

NECTM7

Northern European
Conference on Travel Medicine
Stockholm May 2-4 2018

Sponsor & Exhibition information

Venue

Clarion Hotel Stockholm, Street address: Ringvägen 98, Stockholm

Set up hours

May 2nd Between 12,00-15,00

Dismantling

May 4th between 11.00 and 15.00.

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.

Service

During moving-in and out periods and during the entire conference, MKON staff will be available at the registration desk and be more than happy to assist.

Shipping address

Please label the goods carefully by the following:

Clarion Hotel Stockholm Ref: Konfavd. NECTM7 May 2-4

Your company name & Booth Number

Skansbrogatan 2, S-118 60 Stockholm

Clarion Stockholm will store all deliveries until the event. The exhibitor is responsible for bringing materials to and from the loading dock. If help is required for this, it may be ordered for an additional charge.

The exhibitor is responsible for ordering a courier for shipments to and from the hotel, as well as labelling deliveries with addresses and ensuring that goods are correctly packed.

Goods are received at the earliest on April 30, 2018. If the goods arrive before this date, we will store it and charge the exhibitor. The same applies if the goods are not picked up within the specified time. Your goods will be delivered to your stand

Loading and unloading is permitted by the loading dock during the arrival and departure periods. The parking of cars by the loading dock is not permitted. Door by loading dock

Width: 180 cm, Height: 200 cm

Width: 110 cm, Height: 200 cm

Depth: 230 cm, Max Weight 1600 kg

Equipment on stands

1 conference table (140 x 45 cm) with tablecloth

2 conference chairs

Electricity with extension cord

WIFI

Roof height is between 210-250 cm

NB! Nails, tape and adhesive pads are not permitted on the walls, floors or ceiling of the exhibition hall/conference premises. Any damage to the hotel's inventory will be charged to the exhibitor afterwards. Bluetack may be used.

We are planning on an inviting and airy exhibition area and would rather not have walls between each exhibitor or traditional booths.

Please note that fire and evacuation routes must be kept free from all exhibition materials.

Insurance

Clarion Hotel Stockholm's insurance only covers the hotel's own inventory.

We therefore recommend that you obtain separate insurance for the exhibition/fair.

Liability

Neither the organiser on the conference nor the venue is liable for losses or damages at the booth and your equipment. The exhibitor is liable for losses and damages. The same conditions are valid for goods, which are delivered and stored before, during and after the event.

Packaging/Waste

Clarion Hotel Stockholm is not able to store goods following the fair. Materials may be stored in the hotel for 24 hours after the conference. Thereafter a charge of 500kr per 24 hours will be charged for further storage.

Conduct of Exhibits

Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's area. If you plan to host a presentation in your stand a sound system with headphones for the audience must be used in order to not disturb other exhibition. If you want more space for your presentation, we refer to the symposium (Gold and silver sponsor level).

Internet

Wireless Internet is available free of charge. Connect to the Clarion Conference network.

Fixed line Internet is available to order. Dedicated LAN, 10 Mbit, costs 5000kr/24 hours

Food and Drink

Clarion Hotel Stockholm is licensed to serve food and drink in all its rooms. All food and drink for stands should therefore be ordered from the hotel. The law does not permit alcoholic beverages to be brought onto the premises to be served at stands, etc. Food, sweets and snacks may also not be brought onto the premises. However, advertising sweets may be brought.



Parking

Clarion Hotel Stockholm provides a valet parking service for cars - leave your car by the entrance at Ringvägen 98 and they will park it for you. The cost is 460 sek per 24 hours. If you park your own car, the cost is 310 kr per 24 hours, which is payable direct to the car park. Car park entrance

Smoking

Smoking is not permitted anywhere in the hotel.

Exhibition opening hours

The exhibition is open during all meetings. All coffee & tea breaks will take place in the exhibition area. Please find the times in the scientific programme at the webpage.

Staff registration

All staff must be preregistered for the conference. Exhibition badges is to be collected from the conference registration desk. (please see in the sponsor opportunities how many staff included in your level)). Additional registrations are available at regular registration rates.

Consumption

All coffee breaks will be served 20 minutes before the program shows, so you have the possibility to have a break before all participants.

Accommodation

You can make your hotel accommodation while registering as staff. You will find Information about the reserved hotels on the website: www.nectm.com

Social Programme

We will have a welcome reception on May 2nd and a Conference Dinner on May 3rd. Entertainment will be provided during the conference dinner

VAT

All prices are in SEK and excluding Swedish VAT (25%)

Terms of payment

Invoicing will start after two weeks after your order. Invoice shall be paid within 30 days, at the latest April 15th, 2018

Contact

Conference Secretariat

MKON

Åsa Eklund

Project Manager

+46 731 531 531

asa@mkon.se

