



## 19TH EUROPEAN CONFERENCE ON ANTENNAS & PROPAGATION

STOCKHOLM

30 MARCH - 4 APRIL 2025

# EXHIBITORS AND SPONSORS

## EXHIBITOR MANUAL

2025



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## CONTACT INFO



Should you require any additional information, please do not hesitate to contact the EuCAP 2025 Conference Secretariat on the details below:

### Technical Secretariat

[Exhibition-Sponsors@eucap2025.org](mailto:Exhibition-Sponsors@eucap2025.org)

If you have any queries during the conference, please contact a member of staff at the Registration Desk onsite or the email above.



# 1 Welcome

We would like to take this opportunity to thank you once again for choosing to exhibit at the 19th European Conference on Antennas and Propagation (EuCAP). As you know, this meeting takes place from March 30 to April 4, 2025, at the Stockholm Waterfront Congress Center, Stockholm, a cutting-edge venue situated in the heart of the city that stands as a testament to Sweden's commitment to innovation. The Waterfront provides remarkable views of the City Hall and the surrounding waters, offering matchless possibilities for extraordinary experiences.

This Exhibitor Manual is designed to provide you with all the relevant information that you will need prior to, and during the conference. Please read this document carefully to ensure that you do not miss any key dates or any other information which may be important to your planning and attendance at the conference.

Please note that EuCAP 2025 promotes sustainability and running the conference in an environmentally and socially responsible manner.



Photo: Björn Olin

## 2 Key dates

Deadline to order Printed Graphics	28 February 2025
Deadline for Electrical Orders	28 February 2025
Deadline to order Shell Scheme Additional	7 March 2025
Deadline to order Additional Furniture	7 March 2025

Logistical deadlines, see: <https://cityexpo.se/EUCAP2025/information/>



# 3 Venue details

## Venue

Stockholm Waterfront Congress Center

Address:

Nils Ericssons plan 4

111 64 Stockholm

Sweden

The congress center can easily be reached by Car, Train, Bus, Air or Taxi. To find the best route for you, please visit the EuCAP 2025 website: <https://www.eucap2025.org/venue>.

The Exhibition will be located on the entrance floor (floor 4) of the congress center, where the registration and catering will also take place. The exhibition area is located in a beautiful and light open space with large glass windows facing the Stockholm city hall and the lake Mälaren.



## Venue Wi-Fi

Wi-Fi will be available throughout the venue for the duration of EUCAP 2025 and the log in details will be provided onsite.

## 3 Venue details

### Hotels for EuCAP2025 in Stockholm

Meetagain AB is the official congress partner for hotel accommodation and is the only agency offering accommodation on behalf of EuCAP2025. We offer great deals in a range of hotels, located close to the EuCAP2025 congress venue Stockholm Waterfront Congress Centre.

We have reserved hotel rooms at negotiated rates in various hotels in different price categories, within walking distance from Stockholm Waterfront Congress Centre (the venue) and the Central Station, with its fast connection to the airport via the Arlanda Express train.

All hotels with reserved rooms and prices are presented on the online booking website:

<https://jirango.com/cview/web/22bdebd6?lang=eng>

Individual (up to 5 rooms)

Bookings can be made directly online via our website:

<https://jirango.com/cview/web/22bdebd6?lang=eng>

Group Reservations (more than 5 rooms)

For further information and group reservations, please contact us by email at [support@meetagain.se](mailto:support@meetagain.se)



# 5 Opening Hours and Setup/Breakdown Times

## **Build-Up: Sunday 30 March**

08:00 – 15:00 CityExpo building exhibition

15:00 – 19:00 Exhibitors allowed access for setup and booth build-up.

All booths must be built by 19:00 on Sunday 30 March.

Move-in (no build-up) to the booths is also allowed

Monday March 31, 8.00-11.00

Under no circumstances will exhibits, stand dressing, tables, and chairs, etc. be allowed to encroach into the gangways. All exhibit items must always be kept inside your space. Exhibition build must be completed by 19:00 for the official sign off of the Exhibition Hall. No one under the age of sixteen (16) will be permitted in the exhibition during build-up or dismantling.

## **Exhibition Opening Hours to the Public:**

Times are subject to the programme

Monday 31 March 2025	12:30 – 17:30
Tuesday 1 April 2025	09:00 – 20:00
Wednesday 2 April 2025	09:00 – 17:30
Thursday 3 April 2025	09:00 – 16:30

Exhibitors will have access to their stands 30 minutes prior to opening each day.

