



IFLA 2010

Exhibition Technical Manual

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INTRODUCTION

DATES

The World Library and Information Congress 2010, 76th IFLA General Conference and Assembly will take place from 10-15 August at the Swedish Exhibition and Congress Centre, Gothenburg, Sweden. The Exhibition build will take place on Tuesday 10 and Wednesday 11 August (am). Please note that the exhibition will be opening at 11.30 on Wednesday 11 August.

DEFINITIONS

In this document, the following terms are defined as:

Congress Organisers: Congrex UK Ltd

Exhibition organisers: Congrex UK Ltd, (CX).

Exhibition: The exhibition being held in conjunction with The IFLA World Library and Information Congress 2010, 76th IFLA General Conference and Assembly (IFLA 2010)

Exhibitor: Includes any person, firm, company, or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting.

Premises/Venue: Those portions of the Swedish Exhibition and Congress Centre, Gothenburg, licensed to the Congress Organisers.

EXHIBITION OFFICE

IFLA 2010
Exhibition & Sponsorship
4B, 50 Speirs Wharf
Port Dundas
Glasgow, G4 9TH

Contact: Jillian Hart
Tel: +44 (0) 141 331 0123
Fax: +44 (0) 141 331 0234
Email: ifla2010@congrex.com

EXHIBITION VENUE

The exhibition, together with Internet Area, Posters and Catering, will take place in Hall C of the Swedish Exhibition and Congress Centre.

Swedish Exhibition and Congress Centre
S-412 94 Gothenburg, Sweden
Tel: +46 (0)31 708 80 00
Fax: +46 (0)31 708 86 30
Email: anders.stenfeldt@svenskamassan.se

Please note – this is not the deliveries address, please see page 6.

EXHIBITOR LIST & FLOORPLAN

The Exhibitor Listing and Exhibition Floorplan can be viewed and downloaded on the website by accessing the following link: Please click [here](#)

EXHIBITION DATES & OPENING TIMES

Tuesday 10 August	08.00 - 16.00	Exhibition build (Space Only Exhibitors only)
Tuesday 10 August	16.00 – 20.00	Exhibition build (All Exhibitors)
Wednesday 11 August	08.00 - 12.00	Exhibition build (All Exhibitors)
Wednesday 11 August	14.00 - 18.00	Exhibition Open
Wednesday 11 August	16.00 – 18.00	Exhibition Reception
Thursday 12 August	09.30 - 17.30	Exhibition open
Friday 13 August	09.30 - 17.30	Exhibition open
Saturday 14 August	08.00 - 14.00	Exhibition open
Saturday 14 August	14.30 - 20.00	Exhibition break down

Exhibitors are expected to be present during the Exhibition Reception. In the unlikely event that the above opening times have to be changed, exhibitors will be notified accordingly.

BUILD UP AND BREAK DOWN

BUILD UP TIMES

Access to the exhibition hall will be available to exhibitors with space only stands from 08.00 hours on Tuesday 10 August 2010; space only exhibitors will have exclusive access to the hall until 16.00. At this time shell scheme exhibitors are permitted. Exhibition build closes on Tuesday 10th August at 20.00. Build will resume from 08.00 on Wednesday, 11th August 2010. Basic shell scheme stands and stand furniture will be in place by 16.00 hrs on the Tuesday. **All stands should be completed to the satisfaction of the Organisers by 12.00 hrs on Wednesday, 11 August 2010.**

BREAK DOWN TIMES

The Exhibition will close officially at 14.30 hrs on Saturday, 14 August. Break down of stands **may not** commence before this time, nor before all delegates have left the exhibition rooms. The exhibition area must be cleared of all exhibits/stands/materials by 20.00 hrs on Saturday 14 August.

IMPORTANT: Any items remaining after break down will be removed and disposed of. Neither the Organisers nor Venue will be held responsible for any loss.

During the build up and break down periods, the exhibition hall is considered a building site. Therefore all stand contractors/exhibitors are responsible for the work environment and fire protection within your stand area. Please take the necessary steps to protect yourself and other stand builders/exhibitors from the risk of any accidents happening.

During the build up, break down times and during the exhibition, no one under the age of 18 will be permitted in the hall.

UNLOADING DETAILS

The Loading Bay is situated on the backside of the venue dive-in through entrance 2. Exhibitors will be allocated a time to unload. It is imperative that these times are adhered to and that exhibitors follow the instructions of the venue traffic marshals onsite. Vehicles must be removed as soon as unloading is complete.

You must provide us with details of your preferred time slot and the size and type of vehicle which you intend to use for delivery of your goods and equipment. Please see the Vehicle Scheduling form in the Order Forms document. This form should be completed and returned by the date specified on the form in order to facilitate vehicle scheduling.

VEHICLE PASSES

All contractor/exhibitor vehicles will be supplied with a vehicle identification pass which must be displayed prominently inside the windscreen while unloading. This will be sent you approximately three weeks prior to build up in the Joining Instructions email. Failure to display the vehicle identification pass will result in no entry to the unloading service yard.

