

[Exhibition Technical Manual](#)

Dear Exhibitor,

This webpage contains important information designed to help you prepare for the WCP 2026 Exhibition.

The Exhibition will be held in conjunction with the **26th WPA World Congress of Psychiatry**, taking place in the stunning city of **Stockholm, Sweden**, from **23-26 September 2026**

Venue:

Stockholmsmässan,

Mässvägen 1, 125 80

Älvsjö, Sweden

<https://stockholmsmassan.se/en/>

The exhibition floor plan has been designed to maximise the exhibitor's exposure to the delegates. Please read all the information on this webpage. It will take you very little time now and could save you a great deal of time later.

Please forward this link to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

For further support, please do not hesitate to contact us at:

Youcef Zaiter

Exhibitions Manager & Industry Coordinator

E: yzaiter@kenes.com | M: +34 657977165



[Exhibitors and Supporters Portal](#)

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)

- Submit booth drawing (for “Space Only” booths)
- Submit other deliverables as per contract

To access the Portal, please [click here](#).

Important Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

[Exhibition - Key Dates & Deadlines](#)

Action Plan	Deadline	Contact
Hotel reservation for staff	As soon as possible	WCP26 - Kenes Group or email Alejandra Villafaina at: avillafaina@kenes.com
Company logo & profile	As soon as possible - to be published on our online interactive exhibition floor plan	
Designed booth for approval		Via Kenes Exhibitor’s Portal https://exhibitorportal.kenes.com
Text for Fascia	Friday, 21st August	
Exhibitor Badge Registration and Additional Badge Order		
Lead Retrieval Orders	Friday, 04 September	
-Electricity order		
-Furniture Rental		
-Graphics/Signage		
-Custom Stand Builds		
-Daily Booth Cleaning	Friday, 21st August	WorkMan Event
-Rigging	30% price increase for orders after this date.	Email: Henrik.Axberg@workman.se
-Shell Scheme Extras		Click Here for Webshop
-Internet		
-Telecommunications and AV Equip. (Screens, Laptop, Desktop)		
Hostesses & Temporary Staff Hire (Baristas, Waiters, etc.)	TBC	TBC

Pre-alert & Documents:

7 working days before arrival at Stockholm - ARN airport.

Air freight - ARN Airport

Cargo: Latest arrival at Stockholm - ARN Airport: 3 working days before stand delivery for EU shipments and 7 working days from non EU countries.

Pre show / post show warehouse handling

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Swedish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance.

DSV

Lorena Perdomo
lorena.perdomo@dsv.com
 Mobile: +34 627582484
 Office: +34 930260837

Road freight direct to venue**Pre-alert & Documents:**

5 working days before arrival at DSV Stockholm warehouse. Cargo: latest arrival at DSV Stockholm warehouse: 3 working days before stand delivery.

[Exhibition Timetable](#)**Exhibition Time Table**

The timetable is **subject to possible changes** in accordance with the scientific program.

Activity	Date	Hours
Set up	Tuesday, 22 September	08:00 - 20:00 Space only set-up 14:00 - 20:00 Shell scheme set-up
	Wednesday, 23 September	07:00 - 11:00 Space only & Shell scheme silent set-up 11:00 - 13:00 Decoration Only (no hard build allowed)

	Wednesday, 23 September	14:00 - 16:00 (end of welcome reception)
Exhibition Opening Hours	Thursday, 24 September	09:45 - 16:45 10:15 <i>Coffee break</i> 15:45 <i>Coffee break</i>
	Friday, 25 September	09:45 - 16:45 10:15 <i>Coffee break</i> 15:45 <i>Coffee break</i>
	Saturday, 26 September	09:45 - 13:45 10:15 <i>Coffee break</i>
	Dismantling	Saturday, 26 September 13:45 - 21:00

Important Information

- Empty crates and packaging material must be removed after set-up and no later than **Wednesday, 23 at 11:00**. All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Therefore, please do not leave any visible valuable articles at your booth. In addition, **please consider hiring extra security for your booth** after Exhibition Operating Hours. The Congress organiser nor the venue will not take any responsibility.
- Dismantling of the booths before the official closing of the exhibition is **not permitted**.
- **It is the exhibitor's responsibility to dispose of all materials after dismantling.**
- Any equipment, display aid or other material left behind **Saturday, 26 after 20:00** will be considered discarded and abandoned.
- **Any charges incurred for waste removal will be sent to the exhibitor.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **TBC**. In the event your selected carrier fails to show on final move-out day, DSV reserves the right to re-route your freight onto another carrier.
- The exhibitors and all companies contracted by them are responsible for operating following the regulations on their booth area.
- Construction and dismantling work may only be carried out in compliance with all applicable occupational safety and accident prevention regulation. Exhibitors/ customers and all companies contracted by them must ensure that no other persons present on the site are endangered during construction and dismantling work.

