



INTERNATIONAL
SOCIETY FOR PROSTHETICS
AND ORTHOTICS



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I.S.P.O.
20TH WORLD CONGRESS
Stockholm, Sweden
16 - 19 June 2025

Venue: Stockholmsmässan Stockholm

Exhibitor Manual

As of 26.02.2025

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I. Important Information and Contacts

a. Important Information

PLEASE READ CAREFULLY!

The rules and regulations (see separate file) governing I.S.P.O. 20th World Congress in Stockholm, SWEDEN are an integral part of the contract for exhibit space and have been established for the protection of everyone.

This manual has been compiled to simplify the preparation of the exhibition for you. Compliance with the contents and deadlines is the basis for the smooth handling of all relevant matters. Please keep a copy of the submitted schedules in your documents so that any queries can be dealt with as fast as possible and invoices are paid on time.

You may address queries to us at any time using the contact information on page 4. We will try to answer your questions as quickly as possible and to promptly provide you with the information you need.

All orders are binding. Fees must also be paid completely in case of cancellation. See the [I.S.P.O. 20th World Congress Special conditions of participation](#) of Leipziger Messe.

Please note the specified deadlines. Late orders after the indicated deadline will be subject to a surcharge of at least 50% while on-site orders will carry a 100% surcharge.

Quick Overview of Important Rules

Extra Hours Permission:	Exhibitors working outside posted hours must obtain an “Extra Time Permission” from Leipziger Messe International (LMI), which should be ordered in advance.
Electrical Wiring:	It is forbidden to use electrical hook-ups of other exhibitors. Please note that the cables will come from the nearest pit to the wished place. Cables have to be covered properly and with a caution tape (see technical rules).
External Constructors:	If you hire an external constructor to build your booth, please notify LMI of the company’s name, address and person to contact. You are responsible for the external constructor.
Hazardous Items:	Special rules apply. Please get in touch with the relevant authorities.
Setup:	Time schedule for installation is specified in the Event Timetable. Extended hours for stand build-up should be requested at least 30 days prior to the exhibition.
Dismantling:	Exhibits must be kept intact until close of exhibition. You can begin dismantling your stand as soon as the event closes. However, remain within your own stand space until the aisle carpets have been removed and stored goods and empty packaging have been brought to the hall.

Material Handling/Transportation to Booths and Customs:

Please contact the official freight forwarder Pro Messe Service **by mid-March due to special customs rules for medical devices. The official freight forwarder shall be entitled to carry exhibits/booth material** inside the facility, deal with customs and handle the collection and delivery of empty crates.

➔ [See Form C4 for details. You can also work with other shipping companies.](#)

Special Rules for Individual Booths:

- Booth Construction Approval:** Every exhibitor with an own stand (not booked a stand package) has to submit dimensioned drawings to Leipziger Messe International (LMI), in order to get a stand construction approval. It is mandatory to cover the floor. Walls must be erected to the adjoining neighbors. If walls from neighboring standard stands are used for this purpose, the rental price for walls must be paid. The walls of stands adjacent to the hall wall may require a rear wall. The side/material facing the stand neighbor must be white and smooth, or as mutually agreed. All connections to the exhibition hall's fixed installations (e.g. power, water, sewage) must be carried out by Stockholmsmässan's authorized service partner.
- Booth Design:** Max wall height **5m (suspensions - 6m)**. At least 60% of each frontage has to be open or fitted with approved transparent material. Only water-based paints may be used (prefabrication needed). Only fireproof timber constructions are allowed. False ceilings have to be water-permeable.
- Back Walls:** Back walls are mandatory. Standard height max. 2.5m. The height of the stands is limited to 5 meters. The design for stands higher than 2.5m must be approved in any case. You have to submit your drawings to LMI. Area behind back walls has to be kept clear at all times to ensure clearance from next back wall. Roll-ups and press walls can't be used as partition.
- Floor Covering:** Floor covering is mandatory for all booth spaces. Floor covering material must be fire-retardant.
- Fire Protection:** Stand walls and ceilings should consist of fire-retardant materials or Euroclass B-s1, d0, i.e. as good as or better than wood. You should display the type approval or certificate from RISE Research Institutes of Sweden on your stand unless there is some other way for you to clearly show that approved material has been used. Fabric ceilings and other décor must be treated with a fireproofing agent. Such fireproofing is available for purchase from the Service Center of Stockholmsmässan. Each individually designed stand has to be equipped with a fire extinguisher.
- Exclusive Suppliers:** Catering, suspensions, power and water supply, internet, cleaning, security guards must be carried out by Stockholmsmässan's authorized service partner.
- Suspensions:** Can be outside booth perimeters if technically needed; installation/dismantling must be arranged with official contractor; must be hung before the morning of the first setup day; lighting truss booth plans must be approved 30 days in advance; if there are any complaints regarding lighting hung from a truss, you will be responsible for adjusting or turning it off.
- Hanging Signs/Banners:** Additional order needed. We offer banner/sign packages. Max height 6m (top edge).
- Lighting:** Spotlights may not extend more than 35 cm over an aisle. Special lighting effects require the prior approval of LMI.
- Stand Stability:** Booths must comply with certain stand stability requirements.

Health and Safety Regulations:

- Health and Safety Risks during Construction:** For each individual booth arranged by an external stand constructor (not Stockholmsmässan), a risk assessment must be submitted. The external stand constructor has to agree to the health and safety regulations of Stockholmsmässan. The relevant documents will be provided separately from this Exhibitor Manual.
- Protective footwear:** Must be worn during setup and dismantling. Protective footwear must have toe caps and a closed heel area, i.e. lowest protection class S1. If you do not have protective footwear, you can buy it in the Service Center stores of Stockholmsmässan.
- Accidents and First Aid:** If you are witness to or victim of an accident, no matter how small, it is your own responsibility to contact a Security Officer by calling +46 (0)8-749 99 11 or going to the security station at the main entrance. First aid is available in the facility. Resting rooms and first aid equipment are available at the Hall A entrance, and paramedics can be reached by calling +46 (0)8-749 41 61.

b. Important Dates/Venue

Congress Venue

Stockholmsmässan
Mässvägen 1, Älvsjö, Stockholm, Sweden

Opening Hours

Set-up exhibitors*:

Saturday	14 June 2025	14:00 – 22:00
Sunday	15 June 2025	08:00 – 20:00 **
Monday	16 June 2025	08:00 – 10:00 ***

Handover of booths with stand packages to the exhibitors:

Sunday	15 June 2025	starting from 14:00
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Duration of the event:

Monday, 16 June to Thursday, 19 June 2025

Opening hours exhibition:

Monday	16 June 2025	11:00 – 20:00 (including Welcome Reception 17:30 to 20:00)
Tuesday	17 June 2025	10:00 – 17:00
Wednesday	18 June 2025	10:00 – 17:00
Thursday	19 June 2025	10:00 – 16:00

Opening times congress:

Monday	16 June 2025	09:30 – 17:30 (Opening Ceremony 09:30 to 11:15 – exhibitors are welcome to join)
Tuesday	17 June 2025	09:00 – 17:30
Wednesday	18 June 2025	09:00 – 18.00
Thursday	19 June 2025	09:00 – 17:00

Opening times for exhibitors and stand staff during the exhibition:

Monday	16 June 2025	08:00 – 20:30 (including Welcome Reception)
Tuesday	17 June 2025	09:00 – 18:00
Wednesday	18 June 2025	09:00 – 18:30
Thursday	19 June 2025	09:00 – 22:00

Stand dismantling exhibitors:

Thursday	19 June 2025	17:00 – 22:00
Friday	20 June 2025	08:00 – 12:00

ISPO World Congress Opening Ceremony:

Monday	16 June 2025	09:30 – 11:15 (in the Victoria hall)
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Welcome Reception:

Monday	16 June 2025	17:30 – 20:00 (in the exhibition hall)
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City Hall Reception:

Tuesday	17 June 2025	19:00 – 21:00 (ticket mandatory)
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Closing Ceremony:

Thursday	19 June 2025	16:00 – 17:00 (in room K1)
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These times are subject to change.

