



5th WORLD PSORIASIS & PSORIATIC ARTHRITIS CONFERENCE 2018

June 27-30, 2018
Stockholm Waterfront Congress Center
Stockholm, Sweden

TECHNICAL MANUAL

As per 15 March 2018

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INTRODUCTION

Dates

The 5th World Psoriasis & Psoriatic Arthritis Conference will be held at the Stockholm Waterfront Congress Center from Wednesday 27 June to Saturday 30 June 2018. Exhibition build-up will take place on Tuesday 26 June and Wednesday 27 June.

Venue

Stockholm Waterfront Congress Centre
Nils Ericsons plan 4, 111 64 Stockholm, Sweden
T: +46 8 5050 6000
W: www.stockholmwaterfront.com

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 further information and orders, please visit the website <http://www.cityexpo.se/WPC2018/> or contact City Expo by phone at +46 (0)8 764 46 44 or by email at kostas@cityexpo.se.

Official forwarding agency

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and is such the only company providing forklift trucks and storage at the above event. They can supply first class transport services to and from the venue by air, road and express. You will have the knowledge that all your requirements will be carried out by one competent partner who is aware of all requirements. Should you choose to use another company to provide transport services to the even, please make sure that they will be given our shipping manual.

IMPORTANT DATES SATELLITE SYMPOSIUM

Deadline date	Item
11 April 2018	Deadline to submit the full program for satellite symposia to be included in the final program
11 May 2018	Deadline for requesting alternative set up is required in satellite rooms
11 May 2018	Deadline to order extra technical equipment for satellite rooms
11 May 2018	Deadline for requesting catering for satellite symposia or exhibition
Contact: anki@meetagain.se	

IMPORTANT DATES EXHIBITION

27 April 2018	Deadline to submit visual drawing of stands	anki@meetagain.se
28 May 2018	Deadline for return of DHL ordering form	simon@dhl-exh.com
8 June 2018	Deadline for: <ul style="list-style-type: none">• order furniture, equipment etc.• requesting stand cleaning/waste removal• order IT	kostas@cityexpo.se

IMPORTANT DATES – ADVERTISING AND BAG INSERT

11 April 2018	Sponsor advertisement for the final program	anki@meetagain.se
11 May 2018	Conference bag insert to be submitted for approval	anki@meetagain.se
19 June 2018	Deadline for bag inserts to arrive at the DHL depot in order to be inserted into the conference bags	simon@dhl-exh.com

Please see the following DHL documents for delivery details:

- Shipping manual
- Order form
- Tariff 2018

CONTACT LIST

Conference Organizer Questions about sponsorship, exhibition and advertising: Attn: Anki Frencken Project Manager Meetagain Konferens AB T: +46 (0)8 664 58 00 M: +46 (0)70 457 60 46 E: anki@meetagain.se	Questions about registration and accommodation: Attn: Katrina Hjelm Meetagain Konferens AB T: +46 (0)8 664 58 00 E: ipfaworldconference@meetagain.se
Official contractor for the exhibition City Expo AB Attn: Kostas Grintzos T: +46 (0)8 764 46 44 E: kostas@cityexpo.se W: http://www.cityexpo.se/WPC2018/	Official forwarding agency DHL Trade Fairs & Events (UK) Limited Attn: Simon Latchford T: +44 (0)121 782 4626 E: simon@dhl-exh.com W: www.dhl-exh.com

GENERAL CONFERENCE INFORMATION

Exhibition dates and opening times

Tuesday	26 June	14.00 – 20.00	Exhibition build
Wednesday	27 June	08.00 – 18.00	Exhibition move in
Thursday	28 June	09.00 – 16.00	Exhibition open
Friday	29 June	09.00 – 16.00	Exhibition open
Saturday	30 June	09.00 – 16.00	Exhibition open
Saturday	30 June	17.00 – 20.00	Exhibition breakdown

Registration opening times

On-site registration will begin on Wednesday 27 June. Registration desks will be located within the main entrance to the congress centre which is on level 4. The registration desks and the Conference Secretariat will be open during the following hours:

Wednesday 27 June	12.00 – 20.00
Thursday 28 June	07.30 – 18.00
Friday 29 June	07.30 – 18.00
Saturday 30 June	07.30 – 16.45

Please note that the hours are preliminary and may be subject to change.

Business centre

A business centre is available within the venue located on level 2 and will be open during the conference hours.

Catering

Tea/coffee will be provided for each badged exhibitor during morning and afternoon breaks within the exhibition area.

