

eComExpo April 6–7 2022

Scandinavian XPO

PRACTICAL INFORMATION

In this document, you as an exhibitor get access to practical information, technical regulations and safety rules that apply to eComExpo in Scandinavian XPO. It is up to you as a stand manager to pass this information on to the stand builder you choose to work with.

Workman Event builds and provides stand service under eComExpo. Orders for stand equipment, cargo handling, cleaning and technical orders are made in advance to Workman Event. www.workman.se/shop-xpo/

We would like to receive your orders by **March 6th** to guarantee delivery. 30% price increase is applied after this date, and during **moving in** there will be a 50% price increase.

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STAND

Check the size and equipment of the surface. If something is not right, please contact our Service Center to help you with supplements and additional orders. Check the drawing to see if your surface contains pillars. They are marked as red dots on drawings. Dimensions: about 60x60 cm (may vary). We would like to draw your attention to the fact that pillars may be equipped with fire extinguishers and/or water pipes. Please contact the project team for specific information.

Carpet

It is mandatory for all exhibitors to have carpet or floor in their stand.

Floor

Hall 1: Concrete floor, floor load 10kN/sqm – shaft pressure 210kN/axle.

Hall 2: Concrete floor, Floor load 10kN/sqm – shaft pressure 50kN/axle.

Hall 3: Concrete floor with epoxy finish, Floor load 10kN/sqm – shaft pressure 50kN/axle.

In general, wheelbases of 4.8 meters with wheel spacing of 1.85 meters apply. All damage and damage to the floor is repaired by Scandinavian XPO and paid for by exhibitors/organizers who have rented the space.

For questions about what is allowed, please contact Workman Event, telephone: +46 76 633 17 68. linus.lundin@workman.se

Walls:

- Wall construction along the walkway or directly adjacent to a stand neighbor must be approved by Workman Event and stand neighbor.
- Construction towards an aisle may only cover 1/3 of the stand side.
- Walls that separate stands must be left neat and white against the neighbor/aisle.

Exhibitors with freestanding rented areas (Island-stand with at least three free sides) are obliged to submit a drawing of any wall construction for approval of the Workman Event. For wall constructions longer than 4 meters, Scandinavian XPO mounts support in the form of support brackets, extra wall modules and the like. At the exhibitor's expense, these subsidies can in some cases be replaced by, for example, safety wires from roofs, if the exhibitor so wishes. Structures higher than 2.5 meters require anchorage to roofs with safety wires.



The wall sections are normally 1 meter wide and 2.5 meters high with a thickness of about 34 mm and consist of white painted MDF board on a frame made of wood. Structures higher than 2.5 meters require anchorage to the roof with safety wires. The stand walls can not be loaded with large weights, but advertising products, paintings and the like up to about 5 kg is fine. It is possible to fasten these products with small nails or screws. It is not allowed to drill holes or screw in large screws into the walls. It is also not allowed to paint the walls with anything other than water-based paint (up to gloss 5), or to put wallpaper on the walls. In cases where this is not respected, or that the walls are otherwise considered destroyed (according to Workman Event and/or Scandinavian XPO assessment) the exhibitor will be charged. The walls must be cleared of pins, tape, etc by the exhibitor before they leave. For customized wall solutions contact us.

Drawings of wall constructions must always be submitted to:
monterservice-xpo@workman.se for approval.

HEIGHT RESTRICTIONS

The permitted building height in the halls is 2.5 meters, the only exception is lighting. Height exposure includes all stand construction and exposure such as banners, cranks, walls, signs or other advertising messages that are over 2.5 meters high. The application for exemption from these rules together with measured drawings must be obtained by Workman Event no later than 4 weeks before the event, exemption is also subject to a cost. Workman Event/Scandinavian XPO has the right to refuse permission for late applications. Drawings of height constructions must always be submitted to: *monterservice-xpo@workman.se* for approval.

Structures higher than 2.5 meters require anchorage to the roof with safety wires. If the height exposure is closer than 3 meters from one or more stand neighbors and is more than 4.0 meters high, written permission from the stand neighbors is also required.

The responsibility for safety and design lies entirely with the respective builders. Workman Event/Scandinavian XPO fully resigns this responsibility, but has the right to require drawings etc. regarding the construction. No construction may commence before written permission has been obtained by Workman Event/Scandinavian XPO. Workman Event/Scandinavian XPO owns the right to decide on changes/additions to the construction at the builder's expense, if Workman Event/Scandinavian XPO considers that safety so requires it.

Wires, attachment points

Only Workman Events staff have the right to hang wires in the brackets intended for hanging. Drawings with dimensions and weight statements must be sent to the Workman Event at least 4 weeks before the event, for approval. The stand builder/exhibitor is responsible for ensuring that these constructions are safe and comply with all applicable regulations. All products that are hung must be secured, this applies in addition to the lighting, signs, cranks, etc. Scandinavian XPO/Workman Event is fully free from design and construction responsibility, but has the right to decide on changes/additions of wire points and fuses, if Scandinavian XPO/Workman Event considers that safety so requires. These costs are invoiced to the exhibitor/builder.

All wire points must be secured with solid steel/wires, this is always carried out by Workman Event, with the exception of double braked (BGV-D8+ or BGV-C1) motor wire points. All motor wire points must be inspected and proof of this must be presented on request.

Orders for wire points that arrive late, we cannot guarantee that they will be carried out. If exhibitors / stand builders wish to work with their own height lift, an application for this must be made to Scandinavian XPO's safety manager. A copy of the approved training for height lifting must be attached to the application. If the application is approved by Scandinavian XPO, the exhibitor / stand builder is responsible for ensuring that all rules regarding the use of height lifts are followed, and all responsibility for any damage / accidents lies with the exhibitor / stand builder.