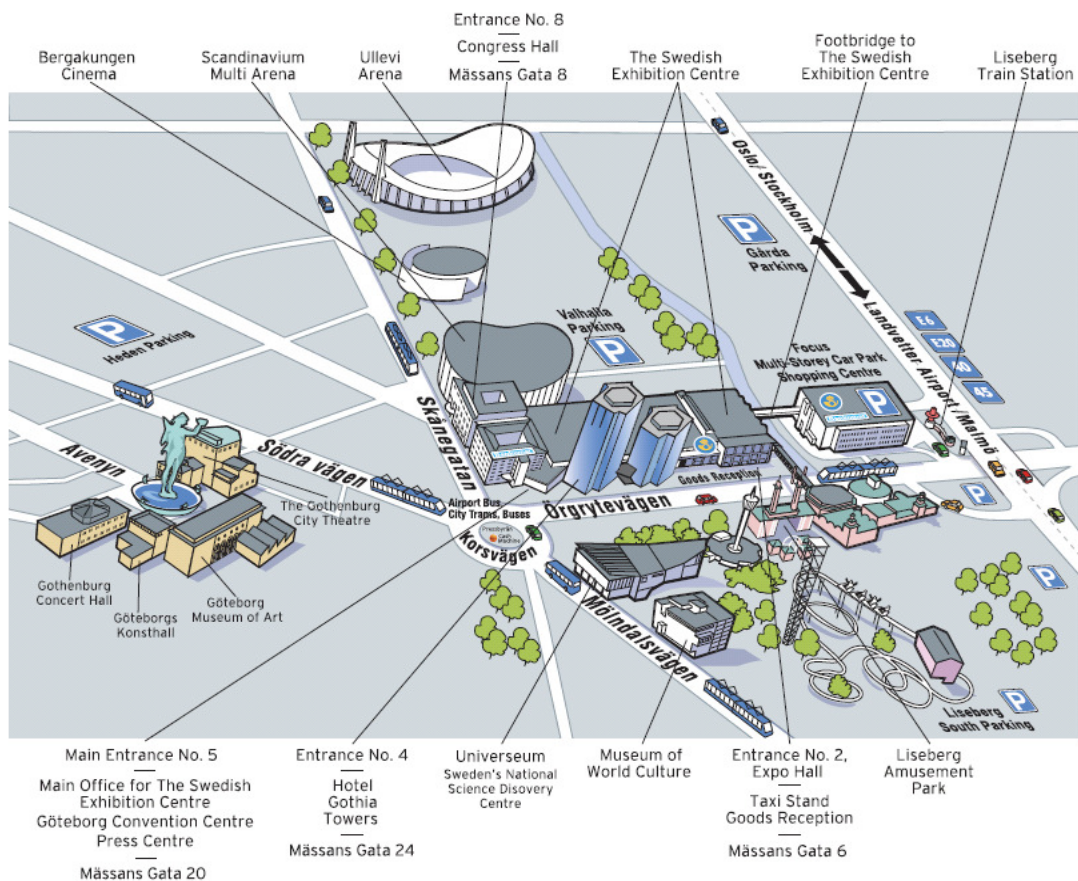
The dimensions of the Loading Bay are 2700 sqm (30m by 90m), which allows 6-8 vehicles at a time to enter and unload during Exhibition build up and break down. The following conditions must be adhered to:

- The Loading Bay is left clear at all times unless loading/unloading is in progress;
- The vehicle is not left unattended when transferring items to and from Exhibition areas. It is suggested that there is enough personnel to unload and then supervise the transfer of materials to the areas, whilst the vehicle is removed from the Loading Bay.
- All corridors and Fire Exits are left clear to ensure access is maintained at all times.

Please see the following maps overleaf to help you with directions.



For contractors and exhibitors to access the Loading Bay area, they must enter the site through entrance 2



TRUCK PARKING

Contractors and exhibitors will receive information regarding parking when they have arrive at the venue.

DELIVERIES & STOCK DELIVERIES

Deliveries cannot be made and will not be accepted by the Venue prior to Tuesday 10 August 2010. Please be advised that neither the Exhibition organisers, nor the Swedish Exhibition and Congress Centre can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made and should give the courier company a contact name and phone number for them to contact onsite.

For any deliveries on or after Tuesday 10 August, requiring no handling assistance, the address is as follows:

Swedish Exhibition and Congress Centre
IFLA 2010 / HALL C
Attn: Exhibitor Name and Stand Number
Mässans Gata 6
SE-412 51 Göteborg
Sweden

For deliveries prior to Tuesday 10 August, requiring handling and storing, please contact Agility Fairs and Events Ltd. Please refer to the Order Forms document or please see contact details overleaf:

Agility Fairs & Events Logistics Ltd
4th Floor Broadway House
3 High Street
Bromley, Kent.
BR1 1 LF. UK
Contact name: John Evans
Tele: +44 (0) 208 461 8730
Mob: +44 (0) 7971388024
Fax: +44 (0) 208 228 1172
Email: jevans@agilitylogistics.com
Website: www.agilitylogistics.com

Exhibitors who find it necessary to re-stock their stands during the exhibition should make arrangements to do so prior to opening times. Deliveries will not be permitted during exhibition open hours.

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 for health and safety reasons. Please contact Agility Fairs & Events should you require to store any empties.

MOVEMENT OF DELIVERIES / TROLLEYS

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc. If you require lifting facilities such as trolleys, cherry pickers and forklift assistance, then please contact Agility Fairs & Events Logistics Ltd for more information.

CUSTOMS CLEARANCE

When travelling to Sweden there are some regulations that you may have to know about regarding the goods that you bring. What you may bring, depend on if you enter Sweden from another EU country or from a country outside the EU.

There are some goods that are restricted to import to Sweden. Goods like firearms, dangerous articles, narcotics, animals and medicine. You can't bring goods from endangered species (CITES) into Sweden at any time without special permit. Goods that you are using during your trip like clothes, cameras can be brought into Sweden duty-free. If you are Swedish resident returning from a non EU-country you can only bring goods with you (not alcohol or tobacco) for a maximum of (430 €) 4 300 SEK if you travel with a commercial airline och ferryline or (300 €) 3 000 SEK if you travel in another way without paying any duty or tax.

