

EXHIBITOR INFORMATION

NCI 2023

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

VENUE	Kistamässan, conference center Entrance through main entrance: Arne Beurlings Torg 5, 164 40 KISTA	
ORDERING AND QUESTIONS	For technical questions, ordering stand service as well as exhibitor insurance: Workman Event, phone: 08-410 356 60 e-mail: monterservice@workman.se	
ORDER IN TIME SAVE 30%	SEE LAST DATE OF ORDER for stand service, furniture etc: 30% will be added on top of the regular price after this date. 50% will be added for orders made on site during moving in/open hours. Changes/canceling after this date - will be charged in full. Visit our online shop to order: www.workman.se/shop/en/	Deadline for Final Artwork: Thursday 6/4 Deadline for order: Thursday 6/4
MOVING IN	Through main entrance: Arne Beurlings Torg 5, 164 40 KISTA NOTE! Larger goods through GATE 1A, Vågögatan 3, S-164 40, Kista	Tuesday 25/4, 07.30 – 09.30
MOVING OUT	NOTE! Starting to pack your items and moving out of the stand before closing the last day of the exhibition is not permitted.	Wednesday 26/4, 10.30 – 15.00
DELIVERIES BEFORE THE EXHIBITION	Workman Event or Kistamässan takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition! Please write following address and marking on items to be delivered: NCI 2023 E-plan/Company/ Stand number/Contact person and Number Kistamässan, Vågögatan 3, S-164 40 KISTA See complete information under "Goods handling".	Monday 24/4, 07.00 – 16.00
HANDLING OF GOODS	The exhibitors are responsible for booking transportation of their goods. Goods arriving to the venue are transported to the designated booth at a cost (see current prices in our online shop under Forklift-Empties www.workman.se/shop/en/). The same cost also applies to outgoing goods that are left in the booth. These costs will be charged the exhibiting companies after the event. In case a freight company comes with goods and asks the staff on sight 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. 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.	
OPENING HOURS	The exhibition is open for visitors: You as an exhibitor have access to the venue from 07.30 on Tuesday.	Tuesday 25/4, 09.30 – 15.30 Wednesday 26/4, 08.30 – 10.30
CONTACT, ORGANIZER	Project manager: Lotta Ahlbertz +46(0)70 440 08 02 lotta@mkon.se	
CONTACT, TECHNICAL DEPARTMENT	Project manager: Marcus Sundström 08-410 356 87 marcus.sundstrom@workman.se	