

Construction Information and Guidelines.

Exhibition dates – Dustin Expo 2020

Stand Construction

Tuesday 17th March	12:00 - 22:00
Wednesday 18th March	07:00 - 22:00
Thursday 19th March	08.00 - 09.00 Fine tuning, no handling of goods

All booths must be ready and staffed for the press meeting on Thursday 19th March at 09:00

Opening hours for visitors

No functions are permitted outside these hours.

Thursday 19th March	10.00 - 17.00
Friday 20th March	10.00 - 16.00
Saturday 21st March	10.00 - 16.00

Dismantling

Trolleys and barrows are permitted on the exhibition floor once the hall is empty of visitors. We estimate that this will be 16.30 on Saturday 21st March.

Saturday 21st March	16.30 – 18.00 Removal of portable, exhibits and displays
Saturday 21st March	17:00 - 23:00 General dismantling of stand fitting

Important Information

All exhibits, stand fitting waste etc. must be removed by 12:00hrs on Sunday 22nd March. Any waste or materials left for the Organizers disposal will be charged back to the exhibitor/contractor.

Deadlines

17th Dec 2019	Last day for booth registration
17th Jan 2020	Last day for booking of promotion package
17th Jan 2020	Arena layout will be presented by Dustin
3rd Feb 2020	Deadline approval height exposure (Dustin)
14th Feb	Last order of Rigging points (EDGE)
21st Feb	Last order of booth materials at catalog prices (Workman)
28th Feb	Last order of exhibitor cards (PS Ocassion)

Construction Information

Arena layout

Will be presented no later than 17th January 2020.

Booth information

Included in the booth rates are white booth walls, a carpet, one 10A electricity outlet and one spotlight (200 Watts) per 4 m², logotype + company information on the Expo web page and Expo app as well as participation at the Expo After Work.

Booth area

Everything that you as an exhibitor want to display at the fair has to fit within your booth area. To allow for access and evacuation passages, goods and products may not be placed outside the allotted areas. Neither is it permissible to exhibit bulky goods on the outer booth walls or on top of the walls.

Booth fittings

Order your fittings directly via Workman's web shop at service.workman.se. For questions on booth construction and/or possible and specific additions, contact [Magnus Torén](#) at Workman Event. The last date for ordering booth equipment at catalogue prices is 21st Feb 2020. Orders after this date will be subject to price additions (30%).

Booth walls

The booth walls are painted white, 2.5 m high and 35 mm thick. All walls will have rounded top corners towards the aisles to give the exhibition hall an airy feel. The walls are made of wooden joists with a sandwich core. The surface is a 3 mm masonite board, which cannot handle heavy mountings.

If you need to mount heavy objects, you should hang them from the top of the wall where there is a wooden joint. However, we recommend that you use stands for display screens and similar items. If required, you can order from Workman the addition of a white board on your booth wall for mounting of wall-hung TV consoles. This costs SEK 500 excl. VAT. You may use small nails, tacks or similar to put up posters and other material. However, please make sure, that nails and such don't penetrate your neighbor's walls.

Height exposure

Trusses with lighting will be mounted at seven meters. If you are planning a booth with walls above 2.5 m in height, you need approval by Dustin.

To apply for a higher booth or profiling, please send a complete sketch of the booth including measurements and design sketch to [Martha Helke](#) at Dustin no later than 3rd February 2020. Any building/profiling that has not been approved by Dustin might be dismantled on-site.

Lighting and electricity

Please note that the hall lighting will be dimmed down, and there will only be low general lighting in addition to your booth lighting. Electricity is included and there is one electric socket in each booth. As an exhibitor you need to provide your own extension cords. Additional electricity outlets can be ordered from [Workman](#). Remember to order electricity for appliances such as refrigerators that need to be on at night since all 230V electricity will be shut down after hours.

If you wish to hang truss and/or branding from the ceiling, you need to order rigging points and telfers from [EDGE](#). Note that rigging is not possible in all areas of the exhibition floor. When you apply for rigging points please provide a marking on the floorplan that shows your booths position and the rigging positions. The cost for one rigging point including telfer is 5000 SEK + VAT. Pricing includes trimming installation to rig and final position. Last day for ordering rigging points is 14th Feb 2020.

Aiming lights can also be ordered from [EDGE](#), the cost for aiming one booth is 1750 SEK + VAT.

Network (LAN)

There are wired and wireless computer networks at Ericsson Globe. The strain on the wi-fi is usually very high and we recommend that you order wired internet from [Workman](#).

All wired internet connections are threaded in advance to the respective booth area. Orders should be placed by 21st February 2020.

Moving in and out

Parking when moving in and out

Space for parking trucks and trailers is extremely limited. Separate parking permits, valid for a limited period when moving in/out, can be ordered.

