



## Practical Exhibitor Information for NSCMID 2023 ÖREBRO

We look forward to meeting you and hope for some rewarding days with opportunities to make new connections with our participants. Below is some practical information regarding the exhibition at the conference.

Venue Address: Conventum Konferens  
Fabriksgatan 17 , 702 23 Örebro

The following information should be provided on your goods:  
NSCMID 2023, Company name, contact person, and telephone number of your representative.

If you will have larger objects/machines in your booth, please notify this in advance by contacting [monterservice@conventum.se](mailto:monterservice@conventum.se). See contact details below.

Shipping: Inbound shipments: earliest arrival on September 19, 2023

Outbound shipments should be handled by the exhibitor and removed no later than September 25, immediately after the conference's conclusion. If Conventum is to assist, return shipping labels must be printed in advance. Outbound goods are to be left at the respective booth. Notify Conventum's staff that freight/courier service has been booked.

Please notify the arrival of the shipment at the telephone number 019-766 45 52.

Move-in: September 21, between 7 AM – 11 AM

Move-out: September 24, between 10:30 AM – 4 PM

Contact persons: Conventum Monterservice

Hans Holmberg and Ludwig Ljunggren  
Email: [monterservice@conventum.se](mailto:monterservice@conventum.se)  
Phone: +46 19-766 45 52

Project Manager, Conventum  
Maria Wizell  
Email: [maria.wizell@conventum.se](mailto:maria.wizell@conventum.se)  
Phone: +46 19-766 45 16

Organizer: Stefan Wengelin, Commee AB  
([stefan@commee.se](mailto:stefan@commee.se)) 0703-422138

**Additional Equipment:** If you need to rent extra equipment/furniture, please book it using the attached order form.

**Your exhibition space:** Gold and Silver: 5 x 2 meters floor space  
Exhibitor 1: 3 x 2 meters floor space  
Exhibitor 2: 2 x 2 meters floor space  
Please note that there are no walls separating the booth spaces.

**Included:** Chairs and tables (the table will be labeled with the exhibitor's name)  
Electrical connection 220 V/10 A  
Existing Wi-Fi (password will be provided upon arrival)  
Booth layout will be emailed separately.  
Any custom booth walls/roll-ups must not exceed 2.70 meters.  
It is not allowed to tape on the walls, floor, or windows.

**Other:** No explosive items or gas cylinders are allowed in the booths.  
The organizer/exhibitor is responsible for exhibited items, decorations, and other materials. We recommend exhibitors to obtain comprehensive exhibitor insurance.  
Packaging and other flammable packaging materials should not be stored in the booth; they should be stored in the designated area. Please contact Conventum's staff.  
No outside food or drinks are allowed. However, candies and similar items are permitted. Catering for the booth can be ordered directly from Conventum.  
Daytime meals are included for booth staff. They will be served 30 minutes before the regular participants.