

TECHNICAL REGULATIONS

1. Instructions regarding stand construction

General rules

- Exhibitors are responsible for all rented equipment during the exhibition period.
- Exhibitors/stand builders must have valid liability insurance.
- Children under 18 years are not allowed on the exhibition premises during the moving-in and moving-out periods, even when accompanied by an adult.
- The law states that smoking is not allowed on the premises.
- Any work that affects the Swedish Exhibition Centre's property may only be carried out by staff authorised by the Swedish Exhibition Centre. Such work includes hanging wires from the ceiling (even from existing mounts), anchoring machinery to the floor, securing devices to pillars or beams, making electrical and water supply connections in floor channels, etc.
- All saws, sanders, polishers, etc. that are used must be connected to a chip/sawdust extractor.
- The Swedish Exhibition Centre's Hall Manager makes safety rounds before and during each event. Comments and points of criticism expressed during these must be tackled urgently. Any costs will be charged to the exhibitor.
- Stand activities that the Swedish Exhibition Centre perceives as disturbing to surrounding stands may be stopped, without any compensation for costs related to the stopped activity.
- Voice amplifiers or speakers may not be used in a way that disturbs visitors or exhibitors. Speakers must be directed inwards to the stand.
- Wireless microphones may not be used without permission. Contact the Technical Coordinator for permission.
- Advertising material may only be distributed at your own stand.

Moving in and out

- During the moving-in and moving-out periods, the exhibition halls are to be considered a building site. You (the stand builder/exhibitor) are responsible for the work environment and fire protection within your stand area. This means that you must take the necessary steps to protect yourself and other stand builders/exhibitors from the risk of accidents.
- During the moving-in and moving-out period, a minimum age limit of 18 years applies in the halls.
- Information about the official times for moving in and moving out will be sent out separately. The use of a longer period of time for moving in or out requires the approval of the Swedish Exhibition Centre and will be charged at a fixed hourly rate.
- If you wish to move in earlier than the official time, please apply to our Technical Coordinator. This will be charged at a fixed rate per stand.
- On the last day for moving in, work at the stand may carry on until 20.00 hours (unless otherwise notified), after which the hall must be vacated.

Aisles and other floor surfaces

- All aisles are emergency routes. Emergency routes, fire fighting equipment, alarm buttons and signs must NEVER be obstructed or obscured. There must be no constructions whatsoever above the aisles without permission. The same applies to displays and decorations.
- Exhibition materials placed outside the stand will be removed at the exhibitor's expense.

- If you lay your own flooring/carpet in the stand or aisles, you must notify our Technical Coordinator. Only certain woven tapes may be used when laying flooring/carpet. Note that all tape must be removed after the exhibition. In the event of any floor damage, the exhibiting company will be required to pay the cost of restoring the floor to its original condition.
- In order to comply with evacuation requirements, the carpet in the aisle must be marked with a different colour along the side/s next to the edge of the stand.
- The floor material in our exhibition halls is mostly epoxy treated concrete. The floors must not be painted or otherwise subjected to damage.

Stand separating walls

- Stand separating walls are not normally included in the stand space rental.
- Wall orders will include support walls approximately every four metres. These may not be removed without the approval of the Hall Manager. If removed without his consent, the cost of making good and replacement may be levied.
- Support walls and other forms of support may be directed inwards towards the stand.
- No supports may be removed without the permission of the Hall Manager on site.
- Wall structures facing the aisle must be approved by our Technical Coordinator.
- After the exhibition, the stand walls must be cleared of any staples, tape, screws, nails, adhesive mounting squares and the like.
- Any wall damage will be charged to the exhibitor.
- Wallpapering may only be done on particle board surfaced walls. The wallpaper must be pasted into place. Staples, tape or similar must not be used.

Painting

- Products containing organic solvents, e.g. contact glue, spray paint, paint with white spirit or thinner, etc., must not be used on Swedish Exhibition Centre premises. This is in accordance with the provision of the Swedish Work Environment Authority's Statute Book, AFS 2000: §§ 4.4-5 and the Environmental Code, §§ 2.2-8.
- There is a general ban on spray painting.