Conditions and times governing the delivery of exhibitors' own stand construction materials or of large products for display and their assembly must be agreed with Leipziger Messe not later than 30 days prior to the start of the exhibition.

*) A separate application must be made for access outside the times stated using the special order form headed "Extra Time Permission" → [See Form B8](#)

***) On the last set-up day, 15 June, all transport of goods and construction with forklift needs to be finished by 16:00 at the latest. From 16:00 we start laying the carpets in the aisles.

****) Only for stand decoration and display of exhibits.

c. Important Contacts

Project team Leipziger Messe:

Ms. Sandy Becker, Project Director
Phone: +49 341 678 8237
Email: s.becker@leipziger-messe.de

Ms. Mandy Port, Project Manager
Phone: +49 341 678 8236
Email: m.port@leipziger-messe.de

Stand construction and services Leipziger Messe International (LMI):

Mr. Ulrich Briese, Project Director
Phone: +49 341 678 7917
Fax: +49 341 678 167917
Email: u.briese@LM-international.com

Mr. Maximilian Aljoschin, Project Manager
Phone: +49 341 678 7929
Fax: +49 341 678 167919
Email: m.aljoschin@LM-international.com

Ms. Jana Muehler, Project Manager
Phone: +49 341 678 7919
Fax: +49 341 678 167919
Email: j.muehler@LM-international.com

Mr. Elia Guse-Sadlowski, Project Manager
Phone: +49 341 678 7928
Fax: +49 341 678 167919
Email: e.guse-sadlowski@LM-international.com

Shipping:

PRO MESSE – SERVICE GMBH

Project Management
Mr. Roman Maties
Phone: +49 8271 / 80 14 – 25
Fax: +49 8271 / 80 14 – 725
Email: r.maties@pro-messe.de

Visa Information:

Find accurate information regarding visas [here](#) and entry into Sweden. Depending on your country of origin, you may require a travel visa to enter Sweden. A list of visa required countries can be found [here](#).

If your booth staff requires a visa invitation letter, your trade show organiser have to indicate it during the registration process in the Exhibitor Portal. After that an email will be sent to you where you should fill out your personal details together with your passport number.

II. Deadlines/Checklist

This is to help you keep track and ascertain whether any important forms are missing. Mark which forms you already have completed.

Forms marked red are mandatory

	Deadline	Sent <small>(marked by you)</small>	Remarks	
General				
A1 Application for Stand Permission	11/04/2025	<input type="checkbox"/>	...	
A2 Quick Application	11/04/2025		If you don't wish to place any additional orders	
Stand Construction				
B1 Order for Stand Packages + Upgrade Opportunities	11/04/2025			
B2 Additional Orders	30/04/2025	<input type="checkbox"/>	...	
B3 Draft of the Stand Plan	30/04/2025			
B4 Header Inscription	30/04/2025	<input type="checkbox"/>	...	
B5 Request for Individual Stand Construction	30/04/2025	<input type="checkbox"/>	...	
B6 Special Services	30/04/2025	<input type="checkbox"/>	...	
B7 Stand Cleaning and Waste Disposal	30/04/2025			
B8 Extra Time Permission	11/04/2025			
B9 Permission for Events	30/04/2025			
B10 Request for Staff	30/04/2025			
B11 Catering, Banquets and Food	30/04/2025			
Contacts				
C1 Contact on-site	30/04/2025	<input type="checkbox"/>	...	
C2 Exhibitor Badges and further tickets	Starting from Mid-February 2025			
C3 External Stand Constructor	30/04/2025	<input type="checkbox"/>	...	
C4 External Shipping Company	30/04/2025	<input type="checkbox"/>	...	
C5 Form: Material Handling/Shipping	16/03/2025	<input type="checkbox"/>	...	
C6 Sponsorship and Advertisement	16/05/2025			
Travel				
D1 Hotel Accommodation	ASAP			
D2 Visa Support	ASAP			
D3 Travel Recommendations	ASAP			

III. Order Forms

The following pages contain all the important forms and information concerning your booth construction, additional orders, tickets, passes, visa, catering and accommodation.