Remember that some goods like antiques may be restricted for export from Sweden.

STAND CONSTRUCTION – SHELL SCHEME

SHELL SCHEME

The Swedish Exhibition and Congress Centre have been appointed as the official contractor for the provision of shell scheme and extras;

Contact:

Swedish Exhibition & congress Centre
S-412 94
Gothenburg
Sweden

Tel: +46 (0)31 708 81 39

Fax: +46 (0)31 708 86 30

Email: anders.stenfeldt@svenskamassan.se

Website and online ordering:

<http://www.monterservice.com/>



Basic shell scheme will be provided within the cost of hiring exhibition space if required. The stands provided will consist of a modular system consisting of white infill panels with white uprights at 1m width intervals and white fascia (name board) with blue lettering displaying company name and stand number to all open sides. To order the name board(s) for your exhibition stand, please contact Anders Stenfeldt. There will also be a storage room within your stand.

You find all order forms at www.monterservice.com and please send them to anders.stenfeldt@svenskamassan.se

The maximum height for displays inside shell scheme stands is 2340mm and the maximum display width per panel is 930mm.

Please note that nothing may be screwed, nailed or glued to the face of the panels nor may any part of the shell scheme be damaged or disfigured in any way. If any such damage occurs the exhibitor concerned would be invoiced for any dilapidation costs. Any fixing to the panels should be by "Blu-Tak". All materials used in display, construction work, etc must be effectively fireproofed or made of non-flammable materials in accordance with the standards of the appropriate authorities. Any display work or materials contravening this clause must be removed from the exhibition area at the exhibitor's own cost.

NAME BOARDS

Each stand will also be provided with a fascia to each open side displaying a name board with company name and stand number in blue lettering. Any exhibitor may, if they wish, have their company name in logo style. Please contact the Swedish Exhibition and Congress Centre for a quotation at their online ordering [service](#). For safety reasons, exhibitors will not be permitted to affix their own material to fascia boards.

FURNITURE PACKAGE

A basic furniture package will be available to all shell scheme exhibitors, which consists of

1 x Table



1 x Counter



2 x Chairs



1x Paper basket



Electricity will be provided including a 3 –way socket in the shell scheme package.

ADDITIONAL FURNITURE

For any additional furniture orders are available from the Swedish Exhibition and Congress Centre. Please refer to the venue’s ordering service at www.monterservice.com and email your orders to anders.stenfeldt@svenskamassan.se

ELECTRICAL SERVICES & LIGHTING

All electrical mains connections will be carried out by the officially appointed contractor, the Swedish Exhibition and Congress Centre. If you require details and costs for their services, please refer to the venue’s ordering service www.monterservice.com and email to anders.stenfeldt@svenskamassan.se

SHELL SCHEME ACCESSORIES

Additional shell scheme items are available from the venue at an extra cost. Please refer to the venue’s ordering service www.monterservice.com and email to anders.stenfeldt@svenskamassan.se

FLOOR COVERINGS

There will be stand carpeting in the colour blue with yellow border, please see picture on page 7. The aisle carpeting will be the colour grey.

STAND CONSTRUCTION – SPACE ONLY

SPACE ONLY STANDS

If you reserve a 'space only' stand we are assuming that you are constructing your own stand and providing your own flooring/carpeting, i.e. no stand services are provided. All stands in Hall C may not exceed a height of 4 metres unless prior approval has been obtained from the Exhibition organisers and the venue. If you wish to build above this height, please contact the Exhibition organisers both to confirm that this is feasible and to obtain approval.

STAND DRAWING SUBMISSION

Free-build exhibitors are reminded of the following points:

- Drawings of all free-build stands must be submitted for approval to the Exhibition organisers no later than Monday, 21 June 2010. Electronic plans are required, please forward to ifla2010@congreg.com. Please submit the Stand Drawing Submission form in the Order Form document with your drawings.
- Any stand exceeding an overall height of 2,5 metres, or made up of two tiers, or has a raised platform over 600mm is subject to approval from the Exhibition organisers and the Venue. Please provide the Exhibition organisers with full details of how the structures are supported and with the full stand dimensions.
- **IMPORTANT:** Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available. All costs relating to obtaining approval will be met by the exhibitor.
- All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.
- Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as in b, above.
- All structures, materials, special designs, unusual constructions, and all signs shall conform to Swedish safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.
- It is every free-build exhibitor's responsibility (if sharing a space only site) to provide partition walls between themselves and their neighbours. These walls **must** be built to the height of the highest point on their stand (minimum of 2.5m, maximum 4m high) and must be cleanly decorated on both sides.
- Where you have open sides to your stand, we request that you do not have a full wall on the edge of your stand. This blocks delegate traffic to your stand and effects visibility for neighbouring exhibitors.
- No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- Please contact the Exhibition organisers if you require a copy of the exhibition layout plans.
- It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue. Copies of these are available on request from the Exhibition organisers.

TWO-LEVEL STRUCTURES

- If the distance between two separate 2-level stands is at least 10 m, the application may be rejected even though the neighbouring exhibitor has consented. Please contact the venue's Technical Coordinator for further information by email at anders.stenfeldt@svenskamassan.se or Tel: +46 (0)31 708 81 39
- 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 5m 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 and Congress 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 and Congress Centre fire alarm system.

Failure to comply with any of the afore-mentioned could result in approval of your stand being withdrawn.

EXHIBITOR SERVICES

OFFICIAL CONTRACTORS

For insurance, security reasons, and to adhere to the regulations stipulated by the venue, the official contractors detailed below must be used for the following services:

- Shell Scheme, Furniture and Accessories, Swedish Exhibition and Congress Centre
- Electrical Mains, Swedish Exhibition and Congress Centre
- IT and Telecommunications, Swedish Exhibition and Congress Centre
- Audio Visual, Swedish Exhibition and Congress Centre
- Catering, Swedish Exhibition and Congress Centre

ACCOMMODATION

Hotel rooms have been reserved at preferential rates for Congress participants. You may choose according to your budget. Accommodation can be booked via the Congress [website](#).

ACCESS PASSES

A voucher will be emailed to you in PDF format, which will be included in the Joining Instructions email. Please print this off (one per member of staff) and bring the complete voucher on-site to exchange at the exhibition desk for a full Access Pass. The exhibition desk will be located in Hall C. Access Passes will be valid for build up and break down. Access Passes must be worn at all times during build up and break down; any personnel without a badge will not be permitted to remain in the exhibition areas. In addition, all personnel will be required to wear an access badge when entering in and out of the exhibition hall as there will be security on the loading bay doors during build up and breakdown and at the main entrance of hall C.

AUDIO VISUAL

Audio Visual services are provided by the venue, for further information and to place an order please refer to the venue's ordering service at www.monter-service.com and send an email to anders.stenfeldt@svenskamassan.se

BAR CODE READERS

Delegate badges will be both bar- and colour-coded. Exhibitors wishing to scan delegate details will require a bar code reader, which is available to buy for €99.00 + VAT. The hire of the barcode reader will be for the duration of the Congress. At the end of the Congress, the scanned information is matched with the registration database to provide exhibitors with full contact details for all visitors who have been at their stand or symposia in excel format. In addition, exhibitors and sponsors will have the opportunity to define up to 20 marketing codes, for example, 'wants product brochure', 'contact by telephone', interested in product category A', etc.

If you wish to order a bar code reader, please see the Order Forms document.

CATERING

Tea/coffee and lunches will be provided for each badged exhibitor during morning and afternoon breaks. Please note that any food and drink appliances such as coffee makers need to be approved by caterers and the venue. For any exhibitor catering orders please refer to the venue's ordering service at www.monter-service.com and send an email to eva.enoch@gothiatowers.com

ELECTRICAL REGULATIONS AND ELECTRICAL CONNECTIONS

The Swedish Exhibition and Congress Centre will be supplying the electricity.

Please note: For safety reasons, the use of coiled extension leads and double adaptors is not permitted in the exhibition area. System multi-points of four outlets may be used. The total loading must not exceed the wattage of the socket ordered and multi points must not be connected from an adjacent multi point.

The daily supply of electricity operates from 30 minutes prior to the Exhibition opening until 30 minutes after the Exhibition closes each day and is the principal supply for all equipment and lighting

on stands. 24 hour supply, if required, must be requested from the venue by Exhibitors (e.g. for refrigerators, security equipment, etc).

For further information on electricity please see page 19.

EXHIBITOR NAME BADGES

Exhibitors will receive two company name badges for every nine square metres of exhibition space purchased. These badges will give exhibitors access to the exhibition only. Additional badges can be purchased for €100.00 inc VAT per badge. Exhibitor name badges will be prepared in advance for all exhibitor personnel. To register your exhibitor personnel, please complete the spreadsheet that will be sent to you by email. Please note that exhibitors are entitled to personalised exhibitor name badges provided that the names are received before **Wednesday 14 July 2010**. Any requests received after this date will have the company name only on each badge.

FLORAL DISPLAYS

The Swedish Exhibition and Congress Centre can provide plants at your stand. Please refer to the venue's ordering service at www.monter-service.com and send an email to anders.stenfeldt@svenskamassan.se

FURNITURE

The Swedish Exhibition and Congress Centre can provide a variety of stand furniture items. Please refer to the venue's ordering service at www.monter-service.com and send an email to anders.stenfeldt@svenskamassan.se

GRAPHICS

The Swedish Exhibition and Congress Centre are able to provide a full and comprehensive graphic service. Design and quotations are available on a job by job basis through their graphic studios. Please contact the venue for more details.

IT / TELECOMMUNICATIONS

Audio Visual services are provided by the venue, for further information please send an email to Arto Moilanen at arto.moilanen@svenskamassan.se

Public Liability Insurance

All exhibitors **must** have Public Liability Insurance. Please ensure that your Insurance Certificate is brought on-site as the Exhibition organisers may ask you to produce it for inspection during exhibition build. Please consult your insurance company or brokers to cover you fully against all risks at the Exhibition. If you do not have a broker, you can contact Hiscox at <https://www.hiscox.co.uk/events/2852> for more information.

RISK ASSESSMENT

All exhibitors must complete EITHER a shell scheme OR a space only Risk Assessment Form, which should be returned to the Exhibition organisers by Friday 25 June 2010. Please see the Order Forms document.

RIGGING

Rigging is not permitted at the IFLA Congress.

SECURITY

Exhibitors are requested to use common-sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Organisers' Office immediately. The security provided by the Organisers has been implemented to prevent unauthorised access to the hall and not to secure the contents of your stand. Each Exhibitor is responsible for their property and necessary precautions should be taken. The venue provides general house security patrol 24 hours. Exhibitors wishing to hire additional security personnel to patrol individual stands, please contact the exhibition organisers at ifla2010@congreg.com

STAND CLEANING

The venue will be responsible for the cleaning of the aisles and public areas within the exhibition. Should you require your stand to be cleaned daily during the exhibition, please see the order form in the Order Forms document.

TRANSPORT, LIFTING, SHIPPING & STORAGE

Agility Fairs and Events Ltd have been appointed as the official transport, lifting, shipping, and storage contractors for this event. Should you require a quote for their services, please refer to their order form in the Order Forms document.

VENUE SOURCING FOR MEETINGS AND ADDITIONAL SERVICES

Congrex UK Ltd can provide you with all the services you need to ensure your participation is worthwhile and successful. With 25 years experience working with prestigious pharmaceutical and commercial companies, we can assist you with any event catered for whether it Congress Participation, Sales Conference, VIP Dinner, Internal or External Meetings or Product Launch. You can be assured that your enquiry will be handled professionally and with all sensitivities handled in a confidential manner. You can make your experience successful without the stress and benefit from:

- Saving you the time and money in locating the best venue for your meeting
- Knowledge and experience of many global destinations
- Flight bookings
- Preferential rates on hotel bookings and group accommodation requests
- Registration coordination
- Ground agents for buses/transportation and external dinners can be arranged.

If you require any additional services, please contact us at IFLA2010@congrex.com

EXHIBITOR EDITORIALS / DELEGATE BAG INSERTS

EDITORIALS – FINAL PROGRAMME

Each Exhibitor may have a maximum of 50 words of free editorial copy in the Exhibitor Catalogue / Final Programme. Please see the corresponding order form for information on composing your editorial. **Please note deadline date: Friday 14 May 2010.**

DELEGATE BAG INSERTS

Exhibitors wishing to include an insert in the delegate bags should contact the Industry Office for further information.

Contact: Jillian Hart

Tel: +44 (0) 141 331 0123

Fax: +44 (0) 141 331 0234

Email: ifla2010@congrex.com

CONGRESS AND VENUE INFORMATION

ATM FACILITIES

There is one ATM in the entrance hall and two ATM facilities outside the main entrance No 5.

CONGRESS DOCUMENTATION

Exhibitors are entitled to one delegate bag per stand containing congress documentation. You will receive your delegate bag when you collect your exhibitor name badges from the Exhibition Desk onsite.

DELEGATE BADGES

Delegate badges will be bar-coded. Exhibitors and sponsors wishing to scan delegate details can hire a barcode reader to do this.

LIST OF PARTICIPANTS

The list of participants will be in a CD Rom which will be included in the delegate bags. There will be a hard copy list of participants to view onsite which will be displayed in the main registration area.

Message System

A message board and desk will be located alongside the bag distribution point in the Registration area.

PARKING

Exhibitors can buy car parking tickets (maximum height for cars is 2.10 m) in the Gårda Affärscentrum car park. The tickets can be purchased from automatic machines on levels 2 and 3 in the car park. The cost is SEK 300 for 0-7 days and SEK 400 for 0-14 days. It is also possible to buy tickets per day and per hour. The automatic machines accept Diners, petrol cards and 10 kronor coins. The car park is open 7 days a week from 07.00 to 24.00. There is a bridge leading across to the Swedish Exhibition Centre and entrance 1 (exhibitor entrance) from level 2 in the car park. The Address to this car park is: Åvägen 34, SE-412 51 Göteborg.

Parking is also available in the vicinity: Gårda Car Park on Tomtegatan, Scandinavium's car park on Valhallagatan, Burgården Car Park on Skånegatan, Ullevi's car park on Skånegatan and Liseberg's car parks at the main entrance on Örgrytevägen and at the southern entrance on Mölndalsvägen.

PASSPORTS, VISAS AND LETTERS OF INVITATION

Nordic citizens and citizens from countries within the Schengen area may enter Sweden without presenting their passport. However, Nordic citizens and other EU/EES citizens should make a point of taking along documentation, such as a passport or national identity card. For other nationalities, a valid passport is required for entry into Sweden.

Participants from most countries outside the EU will need to obtain a visa for entry into Sweden. For more information and how to request a letter of invitation, please visit the Congress [website](#).

Photocopying on-site

Photocopying can be done at the Paper Printing centre – there is a charge of €3 per three copies for anything that is copied other than copies of speaker's papers and the list of participants.

POSTER BOARDS

Poster board displays will be located in Hall C, Level 1 of the Swedish Exhibition and Congress Centre.

REGISTRATION OPENING TIMES - PROVISIONAL

On-site registration will take place in the main foyer area of the venue. The registration desks will be open during the following times:

Monday 9 August – 13.30 – 18.00

Tuesday 10 August – 07.30 – 19.00

Wednesday 11 August – 07.30 – 18.00
Thursday 12 August – 07.30 – 18.00
Friday 13 August – 07.30 – 18.00
Saturday 14 August – 07.30 – 18.00
Sunday 15 August – 07.30 – 14.00

SATELLITE MEETINGS

All session halls are located within the Swedish Exhibition and Congress Centre. Details of plenary and parallel sessions will be available online and will be printed in the Final Programme.

SMOKING POLICY

The Swedish Exhibition and Congress Centre is a non smoking venue throughout.

INTERNET

Internet facilities are available in the Swedish Exhibition and Congress Centre at cost. Internet for your stand can be order through the venue order form. Please refer to the venue's ordering service at www.monter-service.com or email at anders.stenfeldt@svenskamassan.se
Alternatively, you can visit the Internet area which will be located in the exhibition hall C.

WiFi

There will be **free WIFI** (Wireless Local Area Network) within the venue for all delegates on a complimentary basis.

