

Technical Manual Nordic Spring Meeting in Haematology 2010

Exhibition

The 41st Nordic Spring Meeting in Haematology 2010 and its exhibition will take place at the Uppsala Concert & Congress Centre, UKK, 21-23 April 2010. The exhibition will be located on the ground floor of UKK. Coffee and lunch is included in the registration fee and the delegates will enjoy their coffee and lunch breaks inside the exhibition area.

Address:

Uppsala Konsert & Kongress
Vaksala Torg 1
753 75 Uppsala
Tel. Conferen esreception: 018-7279027
Fax: 018 - 727 90 25

Exhibition Hours

Wednesday 21 April 12.00–18.00; Thursday 22 April 8.00–18.00 and Friday 23 April 8.00–13.00.

Build Up

Tuesday 20 April 15.00-22.00.

Decorations and simpler build ups can be finalized during Wednesday morning.

Dismantling

Friday 23 April 13.00-16.00. Please note that these are firm times that can not be adjusted.

Everything has to be dismantled no later than 16.00 and all materials must be removed by 18.00. No materials can be stored at UKK after this date and time.

Orders and Shell Scheme/Booth build-up

Please contact Exit AB, for any orders concerning electricity, carpets, walls, furniture etc. Order forms and catalogue is available to download from www.exitab.se

Booth service:

For questions concerning booth/shell scheme services (walls, tables, chairs, high chairs, fascia boards etc.)

Contact at Exit:

Rikard Myrén
Project Manager
Tel. 018-17 25 01, 070 636 25 01
rikard@exitab.se

Free Build Booths

Exhibitors are under no circumstances allowed to affix (staple, tape, glue etc.) signs, lighting or any other equipment to Exit's floor, walls, roof, or other equipment. Materials used by the exhibitors must in be compliance with existing fire proof regulations, as defined for use in exhibitions and other public venues.

Maximum build height is 3 m.

The floor of the exhibition area is grey concrete. It is prohibited to affix carpet with any other tape than tape approved by Exit AB.

Catering

Catering is ordered through Congrex, nordichematology@congreg.com. A menu will be posted on the website shortly.

Internet

Wireless Internet is available in the building, at no cost.

Cleaning

Please note that only daily cleaning of aisles and public areas are included in the exhibition space. Booth cleaning can be ordered through Exit AB.

Delivery of goods to UKK before the Meeting

Mark the goods with "Haematology 2010", clearly noting company name, booth space number, name of contact and phone number. The address is:

Uppsala Konsert & Kongress, Godsmottagning – Roslagsgatan, 753 75 Uppsala.

Deliveries will not be accepted before Tuesday 20 April 08.00-16.00.

The delivery has to be signed and accepted by UKK. It is forbidden to be left unattended and unsigned for at the loading area. For acceptance and return shipments of larger deliveries, such as pallets/cages, UKK will charge 500 SEK, excluding VAT, per item.

All deliveries need to be reported to Andreas Hedin, UKK Janitor, at tel: 018 - 727 90 57, alternatively to the Conference Dept at UKK, tel: 018 - 727 90 20

Please note that it is very important that you mark the delivery well!

Unloading of goods

There are no fork lifts at UKK; it is therefore recommended that you use lift gates. Should you need a fork lift, kindly inform Exit AB three (3) weeks prior to the exhibition.

Loading area with loading bay is available at Roslagsgatan, 753 27 Uppsala.

Position of loading bay:

Lat: N 59° 51.662'

Long: E 017° 38.780'

Freight elevator

Measurements:

Width: 199cm

Depth: 550cm

Height: 249cm

Empty case storage

Empty cases will be stored in a warehouse. Please make sure to mark everything that will be reused.

Return goods

Case/crates can be stored at UKK. Emballage kan förvaras hos UKK. Please make sure to mark everything that will be reused, with company name.

Exhibitors are responsible for arranging their own return transports, and to clearly mark it.

Please note that no empty storages cases/crates can be stored at UKK after 18.00, Friday 23 April.

Coat room and luggage storage

There are lockable storage compartments in the basement of UKK:

Parking

The closest parking area is Centralgaraget on Storgatan.

Registration and hotel reservations

There are three exhibition levels; gold, silver and bronze. Depending on which package has been chosen, 3, 2, or 1 full registration is included in the booth space rental. All persons in the exhibition area and at the Haematology Meeting have to be registered. Registration is made at the website, <http://www.nordichematology.org>.

Included in the full registration fee is free access to all scientific sessions, exhibition, conference papers, coffee and lunch.

There is also a specific exhibitors registration fee, for staff only working in the booths and during the exhibition. Only coffee, lunch and the Welcome Reception on Wednesday 21 April is included. No access to scientific sessions is included.

Name badges are picked up from the registration desk located right outside the exhibition.

There will be a banquet dinner for all delegates on Thursday 22 April, 19.00 at Östgöta Nation in Uppsala. During the dinner, a 3-course dinner with drinks will be served. The banquet dinner is included in the full registration fee.

Hotel room reservations can be made while filling out the registration for the meeting. A presentation of the pre-booked hotels, with price information, is available at the website, <http://www.nordichematology.org>.

Liability and safety

Exhibitors must have valid insurance, which covers damages or loss to exhibition materials and equipment. Neither Nordic Spring Meeting in Haematology 2010, UKK, nor Congrex Sweden AB are liable for any damage or loss of any materials or equipment.

Emergency Exits – There must always be free access in front of, behind and adjacent to any emergency exits. Emergency exits are posted in each room and are clearly marked. Always make sure to note where the nearest emergency exit is located.

Fire alarms/Fire Safety – UKK has automatic fire alarms and sprinkler systems. Fire extinguishers are strategically located in clearly visible areas.

CPR/First Aid – Most of UKK's staff is trained in CPR and easily handle smaller accidents. First Aid is accessible in several locations throughout the building, as well as in the ticket office and conference reception.

Security

Standard security (alarm and locks). Exhibitors are responsible for their own materials.

Payment and Cancellation conditions

An invoice for the exhibition space, or remaining balance has been sent to all exhibitors. If payment is not made on time, the exhibition space will be made available to other companies. Cancellations less than 3 months prior to the exhibition will not be refunded.

Contact information:

www.nordichematology.com

Congrex Sweden AB

Att: Nordic Spring Meeting in Haematology 2010

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E-post: nordichematology@congrex.com

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Fax: 018 - 727 90 95

Contactperson: Marie Louise Stråle

www.ukk.se