



Practical Exhibitor Information for NFKK 2024

We look forward to meeting you and hope for some rewarding days with opportunities for new contacts with our participants. Please find some practical information regarding the exhibition at the conference.

Shipping Address: **Karolinska Institutet**
Aula Medica/ Event Group
Solnavägen 7B, 171 65 Solna, Sweden

The following information must be included on the shipment:

NFKK 2024, Company Name, Contact Person, and the Phone Number of your representative.

Delivery of Goods:

Incoming goods will be received between September 11-13 (9 AM - 3 PM). Outgoing goods must be handled by the exhibitor and removed promptly after the conference ends, but no later than 3 PM on September 23. Goods should be packed and return shipping labels should be printed in advance. Outgoing goods should be left on the second floor (ground floor), and Aula Medica's staff should be notified that the freight/courier has been booked.

Note: There is no loading dock, only a loading entrance at Solnavägen 7B. This means that goods must be transported with vehicles that can lower goods to ground level. Carts are available for transporting smaller goods within the building. If you bring your own transport cart for materials, it should have rubber wheels as the floor is delicate.

Notify upon arrival of goods at +46 8-524 822 00.

If you have a larger/heavier machine that you want to show, contact Stefan Wengelin to discuss this based on the possibilities the house offers.

Get-in: Monday, September 16, 1 PM – 5 PM, and Tuesday, September 17, 7 AM – 11 AM

Get-out: Friday, September 20, 12:30 PM – 5 PM

Your Exhibition Space:

Silver and Gold Sponsors: 4.5 m wide x 2 m deep floor space

Regular Sponsor: 2.5 m wide x 2 m deep floor space

Note that no partition walls separate the booths.

Chair and table (the table is labeled with the exhibitor's name)

Power connection 230 V/10 A

Existing Wi-Fi (code provided upon arrival)

Any personal booth walls/rollups must not exceed 2 m in height.

It is not allowed to tape on the walls, floor, or windows.

It is not allowed to hang anything from the ceiling.

Floorplan with the booths will be emailed separately.

Miscellaneous:

No explosive items or gas cylinders in the booths.

The organizer/exhibitor is responsible for exhibited items, decorations, and other materials. We recommend that exhibitors take out comprehensive exhibitor insurance.

Packaging and other combustible materials must not be stored in the booth; they should be stored in a designated area. Contact Aula Medica's staff.

Please note that the return of booth materials requiring transport via freight elevator can only occur after the program in the auditorium has concluded for the day.

No self-catering or drinks. Candies and similar items are allowed.

The exhibition will be closed and the premises locked in the evening, but we recommend taking out personal exhibitor insurance as the facility's own insurance does not cover any damage or theft in the booths.

Contacts:

Aula Medica: Nina Jensén Barolo / Caroline Bauer (+46 8-524 822 00)

Organizer:

Kristina Höög Hammarström (kristina.hoog-hammarstrom@regionstockholm.se)

+46 8 123 710 62

Stefan Wengelin (stefan@commee.se)

+46 70 34 22 138

Additional Orders:

City Expo: Kostas Grintzos (+46 70 77 122 52)

Here you can find their offerings: www.cityexpo.se