SOCIAL EVENTS

Plan overview

Wednesday 11 August	09.30 – 11.30 hrs	Opening Ceremony
Wednesday 11 August	16.00 – 18.00 hrs	Exhibition and Opening Party
Friday 13 August	18.30 – TBC	Cultural/Social Evening

EXHIBITION RECEPTION, 11 AUGUST 16:00 - 18:00

The Exhibition Reception will be held in the exhibition at the Swedish Exhibition and Congress Centre. The evening will allow delegates to relax and socialise, renewing old friendships and making new ones. You will also have the chance to speak with the exhibitors. This event is included in the registration fee

For more information regarding the social events at the IFLA 2010 Congress, please visit the Congress website at www.ifla.org

CULTURAL/SOCIAL EVENING, 13 AUGUST 18.30 – TBC

The Cultural event is an evening of entertainment to showcase the local cultural scene. It will allow delegates to experience the culture of the country as well as the host city of the congress.

NIGHT SPOTS

These social evenings will take place in the Gothenburg Public Library in the basement area and a marquee in the backyard. Tentatively the opening hours will be from 21:00 hrs to 01:00 hrs. Delegates will have the opportunity to purchase food and beverages at the library.

Library visits

There are a number of interesting libraries in Gothenburg and the greater Gothenburg region. Within the city borders there are more than 30 libraries and several libraries are within walking distance of the Congress Centre. For more details please visit the Congress [website](#).

Tours and Activities

For information about the Tours and Activities occurring during the IFLA 2010 Congress, please visit the Congress [website](#).

RULES & REGULATIONS

1. PAYMENT OF STAND SPACE

Exhibitors have fourteen (30) days from invoice date in which to settle their invoice/s. After this time, and only when monies have not been paid, the stand will be available for sale to another company. No Exhibitor shall occupy their stand space in the Exhibition until all monies owing to the Exhibition organisers by the Exhibitor are paid in full. Should an Exhibitor not be allowed to occupy their stand space, all deposits paid will be forfeited automatically and no refund will be made.

2. VAT

All companies are required to pay VAT at the prevailing rate, which is 25%. For more information in reclaiming the VAT, please contact:

Tax Back International
Phone: +353 1 878 3361
Fax: +353 1 878 3382
E-mail: congrex@eventrefunds.com
Web: www.eventrefunds.com/congrex

3. OCCUPATION OF STAND SPACE

The Exhibitor, his servants, agents, employees, and contractors may enter the building at a time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of their stand the Exhibition organisers have the right to re-allocate the stand and all monies paid shall be forfeit by the official opening time.

Unless otherwise agreed in writing by the Exhibition organisers, Exhibitors are not authorised to sublet, share, or transfer their stand space.

4. BUILD UP AND BREAK DOWN OF EXHIBITS

Exhibitors will be advised when they may commence build up and break down of exhibits. Exhibitors are prohibited from commencing such build up and break down until the times designated.

The Exhibition organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition organisers shall be modified by the Exhibitor in such manner and within such time as the Exhibition organisers may require and in default the Exhibition organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

No Exhibitor shall erect any sign, stand, wall, or obstruction which in the opinion of the Exhibition organisers interferes with an adjoining Exhibitor.

The Exhibitor is responsible for the safety of his products, displays, and stand. During break down period, no material should be left unattended at any time. It is the responsibility of each Exhibitor to leave his stand spaces clean and tidy during the Exhibition and after break down. All exhibits, displays, stand fittings, and materials must be removed from the Premises by the time and date stated by the Exhibition organisers. Break down and removal of exhibits may not commence until after the official closing time. Any special arrangements for build up or break down and removal of exhibits must be made in consultation with the Exhibition organisers.

All exhibitors must remove their waste e.g. carpet, wood, pieces of unwanted stands, or they will be charged.

5. BUILD RESTRICTIONS

Any stand that has an overall height exceeding 4m; more than one level (multi-storey); viewing/service platforms; suspended items (e.g. signs and lighting rigs); raised walkways; ramps; sound/lighting towers; temporary tier seating; and/or a raised platform or stage over 600mm is considered to be a complex structure. Exhibitors wishing to build stands which fall into one or more of these categories must have the prior approval of the Exhibition organisers, the Venue and Local Authority Department of Planning. Please submit stand drawings as detailed in the 'Stand Construction – Space Only' section of this manual.

6. STAND CONSTRUCTION AND SERVICES

For insurance and security reasons, and to adhere to regulations stipulated by the stated venue, the Exhibition organisers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fittings), and all ancillary services. Due to the necessity of co-ordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Exhibition organisers.

7. BANNERS AND POSTERS

Banners and Hanging Banners are not permitted within the Exhibition.

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers.

Promotional material/posters may not be displayed in the foyer, session hall foyers, corridors, or any other public areas within the venue.

8. ELECTRICAL REQUIREMENTS

Full lighting and power services are available to Exhibitors through the official electrical contractor. Exhibitors may provide their own electrical fittings only where such fittings are in the form of made-up units, showcases, and/or signs complete and ready for connection to the mains supply.

Electrical devices which interfere with radio or television systems must be switched off immediately if requested by the Exhibition organisers.

The use of electrical appliances, shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Exhibition organisers. The use of immersion heaters and electric heaters with unguarded elements is not permitted.

Exhibitors must not use, or install, or permit; or suffer to be used, or installed, any supplementary plant for the generation or supply of electricity from the Premises unless they have obtained the written consent of the Exhibition organisers and/or the Venue. Electrical sockets are British standard, three pin sockets, and adaptors must be used where required, these can be hired from the venue's relevant contractors, see contact details appended with this document.

