

**Swedish Congress of Veterinary Medicine September 26-28th 2019 -
PRACTICAL INFORMATION FOR SPONSORS & EXHIBITORS**

Dear Partner,

Below you will find important information regarding your participation as an exhibitor in the Swedish Congress of Veterinary Medicine 2019, September 26-28th, Stockholm, Sweden. Please make sure you read the information carefully.

Venue

Stockholm Waterfront Congress Center
Nils Ericsons plan 4
111 64 Stockholm, Sweden
Web: www.stockholmwaterfront.se

Important deadlines

Deadline	Date	Send information to
Register booth personnel	September 5	Online registration/link
Delivery the sponsor material	September 12	Sveriges Veterinärförbund
Order deadline City Expo	September 13	kostas@cityexpo.se /Order online

Registration - Booth personnel

All exhibitors need to report the staff to your booth. Two people from the staff can attend the congress dinner free of charge. Please follow the links below to register your staff:

Follow this link to register two people from your staff that can attend the congress dinner free of charge:

https://www.delegia.com/app/attendee/new_registration.asp?PROJECTID=14907&CLEAR=yes®LINENO=30®LINEID=78542&EDIT=off®LINEPAGENO=1&LANGUAGEID=1

Follow this link to register for additional booth personnel

https://www.delegia.com/app/attendee/new_registration.asp?PROJECTID=14907&CLEAR=yes®LINENO=29®LINEID=80110&EDIT=off®LINEPAGENO=1&LANGUAGEID=1

Deadline to register booth personnel: **Thursday, September 5.**

Sponsors

You who are sponsors have the opportunity to have material in the congress bag that is distributed to all participants. Please note: We can receive delivery between 8-15 on weekdays, Door code 1489.

Delivery and shipping address
Sveriges Veterinärförbund
Kungsholm Hamnplan 7
112 20 STOCKHOLM

Deadline to delivery the sponsor material: **Thursday, September 12**



Official contractor for the exhibition

City Expo AB has been appointed as the official contractor for the exhibition. City Expo AB offers everything within exhibition production. For orders of furniture, audio/visual or other equipment or for questions about build, dismantling or deliveries, please visit <http://www.cityexpo.se/SVK2019/> or contact City Expo directly:

T: + 46 8 764 46 44

E: kostas@cityexpo.se

Order deadline is: **Friday, September 13.**

Exhibition build

Friday, September 27 06:00 to 10:00

Exhibition opening hours for visitors

Friday, September 27 10:30-17:00

Saturday, September 28 09:30-16:00

Exhibition floor plan and your booth number

For the latest exhibition floor plan, please visit the website

<https://www.delegia.com/app/netattm/attendee/page/87986>

Your booth

If not requested otherwise, each booth will be equipped with the following and include:

- Octanorm aluminum system with white enclosures, back wall according to the length of the selected stand and 1 meter side walls on both sides.
- Granite-colored rental carpet 50x50 cm tiles on level 4 (possibility to change color free of charge when contacting City Expo). Level 5 has a wall to wall carpet so change of color is not possible free of charge.
- Power supply
- Daily cleaning of the aisles and common areas

<http://www.cityexpo.se/SVK2019/Utstallningsyta.htm>

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo.se

Stand height

Level 4 - Booths cannot exceed 2.5 m in height

Level 5 Balcony - Booths cannot exceed 2.3 m in height

Exhibition dismantling

Saturday, September 28 16:00 to 20:00

It is not allowed to start dismantling prior to 16:00. All goods need to be removed from the venue before 20.00 Saturday, September 28.

Please note: Any items remaining after breakdown will be removed and disposed of, the charge per exhibitor is SEK 5 000. Neither the organizers nor the venue will be held responsible for any loss.

A container will be available onsite where you can discard of unwanted material.

Deliveries

Important information regarding deliveries to and from the congress

Exhibitors are responsible for organizing the shipping of materials prior to and following the conference. The Venue has no possibility to receive any shipments with goods, so all shipments need to be sent to Cityexpo. City Expo will store your material and then, during the night, transport your material to the venue and your booth so it will be in your booth at 6.00AM on September 27th. The cost for this service is depending on how many shipments you will send and size/weight of the shipment. Send an email with this information to kostas@cityexpo.se and we will give send you a quote.

City Expo can receive your exhibition material between September 18th -25th 2019. Make sure that your courier/shipping agent has delivered your material to City Expo before September 26th 2019.

IMPORTANT Contact us if you have shipments from outside EU. Special rules apply with Swedish Customs.

Mark your goods after these instructions.

Delivery and shipping address

Monterervice Hycity Expo AB

SVK/your Exhibitor name /your stand number

Hamngatan 33

172 66 Sundbyberg

SWEDEN

Return of materials

Exhibitors are responsible for organizing the return shipment. All goods need to be removed from the venue before 20.00 Saturday September 28th. City Expo can pick up your shipment from your booth and transport it to our Warehouse. The cost for this service is depending on the size and weight of the shipment. After you have booked your return shipping you need to email us all shipping labels and documents. Your material will be available for pick up from Monday September 30th 2019 at this address:

Your Organization/Company name

C/O Monterervice Hycity Expo AB

Hamngatan 33

172 66 Sundbyberg

Sweden

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo.se

Storage

There is limited space for storage of empty goods. What is available is on level 3 and you reach this area with lift from level 4.

Max 1 cage or 1 pallet 120x80cm per exhibitor.

Internet

Complimentary wireless internet will be available within the congress venue.

Parking

The parking possibilities outside Stockholm Waterfront on Nils Ericsons plan are limited. As an exhibitor, it is ok to park for maximum half an hour in order to deliver and unload goods. For longer parking, you can buy a parking ticket at the Radisson Blu Waterfront hotel reception. SEK 495/day or SEK 95/hour. Kindly note that we cannot guarantee available parking spaces.



STOLT SAMARBETSPARTNER/ PROUD PARTNERS:

