



## **Interspeech 2017, August 20-24, Stockholm**

### **Exhibitor manual**

#### **Exhibitor contact**

Exhibition chair: Iris-Corinna Schwarz

Email: [exhibition@interspeech2017.org](mailto:exhibition@interspeech2017.org)

Phone: +46 8 16 31 57 (Office hours)

Mobile: +46 736 838 406 (during conference hours August 19-24)

#### **Venue**

The Interspeech 2017 exhibition area is located in the building called "Södra huset" at Stockholm University in the Stockholm suburb Frescati. The exhibition area is in the main corridor on level 3 in Södra huset, stretching from house A to house F (Visiting address see below). The exhibition area is interspersed with poster session boards and coffee stations to ensure good integration between exhibits and scientific content. It is located in the same corridor as the lecture hall entrances to the oral sessions. This puts your company right in the middle of the vibrant scientific dialogue.

#### **Conference venue visiting address**

Interspeech 2017  
Stockholm University  
Universitetsvägen 10 A-E  
11418 Frescati  
Sweden

#### **Delivery address for stand material and handling of goods (Loading platform)**

Interspeech 2017  
Stockholms universitet  
Goods Terminal  
Frescativägen 8  
11418 Frescati  
Sweden

Direct contact Stockholm University Goods Terminal (Björn Röstlund): +46 8 16 25 17

Remember to clearly mark all packages with:

Interspeech 2017
Company name
Company contact person
Stand number

Stand numbers will be assigned shortly.

Goods are to arrive at Stockholm University's Goods Terminal August 16-18 2017. They will be stored in a secure locked space free of charge until the conference. Since the goods will be transported by a forklift truck from the Goods Terminal to the storage and from the storage to the allocated stand, they should be packed on the European standard pallet EPAL (Measures 80 x 120 x 14,4 cm, maximum load 4000 kg) for safe transport. Empty crates and pallets and all packaging material will be stored free of charge during the conference and transported by forklift truck to the stands when break-down commences.

Since the conference's exhibition area is located in a publicly accessible place, we recommend to lock away any valuable equipment overnight if at all possible and offer several locked rooms in close vicinity to the exhibition stands in the corridor sections B-E free of charge. The door measures to these rooms are 90 x 200 cm.

Guards will circulate during night hours through the exhibition corridor.

### **Build-up and break-down hours**

#### Unpacking EPALs/Build-up of stalls:

Saturday, August 19 12.00-16.00

By forklift truck, the stand material and the exhibition goods will be driven to the stand for unpacking. Booth representatives unpack the goods and start building up the stand to its overnight status. Valuable goods will be transported manually with trolleys to the overnight storage.

#### Build-up of stalls (Conference tutorial day):

Sunday, August 20 8.00-17:00

The first delegates who attend the tutorials in addition to the conference will circulate the exhibition corridor. Exhibitors can open their stand as during conference days. Registration open at 8.00 am. Trolleys are available to transport the goods from the overnight storage to the stands. Access to the locked storage rooms is only granted to booth representatives with exhibitor badges.

#### Break-down of stalls:

Thursday, August 24 16.00-19.30

The closing ceremony at 16.00 is located in another building. Break-down commences therefore immediately after the last refreshment break. Exhibitors pack their goods for forklift transport. The pallets will be stored securely overnight and transported to the goods terminal for pick-up on the August 25.

No goods can be left at the venue after the exhibition ended. All goods must be packed up and not left in the exhibition stand.

Pick-up of goods at the Goods Terminal:

Friday, August 25 7.00-15.00

Stockholm University does not hold any responsibility for left goods in the exhibition and storage areas. They reserve the right to throw goods that been left and the customer will be charged for the cost.

**Stand construction**

The maximum height is 2.5 meter. This height cannot be exceeded.

Booth measures:

Single booth 220 x 240 cm

Double booth 220 x 500 cm

Each booth is furnished with 2 tables (50 x 120 cm, 73 cm high), 2 chairs and poster boards (100cm width\* 200cm height) on the side and back. Each booth is also equipped with a 220 V power outlet. If you have any special technical requirements, please contact the exhibition chair. Exhibitors cannot under any circumstances attach anything (nail, stick, hang etc.) signs, light or any other material to the walls, floor or ceiling. Material in the exhibition booth should be fireproof and approved for usage at fairs and public venues.

