

# IMPORTANT INFORMATION

## Plastteknik

### Malmö

Malmö 8-9 february 2019

**Malmömässan  
Mässgatan 6  
SE-215 32 Malmö  
Sweden**

Malmömässan and Plastteknik Nordic welcome you and hope that you will have two rewarding show days! Below is some important information, we encourage you to read it through carefully!

#### Contact list:

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## EXHIBITOR INFORMATION

### Moving in

Tuesday May 7 **7am – 10pm**

Wednesday May 8 **7am – 9am**

### Deliveries

During an ongoing show, goods can be delivered no later than 1 hour before the show starts. If you need storage facilities for goods during the show, you place the order from Malmö Mäss-service when you have moved in. **It is possible to deliver goods from the 29th of April, between 8am-4pm.**

There are forklift service available when you move in, the cost depends on what you need help with and the charges are placed on an invoice after the show.

### Delivery Address\*

Malmömässan

Plastteknik Nordic

**Company name and stand number**

**Contact person, phone number**

Mässgatan 6

SE-215 32 Malmö

***\*Make sure you label your good with show name, company name and stand number to be able to find your goods in your stand upon arrival***

- Make sure you contact the Technical Coordinator if you have goods weighting over 2,5 tonnes or measuring more than 2,2 m height and/or 2 m width
- Your goods will be delivered to your stand in order to normal shipping regulations and will be debitated according to the pricelist of Malmö Mäss-Service. If you want to recieve the goods when it's being delivered you need to monitoring the delivery by yourself.
- If your goods weighting over 1 t per package or that is more than 2m with and/or more than 2.5m high you'll need to contact Malmö Mäss-Service at least two weeks in advanced.
- **In that case the shipper delivering the goods and asks us to deliver the goods to the stand we'll do this at your expense, regardless what has being agreed between the shipper and the exhibitor. Charging will be made according to Malmö Mäss-Service pricelist.**
- During the last day fo moving in the carpets will be placed at 4pm. After this time the ports will be closed and the goods will need to be kept away from the aisles.
- Packaging and empty goods are not allowed to being kept in the stand. All the packaging that are being placed outside of your stand during the arrangement will be charged in order to Malmö Mäss-Service pricelist, minimum of charge is two cubic meter.
- If the goods arrives before the given time of recieving the goods, we will place it in our stock and will charge the exhibitor. This regards even if the goods not being retrieved before given time.
- OBS! Malmömässan are not assuming for any goods during the handling of the goods.
- Goods needs to bee picked up **no later than 10th of May**. Goods that's not being picked up will be charged.
- Shipping forms: As an exhibitor you have the responsibility to make sure that every goods are being marked with correct shipping forms. In some cases the service can be ordered through Malmömässan to a additional cost.

### Exhibitor cards

Are printed out before the show via My Easyfairs\*, this will save you time when moving in. If you have not had the opportunity to print, you will have the opportunity to get a hand written exhibitor card when moving in. Everyone who enters the show venue must have an exhibitor card, this is for your own safety.

*\*Every exhibiting company has a log-in to My Easyfairs which is your personal space on our home page [www.easyfairs.com/plastteknik](http://www.easyfairs.com/plastteknik). For questions about how to log-in or manage My Easyfairs, please contact the Easyfairs team.*

### MMS, Malmö Mäss-Service

Mäss-Service can help you with technical questions and stand construction and they are located inside the show venue. Opening hours:

- **Tuesday 7 May** **7am – 10pm**
- **Wednesday 8 May** **7am – 5pm**
- **Thursday 9 May** **9am – 10pm**

### Last day to order additional furniture for your stand is 16th of April

After that date, 25% extra of the price will be charged on orders and during the moving in day 50% extra. Therefore you should place your orders in time! Orders can be placed through: the Technical Coordinator of Malmömässan [or through the online shop >](#)

### Dismantling your stand

NOTE! It is forbidden to start dismantling any stand before 4pm on the last show day. The stand has to be manned until that time. If your stand is found empty or dismantling has started during the shows' opening hours, a fine of 10.000SEK can be issued.

### Moving out

#### Thursday 9 May, 4.30pm – 10pm

Doors and gates will open as soon as empty transport packages have been removed. Please note that you can start moving out at the earliest approximately 30 minutes after the show closing. Please keep the aisles free until 4.30pm! Thanks in advance for your patience. Pre-packed and labeled goods can be collected until 4pm the day after the show has closed.

### Opening hours

For visitors:

- Wednesday 8 May** **9am – 5pm** (Networking breakfast from 8.30am and networking from 4.30pm-6.30pm)
- Thursday 9 May** **9am – 4pm** (Networking breakfast from 8.30am)

For exhibitors:

- Tuesday 7 May** **7am – 10pm**
- Wednesday 8 May** **7am – 5pm** (Networking from 4.30pm-6.30pm)
- Thursday 9 May** **8am – 10pm**

### Opening hours for restaurants & cafés

Restaurant Forest (inside the show venue)

- Wednesday 8 May** **11am-4pm. Lunch is served 11.30am-3pm**
- Thursday 9 May** **11am-3pm. Lunch is served 11.30am-3pm**

Café (entrance)

**Wednesday 8 May**

**8:30am-5pm**

**Thursday 9 May**

**8:30am-4pm**

### **Moving in - restaurant**

During the moving in-day the Forest restaurant is open between the hours 11.30 am-2 pm. We offer you a lunch and opportunity to snack.

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## **SERVICE A-Z**

### **Age limit**

The show venue is a workplace, large trucks are moving on the floor and for this reason it is not permitted for children under 16 staying in the show venue during moving in and out. Please take care of your children and respect our forklift drivers. Thank you for your understanding!

The show is a trade show and the age limit is 18 years. Proof of age may be required along with business cards at the entrance. The show is not open for students.