All exhibition stands must be staffed during all exhibition open times, whereby delegates are in the exhibition hall.

It is not permitted for exhibiting companies to host any sessions or activities during these time periods, outside of the exhibition hall, unless specified as part of your sponsorship package.



## 5 Opening Hours and Setup/Breakdown Times

### **Exhibitor Departure:** Thursday 3 April

The exhibition will close on Thursday April 4, 2024, at 16.30. CityExpo will start dismantling the exhibition area at this time. Remove your company's things before 17.30. Dismantling of booths start at 18.00 and finish at 21.00. At that time all material needs to be moved to the storage area close to the loading bay (this is where the EurAPP's booth has been during EuCAP).

Please be aware that no exhibitors will be allowed to breakdown before this time.

It is the exhibitors' responsibility to organise couriers to uplift any materials after the Exhibition has closed. Please be advised that there is no on-site storage available, and all Exhibition areas must be clear at the end of the event.

Pick-up of your booth material is possible on Friday April 4 between 08.00-16.00. Read important information below.

If you have ordered a shell scheme booth from EuCAP you only need to remove your own things from the booth before 17.30 on Thursday April 3. After that Cityexpo will dismantle the booth. If you have any material/goods you like to have returned after EuCAP please read below.

# 6 Exhibition Buildup

## **Exhibition space**

Because of evacuations grounds all exhibitions areas must be strictly delimited. As an exhibitor, it is prohibited to exceed the borders of your booked exhibition area. Exhibition material cannot be placed where it prevents passages on the exhibition or evacuation aisles.

Please remove all your waste; it is your responsibility to do this. Never dispose of residual materials (e.g. paint, thinners or other chemicals) by flushing them down toilets/pouring down sinks and drains.

## **Stand construction**

The maximum height for the stand and decor is 2,500 mm. For constructions higher than the maximum limit you will need special authorization from the Building owner. An extra deposit fee may be required.

# 7 Delivery, Storage and Collections

We are delighted to offer a freight management service provided by our local supplier CityExpo. Please contact [kostas@cityexpo.se](mailto:kostas@cityexpo.se) to arrange delivery of shipments.

## **Deliveries directly to the venue (only on March 30)**

Please note that goods can only be delivered directly to Stockholm Waterfront Congress Center on Sunday March 30, 2025, between 08:00-17:00. Deliveries outside this time will not be accepted.

## **Delivery address**

Stockholm Waterfront Congress Center

EuCAP 2025 / Company Name / Booth number

Lastkajen, Nils Ericsons plan 4

111 64 Stockholm

Sweden

CityExpo will deliver your material to your stand as build-up begins and pick up your material as the exhibition closes.

**Note!!** The venue doesn't have a forklift. You unload directly to the loading bay (110cm high). The loading bay is on the same level as the exhibition hall. Entrance doors from the loading bay are WxH 284x307cm. Entrance doors to exhibition hall WxH 200x210cm.

Also, please note that NO storage facilities are available on site at the conference venue for exhibitor use. Please contact CityExpo to arrange off-site storage. Your empty case storage will be collected from stand space at build-up, then returned direct to stand space at event breakdown. Contact [kostas@cityexpo.se](mailto:kostas@cityexpo.se) to arrange this service.

# 7 Delivery, Storage and Collections

## **Goods to the congress before Sunday March 30 (shipments within the EU)**

If you want to send your goods and materials before March 30, 2025. City Expo can receive your exhibition material between March 20 to March 28, 2025. Send an email [kostas@cityexpo.se](mailto:kostas@cityexpo.se) and we will send you a quote for our service. We need to know size and weight of your shipment for a correct quote.

Forklift service is available at Cityexpo's warehouse.

Shipments that are sent within the EU to us should be marked after the following instructions:

### **Delivery and shipping address:**

Monterervice Hyrcity Expo AB  
EuCAP 2025/your Exhibitor name/Booth number  
Fagerstagatan 52  
163 53 Spånga  
Sweden

Make sure that your courier/shipping agent has delivered your material to City Expo at the latest on Friday March 28, 2025.

## **Goods to the congress from outside the EU**

Read this if you plan to send goods from/to outside the EU. City Expo can not help you with temporary import/export handling so if you plan to send something from outside the EU and/or back outside the EU you need to contact our partner [xpnt.se](http://xpnt.se) at least 6 weeks before the congress. They can help you with temporary import and export. Contact them on this email address at the latest on Friday February 14, 2025; [info@xpnt.se](mailto:info@xpnt.se).