You will find all the important information on each form. If you have any questions, please do not hesitate to contact the contact person listed on each form.

All orders are binding. Fees must also be paid completely in case of cancellation. See [I.S.P.O. 20th World Congress Special conditions of participation](#) of Leipziger Messe.

Please avoid surcharges for orders made after the specified deadlines:

- 50% to 100% surcharge after the deadline
- 100% surcharge on-site.

A1 : Application for Stand Permission

Fax to: +49 (0) 341 678 7912 Email: ispo@LM-international.com

Company name:

Deadline:

11/04/2025

Please tick a box if appropriate.

- We will use a **Leipziger Messe Stand Construction Package** and we acknowledge the technical guidelines of this manual and the General Terms of Stockholmsmässan.

- We will participate with **INDIVIDUAL STAND** and we acknowledge the technical guidelines of this manual and the General Terms of Stockholmsmässan.
 - We will appoint an external stand constructor with the construction of our booth → [Please see Form C3](#)
 - We will construct our own/individual modular exhibition stand that will exceed a height of 2,5m.
 - We will construct a two-storey fair stand.

ENCLOSURES: Send one copy of the following as an attachment to your registration to the above address.

- a. Description of work with specifications of materials
- b. Stand drawings, drawn to scale
- c. A static calculation according to using conventional standards that can be verified by a second independent engineer.
- d. Items a), b), c) are not required if a test book type is submitted.
- e. Fire safety certificates for floor covering, panels, and decoration materials like artificial plants, fabrics, curtains and banners

-
- We will use a display, sales or exhibition lorry, truck or trailer as our exhibition stand. (ENCLOSURES see above)
 - We will construct a stand with enclosed ceilings.
 - We will use gas cylinders.
 - We plan to use hazardous items. Please specify: _____
 - We will use inflatable exhibits/items. Please specify: _____
 - We will not use helium.
 - We will take machinery in operation. Please specify: _____
 - Stand construction materials conform to fire protection regulations (e.g. timber). *Certificates are to be submitted*
 - All electrical installations, materials and appliances comply with generally accepted regulations.
 - We plan to use special lighting (dangerous, size, alignment, intensity)
 - We plan to use glass in our stand construction.
 - We plan to use suspensions.

All required certificates of inspection must be kept available at the stand throughout the event.

Animals are not allowed inside the exhibition area of Stockholmsmässan with the exception of certificated assistance dogs, such as guide, service, joint and medical alert and signal dogs.

.....

Place/date

.....

Signature/stamp

A2 : Quick Application

Fax to: +49 (0) 341 678 7912 Email: ispo@LM-international.com

Company name:
.....

Deadline:

11/04/2025

If you have already ordered a stand package and do not want to place any additional orders, you can complete your preparation for participation by filling in this form. This form replaces the mandatory forms: A1 Application for Stand Permission, B3 Header Inscription, C1 Contact on-site.

Please mark

1. We will use a **Leipziger Messe Stand Construction Package** and we acknowledge the technical guidelines of this manual and the General Terms of Stockholmsmässan.
2. We want to have the following fascia:
 - 1. Company name only
*Please note: the Standard package include only 10 letters inscription on **one** open side*
 - 2. Company logo only
 - 3. Company name and logo
 - 4. Full printed fascia
Size of full printed fascia: visible size W2902mm x H285mm + 6 mm bleed + crop marks

3. Contact person during CONSTRUCTION:

Name	Surname	Mobile phone
.....
Date and time of arrival in GDL		Date and time of arrival at exhibition
_____		_____

4. Contact person during EXHIBITION:

- Same as first
 or:

Name	Surname	Mobile phone
.....
Date and time of arrival in GDL		Date and time of arrival at exhibition
_____		_____

..... Place/date Signature/stamp
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B1 : Order for stand package STANDARD

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

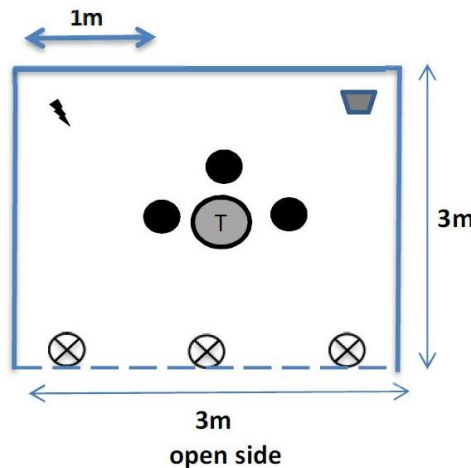
Company name:
 ...

