

IMPORTANT INFORMATION

The 13th CBRNe Protection Symposium welcome you and hope that you will have rewarding days! Below is important information and we encourage you to read it through carefully.

Exhibitor services

Each stand will include: whitewalls, lighting, electricity and black carpet.

Extra equipment can be ordered in our webshop <http://www.mass-service.se/?p=9554>

Please note that the white wall between the different companies both will be 1 meter. The black carpet marks your both and are 3 meters. Please let us know if you want the full length on your wall on the side (the back wall is full length).

Last day to order additional furniture for your stand is August 31

After August 31, an additional cost of 25% will be charged on orders. Orders placed on and during the day of moving in will be charged and extra 50%. Therefore you should place your orders in time. Orders should be placed directly through the contractor on the venue Malmö Mäss-Service. For personal service, please contact:

Malmö Mässservice:

Jörgen Jönsson

jorgen@mass-service.se

+46 (0)70-6429925

Order your Exhibitor passes and make your hotel reservation here <https://cbw.se/exhibition>

Everyone who enters the exhibition venue must have a pass, this is for your own safety. If you have someone visiting the exhibition order **Visitor pass here** <https://cbw.se/Registration>

For personal service regarding passes, please contact Umeå Congress:

Project Manager Umeå Congress:

Elisabet Norlin

elisabet@umea-congress.se

+46 (0)90-70 60 38

Moving in

Monday 23 sep, 8am – 8pm

If you wish to move in later than 8 pm, you can do that for 2000 SEK/stand. This has to be reported to Malmö Mäss-service well in advance.

Deliveries

During an ongoing exhibition, goods can be delivered no later than 1 hour before the exhibition starts. If you need storage facilities for goods during the exhibition, you place the order from Malmö Mäss-service when you have moved in.

There are forklift service available when you move in, the cost depends on what you need help with and the charges are placed on an invoice after the exhibition.

Delivery Address*

MalmöMässan
CBRNe, Company name and stand number
Contact person (at your company)
Mässgatan 6
SE-215 32 Malmö

****Make sure you label your good with exhibition name, company name and stand number to be able to find your goods in your stand upon arrival***

MMS, Malmö Mäss-Service

Mäss-Service can help you with technical questions and stand construction and they are located inside the exhibition venue. Opening hours:

- **Monday 23 sep** **8am – 8pm**
- **Tuesday 24 sep** **7am – 7pm**
- **Wednesday 25 sep** **8am – 6pm**
- **Thursday 26 sep** **8am – 6pm**

Malmö Mässservice: Jörgen Jönsson jorgen@mass-service.se +46 (0)70-6429925

Dismantling your stand

NOTE! It is forbidden to start dismantling any stand before 1.30 pm on the last exhibition day. The stand has to be manned until that time.

Moving out

Thursday 26 sep, 1.30pm – 7pm

Doors and gates will open as soon as empty transport packages has been removed. Please note that you can start moving out at the earliest approximately 30 minutes after the exhibition closing. Please keep the aisles free until 4.30pm. Thanks in advance for your patience. Pre-packed and labelled goods can be collected until 4pm the day after the exhibition has closed.

During the days

Opening hours, Exhibition need to be manned:

Monday 23 sep	6pm-8pm (Only Gold and Silver sponsors)
Tuesday 24 sep	8am – 7pm
Wednesday 25 sep	8am – 5pm
Thursday 26 sep	8am – 1.30pm

Age limit

The exhibition venue is a workplace, large trucks are moving on the floor and for this reason it is not permitted for children under 16 staying in the exhibition venue during moving in and out. Please take care of your children and respect our forklift drivers. Thank you for your understanding!

The exhibition is a trade exhibition and the age limit is 18 years. Proof of age may be required along with business cards at the entrance. The exhibition is not open for students.

Application for handling food at the exhibition

To be allowed to handle food at an exhibition you must hand in an application well in advance to the environmental department- food inspection. Make sure you send your application in good time before the exhibition- it needs to be with the environmental department no later than two weeks before the start of the exhibition. You always have to apply for a permit with the Environmental department –food inspection when you plan on serving or selling food in your stand, unless you have an ambulatory permit. The application form is send as a separate attachment. To read more (NB: Swedish): www.malmo.se/Kommun--politik/Om-oss/Forvaltningar--bolag/Miljoforvaltningen.html

Cleaning

Cleaning the stand is included in the price. Your stand is being cleaned the night before the exhibition starts and after the first exhibition day is finished.

Cloak room

You will find a manned cloak room by the entrance of the exhibition venue.

Electricity

If you wish to have electricity for longer than 4pm on the last day of the exhibition, please notify "Mäss-Service". If you wish to have over-night electricity, order this with the regular electricity.

Fire regulations

Smoking and open fire is strictly forbidden in the venue. All material used for decoration in the stands must be fire resistant. You need to have good ventilation in your stand if you are to cook or perform any similar activity. If you have any questions please contact the technical department. We have automatic fire alarms in our venues, which means that the smoke detectors are very sensitive. Fire alarms caused by exhibitors will be charged.

Gas cylinders and bottled gas

Gas cylinders and flammable fluids may not be stored in the stand overnight. Bottled gas shall be clearly marked with stand number and placed in the aisle outside the stand when the exhibition closes at night. It will then be removed for overnight storage. If you wish to have any kind of gas cylinders or bottles in your stand you must notify Josefine Solvang: josefine@malmomassan.se .

Goods

If you have goods weighting over 2,5 tonnes or measuring more than 2,2 m height and/or 2 m width it is of great importance that you contact Josefine Solvang josefine@malmomassan.se. Since the aisles are 2,5 m wide it is very important to get in the large goods before the stand construction is completed. Goods can be sent to Malmömassan from the 16th of September before the congress and need to be sent at the latest on the 27th of September. All handling of goods by Malmömassan will be charged for according to current price list.

Internet/wifi

We can offer internet/wifi. Contact Malmö Mäss-Service to order.

Restoration

Clean stand walls from staples, pins, tape, etc. If this is not done, Malmö Mäss-service will charge hourly. If you have painted the walls, Malmö Mäss-service will also charge the cost of restoring them to the original condition.

Security

We have security that makes sure everything works smoothly during the exhibition and at night, but we do not take any responsibility for objects on display. You can order additional surveillance at Malmö Mäss-Service.

Smoking

Smoking is only allowed outside.

Insurance

Malmömassan or Easyfairs do not provide any kind of insurance that includes displayed articles or exhibitioncase equipment. So it is our recommendation that you arrange your insurance for this event.

Parking

Parking meters are found in the parking area. International credit cards are only accepted at the parking lot closest to the exhibition (T0).

Post Office and Bank

Notice that we do not have a Post Office or Bank on the premises. Think of this when it comes to change and your possibility of being able to charge your customers by credit card. The closest ATM is found approximately 3 minutes walking distance from the venue.

Public transportation

Citytunneln, the local metro, runs continuously from the Central Station and Triangeln and stops just outside of Malmömassan (Hyllie Station). In addition, the local buses no 6, 7 and 33 run every 7 minutes from the city centre and the central station and stops outside the venue as well.

Taxi

For travelling by taxi in Malmö, we recommend the following taxi companies:

Taxi Kurir, +46 (0)40-70 000

Taxi 97, +46 (0)40-97 97 97

Theft

During the "moving in and out"- period there are a lot of people in the venue. Don't leave any goods out of sight and make sure you have your insurance in order.