

GENERAL INFORMATION FOR EXHIBITORS

This is important information concerning your participation in Euro Mine Expo 2010. Please read through this information carefully and pass it on to all your colleagues who will be working at your stand during Euro Mine Expo 2010 Trade Fair and Conference.

A

ACCOMMODATION, Please contact Umeå Congress AB, telephone: +46 (0)90-13 00 34 for information about accommodation.

ADDRESS of Skellefteå Kraft Arena, Mosskatan 27, SE-931 70 Skellefteå, Sweden.

C

CAR PARKING Free parking at Skellefteå Kraft Arena, please follow the parking signs.

CONTACT

Project Manager: Ann-Sofie Greander +46(0)70-216 07 76

Exhibitors' information desk: +46(0)90-16 34 09

Stand questions: Ann-Sofie Greander +46(0)70-216 07 76

Press: Nils Fredriksson +46(0)70-323 27 02

CLOAKROOM where you can leave your luggage and belongings is located in the Exhibitors' Registration Desk in Skellefteå Kraft Arena's entrance hall.

E

EXHIBITORS PASSES (name badges) may be obtained at the Euro Mine Expo Registration desk at Skellefteå Kraft Arena from 12 pm June 7. The name badge must always be visible since this is your ticket for all the arrangements where you have pre-registered.

EXHIBITOR COFFEE, REFRESHMENTS AND MEALS The full pre-registration fee includes the conference programme, information package, lunches and refreshments during breaks, the Get-Together & Mingle Party on Tuesday June 8 and the Conference Buffet Dinner on Wednesday June 9.

Exhibitors who have pre-registered as "Exhibitor, Excl Conf programme" (name badges marked with red colour) have access to all the above, except the main conference programme.

Lunches, coffee and refreshments as well as the Get-together & Mingle Party on Tuesday the 8:th are served outside the Rinkside Restaurant, on the first floor of the Skellefteå Kraft Arena.

The Buffet Dinner on Wednesday June 9 will be served in Folkparken where the Conference is held.

Please note that without pre-registration and full payment, you cannot use these services. You can buy coffee and lunch in Rinkside Restaurant.

F

FLOORING

Stand 6 sqm have grey carpet.

Stand in other size may order carpet in optional color, otherwise there is a concrete floor.

Gangways have dark grey carpet.

G

GOODS DELIVERY to the venue can be made from week 22, 2010. Please mark all deliveries clearly with Euro Mine Expo 2010 and your company name/stand number. All pre-sent materials will be delivered to your stand at arrival.

Goods delivery address:

Skellefteå Kraft Arena

Mossgatan 27

SE-931 70 Skellefteå, Sweden

Mark with: Euro Mine Expo 2010, exhibitor name and stand number.

I

INSURANCE Euro Mine Expo takes no responsibility for injuries/damage caused by the exhibitor or his/her staff or their possessions at the trade fair, nor is Euro Mine Expo in any way responsible for damage/injuries caused to the exhibitor and his/her staff or their possessions. We recommend that you take out insurance with your insurance company.

INTERNET Wireless internet is available in the Skellefteå Kraft Arena. Please contact the Registration Desk for a code.

INVITATION CARDS This is an easy way to invite your customers and you pay only 125 SEK including VAT for each card used. Please note that both your company name and stand number must be filled in on each card! Invitation cards will be sent to you as soon as we receive your order. Extra cards can be ordered from Euro Mine Expo's Registration Desk during the exhibition.

L

LUGGAGE ROOM Exhibitors can leave their luggage in the cloakroom located in the Exhibitors' Registration Desk in Skellefteå Kraft Arena's entrance hall.

M

MOVE IN / MOVE OUT

Please register as soon as possible when arriving to Skellefteå Kraft Arena. Registration is made in the entrance hall. There you will also get information about where to unload goods brought by yourself to your stand.

Move-in

Monday June, 7 12:00-21:00

Tuesday June 8 08:00-14:00

The stand must be completed by 14:00 p.m. Tuesday, June 8.

Move-out

Thursday June 10 12:00-16:00

Dismantling must not begin before the closing of the Trade Fair & Conference, at 12:00 on Thursday, June 10. All exhibitor goods and structures must be removed from the Trade Fair & Conference area by 16:00 on Thursday, June 10 at the latest. The exhibition space must be left in the same condition as when it was placed at the exhibitor's disposal.

O

ORDERS for items such as carpets, furniture etc can be placed via our web site

www.eurominexpo.com.

P

PACKAGING that is to be re-used can be stored by Skellefteå Kraft Arena. The packaging must be marked with your stand number and name of the company. Labels for re-used packaging material may be obtained from our Registration Desk.

PROGRAMME The trade fair and conference programme is presented in the Trade Fair and Conference magazine and at www.eurominexpo.com

PRESS INFORMATION Euro Mine Expo offers facilities for exhibiting companies to have their own press releases presented at Euro Mine Expo's web-site before and during the event. All material is to be in both Swedish and English. Before the event, we only accept material in electronic form. Euro Mine Expo Press approves and publishes one press release per company per day before the event. Send your press releases to info@eurominexpo.com. During the event, companies deliver their own press information material to the Press Room, in both Swedish and English.

S

STAND NUMBER All exhibitors are given a stand number. Please state your stand number whenever you contact the Registration Desk, contractors, etc.

T

TRANSFER BUS Free transfer bus from the hotels to Euro Mine Expo 2010/Skellefteå Kraft Arena and return. See information at your hotel and in Registration.

W

WALLS The stand walls are made of white laminate covered surface (height 250 cm, width 100 cm) in aluminum frames. Please note that a charge will be made for the restoration of damaged stand walls.

WASTE

Waste created when putting up stands shall be disposed in containers.