



General information for exhibitors

To be issued to all people who will work with and/or on your stand.

ADDRESSES Goods & Postaddress: Boden Arena, Load Up North plus your stand number and company name, Flygfältsvägen 31, BODEN.

You can find your stand number at www.loadupnorth.se

ACCOMMODATION Have you booked somewhere to stay? Check what is available at www.loadupnorth.se. As an exhibitor you can claim a special rate by quoting booking code.

ALCOHOL POLICY No alcohol may be served on the stands. There is no facility to obtain a licence for this; all alcohol consumption must take place in the restaurants located in the trade fair area. The alcohol authority views this as self-evident, as we will have a lot of machines and a large number of trucks in the demonstration area.

BUS t&r Trade Fair Party at Western Farm. Free of charge, book your seat by sending e-mail to anette.westerlund@nolia.se.

Luleå:

kl 18.00 Elite Stadshotell

kl 18.05 Clarion Sense

kl 18.10 Scandic

Return from Western Farm 23.00.

Boden:

kl 18.40 Hotell Bodensia

Kl 18.30 Boden Camping - Hotell Nivå ca 18.50

Return from Western Farm 23.00

CAR PARKING for exhibitors is available at the designated site in the trade fair area. Parking permits are required, and these can be obtained from the service centre during setup.

CLEANING Exhibitors themselves are responsible for cleaning the stands. After the trade fair has closed in the evening, it is permitted to place rubbish in the gangways. Load Up North's personnel clean gangways and communal areas every evening.

CONTAINERS are sited at various places in the outdoor area.

ELECTRICAL EQUIPMENT It is important that you as an exhibitor have electrical equipment that is not faulty. Bear in mind the following in particular:

- Outdoor stands must have material that is designed for outdoor use.
- Cable reels must be used in accordance with the manufacturer's instructions and must not be left with the sockets facing upwards.
- Connectors and terminal strips must have the correct protection class and PET protection.
- Connectors and terminal strips must be positioned so that they do not come into contact with water.
- Lighting/lighting loops must be intact and it must not be possible for the cable to be pulled out of the cord grip. *Source: Swedish National Electrical Safety Board.*

ENTRY PRICES Free entry for pre-registration. Entry without a ticket Adult SEK 100, Youth 13-17 year 40 SEK, Child 0-12 year free in accompany with adults. Read more at www.loadupnorth.se/besokare. As an exhibitor you can have tickets to send to your customers. Send e-mail to anette.westerlund@nolia.se and she will help you.

EXHIBITOR ENTRANCE Exhibitors use the normal entrances before and after the opening times for the trade fair. Please note that an exhibitor's pass is required for access.

EXHIBITOR PASS & PARKING PERMIT Exhibitor passes and parking permits for exhibitors may be collected from the information desk at the trade fair at check-in. The passes must be filled in completely and the parking permits displayed in the car's windscreen in order to be valid. If you need them in advance, send an email to anette.westerlund@nolia.se and we will post them to you.

EXHIBITORS' RESTAURANT is available in the area, where you can buy lunch coupons and have them invoiced to you. There will be more information about this on the website.

FLOOR AND FLOOR COVERING 3Boden Arena: plywood floor

Outdoor area: Gravel, grass, asphalt.

If you have an indoor stand, we recommend that you order a mat for the stand, as we also lay mats in the gangways between the stands.

GENERAL PROVISIONS for the trade fair are set out on the reverse of the order confirmation.

HANDLING GOODS Goods for your stand may not be delivered to arrive any earlier than Tuesday 23 August at 08:00. Unless otherwise agreed with Load Up North, any goods that arrive earlier must, for reasons of space and safety, be placed in interim storage by the transport operator in question at the sender's expense. Please note that a charge is made for services such as forklift truck assistance. Delivery of goods to your stand is charged at an hourly rate. The cost of handling goods will be charged by Nolia AB at a rate of SEK 850/hour plus VAT (minimum charge is SEK 850). Please, make sure that your goods is properly covered with materials for example plastic or other in case of rain or storm. We sometimes store your goods outdoors.

All goods that arrive at the Load Up North trade fair come to our trade fair handling service and are processed in the trade fair area by **Nolia's trade fair handling service**, i.e. unloading, loading, tractor lift.

Please note that you will be charged for unloading, loading and delivery/collection of goods to/from your stand. Times for receipt of goods: Tuesday 08:00-17:00, Wednesday 08:00-19:00, Thursday 07:00-09:00.

INSURANCE Load Up North accepts no liability for any damage that might be caused in connection with the trade fair by the exhibitor, the exhibitor's personnel or their belongings, and also for any damage that might be caused to the exhibitor, the exhibitor's personnel or their belongings. We recommend that you arrange insurance cover with your insurance company.

PACKAGING that is to be reused can be stored **for a charge** (collection from and delivery to your stand) in a special area during the trade fair. The packaging must be labelled with the stand number and the company's name. Please, make sure to use materials for example plastic or other in case of rain or storm. We sometimes store your goods outdoors.

