

BIO-EUROPE®

NOVEMBER 4-6, 2024 | STOCKHOLM, SWEDEN

Space Only - Booth Space

Main Operations Contact: Michaela Schneider | mschneider@ebdgroup.com

KEY INFORMATION

- Space only is only available to sponsors, delegations and **booth spaces of 20sqm and larger**.
- With a Space Only stand, you will only receive a **space on the exhibition floor**. There are no walls, stand fittings, power or carpet provided and you are responsible for organizing all of this at your own cost. Shell scheme structures will not be provided by EBD Group.
- **You are required to find contract your own booth constructor**. If you need help sourcing, we would suggest our main event booth constructor Fairfellows. Please see contact details below:
Franziska Leske
Leske@fairfellows.de
+49 89 998 298 454
- Any fees charged by the venue will need to be covered by the client.

TO ACTION

1. Hire a booth constructor – they will need to bring/build all necessary equipment, such as flooring, walls, electrical installations, power and light installations, furniture, cleaning services, etc.
2. Your booth will need to adhere to our [better stands programme](#).
3. Your booth design will have to adhere to the technical guidelines – please see more details in ‘*construction details*’ below.
4. Follow the Booth Design Approval process to meet required deadlines
5. Read through, sign and return Informa’s health & safety guidelines (see below).
6. Submit a copy of your company’s and your booth constructor’s public and liability insurance certificate.

BOOTH APPROVAL PROCESS

Please read this section carefully as your booth requires a 2-step approval process.

STEP 1 – Design Approval

DEADLINE: Friday, September 6

All booth designs must be submitted and approved by EBD Group. Please send drawings *including measurements* directly to [Michaela Schneider](#).

You will need to receive written approval from [Michaela Schneider](#) to move to the next step of Construction Approval.

STEP 2 – Construction Approval

All booths require safety approval from our health and safety partner Abraxys as well as from the Stockholmsmässan.

Please upload the following five (5) documents and await approval:

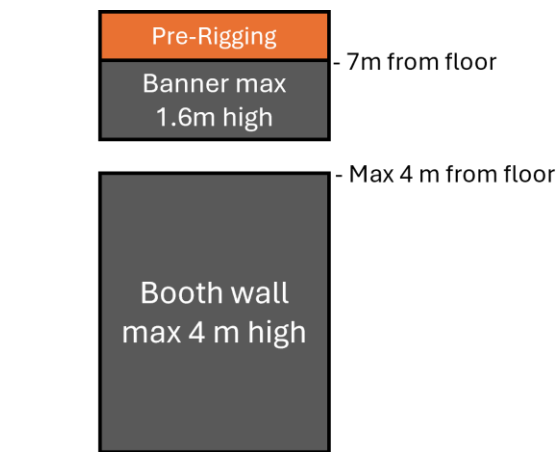
1. **Technical sketch** – must include measurements
2. **Risk Assessment and Method Statement** – required in English language
(refer to page 21 of [Informa Exhibitor Health & Safety Guidelines here](#))
Please include Better Stands information in your method statement and stand design.
[Click here for a checklist.](#)
3. **Informa Health & Safety Guidelines** – sign and return page 32
4. **Insurance Certificate** - copy of your Contractor and/or Subcontractor Public Liability Insurance Document
5. **Appointed Contractor** – you are required to provide contractor details along with construction materials to be in line with our Better Stands Programme.

**DEADLINE TO SUBMIT ALL DOCUMENTS AND CONTRACTOR INFORMATION:
FRIDAY, SEPTEMBER 13**

UPLOAD LINK FOR APPROVAL FROM ABRAXYS WILL FOLLOW SHORTLY.

CONSTRUCTION RULES

- Maximum height: 4m
- Maximum point of hanging signs: 7 m (highest point)
- Maximum height of banner: 1.60 m
- At least 50% of any side of your booth must be open (no construction or decoration).



If EBD Group's design rules differ from the venue's technical guidelines, the terms of EBD Group shall prevail.

ORDERING BOOTH EQUIPMENT

FAIRFELLOW'S WEBSHOP

You are able to order the following items below via [Fairfellow's webshop](#).

- Booth branding
- Furniture
- Lighting
- Fridges
- Carpet
- Screens and computers
- Extension leads, sockets and plugs

STOCKHOLMSMÄSSAN WEBSHOP

You are able to order the following items below via the Stockholmsmässan webshop.

The link will follow shortly.

- Electricity
- Hostesses
- Cleaning and recycling
- Rigging
- Plants and flowers
- IT and Wi-Fi
- Security
- Water supply
- F&B services