**Rental of furniture**

Each exhibition booth contains two tables, two chairs and two poster boards as standard.

If you wish to rent any extra material, please contact our contractor Reklambolaget:

[bo.sandwall@reklambolaget.se](mailto:bo.sandwall@reklambolaget.se)

**Exhibition Opening Hours**

Sunday, August 20	09.00 – 17.00
Monday, August 21	09.00 – 16.30
Tuesday, August 22	09.00 – 18:00
Wednesday, August 23	09.00 – 18.00
Thursday, August 24	09.00 – 16.00

Preparation time for the exhibition day starts 8.00 am every day. Access to the overnight storage rooms for exhibitors is granted by volunteer staff and the exhibition chair for booth representatives with exhibitor badges.

Please see the conference program on the Interspeech website for the conference schedule.

**Safety and responsibility**

The Interspeech conference, Stockholm University or Academic conferences do not hold any responsibility for damage or loss of material or equipment. Therefore we recommend all exhibitors to hold a valid insurance, which cover any eventual damage of loss of stand material and equipment.

## Registration of staff

2 booth representative badges are included.

The badge includes entrance to the tradeshow area and breaks in the tradeshow.

Register here: <https://reg.akademikonferens.se/interspeech2017/boothrep>

Additional representative badges are available for 1185 SEK (Appr. \$100) per representative.

Register here: <https://reg.akademikonferens.se/interspeech2017/extraboothrep>

## Listing in the Exhibition Guide

Please send your website address and a 50-word description of your organization before June 15, in order to be published on the conference app.

## TERMS AND CONDITIONS

### 1. Definitions

In these Regulations the term Exhibition in all cases refers to the Exhibition, being held in conjunction with the upcoming Conference. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organisers means Academic Conferences on behalf of the Organising Committee. The term Premises refers to those portions of the stated venue licensed to the Organisers.

### 2. Installation and Removal of Exhibits

Exhibitors will be advised of when they may commence installation of exhibits. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require. The Exhibitor is responsible for the safety of his products, display and stand. During break-down period no material should be left unattended at any time. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

### 3. Stand Construction and Services

For insurance, security reasons and to adhere to regulations stipulated by the stated venue the Organisers will appoint official contractors for all electrical services (mains and fittings). Due to the necessity of co-coordinating all activities during installation and dismantling periods and for security purposes. No other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

#### **4. Application**

The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

#### **5. Payment and Cancellation**

No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full. Payment should be arrived no later than 30 days after receipt of invoice.

Cancellations must be sent in writing. The Organisers shall retain 50% of the contract price if cancellation is received up to 6 months before the congress begins. 100% of the contract price will be charged if cancellation is received later than 6 months before the congress starts.

#### **6. Bankruptcy or Liquidation**

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.

#### **7. Obstruction of Gangways and Open Space**

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighboring exhibitors. Exhibitors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognizable. Public gangways shall remain the means of escape even during installation and dismantling periods.

#### **8. Annoyance**

The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

#### **9. Microphones/Audio Visual Equipment:**

The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused.

#### **10. Publicity Material:**

Any publicity material shall be displayed and/or given away only from the Exhibitors own stand. It is prohibited to hand out and/or display material from any other part of the Exhibition and/or venue unless otherwise agreed with the organisers.

#### **11. Damage to the Premises**

No nails, screws or other fixtures may be driven into any part of the Premises including floors; nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible would be invoiced for any reparation charges incurred.

#### **12. Cleaning**

The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.

#### **13. Security Services**

The Organisers will arrange a site security service during the period of the Exhibition but will accept no liability for loss or damage.

#### **14. Storage**

There will be classrooms reserved to store valuable goods overnight. Please note that the space is limited.

#### **15. Liability**

In the event of 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 Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which 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.

#### **16. Insurance**

Sponsors and exhibitors are advised to sign a valid insurance, which covers damage or loss of exhibit materials and equipment. Neither the Organiser, nor the Stockholm University is responsible for the loss of materials and equipment

#### **17. General Conditions**

The Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations.