

## EXHIBITOR INFORMATION

### SVENSKA KARDIOVASKULÄRA VÅRMÖTET 2026

Those of you that use an external stand builder, please forward this following information:

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| <b>VENUE</b>                            | Kistamässan, Arne Beurlings Torg 5, 164 40 KISTA (visiting address)   |   |
| <b>ORDERING AND QUESTIONS</b>           | For technical questions and ordering stand service, please contact:<br>Nordic Expo Service, phone: +46(0)8-506 650 71 or e-mail:<br><a href="mailto:kista@nordicexposervice.com">kista@nordicexposervice.com</a>  |   |
| <b>ORDER IN TIME SAVE 30%</b>           | SEE LAST DATE OF ORDER for stand service, furniture etc:<br>30% will be added on top of the regular price after this date.<br>50% will be added for orders made on site during moving in/open hours. Changes/canceling after this date - will be charged in full.<br>Visit our online shop to order: <a href="http://shop-nordicexposervice.com/enNES/">shop-nordicexposervice.com/enNES/</a>   | Deadline for order:<br>Tuesday 17/3   |
| <b>MOVING IN</b>                        | Carpets will be laid out in all aisles during the last day of construction. All the public areas must be kept clean from exhibitor items, waste material and packaging from 17.00 on this day to facilitate this. Address for moving in: Kistamässan, Vågögatan 3, S-164 40, Kista  | GATE 1A<br>Tuesday 21/4, 07:00 – 20:00<br>Wednesday 22/4, 07:00 – 10:00                     |
| <b>MOVING OUT</b>                       | NOTE! Starting to pack your items and moving out of the stand before closing the last day of the exhibition is not permitted.<br><br>The first 30 minutes after the exhibition closes, the visitors are leaving the exhibition halls – For safety reasons, during that time, are we not allowed to deliver the empty packaging into the halls neither can we open the loading doors and gates. The aisles must be kept free from goods and other things, so that we can begin with the goods handling as soon as the visitors has left the halls.   | Friday 24/4, 14.00 – 18.00  |
| <b>DELIVERIES BEFORE THE EXHIBITION</b> | <b>Nordic Expo Service takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition!</b><br>Please write following address and marking on items to be delivered:<br>Fair/ Your Company/ Stand number / Contact person and Number<br>Kistamässan, Vågögatan 3, S-164 40 KISTA<br>See complete information under "Goods handling".   | Monday 20/4, 07:00 – 16:00  |
| <b>HANDLING OF GOODS</b>                | NOTE! All goods must be packed and placed on pallets or in rolling cages during appointed moving out times. This is a demand as we need to move the goods. Goods not being picked up will be charged per cubic meter and week started. The exhibitors are responsible for booking transportation of their goods. In those cases a freight company comes with goods, asks us to transport/unload the goods to the booth, we will unload and take it to the exhibitors booth on the expense of the exhibitor. Regardless of what has been agreed between the freight company and the exhibitor. For machines or materials weighing over 1000kg (or bulky), must forklift services be ordered at least 2 weeks in advance.<br>See complete information under "Goods handling". |   |
| <b>OPENING HOURS</b>                    | The exhibition is open for visitors:<br><br>You as an exhibitor have access to the exhibition hall from 08:00 on both Thursday and Friday. The exhibition hall has to be cleared 30 min after the exhibition has closed, i.e. 20:30 on Wednesday and 18:40 on Thursday.   | Wednesday 22/4, 12:00 – 20:00<br>Thursday 23/4, 08:00 – 18:10<br>Friday 24/4, 09:00 – 13:30 |



