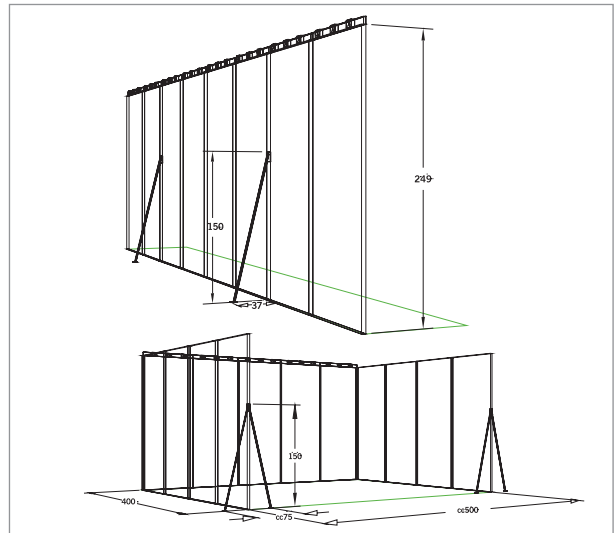


TECHNICAL INFORMATION

1. Instructions and rules for stand construction

GENERAL RULES

- To create an open environment at the fair, only 1/3 of each stand's side facing an aisle may be covered by a wall.
 - Building work or the putting up of decorations, signs or lighting over aisles is not permitted.
 - Stockholm International Fairs make regular safety inspection rounds before and during every fair. Stockholm International Fairs' evacuation routes and fire doors (including those outside), fire equipment, alarm buttons and signs must NEVER be obstructed, blocked or concealed. Stockholm International Fairs has the right to take down or change constructions as well as remove goods that are blocking the evacuation and transport routes.
 - Podia, stages and catwalks that exceed 60 cm in height must have a handrail of 110 cm in height.
 - Floor anchorage is permitted for exhibitors on approval by Stockholm International Fairs. Exhibitors are responsible for restoring to original condition. If not restored, exhibitors will be debited. PLEASE NOTE, anchoring must not be closer than 1 meter from the service channel.
 - All work which has an effect on the actual property of Stockholm International Fairs must only be carried out by people employed by the Stockholm International Fairs. Examples of this include the hanging of wires in ceilings, anchoring machinery to the floor, fixing into pillars or joists, and connecting water and electricity in floor channels.
 - Climbing on any part of the stand construction is strictly prohibited.
 - In order to avoid high noise levels, only rubber mallets or the equivalent may be used when mounting lighting girders.
 - When using saws, sanding and polishing machines etc. a suction device for shavings must be attached to this type of equipment.
 - Children and young people under the age of 16 are not allowed on Stockholm International Fairs premises at any time when construction or dismantling of exhibitions or congresses is taking place, neither alone, nor accompanied by an adult, as the exhibition halls are regarded as a building site.
 - In accordance with Swedish legislation, smoking is not permitted anywhere on the site.
 - In accordance with Swedish alcohol laws, all alcohol served must be purchased by the holder of the dispensing permit at Stockholm International Fairs, Mässrestauranger AB. Mässrestauranger AB is therefore in charge of serving alcoholic beverages on the premises. Exhibitors who are planning to, or wish to serve alcoholic beverages must contact Mässrestauranger AB, telephone +46 8 727 72 02 for assistance with the arrangements.
 - All playing of music, showing of films or suchlike in stands, conference premises or any other place must be done in accordance with the applicable Copyright Act.
 - Photographs may be taken 1 hour before the trade fair opens, and during the fair's opening hours. Photographs can be taken at other times by special agreement and with additional monitoring which is charged according to the current price list.
 - Own wireless network must be approved in advance by Stockholm International Fairs and will be charged according to the current price list.
- ### MOVING IN AND MOVING OUT
- Earlier moving in can be authorised by Stockholm International Fairs, e-mail: earliermovingin@stofair.se, fax: +46 8 749 42 21. There will be an additional charge per stand according to the current price list.
 - Work outside the official moving in and moving out times can be authorised by the Security Manager at Stockholm International Fairs, e-mail: security@stofair.se, telephone: +46 8 749 41 00, telefax: +46 8 99 66 36. Charged according to the current price list.
 - Moving in and moving out is done via the transport entrances for Halls A, B or C. Moving in or moving out via the main entrance, or the east entrance, is not permitted.
 - The halls are open for moving in 07.00 – 20.00 hours. On the last evening, all construction must be completed by 16.00 hours. All goods handling that requires truck driving shall be completed by then. After that, empty packaging is driven out of the halls, and aisle carpets are laid. The aisles must then be clear of goods. Work on the stands may continue until 22.00 hours.
 - Divergent official moving in and moving out times are notified in separate notices sent to exhibitors.
- ### STAND WALLS
- The normal measurements of stand walls at Stockholm International Fairs are as follows: height 2.49 m, width 1.0 m, thickness approx. 34 mm.
 - The stand walls consist of fibreboard panels or similar materials, painted white.
 - The stand walls cannot be loaded with heavy objects, but lightweight boards and advertising material can be put up (max 5 kg per wall module).
- The stand walls are not intended for securing or supporting etc. your own stand systems. On the upper edge of the walls, an electrical power supply strip is fitted.
 - The stand walls are braced along the outer edge by support fixtures, 1.5 m high with a base width of 0.37 m. Support fixtures are mounted on every fourth wall. There may also be other types of all support, such as top and bottom brackets, to hold the walls together. Supports must not be removed without permission from the appropriate hall manager. The supports may be replaced by some other acceptable means, at the exhibitor's expense.
 - In cases where a fascia board is constructed in connection with wall construction one post is mounted for every fourth running metre. The post can be removed and replaced with extra ordered wires at the expense of the exhibitor. The ramp cannot be used as a support or securing device of one's own stand system/material, but is only intended for lightweight advertising material.
 - Walls should be cleaned of all staples, adhesive mounts, tape and similar. Any cleaning not carried out by the exhibitor will be debited at an hourly rate or the cost of the destroyed wall.
 - Walls damaged by filling, wallpapering, screw holes or by being painted in paint not approved by Stockholm International Fairs will be charged to the exhibitor.
 - Painting with paint with gloss greater than 5, or wallpapering, may only be done on chipboard-faced walls.



