



STOCKHOLM • 11-16 JUNE 2016

92nd  CONGRESS

# 92nd EOS Congress Exhibitor Manual

Version 1.0



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Dear EOS Exhibitor,

On behalf of the European Orthodontic Society, we are pleased to present to you the Exhibitor Manual for the 2016 congress. Information such as key dates and deadlines, contact information, rules and regulations are also provided.

Please note the key dates and deadline. Meeting these dates will avoid additional expenses for your company. We also encourage you to read all the information in this document. The information provided in here will avoid unnecessary questions during the planning and on site. Please share this information within you company and all parties involved in the EOS Congress 2016. For technical orders and various additional facilities and services you may need to set up your exhibit, please refer to the Stockholmsmässan Event Service.

The floorplan has been developed to ensure maximum exposure for each booth. It is our intention that participating companies receive a fair market value in return for their generous support. The congress takes place 11<sup>th</sup> – 15<sup>th</sup> of June 2016 at Stockholmsmässan and the exhibition will be opened for the delegates Sunday 12<sup>th</sup> – Wednesday 15<sup>th</sup> of June.

We have made every effort to ensure that all the information in the Exhibitor Manual is comprehensive and easy to use and it is our intention that the information provided should cover all of your questions. General information about the congress can be found on the congress website, <http://eos2016.org> together with the latest updated floorplan. However, if you have any further questions do not hesitate to contact us.

With hope of a successful exhibition!

Kind Regards,

EOS Organising Committee  
through Congress Secretariat MCI Nordics  
Jonathan Blom  
Exhibition handling for EOS 2016  
[jonathan.blom@mci-group.com](mailto:jonathan.blom@mci-group.com)



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## 1. General information

### 1.1. Contact information

#### Secretariat and congress organiser

MCI Nordics | Stockholm  
Drottninggatan 97  
SE-113 60 Stockholm, Sweden  
Phone: +46(0)85465 1500

#### Project Manager

MCI Nordics | Stockholm  
Ms. Ingela Simonsson  
[Ingela.simonsson@mci-group.com](mailto:Ingela.simonsson@mci-group.com)  
Phone: +46(0)85465 1510

#### Exhibition and Sponsorships Sales contact

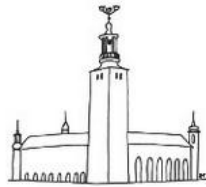
MCI Nordics | Stockholm  
Mr. Jonathan Blom  
[Jonathan.blom@mci-group.com](mailto:Jonathan.blom@mci-group.com)  
Phone: +46(0)85465 1522

#### Registration and hotels

MCI Nordics | Stockholm  
[confirmation@mci-group.com](mailto:confirmation@mci-group.com)  
Phone: +46(0)85465 1500

#### Venue address

Stockholmsmässan  
Mässvägen 1  
SE-125 80 Stockholm, Sweden  
[eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se)  
Website: <http://www.stockholmsmassan.se/en>



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## 1.2. Deadlines and key dates

19 <sup>th</sup> of May, 2016	Deadline for submitting booth stand design to the organisers
19 <sup>th</sup> of May, 2016	Deadline for ordering booth equipment and services with Stockholmsmässan against the normal rate. Orders received later are subject to a 30% surcharge and 50% surcharge if ordered on site.
1 <sup>st</sup> of April, 2016	Deadline for ordering Insert in Congress bags
1 <sup>st</sup> of April, 2016	Deadline for artwork Advertisement in Program Book
11 <sup>th</sup> – 12 <sup>th</sup> of June, 2016	CONSTRUCTION OF STANDS
Saturday, 11 <sup>th</sup> of June	08.00-23.00
Sunday, 12 <sup>th</sup> of June	08.00-14.00

Once the construction is finished, at 14:00, all aisles should be emptied from packaging and pallets. The time frame is for the venue to finish with laying the carpets and cleaning the aisles. Finishing touches can be made inside your booth until the exhibition opens.