Welcome Reception in the Exhibition Area

You are cordially invited to the Welcome Reception that will take place in **the Exhibition Area on Wednesday, 23 at 14:00**.

Exhibitors are asked to please attend their booths during this time in the Exhibition Area.

[Exhibition Floor Plan & List of Exhibitors](#)

Exhibition Floor Plan

The floor plan has been designed to maximize the partners' exposure to the delegates. For most updated floor plan and list of partners, please [Click here](#).

List of Exhibitors

Please see all the Exhibitors listed [Click here](#)

You can check the congress [Interactive agenda here](#)

[Exhibitor Representative Badge](#)

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalised i.e. they will include the name of the badge holder as well as the company name. Please submit the list of individual names via the Exhibitors Portal no later than Friday, August 21, 2026.**

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €200.

The Exhibitors' badges allow access to the exhibition area, refreshments, and the Welcome Reception.

Additional Exhibitor badges can be ordered online via the [Exhibitor Portal](#)

For any inquiries related to registration, please contact Niya Dimchevska, the Registration Specialist, at reg_wcp26@kenes.com.

*Please make sure that your Company Profile has been submitted before placing an order for an exhibitor badge.

Deadline: Friday, August 21, 2026

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the on-site registration desk.

Registration of Stand Personnel

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating

Company name, individual name, country

This badge will give you access to

Exhibition area (including access before the official opening hours);
Opening Ceremony; Welcome Reception

This badge will **not** give you access to Scientific and educational sessions; public transport pass; any off-site events

This badge is for All representatives and staff of the exhibitor; local staff (hired by an agency eg, hostesses, bar and service personnel, photographer), etc.

['K-Lead' Application - Barcode scanner App](#)

“K-lead” Application - Badge Scanner

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.

We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

Seamless Integration: Download directly to your device; no extra hardware needed!

Effortless Scanning: Quickly scan attendee badges to capture leads.

Customizable Notes: Add personal comments to each lead for better follow-up.

“Quick Scan” Function: Ability to quickly scan delegates as they enter the symposium hall.

Instant Access: Get real-time lead information for immediate engagement.

Universal Compatibility: Download from the **Apple Store** or **Google Play** using “Klead Pro”

Cost per unit: EUR 750 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Wednesday, September 09, 2026

Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-lead Plus:

Automated Follow-up Emails: Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!

Tailored Email Customization: Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.

Timely Engagement: Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.

Trackable Insights: Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.

Compatibility: K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: 350 Euro

Key Notes for K-Lead and K-Lead Plus:

Device Not Included: The application must be installed on your personal or company device (tablet/smartphone).

Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.

Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.

Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.

GDPR Compliance: We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.

By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

API integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

Instant API Access - Scan delegate badges using your own app and retrieve full attendee details.

Real-Time Sync - Automatically update your CRM.

CRM Compatibility - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.

Data Accuracy - Ensure accurate, up-to-date delegate info, reducing manual entry errors.

Custom Mapping - Adapt data fields to fit your CRM's structure.

Secure & Compliant - Advanced encryption ensures data protection.

Analytics & Reporting - Gain insights on leads and engagement.

If you are interested in the API Integration service, **These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>**

[1:1 Meeting Scheduler - Kenes Connect](#)

We are delighted to offer you an exciting opportunity to maximize your visibility and engagement at **WCP 2026** with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

Price: 750 Euro

Deadline for ordering the service: 10 days prior to the Congress

1:1 Meeting Scheduler is available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at WCP 2026.

[Access to the Exhibition Hall during Set-up and Dismantling](#)

There are no special access rules during move-in or dismantling unless special arrangements are requested in advance.

Safety shoes are not mandatory but recommended.

Work passes are issued by the venue staff before entering the loading area.

Work passes are provided to stand constructors and exhibitors who will work inside the exhibition halls.

Truck drivers who only enter the venue to unload goods and do not work inside the halls will not be issued a work pass.

All work passes are valid only during the official move-in and dismantling periods.

Parking

Please see [here](#) for more information regarding parking.

During move-in and move-out, exhibitors with a valid parking ticket can park free of charge. Parking tickets can be collected at the gatehouse or at the information desk.

[Hall Specifications and Important Technical Information](#)

The Exhibition is being held in **Hall B**, which is **located** on the **Ground floor**.

Click [here](#) for a virtual tour of the space.

