

IMPORTANT AND PRACTICAL INFORMATION FOR OUR EXHIBITORS

Below you will find points of reference and practical information that is important for your planning for the Medical Technology Days in Luleå.

GENERAL INFORMATION

The exhibition is an open exhibition with no booth walls between the exhibitors. There will also be the poster exhibition, all coffee breaks and lunches.

Place: The meeting takes place at Kulturens hus, Skeppsbrogatan 17, Luleå.

Opening hours for the exhibition

Tuesday 4 October Move-in (see information below)

Wednesday 5 October 08.30 – 17.00 (the venue opens at 07.30 and is open until 18.00)

Thursday 6 October 08.00 – 13.30 (the venue opens 07.30. Dismantling from 13.30)

Lunch for exhibitors: included for registered exhibitors during the meeting and served Wednesday-Thursday. The exhibitors eat before the congress participants (30 minutes before the time of the program) in the restaurant.

Exhibition map with booth locations: [LINK](#) Click on Hall sketch.

The following stand area is prepared for you:

- 5 running meters x 2 m for partners/gold exhibitors
- 3 running meters x 2 m for silver exhibitors
- 2 running meters x 1.5 m for bronze exhibitors

A table 140x70 cm; (two tables for partners (gold))

The tables will be marked with your company names.

Electricity (220V/10A/2000W) is included. If e16a/3 phase is desired, it is ordered separately - contact Kulturens Hus

Wireless Network: Name: LK_Kulturhus Password: welcome2lulea

Floor/substrate: The floor in the facility is oak wood flooring.

Registration: All exhibitor representatives must register in advance via this link:
<https://www.medicinteknikdagarna.se/utstaellarpaket>

On site at Kulturens Hus you register your arrival and you will receive your nameplate, which you are asked to wear in plain sight throughout the meeting.

Website/program: www.medicinteknikdagarna.se

Speakers corner on floor 5: Gold and Silver sponsors are welcome to present during the coffee breaks. Contact Johan at CEKA if you want to book an appointment.

Participant lists: Participant lists emailed will be available digitally in the meeting's "mobile web".

Parking: Parking garage is located under Kulturens hus with about 200 places more info can be found here. <https://www.lulea.se/samhalle--gator/gator-och-trafik/parkera.html>

MOVING IN / MOVING OUT

Moving in exhibition: Tuesday 4 October, 13.00 – 18.00.

Empty packaging: When you have finished building your stand, pack up and mark up the packaging to be reused and contact staff on site to have it removed. More info on site.

Move-out exhibition: Thursday 6 October at 13.30 (after lunch) The conference continues after lunch and then ends only with a "grab & go" coffee.

Supplementary stand equipment

If you want additional equipment in your stands, it is ordered directly at Kulturens Hus.

Contact Kulturens Hus: Linda Engman (exhibitingcontact) 0920-45 43 56, linda.engman@lulea.se

Anette Gustafsson (Project Manager MT-days) 0920-45 43 53, anette.gustafsson@lulea.se

Insurance in the transport and storage of goods

Exhibitors and sponsors are responsible for exhibited items, decorations and other materials. We therefore recommend all companies to take out insurance that covers any damage or loss. Neither Kulturens Hus in Luleå, CEKA, Resia AB nor Medicinteknikdagarna are responsible for exhibitors' materials.

At night, Kulturens Hus has regular locking and alarms. It will be possible to lock, for example, a laptop in a separate locked room.

Exhibitor material

If you need to send material to Kulturens Hus in advance, we ask you to clearly mark all materials "Medtech Days, 4-6 October 2022" as well as company name and stand number.

Kulturens Hus in Luleå can *receive material on Friday 30 September at the earliest*. Opening hours for delivery: Weekdays 07.30 – 16.30.

Delivery address to Kulturens Hus:

Delivery & pick-up address:

Kulturens hus, Konsert och Kongress Att: MT-dagarna 4-6 oktober 2022 [företagsnamn och monternummer] Skomakargatan 33 97231 Luleå

Goods received by Kulturens Hus Luleå will be delivered to the stand. If you do not bring the material yourself after the end of the fair, but a courier must pick up, filled in and printed return shipping labels must be available for each package. If there is no return shipping label, handling / storage of materials will be charged to the exhibitor. The exhibitors themselves are responsible for packing up all the material, marking it up and placing it in the place the staff refers to. You must also take care of calling and ordering couriers yourself.

*Please note that Kulturens Hus Luleå is **not** able to store any material after 13.00 on October 7.*

All loading and unloading of bulky materials / equipment takes place via the goods reception (address see above).

Loading that you bring with you when moving in: takes place via the regular entrance at Skeppsbrogatan 17. In the case of very bulky goods, it may be a good idea to check with Kulturens hus.

After unloading, the vehicle must be moved immediately to parking on designated parking areas. It is NOT allowed to park vehicles other than during loading and unloading.

The estate is received by Kulturens hus. Upon arrival, call 0920-45 59 16.

Dimensions of the cargo lift in Kulturens hus: Elevator with connection to and from the loading dock at Skomakargatan 33, dimensions: 3m x 1.7m x 2.8m (lxbxh). If the goods are going out on floor 4, the passage through the doors there is a maximum height of 2.05 m, an EU pallet in size. If you have larger goods, contact Kulturens hus max weight 3000 kg.

Cleaning: Kulturens hus is responsible for general sanitation. It is the responsibility of the exhibitor to keep the rented area clean.

Set of materials/signs: Please note that it is not allowed to attach with staple pads, double-sided tape or nails/screws to walls and booth walls. Instead, we recommend office tape, freezer tape or staple pulp. If there are to be badges, you replace Kulturens hus yourself. Contact Kulturens Hus if you have any questions.