Conference documentation

Exhibitors are entitled to one conference bag per stand containing the documentation that will be given to delegates; this will ensure that exhibitors have the relevant information. You will receive your bag when you collect your exhibitor name badges from the registration desk onsite.

Internet

Wireless internet will be available within the conference venue. Please contact the registration desk for the password.

Parking

The parking possibilities just outside Waterfront on Nils Ericsons plan 4 are limited and as an exhibitor you will get a 30 minutes parking ticket in order to be able to deliver and unload goods. For longer parking, you can buy a parking ticket at the Waterfront hotel reception, SEK 395/day or SEK 95/hour. Please note that we cannot guarantee available parking lots.

Photography

If you are planning any filming or photography within the hall, please inform Meetagain for approval. Please email anki@meetagain.se.

Black out hours

Please note that external meetings or activities where delegates are invited to participate, are requested to be scheduled not to coincide with either the scientific program or the social program of the conference. Please see the conference website for the latest updated program and avoid planning external activities during program hours.

Registration

All staff working at your stand must register individually for the conference. There is also the possibility to make hotel reservations when registering. You register all your participants through the link below. Registration deadline is **31 May 2018**:

<http://www.delegia.com/ifpa2018/EXHI-SPONS-personal>

Complimentary delegate badges

Your sponsorship package determines how many complimentary badges you receive. In these registrations, access to all scientific sessions and coffee breaks is included.

Exhibition name badges

Exhibitors receive 1 complimentary exhibitor name badge per 6m². These badges will give exhibitors access to the exhibition only (not to scientific sessions).

Additional exhibitor name badges

Additional exhibitor name badges can be purchased at SEK 1,250 + VAT per badge. In this fee, access to the exhibition area as well as coffee breaks, is included.

Scientific Program

All session halls are located within the Stockholm Waterfront Congress Centre. Details of the sessions will be contained within the Final Program and will also be available on the conference website.

Security/badges

Participants with "Delegate" and "Exhibitor" badges will have access to the symposia rooms and the exhibition. If you have staff working only during your satellite symposium it is important that you provide them with an exhibitor name badge.

Smoking policy

The 5th World Psoriasis & Psoriatic Arthritis Conference is a non-smoking event. Exhibitors should note that there is also a non-smoking policy throughout the venue premises.

Social events

For information about the social program please visit the conference website.

SPONSORSHIP FULFILMENT

Sponsorship opportunities

If you would like further information on any new sponsorship opportunities please contact Anki Frencken at anki@meetagain.se

Sponsors advertisement

As a **Diamond, Platinum, Gold, Silver or Bronze** sponsor, you are entitled to a colour advertisement in the final program. Please read the instructions below carefully. Deadline for submitting the advertisement is **11 April 2018** and it should be sent to anki@meetagain.se

Diamond and Platinum sponsor – one full page, 4 colour advertisement in the final program

Instructions for advertisement:

- Deadline material: 11 April 2018 – please email to anki@meetagain.se.
- Format: 1/1 page, 148x210 mm (allow for 3 mm bleed if applicable, i.e. 154x216 mm)
- Colour: CMYK, process ready (no RGB) Format: PDF or EPS
- Resolution: 300 dpi- 1200 dpi for raster images, 1200-2400 dpi for vector graphics
- Important: All images should be in CMYK, all fonts and images must be included or attached

Gold, Silver and Bronze sponsor – one ½ page, 4 colour advertisement in the final program

Instructions for advertisement:

- Deadline material: 11 April 2018 – please email to anki@meetagain.se.
- Format: ½ page, 148x105 mm (allow for 3 mm bleed if applicable, i.e. 154x111 mm), *landscape*
- Colour: CMYK, process ready (no RGB)
- Format: PDF or EPS
- Resolution: 300 dpi- 1200 dpi for raster images, 1200-2400 dpi for vector graphics
- Important: All images should be in CMYK, all fonts and images must be included or attached

Conference bag insert

As a **Diamond, Platinum** or **Gold** sponsor you are entitled to a one-page insert, maximum A4 format, in the conference bag. Please submit a sample to Meetagain for approval no later than **11 May 2018** to anki@meetagain.se.

At this stage we estimate we will require 1 200 **inserts**. Please contact the conference secretariat when you are preparing your insert for an update on this number.