Deadline:
11/04/2025

The following pages will give you an overview about your booked respectively available stand packages. Please have a look at the package before you order any additional. If you have booked empty space only, you can book a package here. Then please tick a box.

STANDARD PACKAGE (from 9sqm): **EUR 175/sqm**
 (without rent for floor space)

Example: 9 sqm row stand, Standard package



- chair
- T table
- X spotlight 100 W
- waste bin
- plug point

STANDARD package description:

- Walls, h: 250 cm, similar to octanorm
- Floor covering, carpet, grey
- Inscription on one fascia board, max 10 letters and stand number (logo not included)
- 1 round table
- 1 padded chair, *each 3 sqm*
- 1 socket with 3 plugs, 2 kW, 230V, 1 phase, *each 9 sqm*
- Basic Lighting, 1 x LED 9,5W spotlight, *each 3 sqm*, fixed at fascia board
- 1 waste bin

**FOR FURTHER UPGRADES OR ADDITIONAL ORDER OPTIONS,
 PLEASE ALSO NOTE THE FOLLOWING PAGES/FORMS**

This order is hereby binding in accordance with the General Rules

.....

Place/date
Signature/stamp

B1 : Order for stand package DELUXE

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
11/04/2025

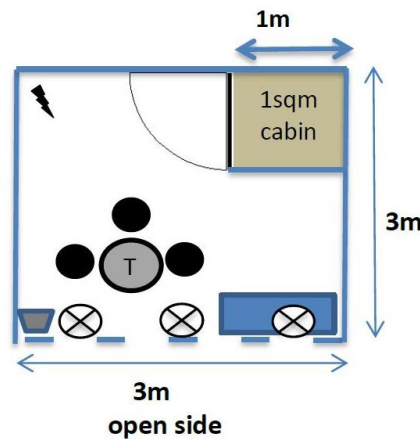
Please have a look at you package before you order any additional. If you just have booked empty space only - you can book a DELUXE package here, or upgrade the package you have already booked. Then please tick a box.

DELUXE (from 9sqm):

EUR 235/sqm

(without rent for floor space)

Example: 9 sqm row stand, Deluxe package



-  door
-  spotlight 100 W
-  information counter
-  plug point
-  waste bin
-  table
-  chair

DELUXE package description:

- Walls, h: 250 cm, similar to octanorm
- Floor covering, carpet, grey
- 1 cabin in the corner, 1sqm with lockable door
- 1 poster DIN A1 (594 x 841 mm)
- Fascia on each open side: full printed with logo or logo/name
- 1 round table
- 1 padded chair, *each 3 sqm*
- 1 information counter, lockable
- 1 socket with 3 plugs, 2 kW 230V, 1 phase, *each 9 sqm*
- Basic lighting, 1 x LED 9,5W spotlight, *each 3 sqm*, fixed at fascia board
- 1 waste bin
- Daily carpet cleaning

**FOR FURTHER UPGRADES OR ADDITIONAL ORDER OPTIONS,
 PLEASE ALSO NOTE THE FOLLOWING PAGES/FORM**

This order is hereby binding in accordance with the General Rules

.....

Place/date
Signature/stamp

B1 : Order for stand package PREMIUM

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
11/04/2025

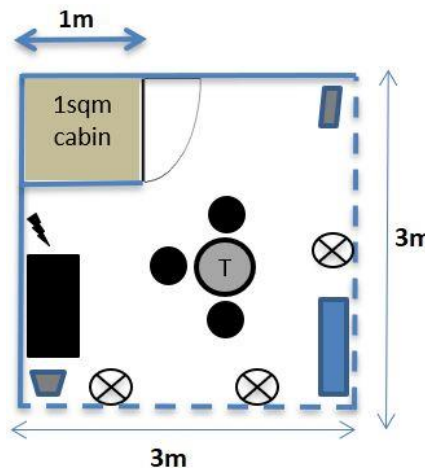
Please have a look at you package before you order any additional. If you just have booked empty space only - you can book a PREMIUM package here, or upgrade the package you have already booked. Then please tick a box.