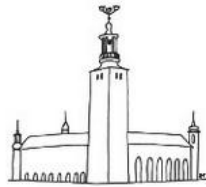
12 <sup>th</sup> – 15 <sup>th</sup> of June, 2016	EXHIBITION OPENING HOURS	
	Delegates	Exhibitors
Sunday, 12 <sup>th</sup> of June	19.00-21.00	07.30-21.30
Monday, 13 <sup>th</sup> of June	08.00-17.00	07.30-17.30
Tuesday, 14 <sup>th</sup> of June	08.00-17.00	07.30-17.30
Wednesday, 15 <sup>th</sup> of June	08.00-17.00	07.30-23.00

The exhibition will close Wednesday, 15<sup>th</sup> of June at 17.00. Opening hours may be modified according to congress needs. Latest version of the scientific program can be found on the EOS 2016 website.

### 15<sup>th</sup> – 16<sup>th</sup> of June, 2016 DISMANTLING OF STANDS

Dismantling of the exhibition area can start once the carpet has been removed and any empty cases have been brought back to the stand. Work can take place within the stand area until then.

Wednesday, 15 <sup>th</sup> of June	approx.18.00-23.00
Thursday, 16 <sup>th</sup> of June	08.00-18.00



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## 2. Exhibition floorplan and Congress venue floorplan

The floorplan over the exhibition is a dynamic document and changes from week to week. For the latest version of the floorplan, visit the congress website by [clicking here](#).

The exhibition area will only have one entrance and one exit. The poster area is only reachable from the exhibition which means the participants need to pass through the exhibition to see the posters. All official coffee breaks will be served in the catering area of the exhibition hall. The participants will also have the possibility to order light lunch in the catering area at their own expense. For a PDF version of the congress venue floorplan, please visit the website.

### Congress venue floorplan



### Ground floor:

- Entrance
- Registration and badges
- Congress hall
- Exhibition and poster area
- Restaurants



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- ATM and other facilities

#### First floor:

- Additional meeting rooms

### 3. Registration for badges

All exhibitors participating at the exhibition or in any other way at the congress need to register online. You will be able to make your hotel reservations in conjunction with the registration. To get to the registration page, [click here](#). One complimentary exhibitor badge will be provided per 6 sqm exhibition space booked. With the complimentary exhibitor badge you are entitled to:

- Badge and congress documents
- Access to scientific sessions
- Access to the exhibition area and poster area
- Online access to the congress abstract
- Admission to Opening Ceremony & Get-Together Cocktail, Opening of Exhibition (12<sup>th</sup> of June)
- Admission to Stockholm City Reception (13<sup>th</sup> of June)
- Admission to President's Reception (14<sup>th</sup> of June)
- Coffee in the exhibition area during coffee breaks

Once entering the personal registration, you will be asked for your exhibitor code. The code for the free badge is: **EXH100**

Additional badges can be bought in conjunction with the registration process. With an additional badge you are entitled to:

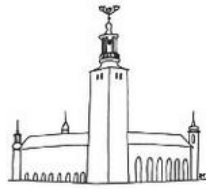
- Access to the exhibition area and poster area
- Admission to Opening Ceremony & Get-Together Cocktail, Opening of Exhibition (12<sup>th</sup> of June)
- Coffee in the exhibition area during coffee breaks

You will once again be asked for your exhibitor code. The code for the extra badge is: **EXH200**

The fee for the additional badge is:

- 1 500 SEK incl VAT if bought prior to 1<sup>st</sup> of April.
- 1 750 SEK incl VAT if bought between 1<sup>st</sup> of April and 10<sup>th</sup> of June
- 2 400 SEK incl VAT if bought on site (from 11<sup>th</sup> of June)

Exhibitor's badges can be collected from the registration desk on 12<sup>th</sup> of June 08:00-18:00. For any questions regarding badges and your personal registration, please contact [confirmation@mci-group.com](mailto:confirmation@mci-group.com)



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## 4. Technical information

### 4.1. Online web shop

In cooperation with Stockholmsmässan, we offer an online solution for ordering stand interior and booth equipment. The web shop can be reached by [clicking here](#). The email address you used when signing up for the congress is already registered. There is a list of several different fairs and congresses, choose 29th EOS Congress. If you have any questions, contact [eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se).