Electrical regulations and electrical connections

- The Swedish Exhibition Centre's mains electricity supply is 220 V AC 1-phase, and 400 V AC 3-phase. All electrical power points are safety earthed. The mains electricity supply will be turned on no later than the day before an exhibition opens until one hour after closing time on the last day. If you require a supply of electricity at other times, please submit an order.
- Leave a clear space of at least 1 metre in front of each junction box/distribution cabinet.
- No installation work may be carried out on live equipment. In the event of damage to the electricity distribution system or any connected appliances through unauthorised connection, a claim for damages will be made against the exhibitor in question.
- Connection to the mains supply system in the exhibition halls must be carried out by the Swedish Exhibition Centre's authorised electrical contractors.
- Lighting rails must be firmly fixed no lower than 2.2 metres above the floor and must be fitted with end covers.
- Fittings and other appliances/equipment made of conductive material must always be earthed or F1 marked. All electrical installation work in stands must be carried out by authorised contractors (SIND FS 1988:1, 2, 3, 4).
- In order to prevent excessive noise levels when installing lighting girders, rubber mallets or similar tools must be used.

- In the event of a damaged or faulty electrical installation, immediately inform our Service Centre or the Hall Manager. In all other respects, the General Conditions of the Swedish Electrical Contractors' Association (EIO), as set out in form EL72, apply as appropriate.
- Please switch off all stand lights at the end of the day.

Ceiling mounts

- Ceiling mounts can be loaded with a maximum of 50 kg. Only authorised wire locking devices may be used.
- For safety reasons, the Swedish Exhibition Centre is entitled to secure, or increase, the number of wires at the exhibitor's expense. The exact location of the wires cannot be guaranteed; the margin of discrepancy is +/- 50 cm.

Compressed air

- The air pressure is 6 kp/cm² (600 kPa, 6 bar). The connections are of KLO and CEJN type.

Water

- The water pressure at the Swedish Exhibition Centre is about 3 kp/cm² (300 kPa, 3 bar), connections are of Nito or R15 type.

Tall structures

The standard permitted maximum height of stands at the Swedish Exhibition Centre is 2.5 metres. The same applies to signs and decorations.

An exhibitor may be exempted from this standard but only:

- If permission has been obtained from the nearest neighbour. Contact the Technical Coordinator for further information.
- If no construction work is started until written authorisation has been received. The Swedish Exhibition Centre has the right to demand the dismantling of the structure if permission has not been granted.
- A fee will be charged for a tall structure with advertising exposure.

Applications for tall structures

Send your application to:

The Swedish Exhibition Centre
[Name of exhibition]
Att: Applications for tall structures
SE-412 94 Göteborg
Sweden
Applications can also be faxed to +46 (0)31 708 84 70.

Two-level structures

Two-level structures are permitted:

- If the distance between two separate 2-level stands is at least 10 m. However, the application may be rejected even though the neighbouring exhibitor has consented.
- If permission has been obtained from the nearest neighbour. However, the application may be rejected even though the neighbouring exhibitor has consented. Contact the Technical Coordinator for further information.
- If the 2-level stand structure, where visitors and exhibitors have access, meets any and all requirements laid down by Swedish building standards and the special fire and evacuation regulations established by the relevant authorities (BBR and BKR).
- If the exhibitor also pays stand space rental for the upper floor, which can be max 50% of the stand area of the ground floor. The total building height must not exceed 5 m and the headroom of the ground floor must be 2.3 - 2.5 m.
- If the walking distance to the stairway does not exceed 10 m from any part of the stand on the second level. The stairway distance is to be measured at right angles at the

longest distance, and walking routes that converge are to be counted twice.

