell goods or services for cash payments must, under Swedish law, have a certified cash register. Please check whether your company is exempt from the relevant legislation Lag (2007:592) om kassaregister m.m. One of the general exceptions under the legislation is "square and market trading". "Square and market trading" here covers sales from squares, streets, markets, fairs, flea markets, sports galas, festivals and premises (or similar facilities) used temporarily only. (Notice SKV M 2009:3 issued by the Swedish National Tax Board.)

### Rules relating to alcohol/alcohol consumption

The restaurant proprietor at Konsert & Kongress has a licence for serving food and alcohol on our premises. In accordance with Swedish legislation, all alcohol served at our premises must be bought from the holder of the alcohol licence at Konsert & Kongress Arenabolaget i Linköping AB. Arenabolaget i Linköping AB is responsible for the serving of all alcohol. Consequently, only refreshments ordered via our restaurant proprietor may be offered at stands. If you would like to place an order, or if you have any questions, please contact Arenabolaget i Linköping AB tel. +46 (0)13 190 00 34, e-mail maria.serverinsson@arenabolaget.se.

### Fittings and walls

Double-sided mounting pads must not be used on Arenabolaget's fixtures or fittings. Approved double-sided sticky tape can be bought on-site from the exhibitor service.

Staplers, nails or anything else that may damage surfaces or finishes must not be used on/in walls or fittings. Where such damage is found, the responsible exhibitor will be debited SEK 495 and the cost of any work that the damage entails.

Where stands that can be painted or otherwise covered are required, they are to be ordered separately.

### Fire

Stand walls and roofs must be of a material that does not ignite easily (i.e. no worse than wood). Chipboard, wood fibre board (non-porous), plywood and equivalent are approved. Textiles must be impregnated against fire.

### Gases and liquids

No flammable, corrosive or toxic gases/liquids may be brought into, or stored in, Arenabolaget's premises. Even during stand construction, there must be no hot working (e.g. welding, soldering, cutting, using abrasive discs, drying, heating, etc.) or open flames.

### Electricity

All electrical installations must comply with the relevant regulations governing electrical installations. Arenabolaget retains the right to set up extra power sources during the fair if the electrical capacity that has been ordered for your stand is not adequate for its purpose. A debit will be made for the extra sources.

### Evacuation routes

Evacuation routes, emergency exits, firefighting equipment, alarm buttons and signs must never be blocked or obscured. Arenabolaget is entitled to carry away, at the exhibitor's expense, any goods that block evacuation routes and/or passages.

### Insurance/liability

Arenabolaget accepts no liability/responsibility for the valuables/equipment of exhibitors. It is the responsibility of each exhibitor to ensure that the equipment it has brought has the necessary insurance cover. Arenabolaget accepts no liability/responsibility in respect of any goods left behind by exhibitors.

### Miscellaneous information ordering stand material, contact, etc.

We look forward to seeing you and putting every effort into ensuring the success of your event. If you have any questions about the event, please contact Events on +46 (0)13 190 00 16 or mail us at [exhibition@arenabolaget.se](mailto:exhibition@arenabolaget.se). The order list must not be submitted by fax.