PREMIUM (from 9 sqm):

EUR 388/sqm

(without rent for floor space)

Example: 9 sqm corner stand, Premium package



-  screen 42"
-  door
-  spotlight 100 W
-  brochure holder
-  information counter
-  plug point
-  waste bin
-  table
-  chair

PREMIUM package description

- Walls, h: 250 cm, similar to octanorm
- Floor covering, carpet, different colors to choose (standard grey)
- 1 cabin in the corner, 1sqm with lockable door
- 1 coat rack
- 1x 43" free standing flat screen
- 1 colored print at one full panel 1000x2500mm
- Fascia on each open side: full printed with logo, name or logo/name
- 1 round table
- 1 padded chair, each 3 sqm
- 1 information counter incl. logo (900x340 mm), lockable
- 1 socket with 3 plugs, 2 kW 230V, 1 phase each 9 sqm
- Basic lighting, 1 x LED 9,5W spotlight, each 3 sqm, fixed at fascia board
- 1 brochure holder
- 1 waste bin
- Daily carpet cleaning

**FOR FURTHER UPGRADES OR ADDITIONAL ORDER OPTIONS,
 PLEASE ALSO NOTE THE FOLLOWING PAGES/FORMS!**

This order is hereby binding in accordance with the General Rules

.....

Place/date Signature/stamp

B1 : Order for stand package PREMIUM SPECIALE

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

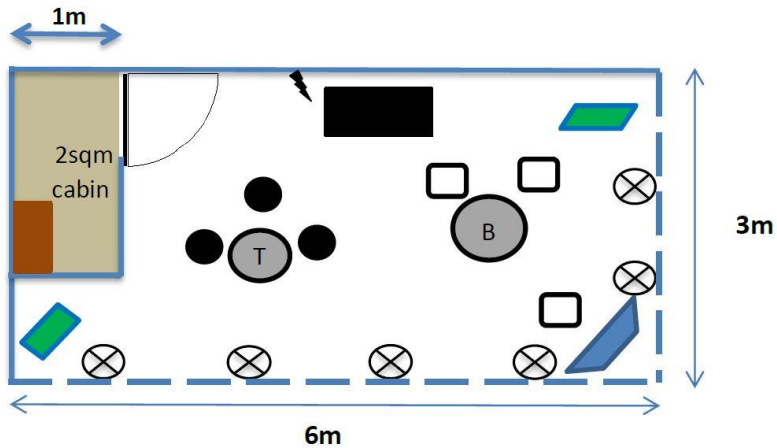
Company name:
 ...

Deadline:
11/04/2025

Please have a look at you package before you order any additional. If you just have booked empty space only - you can book a PREMIUM SPECIAL OFFER package here, or upgrade the package you have already booked. Then please tick a box.

PREMIUM SPECIAL OFFER (from 18 sqm): EUR 366/sqm
 (without rent for floor space)

Example: 18 sqm corner stand, Premium package



PREMIUM package SPECIAL offer (from 18sqm) description:

- Walls, h: 250 cm, similar to octanorm
- Floor covering, carpet, different colors to choose (standard grey)
- 1 cabin in the corner, 2sqm with lockable door, 1 standing shelf inside the cabin
- 1 coat rack
- 1 43" free standing flat screen
- 1 colored print at one full panel 1000x2500mm
- 2 brochure holders, 1 waste bin
- Fascia on each open side: full printed with logo, name or logo/name
- 1 round table and 3 padded chairs
- 1 bar table with 3 bar chairs
- 1 curved information counter with logo (900x340 mm), lockable
- 1 socket with 3 plugs, 2 kW 230V, 1 phase, each 9 sqm
- 1 x LED 9,5W spotlight, each 3 sqm, fixed at fascia board
- Daily carpet cleaning