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 and Congress 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.

9. MOVING EQUIPMENT

Exhibitors are required to provide information to the Exhibition organisers of all displays involving moving equipment. Displays involving equipment must not be left unsupervised at any time.

10. TRADE UNION LABOUR

All stand fitting, construction, or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

11. OBSTRUCTION OF GANGWAYS AND OPEN SPACES

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and break down periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition organisers at the Exhibitor's expense and risk.

12. 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 on your stand, 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.

13. CONDUCT OF EXHIBITORS AND REPRESENTATIVES

- Annoyance: The Exhibition organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
- Microphones/Audio Visual Equipment: The use of wireless microphones/audio visual equipment must have permission from the venue before use. The volume must not be such as to cause annoyance to other exhibitors; the Exhibition organisers reserve the right to prohibit such use if, in the Exhibition organisers' opinion, this is the case.
- Publicity Material: Publicity material shall be displayed and/or given away only from the Exhibitor's own stand. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition organisers.
- Projected Images: Projected images, however generated, may not play on to aisles or on to other stands.
- An Exhibitor may not, except by express written permission of the Exhibition organisers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organisations or trade associations is not allowed except by the express written permission of the Exhibition organisers. The Exhibition organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation.

14. PRS / PPL LICENCES

Performing Rights Society Licence

For Exhibitors who intend having music on their stand, even for demonstration purposes only, a Performing Rights Society (PRS) Licence is required by law to authorise such use of its international copyright repertoire. Licences can be obtained for the duration of the Exhibition by completing the application form online at www.prs.co.uk or contact them by Tel: +44 (0) 845 309 3090.

Phonographic Performance Ltd (PPL) License

A PPL license is needed for the playing of original sound recordings; e.g. CD's tapes or records, including jukeboxes and background music systems. It is PPL's policy to license event organisers for all sound recordings used at any event, not the owner of the venue where the event takes place. Contact PPL, Tel: +44 (0)20 7534 1000

In most circumstances when music is provided, both the PRS and PPL licenses are required.

15. CHILDREN AND ANIMALS

It is strictly forbidden for children under the age of 18 and all animals except Guide Dogs to be brought in to the Exhibition during build up, open days, and break down periods.

16. FIRE PRECAUTIONS – STAND MATERIALS

In accordance with the requirements of the appropriate authority, all material used in construction work, display materials, etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Exhibition organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Exhibition organisers to avoid the risk of fire. Exhibitors are advised to acquaint themselves with the legislation in respect of the Fire Precautions Act 1971.

All materials used in the construction of stands and stand interiors must be fireproofed to the satisfaction of the local Fire Authority. Plastics should not be used in the construction of stands without the special permission of the Exhibition organisers. Failure to abide by these regulations may result in the removal of offending materials.

All fabrics dressing stand walls or ceilings should be fire retardant. Any person, whether Exhibitor, staff, contractor or worker, discovering an outbreak of fire should make immediate use of the exhibition area fire alarm system and, if it is safe to do so, endeavour to put out the fire by the use of

extinguishers located throughout the exhibition area. The Exhibition organisers should be notified immediately.

Exhibitors are reminded that they must comply with any reasonable instructions to avoid the risk of fire and are advised that the venue has stringent regulations governing materials used on site during an exhibition.

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.

PAINTING ON STANDS

- 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.

NAKED FLAMES ON STANDS

- 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.

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 is referred to as 'hot work' and is not permitted at the Swedish Exhibition Centre without proper completed authorisation form from the person in charge of permits, who determines whether this 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.

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:

Each stand site 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.

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.

17. 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, please email Kristian Hansson at kristian.hansson@svenskamassan.se
- Pyrotechnic goods must not be used at a public meeting or public event held indoors, without Police permission (Public Order Act, Section 2, § 20).

Any Exhibitor demonstrating or using laser products or smoke machines must note and observe the following requirement:

Full details of equipment that will be used must be submitted to the Exhibition organisers for final approval no later than four (4) weeks prior to the commencement of the Exhibition. Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

18. DANGEROUS MATERIALS AND EXHIBITS

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Exhibition organisers must be removed from the building at the request of the Exhibition organisers.

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.

19. GAS CYLINDERS

The use of compressed gasses will only be allowed with prior permission from Security. Storage of these materials should always be outside the building, special arrangements for this will need to be made. All enquiries should be directed to the venue.

20. 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.

21. HANDLING OF FOOD

Exhibitors who intend to handle foodstuffs in any form at the Swedish Exhibition and Congress Centre shall contact the Environmental Protection Office (Miljöförvaltningen) in Gothenburg (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 through venue's 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.

22. RISK ASSESSMENT

All Exhibitors are required to complete a Risk Assessment form. Risk Assessment forms are enclosed with this manual – please complete the appropriate form for **Shell Scheme** or **Space Only** stands and return to the Exhibition organisers.

23. DAMAGE TO THE VENUE PREMISES

No nails, screws or other fixtures may be driven into any part of the Premises, including floors, nor may any part of the Premises be damaged or disfigured in any way, including the use of Sellotape, Velcro, gaffa tape, etc. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred. Exhibits, displays, stand fittings, and materials must not be stored against the exhibition hall walls, any damages caused from such action will be charged.