Refreshments: Exhibitors are welcome to offer, for example, water, fruit, coffee, etc. All serving and selling food and beverages is handled by Craft n' Draft. The organizer does not have the right to hire another supplier or arrange or handle food / beverages within the supplier's building. The exception is in paper or plastic wrapped advertising candy that is offered at the exhibition. These rules comply with current legislation regarding food and alcohol and are intended to ensure high quality and good safety for guests. The order for food and drink goes via Hans-Erik Karlsson, 073-688 1667, hans-erik.karlsson@ssp.se

Other/Tip: Easy to forget bowls and tablecloths. Usually it is possible to last-minute buy at, for example, Clas Ohlson / Åhléns (both are within walking distance of Kulturens Hus).

ADVERTISEMENT IN THE PROGRAM BOOK

Exhibitors with gold and silver packages have a reserved ad space in the digital program book as a full or half A4.

Format:

- **Gold** portrait full page A4: 297x210
- **Silver** (half A4/ recumbent A5) 148x210

Email your ad in as high resolution .jpeg, .png or possibly PDF files to johan@kongress.se

Full side is portrait A4 and half side is half A4, standing.

SOCIAL ACTIVITIES

On Tuesday 4 October, you are invited to the welcome mingle at Vetenskapens Hus at 18.00. Pre-registration is required and you book this when you register.

On Wednesday 5 October, you are welcome to attend the conference dinner at Elite Stadshotellet at 19.00. The dinner ticket of SEK 985 ex VAT is purchased in connection with the registration of each representative.

Welcome mingle

Tuesday 4 October at 18.00 at Vetenskapens Hus.

Booked and paid via the registration form. [LINK](#) Click sign up booth staff.

Questions about registration are made to RESIA

Conference dinner

Wednesday 5 October at 19.00 At Elite Hotel Booked and paid via the registration form. [LINK](#) Click sign up booth staff. Questions about registration are made to RESIA

QUESTIONS? - Welcome to contact us

About the

ceka exhibition, Johan Lindbladh * E-mail: johan@kongress.se * Mobile: 0733-35 14 24

Regarding orders directly from Kulturens Hus Luleå

Linda Engman (exhibitor contact) 0920-45 43 56, linda.engman@lulea.se

Anette Gustafsson (Project Manager MT-days) 0920-45 43 53, anette.gustafsson@lulea.se

Regarding exhibitor registration for representatives – hotels and social activities

Resia Congress * Tel.nr. 018-18 35 35 * Email: congress@resia.se

Fserpentine to register representatives in the stand and for the Conference Dinner at Elite Stadshotellet can be found at: <https://www.medicinteknikdagarna.se/utstaellarpaket>

Welcome to medicinteknikdagarna in Luleå on October 4-6, 2022!

Appendix: Environmental images from exhibition rooms in Kulturens Hus

Site: <http://www.kulturenshus.com/>

Floor 5: (515-518) Outside the Small Hall

The entrance level 3 in the background



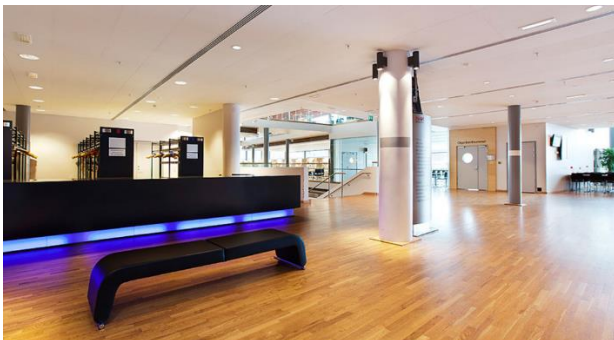
Staircase outside the main hall level 4 (taken from floor 5)



Floor 5: between the stair railing and the main hall (505-513)



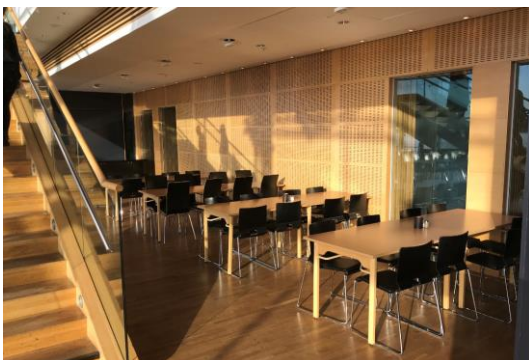
Floor 4, wardrobe in the foreground (staircase from level 3):



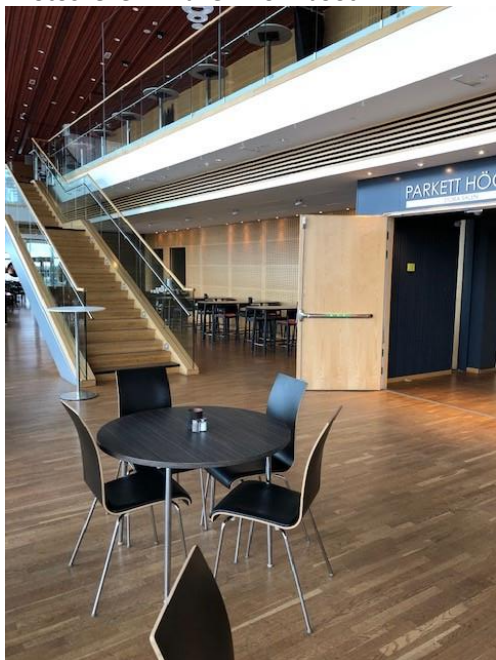
Floor 4, wardrobe in the background / staircase after curtains:



Level 4 between the staircase and the main hall:



Photos level 4: Taken from booth 411



Photos level 4: Taken from the restaurant