Max Build-Up Height

Maximum build-up height from the ground: **4m(Space Only Booth)**

- Rigging from the ceiling is permitted up to **5.5m**, measuring from the floor to the top of the suspended banner/element

- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**

- Shell scheme stand build-up is **2.5m**

Kindly note:

- Any part facing neighbouring stands that is above 2.5 meters in height needs to be designed with neutral Surfaces (white or grey).
- **All constructions over 2,5 m will be charged with a height review of EUR 150**
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health. **Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Floor

The asphalt floor in Hall B is painted grey and can withstand a maximum load of 1,000kp/m². Connections for **water, drainage, compressed air** and **power points** are via service channels in the floor. The position of the service channels is normally indicated by two dotted lines on the drawing of the proposed position. Make use of the service channels when planning your stand to avoid troublesome running of pipes and cables on the floor.

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.



Columns/Pillars

Important: The exhibition area has **pillars** in different locations. Please identify in the Floorplan, or ask the Exhibition Manager if you have any **pillar near your booth**, so you can adapt your booth design, if needed.

Ceiling Rigging

Hanging items from the hall ceiling (rigging) is permitted but must be done via the venue's authorised rigging service, which has exclusive rights to provide hanging points and overhead

rigging at Stockholmsmässan.

Rigging from the ceiling is permitted up to **5.5m**, measuring from the floor to the top of the suspended banner/element.

Please contact the [WorkMan](#) for additional information regarding rigging.

[Shell Scheme Booths - Technical Information and Regulations](#)

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth contractor has been appointed: **WorkMan**.

Shell Scheme, which have been **pre-booked with Kenes**, includes the following:

- Walling** - standard shell scheme system, panel height 2.5m
- Company name on **Fascia board** printed in black standard lettering and booth number
- Lighting** (1 spot per 3 m²)
- Carpet** (Grey) *To be Confirmed*



*Image shown is for illustration purposes only

Booth Package does not include:

- Stand cleaning
- Electricity/power
- Furniture
- Graphics

Panel Sizes:

Actual panel size: W: 955 mm x H: 2380 mm

Total shell scheme height including Fascia : 3m

Stand Cleaning / Furniture Rental / Graphics & Signage / Additional Booth Fittings / Plants & Flower Decorations / Electricity / Internet / Other supporting services can be ordered using the WorkMan order form [HERE](#).

For queries or additional items, please contact Henrik.Axberg@workman.se

Deadline: August 21st

Fascia Sign

The standard fascia lettering is black and white. If you would like to print your company logo on the fascia board, in place of or in addition to your company name, or have custom graphics printed on the fascia board, this can be ordered at an additional cost through the official **stand contractor**. Please submit lettering for fascia via the Exhibitor's Portal by **Friday, August 21st**

You can submit your design/Fascia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a **fascia title as per your application form**.

Important Guidelines for Shell Scheme Booths

- All basic shell scheme booths will be designed and built by **Workman**- the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manage ASAP.
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- No painting is allowed, no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- The shell scheme comes with grey carpet (*TBC*). If the exhibitor wishes to have a carpet in a different colour, an additional fee will be required. Please contact the official stand contractor for more information.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Electrical switchboards have to be reachable, and the Exhibitor has to switch off the booth lights at the end of the day.
- Exhibitors requiring additional equipment may visit the [WEBSHOP](#) or contact the official stand contractor - as per published deadlines (see the "*Deadlines & Key dates*" and "*Booth Services*" sections for more information).

[Space Only Booths - Technical Information and Regulations](#)

Exhibitors using independent contractors are required to submit the following for the organiser approval:

- **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed booth to be built.**
- **Position of your booth on the floorplan with orientation**
- **Utility connections: electrical, water and drainage - a list of all appliances**
- **The name and contact details of the construction company.**

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Exhibitors using Custom stand builds provided by WorkMan will need to send details to Henrik.Axberg@workman.se