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| <b>ALCOHOL</b>                                   | Please note that alcohol found on the premises, that aren't purchased from KM Restaurants, will be seized/taken care of. Swedish alcohol laws don't allow You to bring alcoholic beverages into Kistamässans premises. For further information or to order please contact <a href="mailto:konferens@kmcompany.se">konferens@kmcompany.se</a> tel. +46 (0)8 410 608 20   |   |
| <b>CEILING HEIGHT</b>                            | Hall 1: 6,7 meter and in Hall 2: 10,0 meter   |   |
| <b>CHILDREN</b>                                  | The exhibition centre during the moving in and moving out period is a place of work and forklift trucks, other vehicles and machines are in constant use. Due to this children younger than 16 years are not allowed in the exhibition halls during those times. Please respect this for your children's and our forklift driver's safety. <i>Thank you for your cooperation!</i>   |   |
| <b>CLEANING</b>                                  | Kistamässan are responsible for cleaning all public areas in the halls. If you wish to order stand cleaning, it is ordered from the Service Center, which also combined with a cost.<br><br>We want that all stands to be cleaned well in time before the exhibition opening, at latest 20.00 the night before opening day. Stands that are not cleaned will be cleaned by the centre staff in the evening before opening <u>and charged to the exhibitor.</u>  |   |
| <b>CLOAK ROOM</b>                                | The cloak room will be open during the fair opening hours.  |   |
| <b>CONTACT INFORMATION, ORGANIZER</b>            | Project manager<br>Lotta Ahlbertz<br>0704-40 08 02<br><a href="mailto:lotta@mkon.se">lotta@mkon.se</a>  | Project coordinator<br>Jenny Johansson<br>0734-13 81 02<br><a href="mailto:jenny@mkon.se">jenny@mkon.se</a> |
| <b>CONTACT INFORMATION, TECHNICAL DEPARTMENT</b> | Nordic Expo Service<br>+46(0)8-506 650 71<br><a href="mailto:kista@nordicexposervice.com">kista@nordicexposervice.com</a>   |   |
| <b>EARLIER MOVING IN</b>                         | Earlier moving in time is offered by quote. Please contact responsible project manager at Nordic Expo Service.  |   |
| <b>ELECTRICAL INSTALLATIONS</b>                  | All electrical installations and equipment must be made in accordance with current regulations. All connections to the Kistamässan fixed installations must be done through the Kistamässan presidency. The power grid has 230 V 1-phase and 400 V 3-phase 50Hz and all outlets are grounded. Electrical installation in the stand may only be carried out by a qualified electrician. If unauthorized connection damages the distribution network or connected installations, Kistamässan will claim damages from the company responsible for the connection. Normally, the voltage in the mains is switched on in about 30 minutes before the opening of the fair/event and is shut down approximately 30 minutes after closing. However, the power grid must always be regarded as live. If you want power at other times, please contact the Service Center for ordering night power. On top of the walls, our power stations for the power grid are mounted for the stands and these as well as other power stations in the venue are not allowed to cover.<br><br>All use of electricity is charged, and the sockets must not be used without the order being made. |   |
| <b>EXHIBITOR CARD</b>                            | On the moving in day, you will be able to print out your exhibitor badges at the gate with help of staff (loading bay). Please note that you need to register in advance and bring your confirmation/voucher to be able to print out your badge on site. The exhibitor card must be worn on at all times during moving in/out times and during the exhibition to be allowed entrance to the halls.  |   |
| <b>EXHIBITORS INSURANCE</b>                      | An insurance that covers material in your stand, products etc. are included in the stand price <u>on some exhibitions</u> . On some events the exhibitors needs to buy insurance separately. Please check what applies to your event.<br><br><b>Kistamässan or Nordic Expo Service takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition!</b>   |   |

**FIRE REGULATIONS**

We have a strict non smoking policy in all halls. Open fire in the halls is prohibited.

**There is an automatic fire alarm** and the facilities are equipped with sprinklers. The alarm is directly linked to the Fire department and our smoke detectors are very sensitive. **An exhibitor causing a fire emergency response by mistake will be charged any costs arising.** If the alarm is triggered a siren howls, and a spoken message in both Swedish and English, will urge everybody to evacuate the facilities – the assembly point is the big parking lot next to the highway.

