

# The World Water Week exhibition

Welcome to the World Water Week exhibition. On this page you will find all the information you need regarding the exhibition.

The exhibition area will be located on the Tele2 Arena floor surrounded by the event and session rooms and where lunches and coffee are served.

Exhibition map will be available from 1<sup>st</sup> June.

## Practical information A - Z

On this page, we have gathered all practical information that you need for exhibiting at World Water Week. We ask you kindly to take your time and read the information carefully.

### Access to your exhibition stand

The following times are for set up, manning and tear down of your exhibition stands:

*Saturday August 24<sup>th</sup> 15:00-18:00 Set-up*

Sunday August 25<sup>th</sup> 08:00-19:30

Monday August 26<sup>th</sup> 08:00-19:30

Tuesday August 27<sup>th</sup> 08:00-19:30

Wednesday August 28<sup>th</sup> 08:00-19:30

Thursday August 29<sup>th</sup> 08:00-19:30

Friday August 30<sup>th</sup> 08:00-12:00 *tear down and moving out – 12:00 - 19:30*

### Communicate your key messages in a sustainable way- endless possibilities

World Water Week is a paperless conference to any extend possible and that goes for our exhibition as well.

### Contacts:

World Water Week & Prizes Team – Questions regarding overall exhibition, placement & catering

Katarina Liljegren Swahn, Senior Manager, Format and Logistics

[Katarina.liljegren-swahn@siwi.org](mailto:Katarina.liljegren-swahn@siwi.org)

Tel: +46 8 1213 6097

Workman Event – Questions regarding the printing on the re-boards, construction of free-build stand as well as transportation to and from the exhibition [monterservice@workman.se](mailto:monterservice@workman.se) Tel: +46 8 410 356 60

### Electronic & Interactive Communication

We have provided each exhibition stand with an **LED screen** (with exception for the “mini” stand) which allows our exhibitors to present all material electronically and interactively. The LED screens are compatible with a USB stick.

Specifications for presentation on the LED screen - USB stick:

Save your PowerPoint presentation or film on a USB stick. Should you want to show pictures they should be in .jpeg and in RGB-colors, not CMYK in MP4-format.

For best results the USB should only have the one presentation for the LED screen on it. (The LED screen will automatically loop the presentation at the end and start over)

As the meeting rooms adjacent will be held as interactive silent sessions there should be no sound on the presentation during the sessions, therefore it is recommended that all films and animations have subtitles in English.

## Food & beverage in the stand

Host receptions, launch mingles or use the exhibition area to make special announcements (such as the launch of a report or project).

Breakfasts and/or cocktail party can be ordered to the exhibition stands or to a private lounge. Book your catering on the programme website by logging into your account and adding your order under "Extra activities".

See the Menu selection [Here](#)

Levy Restaurants, the caterers at Tele2 Arena have exclusivity on any type of sponsorships and/or service involving food, beverage or confectionery must go through them. Please contact [Katarina.liljegren-swahn@siwi.org](mailto:Katarina.liljegren-swahn@siwi.org) before 27 July if you would like to offer any sort of food or beverage other than what can be ordered from the above Menu selection, in your stand.

## Free-build guidelines

If you want to construct a free-build exhibition please contact Workman Event [monterservice@workman.se](mailto:monterservice@workman.se) Tel: +46 8 410 356 60 by 1 June 2019.

Entry and build time: Friday 23<sup>rd</sup> August 07:00 – 20:00 (empties out), Saturday 24<sup>th</sup> August 07:00 – 18:00

Dismantle and exit: Friday 30<sup>th</sup> August 14:00 – 20:00, Saturday 31<sup>st</sup> August 07:00 – 16:00

## Ordering furniture and equipment

If you need additional technical equipment or furniture it can be ordered directly via **Workman**, the purveyor responsible for building the exhibition this year.

The web shop can be found here: <http://www.workman.se/shop/en/>

The deadline for ordering extra equipment is August 5th. Orders after the deadline will be charged with a fee that is 30% above the displayed prices. Orders that will be placed on site will have a fee that is 50% above the displayed prices. (all orders are subject to availability)

Always check the size and the rented equipment in your stand on arrival. If there are any discrepancies, please contact the Service Center. Additional orders of equipment or services will be debited to the person who has signed the original contract

## Printing on Exhibition Stand shell scheme

Your exhibition stand includes some printing on the shell scheme. The format for printing is print ready PDF.

Mini & Small:	Printing on one side of the shell scheme with logo and/or graphics	<a href="#">Printing template small</a>
Medium:	Printing on the side of the shell scheme (2 sides) with logo and/or graphics	<a href="#">Printing template medium</a>
Large:	Printing on one side of each set of shell scheme (6 of 12 sides) with logo and/or graphics	<a href="#">Printing template large 1 / 2</a>

Free build: Printing on one side of each set of shell scheme  
(6 of 12 sides) with logo and/or graphics

[Printing template free build 1 / 2](#)

Pavilion: Printing on 6 side boards and 4 triangular boards  
with logo and/or graphics

[Printing template pavilion 1 / 2](#)

Print ready files needs to be sent to [monterservice@workman.se](mailto:monterservice@workman.se). Deadline for print ready files is **26 July**.

Please mark your files with **World Water Week 2019, Organization/Stand number/ID, first and last name, email address and phone number**

**Extra print on re-board size (1,5 x 2,5 m) is SEK 1450**

**Extra print on re-board size (1,5 x 1,0 m) is SEK 850 (small corner for large and free build)**

## Recycling in the arena

Recycling stations

During moving in and moving out and during the exhibitions opening hours there are two recycling stations in the exhibition. At the stations there are three components: wood, paper and other.

## Rubbish bins

Several rubbish-bins our located in the aisles in the halls where paper, miscellaneous and bottles can be disposed.

## Safety and Fire regulations

No lit candles are allowed along with a strict non-smoking policy in the arena. Textiles and similar materials for covering walls or other decorations shall be impregnated to the level of fireproof.

Emergency routes and exits must be clear of any obstruction at all times. If obstructed, the organizer reserves the right to move the object at the expense of the exhibitor. Construction that covers or hides any fire equipment, alarm buttons, distributor panels, signs or similar is prohibited.

Please note! The organizer regularly completes safety rounds where they check safety regulations, safety exits and more before and during the exhibition. Potential reconstruction or moving of packaging that the organizer finds necessary will be made at the expense of the exhibitor.

## Security

The organizer is responsible for the general security and security personnel are on site but takes no responsibility for losses or damages on exhibitor products or items before, during or after the exhibition.

Neither the organizer nor Workman Event is responsible for any damage to the exhibitors' goods or decorations, even though these damages could have occurred by the organizer or Workman Event. The exhibitor should therefore make sure they have their own insurance with proper coverage for the exhibition.

Extra security can be booked via **Katarina Liljegren Swahn** [Katarina.liljegren-swahn@siwi.org](mailto:Katarina.liljegren-swahn@siwi.org) for an additional cost. Please book this at least two weeks in advance of the exhibition.

## Service Centre

If you need to order any additional equipment to your stand during the moving in period, you can do so at our Service Centre. An additional cost of 50 (%) percent on the price will be added on orders on site. Please note that we cannot guarantee that we have equipment in stock on late orders. The Service Centre staff is happy to help with every enquiry you may have regarding the exhibition and your stand.

The Service Centre is open and/or service phone during **exhibition access hours**. Str

For free-build set up and tear-down times, see section on free build

## Shipping, goods and deliveries

Exhibitors are responsible for organizing the shipping of materials prior to and following the exhibition

All packages arriving from freight companies should be sent **directly to Tele2 arena** Receiving times for deliveries are as follows:

Thursday 22nd August 08:00 - 17:00

Friday 23rd August 07:00 - 17:00

Saturday 24<sup>th</sup> August 07:00 – 18:00

Please mark your goods with

**Tele2 Arena /World Water Week 2019**

**Organization/Stand number/ID**

**First and last name**

**Phone number**

**Arenaslingan 6**

**121 77 Johanneshov**

**Sweden**

### Deliveries before 22<sup>nd</sup> August

Should you need to ship materials to arrive before the 22 August, you can have the goods delivered to Workman at an **additional cost**. Receiving times are as follows.

Monday 19th August 07:00 – 15:30

Tuesday 20th August 07:00 – 15:30

Wednesday 21<sup>st</sup> August 07:00 – 15:30

Workman needs information about your shipment and tracking documents before 05 August at the latest.

Contact information regarding deliveries: [logistic@workman.se](mailto:logistic@workman.se) and on call phone number for deliveries: +46 72-451 93 52

Delivery address to Workman & please mark your goods with

**Workman /World Water Week 2019**

**Organization/Stand number/ID**

**First and last name, phone number**

**Strömögatan 5**

**164 40 Kista**

**Sweden**

## Shipping, goods pick up and return

All return good must be picked up by Fright companies on

Friday August 30<sup>th</sup> 12:00 – 19:30

Saturday August 31<sup>st</sup> 07:00 – 16:00

You are responsible that each all goods are clearly marked and have shipping documents attached.

Any goods that has not been picked up by 16:00 on Saturday will be taken to Workman at **extra cost**, to be picked up at their premises on Monday 2<sup>nd</sup> September 07:00 - 15:30.

Saturday August 31<sup>th</sup> – only move out 07:00 – 16:00

Neither World Water Week, Tele2 Arena nor Workman Event are responsible for your goods before, during or after the exhibition!

## Storage

Only a limited availability of storage of goods will be available. Please contact [monterservice@workman.se](mailto:monterservice@workman.se) for more information.

## Wi-Fi and Internet

There is a free Wi-Fi network in the arena. The Wi-Fi network is called: Tele2 Arena, no password is necessary.

Wired internet connection is available at additional costs and needs to be order at [monterservice@workman.se](mailto:monterservice@workman.se) by 1 June 2019.