Deadline: Friday, 21 August 2026

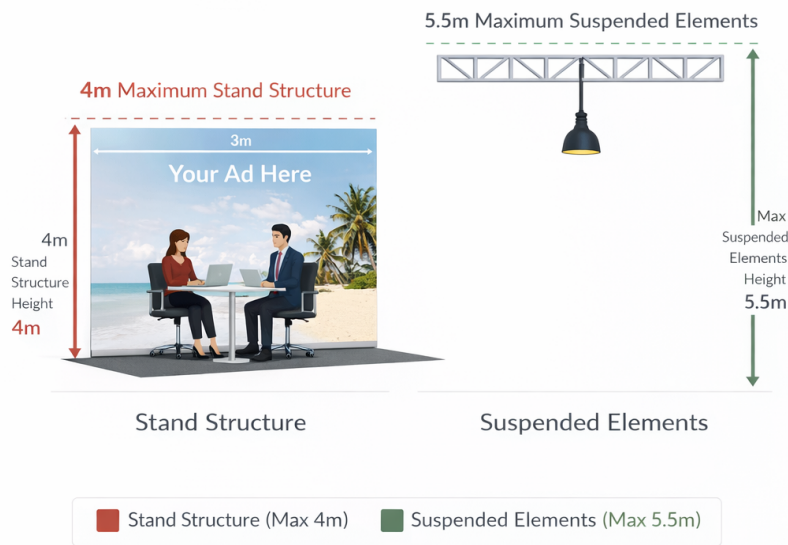
Construction Notes:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire side-way walls will not be approved. You are only allowed to build walls that covers third of each side.
- Island booths should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered. Construction finish must be perfect in all the stand's visible areas, including rear sides and top elements.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- **Build up Height & Rules**• The **maximum height for all stand structures** (including walls, towers, truss constructions, branding elements, lighting, and integrated screens) is **4.0 metres**, measured from the floor.
 - **Suspended elements only** (such as hanging banners or signs) may extend up to **5.5 metres**, measured from the floor to the top of the suspended element.
 - Suspended elements **must be rigged from the hall ceiling** and **must not be physically connected to the stand structure**.
 - All ceiling rigging must be carried out **exclusively by the venue's authorised rigging service**.
 - Stand structures exceeding 4.0 metres in height will **not be permitted**.

Maximum Build Height Rules

Maximum Stand Structure Height: 4m

Maximum Suspended Elements Height: 5.5m



-
- **All constructions over 2,5 m will be charged with a height review of EUR 150**
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits, as well as advertising displays, must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors/customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
- Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and **not blocking aisle traffic**.
- Any counter, desk, etc. or device (iPads, touch screens, etc.) that attracts visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth)
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.

Kindly note:

- The organisers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the booth drawings are approved by the organisers.
- The used spaces must be returned to the venue completely clear of all items, and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well-planned setup.

Please note that if your booth has a platform/raised floor, you are required to provide a

ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid a trip hazard.



[Electricity and Electrical Installations for all booths](#)

Each booth can order standard electrical outlets directly from WorkMan. **Power to stands is typically switched on one hour before show opening and off one hour after closing daily.** If you have equipment that must remain powered continuously (for example, medical freezers, servers, or sensitive lab equipment), you **need to order a 24-hour power supply** for your stand. This ensures electricity is not cut overnight. Request 24h power when ordering - this usually must be done **at least 3 weeks prior to the event** for guaranteed service. The venue is **not responsible for any damage to products if 24h power wasn't ordered and standard power was turned off.** The main electric switchboard is compulsory. Orders should be accompanied by a sketch of the booth layout, showing the required positions of the connections. The electrical network is segmented, and for safety considerations, the connection of electricity within a section is only permissible once all installations in that specific section are finalized. All connections to the exhibition halls' fixed installations must be carried out by a service partner authorized by Stockholmsmässan. Electrical installations on the stand must be carried out by qualified electricians. All electrical installation and equipment must comply with relevant high-voltage regulations.

[Booth Services](#)

Internet & Wi-Fi Booth

Complimentary Wi-Fi will be provided by the conference during official conference days in all public areas. This public Wi-Fi connection is limited for basic web browsing or checking e-mails.

Should you have any **internet-based features, devices, or activities at your booth** (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Wired internet and Wi-Fi connection may be ordered *exclusively* through WorkMan.

Please contact Henrik.Axberg@workman.se with yzaiter@kenes.com in copy

Important:

- **Creating your own private Wi-Fi network is not permitted.**
- **The venue and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- Note **regarding** technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.
- Exhibitors must notify the venue if they intend to install a raised floor or platform as internet access is mostly provided through floor-based cabling. Raised floor or platform installation must be scheduled after the completion of relevant cabling work. Access point(s) must remain unobstructed and accessible throughout the installation process and beyond. Once the raised floor or platform is in place, no new service installations underneath it will be permitted.
- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.

Booth Cleaning

The organisers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

For ordering daily stand cleaning, please order from [WorkMan](#).

Cleaning is exclusive to the venue and you may not bring in your own cleaning company.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Stockholmsmässan** nor the organisers can accept responsibility for the security of the stands and their contents. The **Stockholmsmässan** as well as the organisers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via [WorkMan](#).