**All textiles used for decoration in the stand must be fire resistant or non-flammable.**

For cooking or baking in the stand sufficient ventilation must be installed. If you need advice regarding ventilation contact our Technical Department. All cars and motor cycles must be fully tanked with lockable fuel caps, and a fire extinguisher has to be available in every stand.

When handling flammable liquids please contact our technical manager:  
Jan Torén, +46 (0)8-506 650 49 or [Jan.Toren@easyfairs.com](mailto:Jan.Toren@easyfairs.com)

Technical Information and Fire regulations: <https://www.kistamassan.se/en/for-exhibitors/>

**FOOD HANDLING/  
LIQUOR LICENSE**

Kistamässans restaurateur (KM Restauranger) holds the food- and alcohol permits in our premises. It is therefore not allowed by Swedish law to give out any alcoholic beverages or food in the stands if they are not ordered through our restaurateur. If you want to order or have questions, please contact: Stand service at KM Restauranger, phone +46(0)8-410 608 20 or on e-mail: [konferens@kmcompany.se](mailto:konferens@kmcompany.se)

**GOODS HANDLING**

Goods arriving at the fair are transported to the designated booth at a cost. See current prices on our online shop under Forklift-Empties [shop-nordicexposervice.com/enNES/](http://shop-nordicexposervice.com/enNES/). The same cost also applies to outgoing goods that are left in the booth. These costs will be charged the exhibiting companies after the fair. Forklift help are ordered on site from the Technical department.

In those cases a freight company comes with goods, asks the staff from the venue to transport/unload the goods to the booth, we will unload and take it to the exhibitors booth on the expense of the exhibitor. Regardless of what has been agreed between the freight company and the exhibitor.

Write following marking on items to be delivered:  
Fair/ Your Company/ Stand number / Contact person and Number  
Kistamässan, Vågögatan 3, S-164 40 KISTA

If you have machines or other materials that are weighing over 1000kg/package, or that is more than 2 meter wide and/or more than 2,5 meter high, please contact Nordic Expo Service at least two weeks in advance. Help with packing of goods can be ordered, contact Nordic Expo Service, phone: +46 (0)8-506 650 71 or e-mail: [kista@nordicexposervice.com](mailto:kista@nordicexposervice.com), though at latest two weeks in advance.

If the goods arrive before appointed time, we cannot guarantee we are able to accept the goods. If we do accept the goods, we will take it to storage and the cost for this is at the expense of the exhibitor, the same applies if the goods are not picked up within the appointed time.

Unmarked goods that are left at Kistamässan after the official appointed moving out times and which cannot be identified will be disposed of as we have limited storage facilities.



NOTE! All goods must be packed and placed on pallets or in rolling cages during appointed moving out times. This is a demand as we need to move the goods. Goods not being picked up within the appointed time will be charged per cubic meter and started week.