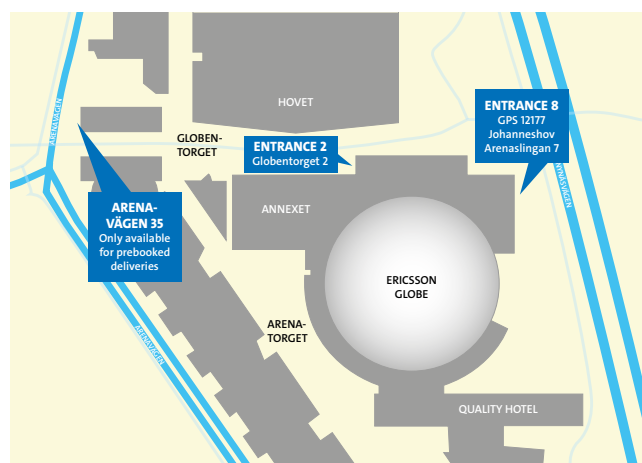
For security reasons, persons under the age of 16 are not allowed on the premises during building.

Accessing the Venue

All exhibitors and contractors who are bringing stand materials and products to Globen will need to book loading and unloading times as well as assistance with trucks with Workman.

Entrance when moving in

When moving in, you use entrance 8 for all small packages, deliveries and small vans. Large good-deliveries can be made through Globen Gate, Arenavägen 35/Valhall, and must be booked in advance.



After moving in, all exhibitors will use entrance 2. This entrance opens one hour before the fair. During fair opening hours the loading dock remains locked. Note that all trolleys and pallet jacks must be removed from the expo area during its opening hours.

Other Guidelines

Insurance

Stockholm Globe Arenas/Dustin will accept no responsibility for exhibition material. As an exhibitor you can get your own exhibitor insurance for your material and your staff through your insurance company or contact Workman for more information.

Fire regulations

No candles are allowed at the fair and smoking is prohibited throughout the entire arena. All materials such as cloth and the like shall be flame proof. Storage and handling of flammable liquids or gas, as well as pressure devices, shall be reported to and approved by the on-site production manager well ahead of time.

Used rags soaked in oil, grease or solvents shall be stored in specially constructed, tight-fitted and fire-resistant containers with self-closing lids.

A fire inspection will take place just before the fair opens. Your booth is required to be manned with exhibitor representatives.

Emergency exits and doors (indoors and outdoors), fire extinguisher equipment, alarm buttons and signs may not be blocked or hidden. Extensive decorations, signs and ceiling constructions above emergency routes are not allowed.

Security

Stockholm Globe Arenas and the Expo area are supervised by security guards, patrolling regularly after closing and at night.

Cleaning

Exhibitors are responsible for the cleaning of their booth. Either you take care of the cleaning by yourself or you order a booth cleaning service through [Workman](#). Stockholm Globe Arenas are responsible for the cleaning of general exhibition areas.

Garbage disposal

When moving in/out, recycling centers are available. These consist of green bins, meant for waste.

Empty packaging

Combustible packaging to be discarded must be put in the large plastic containers available in the Expo area. Recyclable packaging must be put in crates or on pallets as instructed.

Exhibitors' lounge

All exhibitors share a common area adjacent to the exhibition floor in Ericsson Globe, where coffee/tea and fruit is served.

Dress code and presentations

We respectfully ask that all booth personnel dress appropriately, i.e. in such a way that is not perceived as indecent. Also have in mind that your presentations in monitors and screens don't offend anybody.

Products and sales in the booth

All products presented in your booth must be found on sale at Dustin. We encourage you to promote or launch new products in your booth, however those must be scheduled to be put on sale at Dustin whenever released. Contact your product managers at Dustin to agree on a selection of products to be presented in your booth. Should any products that have not been approved and are not sold or planned to be sold by Dustin, be present in the booth, these will be removed

on-site. Note that the sale of products in your booth is not allowed. All sales at the fair must be exclusively done through Dustin's order stations that are found in several locations around the exhibition area. Also note that neither Dustin nor Ericsson Globe nor Workman take any responsibility for the exhibitors' products or exhibition material before, during or after the fair.

Trade prices/offers

During the fair, we would like you to have special trade offers. Please contact your product manager at Dustin so that we together can agree on what offers to launch at the fair. Generally, we need item numbers, price, and product information.

Competitions

Competitions are greatly appreciated by the visitors, which is why we encourage you to organize such events. However, you will have to manage the competitions and hand out prizes yourselves. Dustin is happy to publish the names of the winners after the fair on the Dustin Expo home page, but it's your responsibility to inform participants that they have won and ensure that they receive their prizes.

Food and beverages in booths

Through a contract with SPG Arena, Stockholm Globe Arenas are responsible for all serving of food, beverages, sweets and such within the arena. This means that sponsorship and/or distribution of own food, beverages, sweets and other eatables will not be allowed.

Permission to hand out drinks or sweets in your booth is only given provided that these items are branded with your company logotype and booked via [Patrick Flanagan, PS Occasion](#).

Exhibitor cards

As an exhibitor you must book the number of exhibitor cards you need for the fair. Please contact [Patrick Flanagan, PS Occasion](#) no later than 28th February 2020. We will print your company name on the exhibitor cards, so it is very important that you let us know the number of cards you need in time for the printing.

The exhibitor card gives you access to the exhibitor's lounge (official dressing room in Ericsson Globe at floor level). Dustin will provide you with free coffee/tea and fruit during all days of the fair.