Hostess & Manpower

TBC

Booth Catering

Food & Beverages service is an **exclusivity** of **Stockholmsmässan**.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the catering company: WCP.catering@massrestauranger.se

Catering deadline is **August 19th**. After this date a last minute menu with 30% higher prices and decreased assortment is valid until **September 17th**, after this date an on-site menu is valid with 50% higher price. All orders are to be paid no later than **September 8th**. After this only credit card payment are allowed. All orders are to be paid before the event starts.

Storage

Stockholmsmässan has **limited storage space**.

Storage of empties (empty boxes, crates, cases, pallets etc.) should be coordinated with DSV team (payable service, see Section Shipping Instructions).

Under no circumstances may packed materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact DSV with information on sizes and number of parcels, size, and storage period.

Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the venue takes care of the removal of these items, it will be charged to the exhibitor.

[Rules and Regulations](#)

Animals

It is not permitted to bring animals into the Venue.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Partners and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and a spray gun is **strictly forbidden**.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff.

Children

No person under the age of 18 years can be admitted to the Exhibition Area, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the Exhibition Area.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars, etc.) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind.

Any costs incurred by the builder and venue in removing this property will be charged to the exhibitor.

Fire

- Material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds **are prohibited**.
- Storage paint liquids, gas or other inflammable substances in the booth space **is forbidden**.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers, or the venue.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
- Partners **must** be insured against fire.

Smoke

It is not permitted the operation of any machine in the Exhibition Area that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Stockholmsmässan **are not allowed**.

Insurance (compulsory)

- **Exhibitors are required to take out appropriate Insurance.** Third party liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the Stockholmsmässan, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is

responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.

- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Stockholmsmässan or any part thereof in any manner whatsoever.

Sound equipment & Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters (10 ft.) of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further Guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.
- Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Stockholmsmässan cannot accept liability for loss of or damage to private property or goods.

- Neither the Stockholmsmässan, nor the organizers can accept responsibility for the security of the booths and their contents. The Stockholmsmässan, as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via the web shop

Personal Transportation Vehicles

Bikes, skates, electric scooter, and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

The Stockholmsmässan operates a **NO SMOKING** policy anywhere inside the building.

Special Effects

Special effects lighting, live music, smoke and laser projection can't be used in the booths. No permission will be given for projection in the aisles or on the walls of the booths.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the venue and/or the organizers at the expense of the exhibitor concerned.

The Stockholmsmässan reserves the right to access inside the booth in order to check the compliance with the venue regulations.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT:

Please read thoroughly the Stockholmsmässan *Technical Guidelines (TBC)*

Please note that these regulations are in addition to the exhibition Rules and Regulations found above.

Exhibitors must comply with Stockholmsmässan technical guidelines including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors, including the exhibition service and stand construction companies commissioned by them to perform work on site.

[Shipping Instructions](#)

Delivery & Logistics

The **Shipping instructions** are designed to assist you with the movement of exhibits and stand materials for WCP 2026.

Failure to comply with these instructions and deadlines may cause unnecessary delays in handling/clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons, **DSV** is the *exclusive* agent nominated by the organiser for move-in and move-out handling of empties for the conference.

Exhibitors and booth builders are free to deliver their goods or pick up their goods from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their schedule and unloading of their cargo into the venue with DSV.

WCP 2026 Shipping instruction: [available here](#)

For security, insurance, and efficiency reasons, **DSV** is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move-in and move-out of the venue.

Insurance of Goods

All cargo should be insured from the point of origin.

Exhibition Goods and Display Materials

Please note: All advanced shipments and deliveries to the **DSV** warehouse, including by courier, must be coordinated with **DSV**.

For shipping instructions, please [click here](#).

For the tariff, please [click here](#).

For the quotation form, please [click here](#).

Freight Handling & Customs Clearance Agent

DSV

Lorena Perdomo

lorena.perdomo@dsv.com | Mobile +34 627582484 | Office: +34 930260837 | www.dsv.com

[Contact information](#)

Kenes Group Contacts:

Exhibition Manager

Youcef Zaiter

M: +34 657977165

E: yzaiter@kenes.com

Sponsorship & Exhibition Sales

Petya Yoncheva

E: pyoncheva@kenes.com

Hotel Accommodation Registration

Alejandra Villafaina

E: avillafaina@kenes.com

Click [Here](#) to Book through us!

Registration

Niya Dimchevska

E: reg_wcp26@kenes.com

Official Contractors:

WorkMan Event

Electricity order/Furniture Rental/Custom Stand Builds/Graphics/Signage/Daily Booth Cleaning etc..

E: Henrik.Axberg@workman.se

Click [Here](#) for Webshop

DSV

Freight Handling & Customs Clearance Agent

Lorena Perdomo

E: lorena.perdomo@dsv.com

Mobile: +34 627582484 / Office: +34 930260837