

Exhibitor Guidelines

Opening hours and entrance

Exhibition opening hours and entrances

4 Sep at: 12.00-18.30

5-7 Sep at: 11-18.15

Entrance

Exhibitors have access to the venue halls via Entrance 8, and also indoor passage via c-balcony from Hotel Gothia Towers, one hour before the expo area opens to visitors.

Moving in & out and Service Center opening hours

Entrance Moving in and Moving out: Entrance 1 floor 3

Please use the Focus car park at Gårda Affärscentrum (max. height 2.10 m). There is a walkway leading directly into to the venue on floor 3. Trolleys are available at the walkway for transporting smaller goods.

When moving in and moving out, exhibitors should use Entrance F (exhibitor entrance) via the Gårda Affärscentrum car park, Entrance 8 and also the indoor passage via C-balcony.

ATTN: Under no circumstances may children be present in the halls while exhibitors are moving in.

Smoking is not permitted in any of the Swedish Exhibition & Congress Centre's halls.

During the moving-in period, mobile recycling stations will be positioned in the halls where all waste should be sorted.

Moving in hours*:

Sep 3 between 15.00-18.00

Sep 4 between 08.00-12.00

*Please note the end time for moving in. This is when initial cleaning begins and carpets are laid in the aisles. Initial cleaning in the form of vacuuming and dusting is carried out free of charge at all stands (except locked areas). Additional cleaning and removal of materials can be ordered from Stand Service & Event Service.

The Swedish Exhibition & Congress Centre cannot guarantee that all ordered equipment will be on site from the first moving-in day. This work will continue throughout the moving-in period, and any additional orders will be dealt with in the order of receipt.

Moving out hours*:

7 Sep H-hall between 19.00-21.00

8 Sep H-hall between 07.00-09.00

*Please note that exhibitors are not permitted to dismantle stands or remove exhibition goods before the designated time for moving out on the last exhibition day.

During the first few moving-out hours, the aisle carpets will be taken up and empty packaging can be brought into the halls. Vehicles will then be allowed into the loading yard.

If the specified dismantling times are not adhered to, any remaining stands will be dismantled and removed at the exhibitor's expense and liability.

Service Centre

During moving-in and moving-out periods and on exhibition days, staff will be available at our Service Centre. Here you can get help with all kinds of questions about your booth, with copying and printing, take a cup of coffee and rest your feet and use our shower if necessary. Furthermore, our Service Center also includes a shop - scissors, tape, electronics accessories, plants, sweets and drinks etc. **Our Service Centre is located in Hall D on floor 1, or call us at +46 31 708 8116.**

Exhibitor goods

The Swedish Exhibition & Congress Centre will handle all unloading and loading.

Storage of empty packaging and rental of scissor lift is ordered on site and is invoiced according to the current price list.

All consignments must be pre-registered 5 days prior to delivery and collection.

Please find more information, pre-register and prices here:

<http://tidsbokning.transport.svenskamassan.se>

Delivery address to and from Swedish Exhibition & Congress Centre & Gothia Towers

Graphene week
Swedish Exhibition & Congress Centre
Att: [Exhibition Company, Stand No]
Mässans Gata 6
SE-412 51 Gothenburg
SWEDEN

Booth questions

Here you can read more about what is included in the exhibitor packages. [Click here to read more about the packages>>>](#)

For questions regarding booth orders and banner please contact:

Mattias Lagerstedt

E-mail: mattias.lagerstedt@svenskamassan.se

Banner measure

Artwork dimensions: 4000x2490 mm (10 mm bleed)
pdf format

Booth products: [Monter-service](#)