- If the width of the stairway is made appropriate to the area of the upper level. A stairway must be at least 0.8 m in width for an upper level floor area of up to 25 m². Each further part or whole 25 m² of upper floor area requires a further stairway of 0.8 m width. However, two such stairways can be replaced by a straight stairway of 1.2 m width.
- If the stand builder accepts responsibility for safety and supervising the construction work. The Swedish Exhibition Centre accepts no responsibility for the structure itself or its technical design and workmanship, but retains the right to demand additional information regarding technical design, materials, etc.
- If the structure includes an enclosed space, or the like, then smoke detectors must be connected to the Swedish Exhibition Centre fire alarm system.

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2. Fire protection

Construction materials and decoration

- The materials used in stand walls and ceilings (decorative ceilings made of type-approved textiles and other materials) must be flame-retardant, i.e. not more flammable than wood. Acceptable materials include particle board, non-porous wood fibre board and plywood.
- The type approval can be replaced by a written certificate from the SP Technical Research Institute of Sweden. The approval or certificate must be available at the stand, unless it is otherwise apparent that the material is acceptable. In cases of uncertainty, the Swedish Exhibition Centre's Hall Manager may carry out a simple test procedure.
- Textiles and similar materials for lining walls, and any other decorations, must be impregnated to make them flame retardant.
- Corrugated cardboard, polystyrene (styrofoam), straw and wood shavings are not normally accepted.
- The exhibition halls of the Swedish Exhibition Centre are equipped with sprinklers. Because of this, all textiles used for stand ceilings and canopies must be of either an open net weave or of a special mesh weave for use under sprinklers. The textiles must also be impregnated to make them flame-retardant.
- The ceilings of stands of more than one level and enclosed/covered stands must be constructed as described above. Special regulations apply to ceiling materials covering an area of more than 30 m². In such cases contact the Fire Protection Officer at the Swedish Exhibition Centre.
- Enclosed/covered stands must have smoke detectors linked to the Swedish Exhibition Centre's fire alarm system.

Tents

- The erection of tents on the Swedish Exhibition Centre premises requires a certificate showing that the material is flame-retardant.
- If the tent is designed in such a way that smoke can accumulate under the ridge, or has sides creating an enclosed space, there must be smoke detectors linked to the Swedish Exhibition Centre's fire alarm system.

Packaging and other materials

- Empty packaging and other combustible materials must not be stored inside the stands or in the exhibition halls during an ongoing exhibition. We recommend that you book our empty packaging handling service via our Service Centre.

Naked flame

- Naked flame, such as with lighted candles or similar, is not allowed on the Swedish Exhibition Centre's premises in connection with an exhibition.
- An exception to this rule can be granted when such candles or similar are part of the product range. An approved fire extinguisher must be available in the stand, and the placing of the candles must not constitute a risk to visitors.
- The candles must be kept under supervision and may only be lit when the stand is manned. Contact our Technical Coordinator.

Inflammable and explosive goods

- The handling and storage of inflammable liquids, gas or pressure vessels are not generally permitted in the exhibition halls. An application for special permission to do so can be submitted four weeks before the event. The applicant must comply with the relevant rules and regulations.
- Used cleaning rags soaked in oil, grease or solvents must be stored in special, tightly sealed, noncombustible containers with self-closing lids.
- Vehicle fuel tanks must be filled and have lockable caps. In the case of LPG vehicles, the main tap nearest the tank (gas bottle) must be closed.
- The handling and storage of LPG require the approval of the Fire Protection Officer at the Swedish Exhibition Centre. Note that the Emergency Rescue Services (Räddningstjänsten) have provided specific directives concerning the handling of LPG on public premises:
- <http://www.raddningstjansten.goteborg.se/Application/Admin/Article/showImage.asp?DocumentId={2E99C33A-BA89-4F55-8057-9655A74F62CC}>
- To sum up, the following applies to LPG:

Users

- Each user site (e.g. stand) must have a designated person responsible for ensuring compliance with the law on inflammable and explosive goods, and that the directives of the organiser (Swedish Exhibition Centre), are also adhered to.

Location

- Can be placed indoors if the LPG is protected from heating for 30 minutes. In such cases, a ventilated and non-combustible cabinet is required (Fire Classification E130).
- The LPG bottle/cylinder must be stored upright and be well protected against unauthorised access.
- Only one day's consumption of LPG may be present at the user location.
- If the consumption appliance is portable, the cylinder/bottle shall be kept on the trolley.

Connection

- The hose used between the cylinder/bottle and the LPG burner must be of the approved type.
- The length of the hose should not exceed 1.5 metres.
- The LPG line must be located so that it is proof against tampering.
- A leak test must be performed at each connection point.
- The distance between an LPG burner and anything positioned above it (cabinet, shelf, canvas or similar)

must not be less than 1.0 m. The distance to the side of the burner must not be less than 0.5 m.

- The LPG burner must be fitted with a safety device that turns off the gas supply if the flame is extinguished.

Hot work

- Hot work means any procedure that involves the use of naked flame, or gives rise to sparks, or involves soldering, welding, cutting, grinding or any other work with tools that causes heating.
- Hot work is not permitted at the Swedish Exhibition Centre even during the stand construction period without the properly completed authorisation form from the person in charge of permits, who determines whether hot work is feasible.
- All hot work must be carried out by people with approved hot work certificates. Since there is no clear limit for what can be classed as hot work, all jobs where there is uncertainty are classed as hot work.

Pyrotechnics and smoke

- All use of fireworks or smoke-generating machines/objects is strictly regulated at the Swedish Exhibition Centre and is not allowed under any circumstances without the written permission of the Safety Manager.
- Pyrotechnic goods must not be used at a public meeting or public event held indoors, without Police permission (Public Order Act, Section 2, § 20).

Application for a temporary permit to handle inflammable and explosive goods

- Application for a temporary permit for inflammable and explosive goods must be sent to the Swedish Exhibition Centre at least four weeks before the event.
- A license fee of SEK 1,500 will be charged. The fee covers costs such as administration and control, and a fire watcher at any fire alarm that has been turned off in connection with the handling and use of such materials.
- No flammable and explosive goods may be brought onto the Swedish Exhibition Centre's premises until written authorisation has been obtained.

3. Waste

The Swedish Exhibition Centre applies the principles of sorting waste at source. Exhibitors, stand builders and interior decorators are responsible for sorting their waste and delivering it to the collection points located in the various halls.

- A waste depositing station for sorted waste is located in the loading yard behind the Service Centre during exhibitions.
- Exhibitors will be charged a fee for environmentally hazardous waste, such as fitted carpets, oils, etc.
- When the exhibition is over, the stand area must be left as clean and tidy as it was when made available to the exhibitor. No waste must be left in the aisles. The exhibitor can, however, order waste removal (for more information, see notice on location). If cleaning has not been carried out, the exhibitor will be liable to pay an additional clean-up charge in accordance with our current price list.

4. Handling of food

Exhibitors who intend to handle foodstuffs in any form at the Swedish Exhibition Centre shall contact the Environmental Protection Office (Miljöförvaltningen) in Göteborg (tel: +46 (0)31 368 37 00) well before the exhibition, and request the form "Application to Register Temporary Premises for Handling Foodstuffs (Events)". The relevant requirements for

equipment, fittings and furnishings vary depending on the type of food and the degree of handling.

Basic rules:

- Hot and cold running water, a wash basin and a washing-up sink are required for staff who deal with food on the stand. Can be ordered via our Technical Coordinator.
- An extractor must be ordered for use when frying or carrying out other cooking that causes smells or smoke.
- Food prepared on other approved premises (e.g. pies, sandwiches, salads or unwrapped confectionery, cakes and ice cream) requires a permit and a wash basin with hot and cold water and a washing-up sink.
- Food preparation (fast food, soft ice cream and sandwich making) requires a permit and a wash basin with hot and cold water and a washing-up sink. A scale drawing of the stand must be provided.
- Pre-packaged foods (sweets, snacks and canned goods) do not require a permit.

