



## Exhibitor information SETT 2022

<b>Venue</b>	<p>Kistamässan AB, Arne Beurlings Torg 5, 164 40 KISTA (visiting address)</p> <p>Technical Dept Workman Event (supply of stand service)</p>
<b>Deliveries before the exhibition</b>	<p><b>NB! Kistamässan or Workman Event takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition.</b></p> <p><i>Delivery times tba</i></p> <p>Please write following address on items to be delivered. SETT/ Your Company/ Stand number</p> <p>Kistamässan Vågögatan 3 SE-164 40 KISTA</p> <p>Goods that arrive to Kistamässan are transported to the designated stand at a cost. The corresponding cost also applies to departing goods that are left in the stand after SETT. These costs are charged to exhibiting companies afterwards. Please see contact Workman Event for more specifications.</p>
<b>Moving in (Gate 2A)</b>	<p>Sunday 24<sup>th</sup> April 7am-6pm Monday 25<sup>th</sup> April 7am-10pm</p> <p><b>For machinery and material that weighs more than 1000 kg, a forklift service must be booked a minimum of a week in advance.</b> Carpets will be laid out in all aisles during the last day of construction. All the public areas must be kept clean from exhibitor items, waste material and packaging from 5 pm on this day to facilitate this. Regarding additional time for stand construction, please contact: <a href="mailto:monterservice@workman.se">monterservice@workman.se</a></p> <p><u>Please note that the work electricity is only permitted at additional moving in time! 10A/230V is ordered separately to an extra cost.</u></p>
<b>Opening hours</b>	<p>The exhibition is open for visitors: Tuesday 26<sup>th</sup> April 9 am-5 pm Wednesday 27<sup>th</sup> April 9 am-4.30 pm Thursday 28<sup>th</sup> April 9 am-4.30 pm</p> <p>Exhibitors have access to the hall area from 07.00 am Tuesday 26<sup>th</sup> - Thursday 28<sup>th</sup> . The hall area has to be cleared 1 hour after the exhibition has closed, Tuesday and Wednesday.</p> <p>There is a mingle for visitors outside the exhibition hall Tuesday 26<sup>th</sup> April 5-7pm.</p>
<b>Moving out</b>	<p>Thursday 28<sup>th</sup> of April 5.00 pm- midnight</p> <p><b>Starting to pack your items and moving out of the stand before 4.30 pm the last day of the exhibition is not permitted.</b> The stand must be staffed, until this time. If this is not followed, A penalty fee of 10 000 SEK will be charged to the exhibitor. The first 15-30 minutes after the exhibition closes, the visitors are leaving the exhibition halls – <u>for safety reasons we are not allowed to deliver empty packaging to the stands during this time.</u> The aisles must be kept free</p>

from goods and other items, 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](mailto: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 being asked to be delivered to the stand by the freight service, it 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

- Catering** For ordering stand catering and drinks please contact:  
  
KM Restaurants  
08 410 608 20  
Konferens@kmggroup.se  
  
Keep in mind that all alcohol found in the facility that is not ordered from KM Restauranger will be seized. This is because the alcohol legislation does not allow your own alcohol in the Kistamässan's premises.
- 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.
- Cleaning** The Kistamässan personnel are responsible for cleaning all public areas in the halls. **Stands that are not cleaned will be cleaned by the centre staff in the evening before opening and charged to the exhibitor.**
- Cloak room** The cloak room will be open during SETT opening hours.
- Conference Rooms** We have a few conference rooms available on the lower floor. Please contact us if interested.
- 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 badge** You will receive your exhibitor badge at the goods entrance, talk to the security guard in place. The badge must be worn on at all times during moving in/out times and during the exhibition to be allowed entrance to the halls.



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<b>Exhibitors Insurance</b>	An insurance that covers material in your stand, products etc. can be added on. Please contact <a href="mailto:christina.olsson@eaysfairs.com">christina.olsson@eaysfairs.com</a> if you wish to order this
<b>Exhibitor Lounge</b>	Entrance by the restaurant, on ground floor is the Exhibitor Lounge (E9). Open during the exhibition. A quiet place to relax and recharge your batteries.
<b>ExpoXtra</b>	We offer an incredibly broad and creative way for extra visibility before and during SETT. For those who are interested in standing out. Are you interested? Do not hesitate to contact us: Christina Olsson <a href="mailto:christina.olsson@easyfairs.com">christina.olsson@easyfairs.com</a> 08-506 650 01
<b>Fire regulations</b>	We have a strict non smoking policy in all halls. Open fire in the halls is prohibited.  <b>There is an automatic fire alarm</b> and the facilities are equipped with sprinklers. The alarm is directly linked to the Fire department and our smoke detectors are very sensitive. <b>An exhibitor causing a fire emergency response by mistake will be charged any costs arising.</b> 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 <a href="mailto:jan.thoren@easyfairs.com">jan.thoren@easyfairs.com</a>
<b>Food/Liquor license</b>	All questions regarding serving of food and alcohol shall be addressed to: Operations Manager KM Restauranger. Tel: +46 (0) 8 410 608 20, <a href="mailto:Konferens@kmgrou.se">Konferens@kmgrou.se</a>
<b>Goods</b>	Goods arriving at the fair are transported to the designated stand at a cost. 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.  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, <a href="mailto:monterservice@workman.se">monterservice@workman.se</a> , two weeks in advance.
<b>Hot Work</b>	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 <a href="mailto:jan.thoren@easyfairs.com">jan.thoren@easyfairs.com</a>
<b>Increased Height</b>	Normal construction height is 2,5 meters. Stand constructions above the normal height must be agreed upon in advance and a fee will be added on. The lights in the stands are not included. Drawings of the height constructions have to be sent to <a href="mailto:monterservice@workman.se">monterservice@workman.se</a> for agreement. Constructions higher than 2,50 meter requires anchoring from the ceiling with safety wire.
<b>Internet</b>	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.