The packing of the conference bags for the 5th World Psoriasis & Psoriatic Arthritis Conference will be done by our official show logistics contractor DHL Trade Fairs & Events (UK) Ltd. DHL will contact you in due course to discuss the logistics of your bag inserts. They will be able to provide road transport services by ROAD, Express or Air freight to and from the venue in Sweden, and if necessary customs clearance to the packing depot on your behalf giving you peace of mind that all your inserts will arrive in time.

All bag inserts (max A4 format, 1,200 copies) must be in the DHL depot by **19 June 2018** at the latest.

The delivery address for dispatch of your bag inserts is as follows:

Stockholmsmässan/Bag Inserts
Godsmottagningen
Parkeringsvägen 10
SE- 12530 Älvsjö/Stockholm
Sweden

The shipment must be labelled:

BAG INSERTS 5th World Psoriasis & Psoriatic Arthritis Conference – NAME OF SPONSOR

If you require any further information, please email: simon@dhl-exh.com.

You are responsible for all charges for transport and customs clearance (if applicable) for bag inserts up to arrival at the packing depot.

Meeting room

As a **Diamond, Platinum, and Gold** sponsor, you are entitled to a meeting room/lounge 28-30 June. The rooms seat 30 pax boardroom style. For alternative set up and catering please contact anki@meetagain.se. All orders must be placed by **11 May 2018**.

Satellite symposium program and Advertising

Only Healthcare Professionals may be exposed to (and may expose themselves to) commercial advertising for prescription drugs. Product booths and advertisements for prescription products must be therefore not be accessible to Non-Healthcare Professionals.

Deadline to submit the full program to be included in the final program

11 April 2018

Please bear in mind that according to LIF (Läkemedelsindustriföreningen) and EFPIA regulations it is not allowed to promote future drugs that have not yet been released on the market at the symposium.

The theme and program should be sent to Anki Frencken at anki@meetagain.se

Lunch or Afternoon Symposia

The symposia will take place in the Auditorium, A1 at the Stockholm Waterfront Congress Centre.

The following services are included:

- The Auditorium, A1 in the Congress Centre. Room capacity up to 1,300 seats. Alternative session hall to be discussed upon application.
- Standard audio-visual equipment provided (supply of video projector, microphones, screen)
- Access to the Speakers Preview Room
- Publishing of the organizer and symposium title in the final program (please note that the symposium title and organizer will not be given in the scientific program, but presented separately) and the conference app.

Breakfast Symposia

The symposia will take place in session halls C1-C3 at the Stockholm Waterfront Congress Centre.

The following services are included:

- The session halls C1-C3, in the Congress Centre. Room capacity up to 400 seats. Alternative session hall to be discussed upon application.
- Standard audio-visual equipment provided (supply of video projector, microphones, screen)
- Access to the Speakers Preview Room
- Publishing of the organizer and symposium title in the final program (please note that the symposium title and organizer will not be given in the scientific program, but presented separately) and the conference app

Set-up, layout, break-down

Set-up and break-down will take place on the day of the symposium. Access will be from 15 minutes before the start of the symposium. Break-down must be completed no later than 15 minutes after the end of the session. The sponsoring companies can arrange promotional posters on the stage. However, due to the lack of access time prior to the start of the session, installation of own stage sets is limited. If you require alternative stage arrangements, please contact the conference organizer for discussion and approval, no later than **11 May 2018**.

The sponsoring companies are also permitted to set up a maximum of two directional or promotional roll-ups. These roll-ups may be placed no earlier than 1 hour before the satellite symposium in a spot allocated by the conference organizer.

Aisles must be kept clear at all times. Any participating company who causes obstruction or nuisance after notice has been given will be liable to have their session discontinued by the organizer at the participating company's expense. Material for the symposium can also be distributed from your exhibition space, however, not in any general areas of the venue.

Audio/visual specification

The satellite symposia room is equipped with standard technical equipment, see above for each room. A technician will be on duty throughout the symposium to operate the standard audio/visual equipment. Additional technical equipment or room assistance other than that mentioned above must be ordered at anki@meetagain.se and companies must bear any extra costs incurred. Deadline for ordering extra equipment is **11 May 2018**.

Speaker preview room

Speakers are requested to use the facility before their satellite symposium to ensure that their presentation projects clearly and is in the correct order. Presentations should be handed over to the technical staff a minimum of 2 hours before the satellite symposium. Presentations received after this deadline cannot be guaranteed optimal audio-visual support. The Speakers Preview Room will be in Room 37.

Speakers Preview Room opening times:

Wednesday 27 June	12.00 – 18.00
Thursday 28 June	07.30 – 17.00
Friday 29 June	07.00 – 17.00
Saturday 30 June	07.00 – 16.30

Please note that the hours are preliminary and may be subject to change.