**Nordic Expo Service or Kistamässan takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition!**

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| <p><b>GUARD</b></p>                             | <p>Kistamässan provides with general guard coverage, <u>but takes no responsibility for exhibitor products.</u> Extra guard coverage of the stand can be ordered through Kistamässans technical manager and is combined with a cost for it. Please book this at latest 2 weeks before the event is open for visitors, contact: Jan Torén at phone +46 (0)8-506 650 49 or <a href="mailto:Jan.Toren@easyfairs.com">Jan.Toren@easyfairs.com</a></p>  |
| <p><b>HEIGHT EXPOSURE /INCREASED HEIGHT</b></p> | <p>Kardiovaskulära Värmötet 2026 do allow constructions above 2,5 meter/height exposure. Height exposure is associated with an additional cost and all constructions/exposure above 2,5 meter needs to be approved by Nordic Expo Service.</p> <p>For builds and exposure etc. above 2,5 meters, a height exposure fee is applicable. This does not include lighting. Constructions taller than 2,5 meters need to be secured with a safety wire from the ceiling. Sketches with the planned height exposure needs to be sent to: <a href="mailto:kista@nordicexposervice.com">kista@nordicexposervice.com</a> at least <b>4 weeks ahead</b> for approval.</p> <p>The construction height allowed in the halls is 2,5 meters, the only exception is lighting. Applications for height exposure above 2,5 meters should be sent in accompanied by sketches with measurements. These need to be sent to Kistamässan/Nordic Expo Service at least 4 weeks ahead of the exhibition. This includes all builds and exposures such as banners, signs and other marketing material that is taller than 2,5 meters. To ensure the technical possibility of the height construction, Kistamässan/Nordic Expo Service will review all applications and has the right to deny applications that are sent in too late.</p> <p>Standard practice when it comes to height exposure is that you are not allowed to obscure the view of any other exhibitor, that it is a safe build and that there are no practical obstacles.</p> <p>When a height exposure above 2,5 meters is approved, if it is within the proximity of 1 meter of your neighbor, it is your responsibility to inform them of this in a timely manner before the start of the event. If this is not done, Nordic Expo Service has the authority to either take down the height exposure or adjust it, at the expense of the exhibitor. The contact information for your neighbors can be received from Kistamässan. The side towards your neighbor should always be white with a smooth surface, alternatively in a way that you and your neighbor can come to an agreement about.</p> |
| <p><b>HOT WORK</b></p>                          | <p>Hot work as welding, cutting, naked flames etc. is only allowed after special permission from The Security Officer/Centre management. Please contact: Jan Torén, +46 (0)8-506 650 49 or e-mail: <a href="mailto:Jan.Toren@easyfairs.com">Jan.Toren@easyfairs.com</a></p> <p>See separate specification for complete rules regarding fire regulations.: <a href="https://www.kistamassan.se/en/for-exhibitors/">https://www.kistamassan.se/en/for-exhibitors/</a></p>  |
| <p><b>INTERNET</b></p>                          | <p>Kistamässan offers wired (LAN) and wireless (WIFI) Internet access. If stability and reliability is crucial, wired connection is always recommended. Kistamässan is not liable for clients' and exhibitors' computers and/or applications.</p> <p>Only network equipment provided by Kistamässan is allowed to be used. Private wireless routers, networks and other transmitting radio equipment are therefore not allowed as these may interfere with the Kistamässan's wireless network. Kistamässan reserves the right to disconnect the customer's equipment if it interferes with the in house network. Kistamässan may conduct scans of the network to detect unauthorized devices.</p> <p>The wired connection should be ordered in advance and offers high capacity and reliability. The wireless network supports 802.11b/g/n. Please note that many simultaneous connections/users may affect the speed. Address allocation is through DHCP.</p> <p>In case of special needs of wireless networks, Kistamässan can setup a customized wireless network according to pre-order. For special requirements, always consult with the technical department, Nordic Expo Service: <a href="mailto:kista@nordicexposervice.com">kista@nordicexposervice.com</a></p>   |