The maximum weight for wire points varies depending on where the point is to be, generally weight per point applies as follows (exceptions can be made in dialogue with the Security Officer).

Hall 1: 750 kg/point

Hall 3: 300 kg/point

Scandinavian XPO can in some parts not deliver wire points from roofs.

For specific needs or questions, contact Workman Event, telephone: +46 8 410 356 60, or e-mail: *monterservice-xpo@workman.se*



MOVE IN AND OUT

Move in

Monday April 4: 07:00–20:00

Tuesday April 5: 07:00–20:00

Scandinavian XPO, Cederströms slinga 2, 195 61 Rosersberg.

During the last day of moving in, the laying of walkways in the corridors will begin. After 17.00 on this day, the aisles must be kept clean of goods, rubbish and packaging to facilitate its completion. Extra move-in time is offered. Contact the responsible project manager at Workman Event.

Move out

Thursday April 7: 17:00–22:00

Friday April 8: 07:00–18:00

It is not permitted to start picking up or start dismantling stands before 16:00 on the last day of the fair. If demolition or relocation of the stand begins before this time, the stand manager / exhibitor will be charged SEK 10,000.

The stand must be manned until this time. During the first 30 minutes after the event closes, the facility is emptied of visitors - during that time, for safety reasons, it is not permitted to drive empty goods to the surfaces. The corridors must be kept free so that the goods handling can start as quickly as possible when all visitors have left the facility.

OPENING HOURS

Visitors: Wednesday 6 April, 08.30–17.00. Thursday, April 7, 08: 30–17: 00.

Exhibitors: Entrance via the yard. Wednesday, April 6, 07: 30–18: 00. Thursday, April 7, 07: 30–22: 00.

GOODS

Goods that arrive at Scandinavian XPO are transported to the designated rented area at a cost (see current prices at our online shop under Truck-Emballage www.workman.se/shop/). The corresponding cost also applies to departing goods that are left in the stand. These costs to the exhibiting companies are charged afterwards.

In cases where the dispatcher, who delivers the goods, asks the trade fair staff to transport / load the goods to the stand, we will do so at the exhibitor's expense. Regardless of what has been agreed between the freight forwarder and the exhibitor.

The goods must be marked with:

Trade fair / Company / Booth number / Name and mobile number

Scandinavian XPO, Cederströms slinga 2, 195 61 Rosersberg

Do you have machines or other material that weighs more than 1 ton / package or that is more than 2 meters wide and / or more 2.5 meters high, please contact Workman Event at least 2 weeks in advance. Help with packing goods can be ordered, contact: Workman Event, telephone: +46 8 410 356 60 or e-mail: monterservice-xpo@workman.se, but no later than 2 weeks in advance.

If the goods arrive before the specified time, we cannot guarantee to receive the goods. If we receive the goods, we will drive them to the warehouse and the cost of this will be charged to the exhibitor / organizer, the same applies if the goods are not picked up within the specified time.

Unmarked goods that are left in the Scandinavian XPO after official move out and that cannot be identified will be discarded as we have limited storage options.

NOTE! All goods must be unpacked and stowed on pallets or in roll cages during the moving out time. This is a requirement because we have to be able to move the goods. Uncollected goods are charged per cubic meter and started week.

Workman Event or Scandinavian XPO is not responsible for goods before, during or after the event!



Storage of empty packaging

Empty goods and packaging must be marked with the booth number and name on the designated form (available at Service Center). Empty goods are stored during the event's opening hours at a cost.

See current prices on our web shop under Truck-Emballage www.workman.se/shop/

This cost is charged to exhibiting companies afterwards.

Visible packaging and empty goods are not allowed to be stored in the stand, contact the Service Center for removal and storage of this, minimum billing is one cubic meter.

Loading / unloading

Due to the limited space and with regard to other exhibitors, the time for loading and unloading is maximized to 30 minutes in the loading area.

The door sizes are as follows:

Hall 1: *Gate1:* height 5 m, width 5 m, *Gate 2:* height 5 m, width 5 m, *Gate 3:* height 5 m, width 5 m.

Hall 2: Loading takes place via Hall 1 or Hall 3.

Hall 3: *Gate4:* height 2,9 m, width 3 m.

OTHER ISSUES

Cleaning

Scandinavian XPO is responsible for general cleaning. If extra cleaning is required in your rented area, this can be ordered via the Stand Service in Service Center, which is associated with a cost.

We want all surfaces to be cleaned well before the event opens. In poorly cleaned surfaces, Scandinavian XPO can decide on cleaning, and this is always done at the exhibitor's / organizer's expense.

Internet

Scandinavian XPO offers its customers and exhibitors wired connection for a fee, and wireless wifi connection to the internet for free. The wired connection is ordered in advance and the infrastructure is based on a switched and redundant network with high capacity and reliability. Address assignment is via DHCP.

Scandinavian XPO is not responsible for customers 'and exhibitors' own computers and / or applications.

The wireless network supports 802.11n / ac. Own wireless routers and networks as well as other transmitting radio equipment are not permitted as these may interfere with Scandinavian XPO wireless networks. For special needs, always check with the technical department: monterservice-xpo@workman.se

Are you, for example going to live broadcast, connect to servers or demonstrate something online, wired connection is always recommended.

Food and beverages

The agreed restaurateur at Scandinavian XPO is **Great Event Catering XPO AB**. This means that all distribution of food and drink (coffee, etc.) needs to go through them. Small bottles, branded water bottles and sweets are okay to hand out as giveaways inside the booth.

More information about ordering lunch tickets or catering can be found under "Catering".