### **Cleaning**

Cleaning the stand is included in the price. Your stand is being cleaned the night before the show starts and after the first show day is finished.

### **Cloak room**

You will find a manned cloak room by the entrance of the show venue.

### **Conference rooms**

If you wish to rent a conference room, please contact the Project Manager of Malmömässan.

### **Electricity**

If you wish to have electricity for longer than 4pm on the last day of the exhibition, please notify "Mäss-Service". If you wish to have over-night electricity, order this with the regular electricity.

### **Fire regulations**

Smoking and open fire is strictly forbidden in the venue. NB! All material used for decoration in the stands must be fire resistant. You need to have good ventilation in your stand if you are to cook or perform any similar activity. If you have any questions please contact the technical department. We have automatic fire alarms in our venues, which means that the smoke detectors are very sensitive. Fire alarms caused by exhibitors will be charged.

### **Gas cylinders and bottled gas**

Gas cylinders and flammable fluids may not be stored in the stand overnight. Bottled gas shall be clearly marked with stand number and placed in the aisle outside the stand when the show closes at night. It will then be removed for overnight storage. If you wish to have any kind of gas cylinders or bottles in your stand you must notify the Project Manager of Malmömässan.

### **Goods**

If you have goods weighting over 2,5 tonnes or measuring more than 2,2 m height and/or 2 m

width it is of great importance that you contact the Projext Manager at Malmömässan **no later than 25th of April**. Since the aisles are 2,5 m wide it is very important to get in the extremely large goods before the stand construction is completed.

### **Internet/wifi**

We can offer internet/wifi. Contact Malmö Mäss-Service to order.

### **Insurance**

Malmömässan or Easyfairs do not provide any kind of insurance that includes displayed articles or showcase equipment. So it is our recommendation that you arrange your insurance for this event.

### **Lunch tickets for stand personnel**

The restaurant at Malmömässan offers you as an exhibitor to buy lunch vouchers, meaning that you can eat one of our lunch dishes at special prices. In the offer a main course is included with salad, bread and coffee for the special price of 98SEK including VAT. These coupons applies to all restaurants and cafés during the show. The vouchers can be purchased on site or alternatively pre-order by mail. Payment can be made by cash, credit card or by invoice. The vouchers are sold in booklets of 10 pieces, broken booklets cannot be reimbursed. Please note that single lunches cannot be invoiced (invoice fee of 125SEK will be added per lunch). Mail your order to: [kuponger@malmomr.se](mailto:kuponger@malmomr.se) or call +46(0)40-642 10 00.

### **Maximum structure height**

The maximum structure height is 2,5 m, it is not allowed for any structure to exceed this measurement without permission. Please contact the Sales Executive at Easyfairs for questions.

### **Parking**

Parking meters are found in the parking area. International credit cards are only accepted at the parking lot closest to the show (T0). See attached parking map. There's a trailer-park at PNorth in the furthest part of the gravel parking. You need to buy a parking ticket for your car and trailer and place both of the tickets in the car window when you've disconnected your trailer. It's important that you write the registration number at the ticket that belongs to the trailer. If you park a trailer without a car you'll need to announce your registration number and show the parking ticket at the office of PMalmö next to Malmö Arena. In that case you avoid parking fine.

### **Post Office and Bank**

Notice that we do not have a Post Office or Bank on the premises. Think of this when it comes to change and your possibility of being able to charge your customers by credit card. The closest ATM is found approximately 3 minutes walking distance from the venue.

### **Public transportation**

Citytunneln, the local metro, runs continuously from the Central Station and Triangeln and stops just outside of Malmömässan (Hyllie Station). In addition, the local buses no 6,7 and 33 run every 7 minutes from the city centre and the central station and stops outside the venue as well.

### **Recording**

All kind of recording must be approved by the Easyfairs project team.

### **Restaurant**

The venue offers two restaurants which will be open throughout the whole exhibition, including days for moving in and moving out. If you wish to get in touch with the restaurants to make a

reservation, please contact Henrik Blankell; +46 (0)40 642 1031.

### **Restoration**

Clean stand walls from staples, pins, tape, etc. If this is not done, Malmö Mäss-service will charge hourly. If you have painted the walls, Malmö Mäss-service will also charge the cost of restoring them to the original condition.

### **Security**

We have security that makes sure everything works smoothly during the show and at night, but we do not take any responsibility for objects on display. You can order additional surveillance at Malmö Mäss-Service.

### **Smart Badge**

**You need to get your smartbadge-reader before the opening of the show. All of the visitors will have a so called "smart badge" that will work as their entrance card.** The visitors will get an entrance badge provided with a chip – smart badge – exhibitors will get a reader to place in the stand. When you're busy elsewhere, the visitors still have the opportunity to get information about your company, by touching your reader with their smart badge. This way, the visitors collect the information that you've posted in My Easyfairs. If you have Go Leads or Go Plus, you'll also get a list of the visitors who have touched your reader. It's important that you collect the reader before the opening of the show.

### **Smoking**

Smoking is only allowed outside.

### **Stand catering**

Enjoy food and beverages in your stand. The show restaurant holds the excise licence and provides catering for all exhibitors. The show restaurant can also help you compose a little treat for your costumers in your stand. Contact: [montercatering@malmomr.se](mailto:montercatering@malmomr.se) or call +46 (0)40-642 10 00.

### **Taxi**

For travelling by taxi in Malmö, we recommend the following taxi companies:

Taxi Kurir, +46 (0)40-70 000

Taxi 97, +46 (0)40-97 97 97

### **Theft**

During the "moving in and out"- period there are a lot of people in the venue. Don't leave any goods out of sight and make sure you have your insurance in order!

### **Welcome to Malmömässan**