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| <b>LIQUEFIED PETROLEUM GAS (LPG)</b>      | Exhibitors who would like to use liquefied petroleum gas (LPG) must report that in writing to Jan Torén, +46 (0)8-506 650 49 <a href="mailto:Jan.Toren@easyfairs.com">Jan.Toren@easyfairs.com</a> . No later than two weeks in advance to get a permission. LPG and other pressure vessels are not allowed to be stored in the venue over night.  |
| <b>LOADING/ UNLOADING</b>                 | <p>Due to limited loading areas, access for loading and unloading is restricted to a maximum of 30 minutes on the loading bay per exhibitor.</p> <p>The sizes of the gates are:<br/><b>Gate 1A:</b> Height 2.9 m, width 2.35 m<br/><b>Gate 2A:</b> Height 4.16 m, width 4.09 m</p>  |
| <b>MAIN ENTRANCE</b>                      | NOTE! The main entrance is only open during the opening hours of the event. All other times exhibitors are asked to use the moving in gate at other times. See page 1 "Moving in".  |
| <b>MUSIC</b>                              | <p>Have in mind that every exhibitor is responsible for their own music that is played in the stands. If this is the case, it has to be reported and perhaps changed according to the Swedish Tone and International Music agency (STIM), Swedish Artists and Musicians Interest Organization (SAMI) and the International Federation of the Phonographic Industry (IFPI).</p> <p>Contact: STIM, +46 (0)200-11 03 01, <a href="mailto:licens@stim.se">licens@stim.se</a>, SAMI, <a href="mailto:marknad@sami.se">marknad@sami.se</a> (if you're not a contract customer), <a href="mailto:kund@sami.se">kund@sami.se</a> (if you are a contract customer).</p>  |
| <b>NIGHT ELECTRICITY/ 24H ELECTRICITY</b> | Do not forget to order night electricity for fridges or freezers etc.<br><u>All</u> electricity is turned off during the night.   |
| <b>PACKAGES</b>                           | <p>Packages arriving from freight companies are delivered to the stand as soon as possible after receiving it. If you're expecting a delivery please make sure to have the stand staffed. If the stand is unstaffed, the package will be delivered to the booth. A handling/distribution fee applies.</p> <p>The exhibitor takes full responsibility for all items in the stand.</p>  |
| <b>PAINTING</b>                           | It is not allowed to paint or wallpaper the stand walls. If this is not respected, or if the walls are otherwise considered damaged (according to Nordic Expo Service and/or Kistamässan), the exhibitor will be charged. Please see the alternatives for coloring the walls under "WALLS".   |
| <b>PARKING</b>                            | The parking tickets can be bought for one day at a time, they are purchased at the ticket machines on the parking lot.  |
| <b>PILLARS</b>                            | Check the hall plans to see if there are any pillars in your stand. They are marked as red dots. They measure: 50x50 cm in Hall 1 and 30x30 cm in Hall 2. If that is the case you should be made aware of the possibility a pillar can be fitted with a fire extinguisher or/and water pipes.<br>Please contact the project team for more details.  |
| <b>PLANTS</b>                             | Plants are available to rent or buy. You will find our plants in our online shop: <a href="http://shop-nordicexposervice.com/enNES/">shop-nordicexposervice.com/enNES/</a><br>For special requests please contact, Nordic Expo Service: +46 (0)8-506 650 71 or e-mail: <a href="mailto:kista@nordicexposervice.com">kista@nordicexposervice.com</a>   |
| <b>RECYCLING IN THE HALLS</b>             | Recycling Stations:<br>During moving in and moving out and during the exhibitions opening hours there are two recycling stations located in the halls, see hall plans. Waste shall be separated for recycling in three different containers: Wood, Recycling paper and Miscellaneous.   |
| <b>RESTAURANT</b>                         | <p>The restaurant takes orders for food and coffee tickets. These entitle the holder to collect food and coffee from all of our restaurants and cafes. Tickets are valuable documents and costs related to the ordering company. The last day of the fair, the tickets are returned to the restaurant where we calculate the consumption in our restaurants/cafes and cost of tickets.</p> <p>To order tickets contact: <a href="mailto:konferens@kmcompany.se">konferens@kmcompany.se</a> or call +46 (0)8 410 608 20.<br/>For information regarding open hours in our restaurants and cafés, please contact <a href="mailto:konferens@kmcompany.se">konferens@kmcompany.se</a> or call +46 (0)8 410 608 20.</p> |