24. LIABILITY

The Exhibition organisers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the Venue, the Organising Committee and the Exhibition organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition organisers against all claims and expenses arising there from.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed, or altered in any way in whole or in part, or if the Exhibition organisers find it necessary to change the dates of the Exhibition, or vary the hours the Exhibition is open, the Exhibition organisers shall not be liable for any expenditure, damage, or loss incurred in connection with the Exhibition. The Exhibition organisers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

25. INSURANCE

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:

Public Liability Insurance: All Exhibitors must have Public Liability Insurance. The Organisers will have the right to ask you for this onsite. Please consult your insurance company or brokers to cover you fully against all risks at the Exhibition. If you do not have a broker, you contact Hiscox at <https://www.hiscox.co.uk/events/2852> for more information.

Abandonment Insurance: Exhibitors will have seen from above that the Exhibition organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.

Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises to the Exhibition and return.

Exhibitors must not use or permit or bring into the Premises or any part thereof any act or thing which may render any extra or increased premium payable for any of the Exhibition organisers and/or the exhibition area's insurance policies, including but not limited to material damage, consequential loss or public liability insurance.

26. RESTRICTED USE

All obligations under the Terms and Conditions shall not be cancelled or affected by any reason relating to the use of the Premises or any part thereof being prevented or restricted by any Exhibitor's failure to obtain, or the failure of any local authority or other body to grant, any necessary licence, permission, or approval.

27. WORKS ON STANDS

No Exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising therefrom or in relation thereto, whether under or over or (in the case of emergency only) within the Premises or any other adjoining or neighbouring premises and whether by the Premises or any other owner or occupier.

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 Gothenburg 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.

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the Exhibition organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition organisers thereby and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition organisers.

28. HEALTH AND SAFETY

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 measure 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.

29. 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.

30. STORAGE

There are no storage facilities on site; Agility Fairs and Events Ltd may provide storage for Exhibitors at cost. If you require storage, please contact Agility Fairs and Events Ltd. No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition. Exhibitors are advised to store packing cases, cartons, boxes, etc. in their delivery vehicles if at all possible. Please note that it is contrary to fire regulations for any packing materials to be stored on or behind the stands, in gangways, or to obstruct fire exits.

31. ITEMS LEFT ON SITE

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

32. COMPLIANCE WITH RULES AND REGULATIONS

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations the Exhibition organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition organisers thereby, and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition organisers.

The Exhibition organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Exhibition organisers is final and decisive on any question not covered in the foregoing Rules and Regulations.

The Exhibition organisers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the Exhibition organisers. Exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the Exhibition organisers may occupy the Premises and with the policies of insurance affected by the Exhibition organisers.

All Exhibitors should note that participation at the Exhibition implies acceptance of these Rules and Regulations.

TERMS & CONDITIONS

DEFINITIONS

The term 'Exhibition' in all cases refers to the Exhibition being held in conjunction with the IFLA World Library and Information Congress 2010, 76th IFLA General Conference and Assembly. The term 'Exhibitor' includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term 'Organisers' means Congrex UK Limited on behalf of the Organising Committee. The term 'Premises' refers to those portions of the stated venue licensed to the Organisers.

APPLICATION

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

EXHIBITION DATES & CANCELLATION

The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition at another venue on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers.

The Organisers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Organisers, which the Organisers could not reasonably have foreseen and which the Organisers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

EXHIBITION LAYOUT

The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

CONTRACT CANCELLATION

In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:

1. that the request for cancellation is submitted by registered post
2. that the Exhibitor agrees the organisation shall retain: 50% of the contract price if the cancellation is accepted up to 3 months prior to the exhibition;
3. 100% of the contract price for any cancellations received within 3 months prior to the opening of the exhibition.
4. that the Organisers are able to re-let the cancelled space in its entirety
5. that the reason given for the request of the cancellation is, in the opinion of the Organisers, well founded.

In the event of an application for stand space being refused by the organisers, previous deposits will be returned to the applicant less administrative costs

BANKRUPTCY OR LIQUIDATION

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the Exhibitor under contract shall be forfeited.

USEFUL CONTACTS**ACCOMMODATION**

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Unit 4b, 50 Speirs Wharf,
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GRAPHICS

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Email: anders.stenfeldt@svenskamassan.se

Website:
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AUDIO VISUAL

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Website:
<http://www.monterservice.com/>

INSURANCE

Hiscox
Email: enquiries@insurex-exposure.com
Website: www.insurex-exposure.com

CATERING

Swedish Exhibition & Congress Centre
eva.enoch@gothiatowers.com
S-412 94
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SHELL SCHEME AND FLOORING

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DELEGATE REGISTRATION/SOCIAL EVENTS

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TRANSPORT, LIFTING, SHIPPING & STORAGE

Agility Fairs & Events Logistics Ltd
4th Floor Broadway House
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Contact name: John Evans
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Email: jevans@agilitylogistics.com
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ELECTRICS AND ELECTRICAL FITTINGS

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IT / TELECOMMUNICATIONS

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<p>FURNITURE & FLORAL Swedish Exhibition & Congress Centre S-412 94 Gothenburg Sweden Tel: +46 (0)31 708 81 39 Fax: +46 (0)31 708 86 30 Email: anders.stenfeldt@svenskamassan.se</p> <p>Website: http://www.monter-service.com/</p>	

DISCLAIMER

The information provided in this Technical Manual has been prepared by Congrex UK Limited to assist the exhibitors.

Whilst every care has been taken to ensure that the details are correct at time of issue, Congrex UK Limited shall not be liable or responsible to any Stand Organiser, Exhibitor or any other person in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

CONGREX UK LIMITED – March 2010