Symposium catering

Stockholm Waterfront has exclusive rights to catering within the venue. Request for catering in connection with the symposium should be sent to anki@meetagain.se no later than **11 May 2018**.

EXHIBITION

Exhibition

The 5th World Psoriasis & Psoriatic Arthritis Conference will have a commercial exhibition area located in hall M1, level 4. The Exhibition will give you an opportunity to display products, equipment, techniques and foster valuable exchange with the Healthcare professionals participating.

Exhibition regulations

In accordance with national regulations in Sweden, The Ethical Rules for the Pharmaceutical Industry in Sweden and the EFPIA regulations, which states that prescription-only medicines should be directed solely at Healthcare Professionals who are able to prescribe or dispense them.

To ensure that the 5th World Psoriasis & Psoriatic Arthritis Conference complies with the EFPIA regulations, local and national regulations and the Ethical Rules for the Pharmaceutical Industry in Sweden, access to the exhibition area will be restricted to Healthcare Professionals only.

Delegates

All participants/delegates, with exception from the exhibitors, will have to be classified into two categories as Healthcare Professionals and Non-Healthcare Professionals. The relevant category will be indicated on the delegates name badge.

Exhibition floor plan

For the latest exhibition floor plan, please visit the website www.ifpaworldconference.com

Venue floor plans

For general floor plans of the Stockholm Waterfront Congress Centre, please visit <http://www.stockholmwaterfront.com>

Deliveries

Deliveries cannot be made and will not be accepted by the venue.

Please be advised that neither the exhibition organizers, nor the venue can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made and should give the courier company a contact name and telephone number for them to contact onsite.

Movements of deliveries/trolleys

Exhibitors are advised to make their own arrangements for handling exhibits, brochures etc. If you require forklift assistance, please contact Simon Latchford at simon@dhl-exh.com at our official forwarding company DHL Trade Fairs & Events (UK) Limited for more information.

Customs clearance

DHL Trade Fairs & Events UK Ltd. appointed as the official logistics contractor, can assist you with customs clearance into Sweden. Please contact Simon Latchford at simon@dhl-exh.com for further information. It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad. The Exhibition Organizers will not be held responsible for any difficulties which may arise in connection with such formalities.

Lifting schedule

There will be strict **lifting schedule** in place to ensure that all goods will be lifted to stand within a set time frame and same again for break-down. **Access** to the offloading area will only be granted from the lorry holding area if you are registered on our lifting schedule.

The loading bay at the Stockholm Waterfront Congress Centre is located at:
Stockholm Waterfront Congress Centre
Lastkajen
Nils Ericsons plan 4
111 64 Stockholm

The size of the door at the loading bay, level 4 is:
Width 3.05 m
Height 2.84 m

Please note: Motor vehicles used for delivery of materials or equipment will not be permitted to remain at the loading bays overnight.

Stand drawing submission

Free-build exhibitors are reminded of the following points:

- a. Free build stands cannot exceed 2.50 metres in height.
- b. **IMPORTANT:** Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available. All costs relating to obtaining approval will be met by the exhibitor.
- c. All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.
- d. Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as in a, above.
- e. It is every exhibitor's responsibility to provide partition walls between themselves and their neighbours. These walls **must** be built to the height of the highest point on your stand and must be cleanly decorated on both sides.
- f. No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- g. It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue.

Rigging and banners

Rigging and Banners must be approved by the Exhibition Organizers and the Venue. Please submit your request with your stand plan design no later than **27 April 2018**. Please note that there will be a charge for rigging banners and any build ups exceeding the standard heights.

Floor coverings

Exhibition area M1 and the Balcony has a wooden floor in place, however should you wish to order alternative flooring at an additional cost City Expo offers a range of floor coverings including cord carpet, velour carpets, carpet tiles, laminate and vinyls.

IT / Telecommunications

Wi-Fi is included for all participants at the conference. If exhibitors require a supported connection for use on the stand please contact City Expo.

Catering

Stockholm Waterfront has exclusive rights to catering within the venue. No company or individual may bring any food or drink into exhibitions for distribution.

Stand Cleaning

The Venue will be responsible for the cleaning of the aisles and public areas within the exhibition. Should you require your stand to be cleaned daily during the exhibition, please contact, no later than **12 June** elisabeth.kihlman@stockholmwaterfront.com at the Stockholm Waterfront Congress Centre.

