

# Exhibitors information February 7-8, 2025

Welcome to Stockholm and the Globe arena annex!  
Here is some important information for all exhibitors.

|                                   |   |              |   |
|-----------------------------------|---|--------------|---|
| Street address                    | Annexet, Globentorget, Entré 3 <a href="https://www.stockholmlive.com/">https://www.stockholmlive.com/</a>  |              |   |
| Moving in                         | <u>Day</u>  | <u>Datum</u> | <u>Time</u>   |
|                                   | Friday  | Feb 6        | 16.00-20.00   |
|                                   | Saturday  | Feb 7        | 08.00-10.30   |
| Opening hours                     | Saturday  | Feb 7        | 10.30-17.00   |
|                                   | Sunday  | Feb 8        | 10.30-16.00<br>(Open from 09.30 for exhibitors)   |
| Moving out                        | Sunday  | Feb 8        | 16.00-20.00<br><b>Exhibitors are not allowed to break/dismantle their stand or carry out exhibition goods before the time appointed for moving out on the last day of the fair.</b> |
| Service desk for exhibitors       | Friday  | Feb 6        | 16.00 - 20.00   |
|                                   | Saturday  | Feb 7        | 08.00 - 10.30   |
| Delivery address for consignments | KÖPA HUS UTOMLANDS or "Buying Properties Abroad"<br>Goods for the fair should be addressed as follows:<br>Exhibitor and booth number<br>Buying Properties Abroad<br>Address: Globentorget 2, Annexets lastport<br>121 77 Johanneshov<br><b>NOTE! Goods can be received no earlier than Friday, February 6.</b>  |              |   |
| Goods transport                   | Goods are sent to the Annex loading gate during move-in. All goods must be loaded before the start of the fair.<br>Loading gate height 2.75m and width 4.50m.<br>price list.<br><b>NB! Deliveries can be received no earlier than February 6.</b>   |              |   |
| Pick up goods                     | <b>All goods must be collected no later than Sunday, February 8 at 8:00 p.m.</b> All goods must be fully packaged and collected at the Annex loading gate. The exhibitor must provide the goods with a transport note and order collection. Globe Arena takes no responsibility for goods. NOTE! When collecting exhibitor material, couriers and other personnel must show identification or otherwise demonstrate that they have the right to collect the exhibitor's material. |              |   |
| Entrance for exhibitors           | During move-in, the Annex's loading gate is used as an entrance for exhibitors. See times during move-in. The Annex's loading gate is also open one hour before the fair opens. This is the only time goods may be transported. This entrance is open Saturday 08.00-10.30 and Sunday 09.30-10.30. During the fair's opening hours, the loading gate is locked. After move-in, the Annex's entrance (entrance 3) must be used.  |              |   |

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| <b>Hotel</b>                           | Next door to <i>Stockholm Live Globe Annex</i> is <i>Quality Hotel Globe</i> and they offers rooms at a discounted price February 7-9. <a href="#">Book here via the booking link</a> and use the code <i>Meet12</i><br><i>Hilton Stockholm Slussen</i> also offers rooms at a discounted price February 7-9, including breakfast. <a href="#">Book here via the booking link</a>  |
| <b>Fire Instruction</b>                | NB! All material in the stand must be fire proof.<br>Smoking is not permitted in the hall  |
| <b>Insurance</b>                       | We recommend that you take out a separate insurance for the trade fair – contact your insurance company and ask for a temporary trade fair insurance.<br>NB!! Do not leave any valuable goods when you leave the stand for the day, such as computers etc.   |
| <b>Disposals</b>                       | For moving in and out, mobile environmental stations are placed in the halls, where all refuse is to be sorted. During fair days, the environmental stations may be found at the loading door. Exhibiting companies will be charged for the removal of refuse and any exhibited goods left behind.   |
| <b>Storage</b>                         | There is a room (room 10) in the Annex available for storage of goods and packaging etc. Please note that the space is limited and will be unlocked and unguarded during the day but locked at night.  |
| <b>Remember</b>                        | Bring pencils, scissors, tape, tools, extension leads, a trolley, string, cloths, etc.<br><b>Note!</b> Using nails, tape or adhesive pads is not permitted to use on the walls, floors or ceilings of the exhibition hall.   |
| <b>Internet</b>                        | Free wifi available. Fixed connection for the Internet (For hire),<br><i>Please order in good time – contact Mäss-Service.</i>   |
| <b>Electricity and carpet</b>          | Please be reminded that electricity is not included in your stand. if you wish to use computers or other electrical equipment you have to order electricity. <b>A black carpet is already laid in the Globe Annex.</b>   |
| <b>Sound</b>                           | Please keep a moderate sound volume.   |
| <b>The stand</b>                       | With regards to evacuation it is not permitted to put goods and products outside the stand. It is not either permitted to expose bulky products on the outside of the stand walls.   |
| <b>Food and beverages in the stand</b> | Stockholm Live is responsible for all serving of food and drinks or similar within the facility through an exclusive agreement with a subcontractor. This means that distribution of brought food, drinks or similar is not permitted. However, it is possible to order this in advance. In that case, contact <a href="mailto:lila.nguyen@stockholmlive.com">lila.nguyen@stockholmlive.com</a>  |
| <b>Communications &amp; parking</b>    | Stockholm Live Globen is located just 8 minutes from Stockholm Central Station. It is easy to get here by metro. Stop at Globen or Gullmarsplan. There are a number of options to choose from if you want to take the bus. Gullmarsplan, which is about a 5-minute walk from Globen, is a large bus station. The Tvärbanan line passes Globen on its way to Alvik or Sickla Strand. For exhibitors and visitors who come by car, there are plenty of parking spaces in the |

immediate area, about 2,100 spaces. Free parking for two hours in Globen City's parking garage. If you are going to park for longer than 3 hours, you should choose Plan 1 Event Parking, where you pay 170 SEK for 12 hours.  
**NOTE!** There is a total parking ban on the square between Annexet and Hovet, only for loading and unloading.

**Do not hesitate to get in touch with us:**

**Fair Media International AB**

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**Mäss-Service** Stand-service

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Fastighetsmässan  
**KÖPA HUS  
UTOMLANDS**