

# icra



ICRA 2016 IEEE INTERNATIONAL CONFERENCE ON ROBOTICS AND AUTOMATION



## EXHIBITION MANUAL – ICRA 2016

[www.ICRA2016.org](http://www.ICRA2016.org)

## Important Exhibition Contacts

### Exhibition Organisers:

#### **KTH Royal Institute of Technology**

SE-100 44 Stockholm  
SWEDEN

General chair: Danica Kragic  
Exhibition Co-Chairs: Patric Jensfelt

E-mail: [dani@kth.se](mailto:dani@kth.se)

E-mail: [patric@kth.se](mailto:patric@kth.se)

### Stand Sales, Coordination of Exhibition, registration, invoices and payments:

#### **Meetagain Konferens AB**

Råsundavägen 13  
SE-169 67 Solna  
SWEDEN

Mrs. Caroline Knies

Phone: +46 8 664 58 00

E-mail: [icra2016@meetagain.se](mailto:icra2016@meetagain.se)



### Exhibition Venue:

#### **Stockholm Waterfront Congress Centre**

Nils Ericsons Plan 4  
111 64 Stockholm  
Sweden

Phone: +46 8 5050 6000

<http://www.radissonblu.com/waterfronthotel-stockholm/location>

### Exhibition Area:

The Exhibition Area is located at Stockholm Waterfront Congress Centre, Level 2.

Only registered delegates, guests of ICRA 2016 and the Exhibitors' registered staff will be admitted to the Exhibition. Badges must be worn throughout the Congress and during set-up and dismantling. All booth staff is required to register on-line in order to get Badges. Exhibitor badges will be handed out on site.

## Exhibition Dates & Hours

- **Setup times:**

Sunday 15 May 2016: 14:00 – 21:00 (2pm – 9 pm)  
(Set-up must be completed Monday by 08:00 hrs.)

- **Exhibition period 16 – 20 June 2016**

Monday	16 May, 2016:	13:00 – 17:00 (1 pm – 5 pm)
Tuesday	17 May, 2016:	08:00 – 17:00 (8 am – 5 pm)
Wednesday	18 May, 2016:	08:00 – 18:00 (8 am – 6 pm)
Thursday	19 May, 2016:	09:00 – 17:00 (9 am – 5 pm)
Friday	20 May, 2016:	08:30 – 13:00 (8:30 am – 1 pm)

Entrance for Exhibitors starts: Monday at 11:00 (am) and Tuesday-Friday at 07:30.

- **Dismantling:**

Friday	20 May 2016:	17:00 – 20:00 (5 pm – 8 pm)
Saturday	21 May 2016:	08:00 – 17:00 (8 am – 5 pm)

No exhibit or any part of an exhibit may be removed before 17:00 on 20 May. Exhibits must be removed between the times mentioned above.

The Exhibition Organisers shall be entitled at the risk and expense of the Exhibitor to remove all articles, exhibition material, etc. which has not been removed by the Exhibitor before the expiration of the period fixed above.

After the closing of the Exhibition, articles and exhibition materials, etc. may only be removed from the Exhibition area if all amounts due to the Exhibition Organisers have been paid. The Exhibition Organisers shall be entitled to fair compensation for the risk and expense of the Exhibitor to detain articles and materials, etc. Exhibitors must restore the stand provided by the Exhibition Organisers to its original form.

## Stand rental

The stand rental includes (minimum 4 square meters):

- Standard Shell Scheme booth (see description under Services and rental products)
- Table (one table and one chair)
- 220V/10A power outlet
- Discounted conference registration(s)
- Exhibitor booth staff badges
- Company logo and link to company website on ICRA website
- Listed as exhibitor on printed material

For all extra services and material, Exhibitors will be invoiced by Meetagain Konferens AB and other suppliers. The Exhibitors must obey terms and other conditions stipulated by Meetagain Konferens AB and the Exhibition suppliers.

## Services and rental products

### **Official supplier of exhibition articles:**

The official supplier is City Expo AB. Please visit their designated website for ICRA 2016. There you find all information about delivery of goods, storage, extra services and products you might need for the exhibition.

<http://www.cityexpo.se/ICRA2016/index.htm>

City Expo AB  
Hamngatan 33  
S-172 66 Sundbyberg  
Att.: Mr. Kostas Grintzos  
Tel +46 8 764 46 44  
Fax +46 8 764 46 01  
[kostas@cityexpo.se](mailto:kostas@cityexpo.se)

### **Official Transport (Carrying) Company:**

*(Forwarding and storage of Exhibition Articles)*

For sending shipments, loading, unloading and storage questions please ask for an offer from:

City Expo AB  
Hamngatan 33  
S-172 66 Sundbyberg  
Att.: Mr. Kostas Grintzos  
Tel +46 8 764 46 44  
Fax +46 8 764 46 01  
[kostas@cityexpo.se](mailto:kostas@cityexpo.se)

***Do not send any goods directly to the venue!  
Must go via City Expo AB.***

## Important information

### **Exhibitor staff registration:**

For Exhibitor´s Registration:

[Registration – click here!](#)

Deadline for exhibitor registration: May 2, 2016.

The Exhibitor staff registration entitles to:

- Free access to the exhibition area
- Access to the Welcome Reception provided space is available
- 1 free copy of the Final Programme/Digest
- Water, coffee & tea during breaks

As Exhibitor you are entitled to 1 free Exhibitor Badge. See Information for Exhibitors and Sponsors about numbers of discounted conference registration(s).

Additional exhibitor registrations can be purchased for SEK 1.000 + VAT.

Please observe that **Hotel Accommodation** for exhibitors can also be made via the registration link. Rooms at **Radisson Blu Waterfront Hotel** has been reserved for Sponsors and Exhibitors.

## **Internet**

There will be free wireless internet during the entire congress.

Connect to the network **Waterfront**.

Open the web browser.

Accept the terms and conditions.

Press Connect.

## **Parking**

Parking suggestions for Parking Garages close to venue (with parking fee per hour):

### ***GALLERIAN, P-HUS***

Regeringsgatan 15 & 20

And Herkulesgatan 16

SEK 60 per hour / 24-hour: SEK 240 per day

### ***NORRA BANTORGET, P-HUS***

Torsgatan 1

SEK 60 per hour / 24-hour: SEK 240 per day

### ***NORRA LATIN GARAGE***

Olof Palmes Gata 28

SEK 20 - 60 per hour (depending of what time of day) / 24-hour: SEK 280 per day

*Prices may change during the day and are subject to changes.*

### Map of Venue:



Stockholm 16-21 May

**ICRA 2016**

Stockholm Waterfront Congress Centre

**Preliminary Floor Plan:**