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| <b>SERVICECENTER</b> | <p>If you need to order any additional equipment to your stand during the moving in period you can do so at our Service Center. An additional cost of 50 (%) percent on the price will be added to orders placed on site. Please note that we cannot guarantee that we have equipment in stock on late orders. Our Service Center staff is happy to help with enquires you may have regarding the exhibition and your stand.</p>   |
| <b>STAND</b>         | <p>Always check the size and the equipment in your stand on arrival. If there are any discrepancies please contact our Service Center. Additional orders of equipment or services will be debited to the company ordering.</p>   |
| <b>STAND WALLS</b>   | <p>Exhibitors with open stands (open on at least three sides) are required to send a drawing on planned wall constructions for approval by Nordic Expo Service. For wall constructions longer than 4 meters, Kistamässan will mount support structures or extra stand walls for safety reasons. If the exhibitor want to have the safety support removed, it might be possible to replace them with for example safety wires from the ceiling, at the exhibitor's expense. Constructions higher than 2,5 meter requires anchoring from the ceiling with safety wire.</p> <p>The flexible wall sections are normally 992 mm wide and 2480 mm high, with a thickness of 62 mm (please contact Nordic Expo Service directly for your stands exact measurements, since these can vary slightly due to construction requirements). The standard wall surface of the booth system is made up of an aluminium frame and white printed MDF-sheets, but it allows for easy coloring of the wall by printing any color, pattern and design you desire directly on the sheet. It is possible to attach items to the walls, but this may require reinforcement and planning with our Technical Project Manager. There are extensive possibilities for customized and unique constructions.</p> <p>It is not allowed to drill holes, screw, or nail into the walls. It is also not allowed to paint or wallpaper the walls. If this is not respected, or if the walls are otherwise considered damaged (according to Nordic Expo Service and/or Kistamässan), the exhibitor will be charged. The walls must be cleared of tape, etc., by the exhibitor before the move-out is complete. For customized wall solutions, please contact us.</p> <p>Please contact your Technical Project Manager at Nordic Expo Service for more information, <a href="mailto:kista@nordicexposervice.com">kista@nordicexposervice.com</a></p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> |



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| <b>STORAGE OF EMPTY GOODS</b> | <p>Storage of empty goods and packaging shall be marked with the stand number and name on a designated form (can be collected from Service Center). Empty goods will be stored during the exhibition at a cost. See current prices on our online shop under Forklift-Empties <a href="http://shop-nordicexposervice.com/enNES/">shop-nordicexposervice.com/enNES/</a>. This cost will be charged the exhibiting companies after the fair.</p> <p>Empty goods and packaging is not allowed to store in the stand, please contact Service Center for removal and storage of the empty goods. Minimum charge is one cubic meter.</p>   |
| <b>WASTE</b>                  | <p>Exhibitors are required to remove all waste from their stand and dispose of waste for recycling at stations provided. There is a charge of 450 SEK/hour for cleaning a stand and 300 SEK/cubic meter for disposal of waste separated for recycling.</p>  |
| <b>WIRE/TELPHERS</b>          | <p>Only Kistamässan / Nordic Expo Service personnel are permitted to hang wires from the designated fixtures. Drawings with measurements and weights must be submitted to Kistamässan for approval at least 4 weeks before the event. The stand builder/exhibitor is responsible for ensuring that these structures are safe and that they meet all the current rules and regulations. A safety mechanism must be in place for all suspended products, from trusses to lighting, signs, banners, etc. Kistamässan accepts no responsibility for the design and construction work, but reserves the right to decide on changes/additions to suspension points and safety arrangements, if Kistamässan believes this to be necessary for safety reasons. The cost of such changes will be charged to the exhibitor/stand builder.</p> <p>If orders for suspension points are received too late, we cannot guarantee that they will be available. If an exhibitor/stand builder wishes to use their own mobile elevating work platform, they must apply for permission from Kistamässan's chief safety officer. A copy of a valid certificate for mobile elevating work platforms must be attached to the application. If permission is granted by Kistamässan, the exhibitor/stand builder is responsible for ensuring compliance with all the rules on the use of a mobile elevating work platform, and takes full responsibility for any accidents/damage that may occur.</p> <p>The maximum weight for the suspension points in Hall 1 is 100 kg per point (Kistamässan reserves the right to lower the maximum weight for safety reasons). The maximum weight for the suspension points in Hall 2 is 150 kg per point (Kistamässan reserves the right to lower the maximum weight for safety reasons). In certain parts of Hall 2 the maximum weight per suspension point may be increased. However, this requires different hanging equipment and an extra cost will apply. If you need to use the reinforced suspension points, please contact the chief safety officer at Kistamässan. There are suspension points every 5 meters or so in both Halls 1 and 2.</p> |