### 4.2. Booth design

All exhibitors that build their own stand need to submit a scale drawing of the booth to the organisers. The drawing need to have correct measurements clearly specified. Submit your booth drawing to [eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se) no later than 19<sup>th</sup> of May.

Each exhibiting company should let us know the name of the company that are in charge of construction the booth. We recommend that you use the venue, Stockholmsmässan.

### 4.3. Booth construction

You are not allowed to start your booth construction until full payment for exhibition and any additional sponsorship items have been made to the congress organiser. Please note that we are not able to charge credit cards on site. Additional items ordered on site will be charged by invoice after the congress.

Please note that "Space only" does not include any furniture, carpet, electricity, stand cleaning or any other services. You will be able to order those services online, you will find more information under "Ordering stand interior" and "Ordering additional services".

### 4.4. Shell Scheme

We can provide you with 3x2 meters (6 sqm) and 4x4 meters (12 sqm) Shell Scheme stands. The shell scheme includes white wall panel in sections of 1 x 2.5 meters, mounted in aluminum system.

- Carpets in 50 x 50 cm tiles. 15 color options.
- Aluminum header fascia with printed wall panel, any color, text and logo.
- Furniture, free selection from the service catalogue
- 1 x electricity outlet 230V, 10A, max 2000W (consumption included).
- 1 x spotlight per running meter of wall
- Cleaning during the event

The price for a shell scheme stand is 1 195 SEK excl 25% VAT per square meter. The form for a shell scheme stand will be distributed in Stockholmsmässans informational mailing, please send in the order form to [eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se). If you have booked more than 12 sqm you need to design your own stand.





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#### **4.5. Ordering stand interior**

If you wish to design your own stand or hire interior for your stand, you can do that in the web shop. You will be able to book all your interior and extra services directly online through this service.

Orders received after the 19<sup>th</sup> of May will be subject to a 30% surcharge on the price up until the moving-in date. If you order during the official moving-in period or the actual event, a 50% surcharge will apply.

You will be invoiced directly by Stockholmsmässan if you wish to use this service. If you have any questions regarding Event Service or stand interior, you can contact Stockholmsmässan at [eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se).

#### **4.6. Ordering additional services**

Any additional services can also be made in the web shop. Example of extra services offered through Stockholmsmässan is cleaning of your booth, printing and waste disposal. You will find a complete list of additional services in the Event Service Catalogue.

#### **4.7. Freight options**

##### **Door-Stand-Door – Package solution**

We can provide a convenient freight transport service for exhibitors. The Door-Stand-Door service means that your goods are collected from the dispatch point and transported to your stand area. At the end of the congress we transport them to an address of your choice. The price includes all transport services you need, there are no extra charges. The form to order Door-Stand-Door service will be distributed in Stockholmsmässans informational mailing.

If you have your own supplier for freight, your goods should be delivered to

Stockholmsmässan, Godsmottagningen

EOS Congress

"Company name"

"Booth number"

Parkeringsvägen 10

125 30 Älvsjö

Sweden

##### **Return transport**

After the exhibition has closed, just collect, pack and label the goods properly and the transport company will return it to desired address. All transport costs are included. For shipment outside EU, we need a pro-forma invoice. All goods transport is under the supervision of Stockholmsmässan. Please check that your company has a valid exhibitor insurance which includes booth goods and transportation. The form to order return transport will be distributed in Stockholmsmässans informational mailing.