General requirements for all food production:

- The floor must be easy to clean (no wall-to-wall textile carpet).
- Worktops and other equipment must be of smooth, non-porous, easily cleaned materials.
- Storage must always be on shelves. Floor storage is not permitted.
- There must be lockers for clothing.
- The staff must have appropriate workwear.
- Refrigerators, freezers and ovens, etc. must be available for food requiring such facilities.
- Liquid soap and disposable towels must be available at the wash basins.

5. Work environment

Control

- In order to ensure that manufacturers/importers only release products which comply with the applicable requirements, the Swedish Board for Accreditation & Conformity Assessment (SWEDAC) has been commissioned by the Swedish Government to ensure that the market is subjected to the necessary supervision/controls.
- In the case of the Machinery Directive, Pressure Vessel Directive and Directive on Personal Protection Equipment, the supervisory authority is the Swedish Work Environment Authority (Arbetsmiljöverket) and its inspectorates. The Swedish National Electrical Safety Board (Elsäkerhetsverket) is the supervisory body for the EMC (Electro Magnetic Compatibility) Directive and Low Voltage Directive.
- Exhibitors must be able to satisfy the relevant authorities that their products have the necessary CE-marking by furnishing, upon request, the document entitled "Declaration of Conformity & Operating Instructions". The document does not have to be in Swedish. Any official EU language is acceptable.
- If there is an obvious risk of a serious accident involving personal injury as a result of a machine demonstration, the Industrial Safety Inspectorate may issue an immediate ban on further use.
- For advice on the relevant requirements, please contact the following authorities: Swedish Work Environment Authority, in Göteborg or Stockholm; Electrical Materials Unit of the Swedish National Electrical Safety Board, Stockholm; Swedish National Board of Trade, Stockholm; or SWEDAC (Swedish Board for Accreditation & Conformity Assessment), Borås.

Safety at exhibitions

- The Swedish Work Environment Act (Section 3, §§ 8–9) specifies which regulations apply to machinery,

equipment, protective equipment and hazardous substances that may cause ill health or accidents.

- The manufacturer/importer or his agent is responsible for ensuring that such devices/materials are sufficiently safe and must also have taken the requisite measures to ensure that the said devices/materials do not constitute any risk of ill health when properly used.
- Technical devices, e.g. machines, may be demonstrated at an exhibition even if they are not CE-marked, provided that the following conditions are met:
 - If a device does not comply with the applicable legal requirements this must be clearly stated on a sign displaying the text "For Exhibition Demonstration Only" or "Not CE-marked".
 - Before a device is activated (demonstrated), adequate safety measures must be taken to prevent accidents. For demo runs, it is of particular importance to ensure that there is an adequate cordoning/safety distance for visitors and stand personnel.
 - Persons under the age of 18 (minors) are prohibited from using certain dangerous machinery. Please consult the regulations entitled AFS 1996:1 (Minors) issued by the Swedish Work Environment Authority.

Exhibiting products

- Goods which are legally sold in one EU/EES country must be freely sold in the other member states. In order to protect health, safety and the environment, there are certain common regulations that apply in order to be able to sell such products freely. The basic safety level is laid down in special directives.
- The manufacturer must comply with these safety requirements in order to be able to sell the product freely. CE-marking, together with a Declaration of Conformity, shows that the product meets the requisite standards.
- In the case of machines, the Machinery Directive must be adhered to. Sweden has incorporated this in its national legislation: see the directive issued by the Swedish Work Environment Authority (AFS 1994:48 Machinery and Certain Other Technical Devices).
- Further directives that may be relevant to machinery are: AFS 1994:53 Simple pressure vessels, ELSÄK-FS 1995:5 EMC Directive, and ELSÄK-FS 1995:7 Low Voltage Directive.
- Other directives apply to other products. The Swedish National Board of Trade in Stockholm can provide information about the directives that apply to specific products.

Motor vehicles

- Vehicles must not be driven into the halls. All internal transport - lifting work and fork lift work - within the exhibition area is dealt with by our own transport department, Svenska Mässan Transport.
- It is forbidden to allow engines to idle inside and outside the halls.