PHONE NUMBERS

The following numbers will be used during the trade fair:

Project Manager Kristin Olsson:	+46 (0)70- 255 61 95
Quality Host Ann-Sofie Greander	+46 (0)70- 216 07 76
Trade fair information/Service centre:	+46 (0)70-280 33 78
Technical Manager/On-call Göran Forsman	+46 (0)70-631 25 12

PRESS We'd like to highlight new products, exciting ideas and activities that visitors and the press can find on the stands at the trade fair. You therefore have the opportunity to email us any press releases that we can pass on in our contacts with the press. Email these to anette.westerlund@nolia.se.

PROGRAMME is presented in the trade fair newspaper and on the website. The trade fair newspaper in which exhibitors are presented is available in the trade fair area and at the trade fair's information desk.

QUALITY HOST Ann-Sofie Greander, +46 (0)70-216 07 76, is the quality host for the trade fair and will be available in the area to help you with your stand. You can also contact the trade fair's service centre, which may be found in the indoor hall.

SETTING UP The exhibitor reports his arrival to the trade fair's information desk. Any goods dispatched that have arrived will be on your stand. The stands are available to exhibitors from Tuesday 23 August at 08:00. Access before this solely by arrangement with the organiser. All exhibitors must have completed their stands by Thursday at 09.00.

STAND NUMBER All exhibitors will be allocated a stand number; this and the location of your stand will be announced later via the website. Use the stand number when contacting the service centre, contractors, etc.

STAND SERVICE We can offer a range of furniture and mats. You can view these and order from our range at www.nolia.se/uthyrning. All last-minute orders for your stand are made at the trade fair's information desk. Last-minute orders (from Thursday 23 June) are subject to a 25% surcharge on the price list. Please note that the stock of items from stand service is limited and that any order placed with stand service is binding. If you have any questions about stand service, feel free to contact us.

SUPERVISION of the trade fair area takes place as from the time when the trade fair opens for occupancy on 23 August at 19:00 until Monday 29 August at 07:00. Around the clock, although this does not mean that the trade fair assumes liability for exhibitors' belongings (see INSURANCE).

TICKETS! Pre-registration is required. Invite your customers free of charge!

If you want to invite your customers to the trade fair, send them an email with a reference to the link below. Feel free to add other tips and special offers from yourself. If you prefer to have a traditional free ticket in paper format to hand over to your customers in person, we can send these to you by post. The link to pre-registration is:

<https://secure.tickster.com/ab3rd309mmhgzw?c=37y9k64>

If you would like paper tickets that you can hand out, send an email to anette.westerlund@nolia.se stating how many you require. There is a fee of 5 Sek/paperticket.

TRADE FAIR INFORMATION/SERVICE CENTRE may be found in the indoor hall. It is situated just on the left in the indoor hall.

TRADE FAIR NEWSPAPER will be available in the trade fair area. Don't forget to let us know how you want to be presented as well as any co-exhibitors. We must have these changes by midsummer at the latest. Email this to anette.westerlund@nolia.se.

TRADE FAIR PARTY - Invite your customers, employees to the trade fair party

Friday evening – Dinner and show at Western Farm

You are invited to join us at Western Farm! Get ready to mingle, some activities and have a really good time. A nice dinner offer with bbq buffet will be served and a great show! Price 645 sek. Booking at noliashop.se. Or send email to anette.westerlund@nolia.se. You can also book extra drinkingtickets/packages at info@westernfarm.se.

TOILETS are available indoors specially labelled "Utställare" ("Exhibitors"). There will of course also be a large number of toilets outdoors.

VACATING THE STAND Participation throughout the whole of the trade fair is a precondition for participation at Load Up North. Vacating the stand may not begin until Saturday 27 August at 15:00. Vacating the stand must be completed by Sunday 28 at 16:00.

WALLS The walls of the stands in the indoor hall consist of board panels painted white, 2.50 metres high x 1 metre wide. It is permitted to attach items using small pins and to repaint the walls in a different colour. Please note that restoration to a white finish and any damaged stand wall will be charged in accordance with the price list.

WIFI at Nolia, with limited capacity.

OPENING HOURS

NEW! Trade fair opening hours:

Thursday	09:00 – 17:00
Friday	09:00 – 17:00
Saturday	09:00 – 15:00

Opening hours for exhibitor only:

Tuesday 23/8	08.00 – 17.00
Wednesday 24/8	08.00 – 20.00
Thursday 25/8	07.00 - 17.00
Friday 26/8	08.00 - 17.00
Saturday 27/8	08.00 - 18.00
Sunday 28/9	Only daytime for vacating and handling of goods
Monday 29/8	until 12.00 for handling of goods

Load Up North's Information and check-in desk:

Tuesday 23/8	08:00 – 17:00
Wednesday 24/8	08:00 – 19:00.
Thursday 25/8	07:00 - 17:00
Friday 26/8	08:00 - 17:00
Saturday 27/8	08:00 - 16:00

WELCOME TO BODEN AND LOAD UP NORTH 2022!