Please note that while cleaners will remove rubbish, they will not vacuum, clean exhibits or counter tops unless you order stand cleaning.

RULES AND REGULATIONS - EXHIBITION

1. Payment of stand space

All invoices must be paid according to due date on invoices received. Build-up will **not** be allowed if a balance is outstanding.

2. Occupation of stand space

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of their stand the Exhibition Organizers have the right to re-allocate the stand and all monies paid shall be forfeited.

In the event of the Exhibitor failing to occupy the said space by the advertised opening time of the show the Exhibition Organizers are authorised to occupy or cause the said space to be occupied in such manner as may be deemed best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Rules and Regulations.

Unless otherwise agreed in writing by the Exhibition Organizers, Exhibitors are not authorised to sublet, share or transfer their stand space.

3. Build up and break down of exhibits

The Exhibition Organizers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition Organizers shall be modified by the Exhibitor in such manner and within such time as the Exhibition Organizers may require and in default the Exhibition Organizers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

4. Stand construction and services

For insurance, security reasons and to adhere to regulations stipulated by the stated venue, the Exhibition Organizers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Exhibition Organizers.

5. Fire precautions – Stand materials

Stand walls and roof must be constructed in flame retardant material (classified approved by the Swedish Patent Office). Approval of type should be available at the stand. Wood, for example chipboard, plywood and woodfiber enriched boards are acceptable. Cloth that is used for decoration or as a roof must be impregnated against fire. The same applies for decorations, signs etc. made by Styrofoam. Other signs should be made by fire rated board.

6. Floors – Loading

No load in excess of ca. 650kg/m² may be placed on the floor of the Exhibition area.

7. Exhibition layout

The Exhibition Organizers reserve the right to change the exhibition floor layout if necessary. The Exhibition Organizers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Exhibition Organizers.

8. Banners and posters

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organizers. Promotional Posters and/or notices including sponsors' logos may not be displayed in the foyer, session hall foyers, corridors or any other public areas within the premises other than official conference signage.

9. Security

Exhibitors are requested to use common sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Exhibition Organizers immediately. The security provided by the Exhibition Organizers has been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each Exhibitor is responsible for their property and necessary precautions should be taken.

10. Obstruction of gangways and open spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and break down periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organizers at the Exhibitor's expense and risk.

11. Conduct of exhibitors and representatives

Annoyance: The Exhibition Organizers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Exhibition stands should create the opportunity for the company to show and display information relevant to both the company and their products, and other scientific information that they may choose. Activities not related to the practice of medicine are deemed inappropriate under this Code of Practice.

Microphones/Audio-visual equipment: The use of microphones/audio visual equipment is strictly prohibited.

12. Giveaways and distribution of printed materials

Giveaways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall or at companies' own Satellite Symposia. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition Organizers.

Projected images: Projected images, however generated, may not play on the aisles or on to other stands. An Exhibitor may not, except by express written permission of the Exhibition Organizers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's.

13. Children and animals

It is strictly forbidden for children under the age of 16 and all animals except Guide Dogs to be brought in to the exhibition during build up, open days and break down periods.

14. Fire safety

Flammable materials/gases: Exhibitors are advised that the Stockholm Waterfront Congress Centre has stringent regulations governing materials used onsite during an exhibition. The use of flammable materials must be in accordance with the manufacturer's instructions and with regard for the safety of others. The use of compressed gases will only be allowed with prior permission from Security. Storage of these materials should always be outside of the building, special arrangements for this will need to be made. No flammable liquid or liquid petroleum gas shall be used within the Stockholm Waterfront Congress Centre without prior written consent. All materials must be fire rated and flame testing certification available where applicable. You must comply with the current regulations on fire treated materials. Natural gas and compressed air are permitted in Exhibition areas.

Candles, tea lights and lanterns are not allowed, unless the Building owner has a fire guard on site. Protection and

Fire inspection will be implemented before the event starts where an exhibitor can be ordered to remove constructions that are not allowed or object that are made by not cleared material.

15. Liability

The Exhibition Organizers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the Venue, the Organizing Committee and the Exhibition Organizers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organizers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Exhibition Organizers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Exhibition Organizers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Exhibition Organizers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

16. Insurance

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition.

17. Storage

No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition. Exhibitors are advised to store packing cases, cartons, boxes, etc. in their delivery vehicles if at all possible. Please note that it is contrary to fire regulations for any packing materials to be stored on or behind the stands, in gangways, or to obstruct fire exits.

18. Items left on site

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

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