FOR FURTHER UPGRADES OR ADDITIONAL ORDER OPTIONS, PLEASE ALSO NOTE THE FOLLOWING PAGES/FORMS

This order is hereby binding in accordance with the General Rules

.....
 Place/date

.....
 Signature/stamp

B1 : Order for stand package for Start-Ups

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

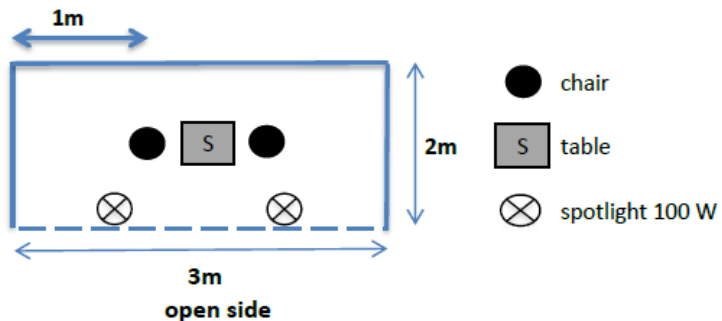
Company name:

Deadline:
11/04/2025

Please have a look at your package before you order any additional. If you just have booked 6 sqm empty space only - you can book a START-UP package here. Then please tick a box.

- | | |
|---|---|
| <input type="checkbox"/> START-UP PACKAGE (6 sqm): | EUR 985
<small>(without rent for floor space)</small> |
| <input type="checkbox"/> START-UP PACKAGE (6 sqm): | EUR 1.084
<small>(with power socket)</small> |

Example: 6 sqm row stand, Start-up package



START-UP package description:

- Walls, h: 250 cm, similar to octanorm
- Floor covering, carpet, grey
- Inscription on one fascia board, max 10 letters and stand number (logo not included)
- 1 round table
- 2 padded chairs
- Basic Lighting, 2 x LED 9,5W spotlight, fixed at fascia board

Please note, that the stand construction package for Start-ups for 985 euros does not include power socket. If you want one power socket, please chose the package for 1.084 euros.

**FOR FURTHER UPGRADES OR ADDITIONAL ORDER OPTIONS,
 PLEASE ALSO NOTE THE FOLLOWING PAGES/FORMS**

This order is hereby binding in accordance with the General Rules

..... Place/date Signature/stamp
---------------------	--------------------------

B2 : ADDITIONAL ORDERS for stand packages - Stand Construction

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
30/04/2025

Stand construction

ITEM DESCRIPTION	COLOUR/S & DIMENTIONS	QTY	PRICE EUR	TOTAL
Floor Carpeting/sqm	Standard colour: GREY		26,50	
Changing standard colour to other	VARIOUS COLOURS		26,50	
Wall Panel	1.0m x 2.5m		145,00	
Cabin/Storage at corner	1sqm, lockable		390,00	
Cabin/Storage at corner	2sqm, lockable		535,00	
Swing Door	1.0m x 2.5m		245,00	

If you choose a cabin go to → [B3: Draft of the Stand Plan](#)

Floor Carpeting (standard: grey)



ATTENTION

If you order extra equipment after the deadline, a surcharge of 50% of the normal price will be charged. For orders placed no earlier than 5 days before or at the event, the surcharge will rise to 100% of the normal price and can only be met if the items required are available.

This order is hereby binding in accordance with the General Rules

.....

Place/date
Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - Furniture

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
30/04/2025

Picture	ITEM DESCRIPTION	COLOUR/S & DIMENTIONS	QTY	PRICE EUR	TOTAL
	Chair with armrest	Black L: 64 cm W: 57 cm seat height: 46 cm		81,00	
	Padded Chair as in the stand package	Black		72,00	
	Bar chair as in the stand package	White seat height: 58-80 cm		96,00	
	Bar chair	Black seat height: 58-80 cm		96,00	
	Round table as in the stand package	White H: 72,5 cm Dia: 70 cm		96,00	
	Square table	White L: 70 cm W: 60 cm H: 72,5 cm		108,00	
	Rectangular table	White L: 120 cm W: 70 cm H: 70 cm		108,00	