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#### **4.8. Electricity**

The electricity for the exhibition will be on during set up, but can't be guaranteed if work has to be done with the supplying cords. If you need to have guaranteed electricity during set-up, please order working power. During the days of the congress, the electricity will be turned on one hour prior to the opening of the exhibition and will be shut down one hour after the exhibition has closed. If you need 24 hour electricity you can order that through Stockholmsmässan. This also applies for high voltage sockets. During dismantling electricity will be shut off 2 hours after the exhibition has closed. Also here working power has to be ordered, if needed, to assure electricity during the whole dismantling time.

Please always treat the electrical cords as if the power is switch on even if it hasn't been ordered by you.

#### **4.9. Insurance**

Stockholmsmässan offers a full package insurance for exhibitors. You can read more about what the insurance includes and how to sign up on the [venue website](#).

### **5. Congress venue rules and regulations**

#### **Alcohol, smoking and drugs**

Alcoholic regulations at Stockholmsmässan has to meet the requirements of Swedish Law. In order to clarify the regulations the following information applies. Mässrestauranger, the caterer on the premises, is the holder of the alcohol license within its own restaurants, the exhibition halls and in the congress sections of Stockholmsmässan. Mässrestauranger must buy the alcohol from an importer with a wholesale license. All alcohol served at Stockholmsmässan must be taxed into Sweden by a Swedish importer. If you as an exhibitor want to serve beer, wine or liquor you must contact Mässrestauranger and either place an order or cooperate to arrange transport and import handling of a specific brand. To order alcoholic beverages, please contact Mässrestauranger at [montercatering@massrestauranger.se](mailto:montercatering@massrestauranger.se).

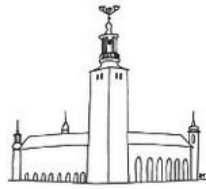
Alcohol consumption is forbidden during construction and tear-down and smoking is forbidden throughout the entire venue in accordance with Swedish legislation. You may smoke outdoors in designated areas.

#### **Music and images**

All playback of music, screening of movies, photography or similar activities in the event halls must comply with copyright legislation. You must obtain Stockholmsmässan's prior approval for use of your own wireless network. Please contact Event Services for approval and a quotation if required.

#### **Construction rules**

All construction work and structures must comply with the Swedish National Board of Housing, Building and Planning's Building Regulations (BBR) and Construction Regulations (EKR). All material selections must be classified according to relevant fire safety regulations. ([www.boverket.se](http://www.boverket.se)).



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### **Limits for construction work**

All work that affects Stockholmsmässans property may only be carried out by staff authorized by Stockholmsmässan, for example hanging wires from the ceiling, anchoring machines to the floor, attaching devices to columns or beams and connecting electricity and water in floor channels.

### **Safety inspection rounds**

Representatives of Stockholmsmässan make regular safety inspection rounds before and during events to minimize risks of injury/damage and to ensure a high level of safety. Any issues raised during an inspection round must be remedied immediately. As an exhibitor or organizer, you will be billed for any costs arising as a result of such issues.

### **Security**

Stockholmsmässan has security staff on hand 24 hours a day. They can always be reached at +46 (0)8-749 99 11. Only the exhibition venue's security personnel may wear uniforms marked with "Security Guard" or "Guard" on Stockholmsmässans premises.

It is up to each exhibitor and organizer to take required safety measures to ensure compliance with regulations and minimal risk of personal injury.

### **First aid**

First aid is available in the venue. Paramedics can be reached by calling +46 (0)8-749 99 11.

### **Accidents**

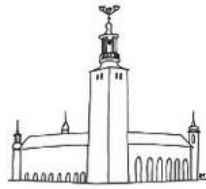
If you are witness to or victim of an accident, no matter how small, you must contact a Security Officer by calling +46 (0)8-749 99 11 or going to the security station at the main entrance.