CONSTRUCTION OF UNITS HIGHER THAN 2.5 M AND ADVERTISING PILLARS, SIGNS, ETC.

- The construction height permitted in the trade fair halls is 2.5 m. For light-emitting ceilings, 2.75 m is allowed. For stand constructions, signs, product placements or decorations that exceed the specified heights, an application for exemption must be sent with drawings to Stockholm International Fairs no later than 4 weeks before the trade fair. Apply to Event Services, telefax: +46 8 99 70 05, e-mail: eventservice@stofair.se
- Stockholm International Fairs reserve the right to refuse permission for late applications.
- Exemption can only be given under the following conditions:
- Any construction higher than 2.5 m may not be placed closer than 3 m from the stand boundary of a neighbouring stand. The construction of a fully covering stand wall facing an aisle/neighbouring stand must be approved by Stockholm International Fairs. Stockholm International Fairs may make exceptions if it is deemed that the construction is not intrusive, or if permission has been given by the neighbours affected.
- Constructions must meet all requirements set out in the Swedish construction standards, as far as materials etc. are concerned, and be classified in accordance with the applicable fire safety regulations.
- The person in charge of the construction (stand constructor) is responsible for safety and construction management.
- Stockholm International Fairs shall bear no responsibility for implementing designs and for construction work.
- Exhibitors pay a special fee of SEK 5,000 for increased exhibition area for advertising units which exceed the exhibition's maximum height of 2.5 m.



CONSTRUCTION ON TWO LEVELS FREQUENTED BY BOTH VISITORS AND EXHIBITORS

- Written application with stand designs outlining the possible construction of a two-level stand must be submitted to Event Services, telefax: +46 8 99 70 05, e-mail: eventservice@stofair.se at least 4 weeks before the trade fair.
- Stockholm International Fairs reserve the right to refuse permission for late applications.
- The construction of load-bearing joists, walls and ceilings shall adhere to the BBR and BKR regulations, as well as the specific fire and evacuation regulations set by the relevant authorities.
- No work may begin on a two-level stand until Stockholm International Fairs have given permission in writing. Stockholm International Fairs reserve the right to ask for additional information about design, choice of materials, etc.
- The person in charge of the construction (stand constructor) is/are responsible for safety and construction management.
- Stockholm International Fairs bear no responsibility for implementing designs and for construction work.
- All materials used on two-level stands must be classified in accordance with the applicable fire regulations.
- The second level may contain a maximum of 50% of the surface area of the first level.
- The free height on the bottom level must be max 2.5 m and min 2.3 m. The total height of the stand may be a maximum 5 m.
- The distance between two separate two-level constructions must be at least 10 m. Approval may be given even if neighbouring stands have been given permission.
- Exhibitors must also pay stand hire for the 2nd level.
- See also Fire regulations

STAND DIMENSION AND OWN STAND SYSTEMS

In those cases when a hired stand area is equipped with two adjacent units the stated width dimension is the 'central dimension'. This means that the available stand width is reduced by 3 cm. It is important that you notify Event Services 4 weeks before the fair opens if you have your own stand system or if for some other reason, the exact construction dimensions are needed for your stand.

ELECTRICAL INSTALLATIONS

- Electrical installations in the stand may only be carried out by an authorised electrician. as the electricity network is divided into sections, the current for the respective sections cannot be engaged for safety reasons, until all the installations in the same section have been made.
- Electrical power supply strips are fitted along the tops of the Stockholm International Fairs walls. These must not be blocked by exhibitors' own materials. Only electrical power sockets that have been ordered may be used.
- Spotlights may not protrude more than 30 cm over an aisle.
- All electrical installations and equipment must adhere to the applicable HT-current regulations.
- All connections to the hall's fixed installations must be carried out by an electrical contractor authorised by Stockholm International Fairs.

ELECTRICITY, WATER, HEATING AND SANITATION

When placing units which require water, drainage, compressed air or power outlets, it is important to take into consideration the service channels in the floor. The position of the service channels is normally marked by two dotted lines on the drawing of the proposed position. Make use of the service channels when planning the stand. This will avoid the nuisance of pipes and cabling on the floor.

NIGHT AND CONSTRUCTION POWER

Night and construction Power (power during moving in and moving out) must be ordered latest 4 weeks prior to the fair. Night power and construction power cannot be ordered during moving in.

Stand power supply is switched off each day about one hour after the fair closes. Consequently night-time power supply for refrigerators, computers etc requiring 24-hr electrical power supply has to be ordered.

Night power supply points are clearly marked.

Stockholm International Fairs are not liable for any damage incurred to equipment connected to the standard power supply network.

If you have planned to use fridges or freezers it is necessary to order a power connection with night power.

Regarding computers it is important to order night power if continuous operation of your equipment is needed.

Stockholm International Fairs do not compensate for any damaged of products if connections are made to the closable electricity supply network.

CARPETS

When laying carpets only certain tapes are allowed, these can be bought at the service centre. Note that tape must be removed after the fair. Repairs of damage to floors will be charged to the exhibitor.

PAINTING

No products containing organic solvents may be used. Examples of such solvents are contact glue, spray paint, paints with petroleum spirit or thinner as solvent, etc. This applies before, during or after the exhibition. Special permission for spray painting must be obtained from the fair, telephone +46 8 749 44 44, telefax +46 8 99 70 05.

The above is based on the environmental act, chapter 2, §2-8 and on Swedish Board of Occupational Safety and Health regulations, AFS 2000: 4, §4-5.

- All paint work done on stand walls comes with a charge for restoration.
- The painting of floors is not allowed.
- Own restoration is not allowed.