If you don't follow these instructions, we cannot guarantee that your goods will arrive in time for the conference.



# 7 Delivery, Storage and Collections

## **Goods from the congress**

Exhibitors are responsible for organizing the return shipment. All goods need to be removed from the venue before 16.00 on Friday April 4, 2025. It's very important that your goods are clearly marked with your shipping labels and document when you leave the venue on Thursday April 3, 2025.

Your material will be available for pick-up between 8.00-16.00 on Friday April 4, 2025, at this address:

Stockholm Waterfront Congress Center

Contact person/phone number

Lastkajen, Nils Ericsons plan 4

111 64 Stockholm

Sweden

# 7 Delivery, Storage and Collections

Should you decide not to proceed with our preferred supplier, CityExpo, please take note of the following crucial information

## **Deliveries**

Due to restrictions on space at the venue, any shipment sent to the venue address before Sunday 30 March 2025 will not be accepted.

Neither the Organisers nor the congress center will accept deliveries on the Exhibitors' behalf. Arrangements must be made for a representative of the exhibiting company to be available on the stand when the delivery is made and drivers delivering exhibits must be supplied with full information about which stand the delivery is to be made. If this is not arranged, deliveries may be turned away.

Kindly note that any delay with delivery of any direct shipment will be under the full responsibility of the shipper and no responsibility will be accepted by the venue or the organiser of the event.

If you decide to deliver to the venue directly, please use the following address for deliveries to the Stockholm Waterfront Congress Center:

Stockholm Waterfront Congress Center

EuCAP 2025 / Company Name / Booth number

Lastkajen, Nils Ericsons plan 4

111 64 Stockholm

Sweden

Please include a contact name and telephone number on all deliveries to the congress center.

Please note that NO storage facilities are available on site at the congress venue for exhibitor use.

# 8 Exhibition Stand Information

## Stand Information

### Shell Scheme

If you have ordered a shell scheme package you will be provided with a shell scheme booth and this can be decorated as you see fit with marketing materials (please see example below).



All stands are constructed from Octanorm aluminium Shell Scheme, with white melamine infill panels and fascia nameboard included. Infill panels can be printed if required.

More details on the different booth types can be found on <https://cityexpo.se/EUCAP2025/exhibition/>

### Shell Scheme Stand Package Includes:

- 1 x 500w socket
- 3 (4 for larger booths) x LED Spotlights
- Furniture Package – 50 x 150 cm conference table + 2 x chairs

### Fascia

Fascia nameboard is complimentary with your shell scheme booth. Additional artwork can be ordered. Follow the instructions on <https://cityexpo.se/EUCAP2025/graphic-production/>

**Deadline for artwork is February 28.**

## 8 Exhibition Stand Information

### **Additional technical equipment and furniture.**

If you need additional technical equipment or furniture that can be ordered directly via City Expo at the latest on March 7, 2025. You will find City Expo's products on the following link:

<https://cityexpo.se/en/products/>

Transport cost to/from the venue and set-up/dismantle cost will be added to the rental cost on the website.

### **Important notice for ordering additional equipment/furniture**

Please notice that the deadline for ordering extra furniture, tv-screens and other equipment is March 7, 2025. Orders after the deadline will be charged with a fee that is 20% above the displayed prices on our website. Orders that will be placed on site will have a fee that is 50% above the displayed prices.

### **Restrictions**

Please note double height stands are not permitted and the maximum height of your stand(s) must not exceed 2.5 metres.

All exhibitors are required to ensure that all sides of their stand are fully dressed for public viewing, including the outside back and side walls of the stand/construction. Exhibition materials may not extend or project the outer boundary of an allocated space.

The Conference Organisers reserves the right to restrict displays that unduly hamper visibility to neighbouring booths.

### **Exhibitor events that involve meeting attendees**

To avoid conflicts with the EuCAP 2025 official conference, any event to which meeting attendees are invited must be held during non-congress hours only.

Canvassing or distributing any materials including literature, invitations, gifts, etc. is prohibited outside the exhibitor's own space.



## 8 Exhibition Stand Information

### **Exhibitor labour requirements**

Exhibitors are required to set up, operate and dismantle their stands using their own staff.

### **Stand relocation**

EuCAP 2025 reserves the right to assign space in areas other than those selected by the exhibiting company. Relocations will be made only after consultation with the exhibiting company. Due to the large number of participating companies, EuCAP 2025 cannot guarantee that a company will not be located near a competitor, although every effort will be made to accommodate these requests.

### **Exhibition Booth**

No empty crates/cartons may be placed in the aisles during exhibition opening hours. Exhibitors must always keep the floors in their booth clear.

## 9 Additional information

### **Social Events**

The organisers would respectfully request that exhibiting companies refrain from arranging alternative hospitality events that may clash with the main conference programme.

Should you wish to purchase tickets for any of the social events out with your package allowance, please email [exhibition-sponsors@eucap2025.org](mailto:exhibition-sponsors@eucap2025.org)

### **Camera and Recording Equipment**

Audio, video or photographic recording equipment is not allowed in sessions or the exhibition hall.

## Exhibitor Sustainability Checklist

We aim for all our conferences to be run in an environmentally and socially responsible way whilst seeking to inspire sustainable development in our markets. We would like to encourage you to join our sustainability efforts by considering and implementing the guidelines below. By working together, we can make the conference more memorable, meet our audience's expectations and reduce wasted time, resources, and costs.

### Event promotional collateral

- Reduce your paper output by switching to digital alternatives. Design your uploaded resources via a QR code to be easily viewed online or via a mobile device so information is easily accessible to attendees.
- If you do need to print or have promotional materials produced, source recycled, sustainably certified paper options where printing is needed.
- When purchasing promotional items, consider the amount you order, the environmental credentials of the materials they are made from, as well as whether they are useful giveaways that will be used long after the event is over.
- Discuss with your creative team about how those with language, hearing, or sight barriers can access videos and brochures.
- Help to support the sustainability of the local area by using local suppliers.

### Waste Reduction

- Ensure your materials can be used again by either yourself or by your contractors.
- Select energy efficient, LED lighting and other equipment for your stand and be sure to power down your equipment at the end of the day.
- Think about what waste your stand will create and try to minimize it as much as possible. Key items to consider include signage, carpeting, signal use of wood and packaging waste.

# 11 General information

## **Invoicing**

Please note that payment must be made before the start of the conference. As an exhibitor, you are responsible for payment – regardless of whether the deliveries have been ordered by you or your supplier.

## **Exhibition Fee Inclusions**

Please refer to the inclusions booklet where you will find what is included in your booked package. Should you have any queries, please email: [Exhibition-Sponsors@eucap2025.org](mailto:Exhibition-Sponsors@eucap2025.org)

## **Exhibitor Passes and Upgrades**

Your total number of exhibitor passes is dependent on your booked package. You have the option to purchase additional Exhibitor Passes for € 150 per person per day (VAT incl.). Please note, Exhibitor Passes do not allow access to the scientific sessions. If you would like to upgrade your exhibitor pass to a full delegate pass, you will need to register with the normal delegate fees.

## **Full Delegate Registrations**

Should you wish to add any additional full delegate registrations please email [registration@eucap2025.org](mailto:registration@eucap2025.org)

## **What is not included:**

- Off-loading/loading of materials onto your stand
- Courier receiving service
- Access to the Social Events (unless otherwise noted in your package)
- Refreshments during set up and breakdown for stand builders
- Storage space for materials – all packaging materials must be taken away immediately after setting up
- Floral decoration or storage furniture.



# 11 General information

## **Cleaning/Janitorial**

All common event areas: Registration and foyer areas, aisles and feature areas will be cleaned daily. It is suggested that at the end of each day exhibitors sweep out their booths, placing waste material in the aisle, so that it may be removed during the night. No refuse (empty crates/cartons) may be placed in the aisles during the opening hours of the exhibition. Exhibitors must keep the floors in their booth clear.

## **Fire regulations**

Candles, tea lights and lanterns are not allowed.

**Flammable materials/gases:** Exhibitors are advised that the Stockholm Waterfront Congress Centre has stringent regulations governing materials used onsite during an exhibition. The use of flammable materials must be in accordance with the manufacturer's instructions and with regard for the safety of others. The use of compressed gases will only be allowed with prior permission (contact [Exhibition-Sponsors@eucap2025.org](mailto:Exhibition-Sponsors@eucap2025.org)). Storage of these materials should always be outside of the building, special arrangements for this will need to be made. No flammable liquid or liquid petroleum gas shall be used within the Stockholm Waterfront Congress Centre without prior written consent. All materials must be fire rated and flame testing certification available where applicable. You must comply with the current regulations on fire treated materials. Natural gas and compressed air are permitted in Exhibition areas.

# 11 General information

## **Food service and alcoholic beverages**

Food and/or beverage service from exhibit booths must be supplied by the Stockholm Waterfront Congress center. There is no exception to this rule and any booth that offers refreshments not supplied by the venue or who have not agreed a 'corkage or food handling fee' in advance will be required to pay a penalty to the venue. Alcoholic beverages may be consumed in designated booths during specific social functions. Please contact the Organisers for further details.

## **Infectious or dangerous materials**

No exhibitor shall bring or solicit any substance or material that is dangerous to the health and safety or wellbeing of attendees.

## **Liability**

The Exhibition Organizers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the Venue, the Organizing Committee and the Exhibition Organizers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organizers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Exhibition Organizers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Exhibition Organizers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Exhibition Organizers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

# 11 General information

## **Insurance and damage on exhibition premises**

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition.

## **Evacuation routes**

We refer to evacuation routes on site at the event building. These cannot be blocked under any circumstances.

## **Conference rules and regulations**

These rules are designed to ensure safety and fairness to all exhibitors. All exhibits must be freestanding and self-supporting. Management reserves the right to restrict exhibits, which, because of noise or any other reason become objectionable; also, to close, without indemnity, the exhibit of any exhibitor who refuses, after notice to conform to the rules which apply to all exhibitors.

All dimensions and locations shown on the official floor plan are preliminary and are subject to change. Exhibit Management reserves the right to make any modifications that may be necessary.

Each Exhibitor is responsible for the protection of the visitor. Sharp objects and other hazards may be declared unsafe, and Exhibit Management reserves the right to order their removal or correction.

Exhibitors showing equipment in operating condition must ensure the safety of visitors, operators, and other personnel.

Displays, demonstrations and the distribution of advertising material are not permitted outside limits of the exhibit space.

## **Client and Contractor Guidelines from the Stockholm Waterfront**

The Stockholm Waterfront Congress Center is committed to operating in an environmentally friendly manner and to maintaining the high standards of décor, fixtures, and fittings, in order that all clients, customers and contractors experience the same quality of service. We want you to return to the Centre and for us to be able to provide you with the same high-quality facilities that you see today.

In view of this, please assist us by following the guidelines provided below:

### Care of the Building

1. Please do not fix anything to walls, e.g. Cellotape, Velcro, Gaffer tape, blu-tac etc. No nails or similar fixings are permitted to be used on any property belonging to the congress center.
2. Carpet tiles and ceiling tiles may not be uplifted or removed by anyone other than the venue personnel.
3. All furniture and fittings should be used for the correct purpose only e.g. no standing on or laying of equipment on chairs.
4. Due care should be taken at all times when transporting equipment around the building, to avoid any damage to doors and the fabric of the building.
5. All damage, however small, must be reported prior to leaving the premises. All damage to the building and fixtures and fittings (internal and external) will be assessed by the appropriate Stockholm Waterfront personnel and charges may be levied where necessary.

# 11 General information

6. All subcontractors should acknowledge and observe any request from Stockholm Waterfront personnel with respect to the use of the building and its culture.

7. Where necessary for exhibition or set build, all flooring/walls and fittings/fixtures are to be protected appropriately when sawing and painting etc. All debris is to be collected and disposed of appropriately by the exhibitor.

8. All equipment provided by a subcontractor should be clearly labelled with the subcontractor's name and contact details.

# 11 General information

## Security

1. All clients, delegates or contractors who enter the building through the main entrance before commencement of the conference, are to report to the main registration desk. This is where you will be signed into the building and issued with your registration badge.
2. Emergency Evacuation Procedures must be adhered to. In the event of an alarm sounding all persons visiting the building are required to take instructions from Stockholm Waterfront staff with regards to what actions are to be taken. Unless otherwise advised, all alarms are to be treated as real.
3. Parking is not available in the Loading Bay. All visitors are to unload their vehicle, and then remove the vehicle to the nearest parking facility.

## Medical, Ambulance and First Aid Facilities

Emergency exits are green. When you enter a new place here at Waterfront, please look where your nearest emergency exit is. It doesn't have to be the exact door you entered through.

Stockholm Waterfront Congress Centre has 2 assembly points where you will be asked to go. We have one outside the main congress centre in the parking area. There is also an assembly point at the back of the building. Depending on where you are in the house, you should go to the nearest one.

Band-aids for minor wounds are available at the Green desk on floor 4 and the conference reception on floor 2. There are three defibrillators, one in the hotel reception on floor 4, one in the conference reception on floor 2, and one in the green desk. Should you call an ambulance by yourself, it is very important to notify our staff, so we can meet them and refer them quickly to the right place.