### **Emergencies**

Evacuation or partial evacuation, if necessary, will be managed through Stockholmsmässans internal alert system. In such a case, an announcement will be made over the public address system. Immediately leave the building via the closest exit and go to the nearest assembly point according to our staff's instructions. Once at the assembly point, you will be given information about what is going to happen next. When the emergency has been resolved, you will be either allowed back into the venue or advised to return the next day. If the latter is the case, you will not be able to go back into the venue to retrieve any clothes, bags, etc.

### **Fire safety**

Stockholmsmässan's emergency exit routes and emergency exit doors must be kept completely clear for safety purposes. If they are blocked, Stockholmsmässan is entitled at your - the exhibitor's or the organiser's - expense to dismantle or alter the construction and remove anything that presents an obstacle. You may also not conceal or build in front of fire-fighting equipment, fire alarm buttons, signs or similar.



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### **Height review and height exposure**

We review everything that will be taller than 2.5 meters above the floor to ensure an attractive overall impression in the halls. The rule states that you may not obstruct another exhibitor, the construction must be safe and any other practical obstacles are not allowed. If you meet these requirements and inform your neighboring stands well in advance of the exhibition, you may build stand walls up to four meters in height. The side facing your neighbors should be white and smooth or as agreed between you and your neighbor. The exception to this rule is if you sell products that in their normal state are taller than 2.5 meters, such as cranes and flag poles. However, you may not hang a logo or company brand higher than 2.5 meters above the ground without an extra charge for exposure. A height review costs SEK 500 and can be emailed to [eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se).

### **Carpets**

Only a certain type of woven tape is permitted for laying carpets. Approved tape can be bought at the Service Center situated on the 1st floor near the Registration desk. Please note that all tape must be removed after the event. Exhibitors/organisers will be billed for any floor damage.

### **Work and 24-hour electricity**

The electricity for the stands is turned on every day one hour before the event opens and turned off one hour after closing. If you have refrigerators, freezers and computers or anything else that needs to run continuously, you need to order an electrical connection with 24-hour electricity. Place your order via the web shop at least three weeks before the event. Stockholmsmässan accepts no liability whatsoever for any products ruined because the exhibitor connected their own appliances to the regular power supply.

### **Fixed networks (LAN)**

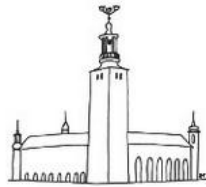
Stockholmsmässan offers reliable fixed network connections to any point in our facility with connection speeds from 10 Mbit/s up to 1 Gbit/s with redundant internet connection. We offer tailor made network solutions for your business critical applications, designed to meet the highest requirements.

### **Wireless networks (Wi-Fi)**

Stockholmsmässan also offers Wi-Fi networks to meet your requirements on wireless communication.

### **Free Wi-Fi**

Stockholmsmässan provides you with the Wi-Fi network Stockholmsmässan in all our public areas. The network is open to all visitors and exhibitors and offers the possibility to check emails, surf the web and interact in social media free of charge.



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## **Security**

The Internet connection is open to internet. All users are responsible for the security and protection of connected devices like for example firewall and anti-virus protection.

## **We recommend**

For surfing the web, checking emails and for social media interaction our free of charge Wi-Fi network will be sufficient in most situations.

## **Commuter train**

Commuter trains to and from Stockholm Central Station leave 8-12 times per hour. The journey takes approximately nine minutes. Tickets for SL trains and busses may be purchased at the central station in Stockholm, any kiosk called "Pressbyrån" or at Stockholmsmässan. The ticket machines are located in the lobby by the Main entrance.

## **Public Transport information (bus, underground and commuter trains)**

SL, phone +46 (0)8 600 10 00

[www.sl.se/en](http://www.sl.se/en)

## **Taxi Service**

Taxi Stockholm: +46 (0)8 15 00 00

Taxi Kurir: +46 (0)8 30 30 30

Taxi 020: +46 (0)20 20 20 20