2. Fire safety regulations for exhibitors

MATERIALS/DECOR

- Stand walls and ceilings shall be made of classified fire-retardant materials, i.e., as good or better than wood. Particle board, non-porous fibreboard, plywood, etc., are acceptable.
- Ceilings on covered or enclosed stands greater than 30 m² require sprinkling or fireguards. In choosing materials for ceilings exceeding 30 m², the Security Officer at the trade fair must be contacted, telephone +46 8 749 42 12, telefax +46 8 99 66 36.
- Fire-retardant materials must be approved according to one or more of the following classifications: SS 02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1.d0. Approval or certificates must be on hand at the display, if it is not clear in any other way that the material in question is safe. Type approval can be replaced by a written statement from Statens Provningsanstalt [Swedish National Testing and Research Institute]. Type approval or certificates must be available in the stand, unless it is made clear in some other way that the material can be approved. Cloth ceilings and other décor must be impregnated against fire. Impregnating agents can be purchased at the Service centre.

TWO-LEVEL STANDS

- The number of steps for a two-level stand is determined by the distance from the steps to the aisle, this distance must not exceed 10 m.
- The required step width is determined by the surface area of the upper level. For a surface area of up to 15 m², the step must be at least 0.8 m wide. For every additional 15 m², a further 0.8 m step width is required. 2 x 0.8 m can be replaced with a 1 x 1.2 m straight step. Spiral staircases must not be less than 0.9 m wide.
- Note! The area between the aisle and the steps must be kept clear at all times.

PACKAGING AND OTHER MATERIAL

Empty packaging or other flammable material must not be stored around the stand or exhibition hall. Material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

MOTOR VEHICLES, WORK MACHINES AND TRAILERS

Motor vehicles, work machines and trailers may be driven into the halls only after special permission has been granted. An idling-speed ban applies both in and outside of the halls. The fuel tank must be fitted with a locked lid. On LPG-powered vehicles, the stopcock nearest to the tank (container) must be closed.

FLAMMABLE AND EXPLOSIVE GOODS, HOT WORK AND SMOKE FORMATION

- The handling and storing of flammable liquids or gases must be reported in writing in good time before the trade fair to the Security Manager at Stockholm International Fairs, e-mail: security@stofair.se, telefax: +46 8 99 66 36. Specify the name of the trade fair and the stand number.
- Explosive or pyrotechnical goods may not under any circumstances be brought in to Stockholm International Fairs without prior written permission from the Security Manager at Stockholm International Fairs, e-mail: security@stofair.se, telefax: +46 8 99 66 36
- Hot work (e.g. welding, soldering, cutting, circular work, naked flames) is not permitted within the exhibition areas, even during the construction of stands, without special permission, in writing, from the Security Manager of Stockholm International Fairs.
- For activities that emit smoke or gases, such as frying, smoke machines etc., contact Event Services, telephone +46 8 749 44 44 e-mail: eventservice@stofair.se, telefax: +46 8 99 70 05 for more information.



3. Transport and storage

Goods for the exhibition should be addressed to:
Stockholmsmässan, Godsmottagningen (Goods Inward)
Name of the trade fair/Congress/Conference:
Exhibitor:
Stand number.
Parkeringsvägen 10
125 80 Stockholm (Ålvsjö) Sweden

GOODS ARRIVING FOR THE TRADE FAIR BEFORE AND DURING MOVING IN

Arriving goods are unloaded and received at Goods Inward. If goods arrive before the official moving in date they are placed in storage, so that construction of the forthcoming exhibition is not hindered. Once the exhibition has been constructed, and the official moving in is permitted, stored/arriving goods are driven into the exhibition halls. The cost for this is charged to the exhibitor according to the current price list.

BOOKING TIME FOR UNLOADING/LOADING

Applies only to trade fair goods exceeding 1 ton or 4 m³.

The enquiry must reach Stockholm International Fairs at least 5 working days before the desired unloading/loading time. Goods without a time booking, or a missed booking, are charged a 50 % surcharge on the current price list.

Enquiries can be made via the website, or by e-mail: logistic@stofair.se, fax: +46 8 749 15 60.

NOTE: Inform your transport company/stand builders about the booked time, to avoid additional costs!

GOODS UNDER CUSTOMER CONTROL TO/FROM STOCKHOLM INTERNATIONAL FAIRS

Incoming exhibition goods under Customs control to Stockholm International Fairs shall on arrival be shown to Goods Inward together with the accompanying transit documentation. If there are any questions, contact Goods Inward on +46 8 749 42 30, e-mail: logistic@stofair.se

RULES FOR THE IMPORT AND EXPORT OF GOODS UNDER CUSTOMS CONTROL

- For incoming exhibition goods under Customs control, Stockholm International Fairs have received permission from Tullverket (the Swedish Customs) to have a temporary warehouse for 20 days from the arrival of the goods at the trade fair.
- Uncleared goods that have been transited to Stockholm International Fairs must be shown on arrival to Goods Inward together with the accompanying transit documentation.
- Before goods can be placed in the stand, the transit document must be sent to Swedish Customs for approval. This is handled by Goods Inward. Once the trade fair has received Swedish Customs approval, the goods are delivered to the stand. Administrative costs are charged to the exhibitor according to the current price list.
- Before the trade fair closes, Goods Inward must have received a transportation voucher or a new transit document for the goods to be transported away from the trade fair. If this is not done, Stockholm International Fairs are entitled to impound the goods until a transportation voucher/transit document is submitted to Goods Inward. Carriage and storage costs according to the current price list.
- If the goods disappear, are sold, thrown away or moved from Stockholm International Fairs without approved Customs documentation such as a transportation voucher or a new transit document for the goods, Stockholm International Fairs will charge the exhibitor any additional costs incurred.

GOODS TRANSPORTATION DURING THE FAIR

During an exhibition, the transport of goods may only be done 1 hour before the trade fair opens. After this only light goods may be taken in.

UNCOLLECTED OR UNLABELLED GOODS

- Stockholm International Fairs are entitled to move and store goods not collected during the moving out time at the exhibitor's expense.
- Unlabelled goods left in the halls once the official moving out time is over, are discarded if the goods cannot be identified.
- Goods that are not collected within 5 days of the moving out time are conveyed at the exhibitor's expense to an agreed address. All handling is charged according to the current price list.

EMPTY PACKAGING

- Empty packaging must be packed and labelled by the exhibitor with the labels provided for the purpose not later than 16.00 hours on the last moving-in day. These labels can be obtained at the Service Centre or at Goods Inward.
- Empty packaging must be packed for truck handling.
- The empty packaging is not available during the exhibition.
- Stockholm International Fairs disclaim responsibility for goods which have been left in empty packaging.

- The handling of empty packaging is charged according to the current price list (minimum charge 2 m³).

KEEPING THE AISLES CLEAR

- Do not place any goods or materials in the aisles outside the stand which might block the way for other transport.
- Stockholm International Fairs are entitled to move all goods and packaging left in the aisles after 16.00 hours on the evening before the exhibition opens, to maintain access. Such goods and packaging will be stored at the exhibitor's expense according to the current price list.

4. Refuse

Stockholm International Fairs environment undertaking requires all exhibitors to sort their day-to-day waste at the waste disposal stations provided. Stockholm International Fairs provides transport from the fair site and for the destruction of waste products associated with trade fair participation free of charge.

- The environmental stations are located in the halls as well as at the various loading bays.
- Dangerous waste such leftover paint, lamps, fluorescent tubes, batteries, oils and so on, should be turned in to the special environmental stations at the loading bays.
- For larger quantities of waste contact exhibitor service, telephone +46 8 749 44 44, fax +46 8 99 70 05, or the service centre (while the fair is in progress).
- Exhibitors who intend to handle food may order a special bin for food waste from exhibitor service. Bins shall be clearly marked and placed outside the stand. The bins are emptied every day after the fair closes. During daytime hours, bins may be emptied at one of our environmental stations near the loading bays.
- Glass should be sorted into two fractions: "clear" and "coloured".

WASTE PRODUCTS AT THE STAND

You must leave the stand in the condition in which you found it. Each exhibitor is responsible for keeping stands and the area in and around the stand clean during the assembly and dismantling stages. This includes the sorting and disposal of e.g. building waste into the allotted containers. Waste removal can be ordered from the Service Center at a cost of SEK 850/m³. Material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.