Kistamässan are not liable for clients and exhibitors computers and/or applications.

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.

If stability and reliability is crucial, wired connection (LAN) is always recommended.

<b>Loading/unloading</b>	<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>
<b>LPG</b>	<p>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.</p>
<b>Main Entrance</b>	<p>The main entrance is only open during the opening hours of the event. Exhibitors are asked to use the goods entrance at other times.</p>
<b>Marketing</b>	<p>To maximize your participation in the fair, we have some tools to help you along the way:</p> <ul style="list-style-type: none"><li>• Your exhibitor page on our website</li><li>• Personalized banners</li></ul> <p><u>Your exhibitor page on our website:</u> Under "exhibitor list" on our website, you can see what information you filled out in My Easyfairs (To read more about this, see the tab My Easyfairs). Here you write about your company, upload innovative products and news as well as job advertisements. Statistics show that those who have a completed My Easyfair profile succeed on average better on the spot.</p> <p><u>Personalized banners:</u> We will produce personalized banners for you. These will in future be available on MyEasyfairs.</p>
<b>Music</b>	<p>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 charged 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).</p>
<b>Night electricity</b>	<p>Do not forget to order <b>night electricity</b> for fridges or freezers etc. All electricity is turned off during the night.</p>
<b>Painting</b>	<p>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.</p>
<b>Parking</b>	<p>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.</p>

<b>Pillars</b>	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.
<b>Plants</b>	Plants are available to rent or buy. For special requests call <b>Södertörns Växtinredning (flower distributor) on +46 (0)8 500 266 80.</b>
<b>Recycling in the Halls</b>	<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: <b>Wood, Recycling paper and Miscellaneous.</b></p> <p><i>Rubbish bins:</i> Several rubbish bins are located in the aisles in the halls where <b>Paper, Miscellaneous and Bottles</b> can be disposed.</p>
<b>Restaurants &amp; Cafe</b>	<p>During the fair, we will keep both the café and the restaurant open at Kistamässan. For you as an exhibitor, there is an exhibitor dining room in room M5. You can pay on the spot or pre-order your own food vouchers via KM Restauranger, <a href="mailto:konferens@kmgrou.se">konferens@kmgrou.se</a></p> <p>In addition, there are also shops, cafes and restaurants near the facility. Kista Galleria is available within 10 minutes walking distance.</p>
<b>Stand</b>	<p>You order furniture etc from Workman: <a href="https://www.workman.se/shop-event/">https://www.workman.se/shop-event/</a> You can contact them here: <a href="mailto:monterservice@workman.se">monterservice@workman.se</a></p>
<b>Venue</b>	<p>Kistamässan Arne Beurlings Torg 5 164 40 Kista</p>
<b>Waste</b>	<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>
<b>Security</b>	<p>Kistamässan are responsible for general security and security personnel are on site.</p> <p><b>Kistamässan or Workman Event takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition.</b> 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 <a href="mailto:jan.thoren@easyfairs.com">jan.thoren@easyfairs.com</a></p>
<b>ServiceCenter</b>	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.
<b>SETTdate Stage</b>	This is a stage open exhibitors that all visitors can take part in - in the middle of the exhibition hall. The programme points are added to the programme on the web for increased attention.



If you are interested in booking an appointment here, contact Helene Pratt:  
[helene.pratt@easyfairs.com](mailto:helene.pratt@easyfairs.com)

**Stand**

Always check the size and the equipment in your stand on arrival. If there are any discrepancies please contact our Service Center. Additional orders of equipment or services will be debited to the person who has signed the original contract.

**Stand Personnel**

Register exhibitors and stand staff here!  
[https://www.trippus.se/web/registration/Registration.aspx?view=registration&idcategory=AB01LBB8Q1xxbuN3QilhiJR38PINC\\_Ga-PZc1sh-tvv2nSTZ0Me-xnlc4P3k-k3L9W6smzIOu\\_g&ln=swe](https://www.trippus.se/web/registration/Registration.aspx?view=registration&idcategory=AB01LBB8Q1xxbuN3QilhiJR38PINC_Ga-PZc1sh-tvv2nSTZ0Me-xnlc4P3k-k3L9W6smzIOu_g&ln=swe)

**Stand Programme**

If you are planning for a programme in your stand, you are welcome to let us know and we will publish it on the web so the visitor can include it in their planning. Contact Helene Pratt about this: [helene.pratt@easyfairs.com](mailto:helene.pratt@easyfairs.com)

**Stand walls**

Exhibitors with open stands (open on at least three sides) are required to send in a drawing on planned wall constructions for approval by Workman Event.  
If the walls between the stands are longer than 4 meters, Kistamässan will mount support structures or extra stand walls for safety reasons. If the exhibitor want to have the safety support removed, it might be possible to replace them with for example safety wires from the ceiling, at the exhibitors expense. Constructions higher than 2,50 meter requires anchoring from the ceiling with safety wire.

**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!**