This order is hereby binding in accordance with the General Rules

.....
 Place/date





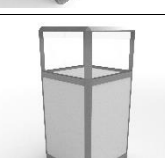
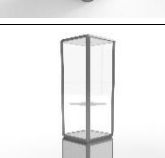
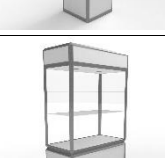
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 Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - Furniture

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
30/04/2025

Picture	ITEM DESCRIPTION	COLOUR/S & DIMENTIONS	QTY	PRICE EUR	TOTAL
	Bar table, round as in the stand package	White H: 110 cm Dia: 60 cm		120,00	
	Bar table, square	White L: 70 cm W: 60 cm H: 110 cm		140,00	
	Table showcase	White L: 96 cm W: 60 cm H: 104 cm		312,00	
	Table showcase with lights Please indicate where to place (use form B3)	White L: 96 cm W: 60 cm H: 104 cm		384,00	
	Table showcase, small	White L: 50 cm W: 50 cm H: 104 cm		140,00	
	Tall showcase with lights Please indicate where to place (use form B3)	White L: 47 cm W: 47 cm H: 185 cm		329,00	
	High showcase with lights Please indicate where to place (use form B3)	White L: 96 cm W: 47 cm H: 185 cm		415,00	

This order is hereby binding in accordance with the General Rules

.....
 Place/date


.....
 Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - Furniture

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
30/04/2025

Picture	ITEM DESCRIPTION	COLOUR/S & DIMENTIONS	QTY	PRICE EUR	TOTAL
	Sideboard	White L: 96 cm W: 47 cm H: 70 cm		161,00	
	Display table	White L: 96 cm W: 47 cm H: 70 cm		103,00	
	Information counter as in the stand package	White L: 96 cm W: 60 cm H: 104 cm		222,00	
	Information counter with full print on front	White L: 96 cm W: 60 cm H: 104 cm		598,00	
	Curved Information counter as in the stand package	White L: 152 cm W: 71 cm H: 104 cm		312,00	
	Brochure holder as in the stand package	H: 167 cm		128,00	
	Clothes hanger, wall-mounted Please indicate where to place (use form B3)			54,00	

This order is hereby binding in accordance with the General Rules

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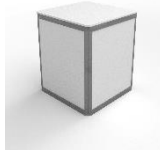

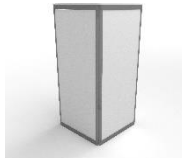



Place/date Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - Furniture

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
30/04/2025

Picture	ITEM DESCRIPTION	COLOUR/S & DIMENTIONS	QTY	PRICE EUR	TOTAL
	Podium standing Small	White L: 50 cm W: 50 cm H: 40 cm		71,00	
	Podium standing Medium	White L: 50 cm W: 50 cm H: 60 cm		78,00	
	Podium standing Large	White L: 50 cm W: 50 cm H: 80 cm		86,00	
	Podium standing X-Large	White L: 50 cm W: 50 cm H: 102 cm		107,00	
	Standing storage shelf as in the stand package	H: 176 cm L: 86 cm W: 33 cm		84,00	
	Shelf straight Please indicate the height and where to place (use form B3)	W: 96 cm D: 30 cm Please note the shelves can only be loaded with 5 kg per wall module		54,00	
	Shelf sloping Please indicate the height and where to place (use form B3)	W: 96 cm D: 30 cm Please note the shelves can only be loaded with 5 kg per wall module		54,00	

This order is hereby binding in accordance with the General Rules

.....
 Place/date






.....
 Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - Furniture

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

Deadline:
30/04/2025

Picture	ITEM DESCRIPTION	COLOUR/S & DIMENTIONS	QTY	PRICE EUR	TOTAL
	Refrigerator 120-140 liters incl. 24hour electricity Please indicate where to place (use form B3)			379,00	
	Waste bin As in the stand package	with 5 bags		35,00	
	Green plant, small	H: ca 45 -100 cm		175,00	
	Green plant, medium	H: ca 100 - 170 cm		302,00	
	Green plant, large	H: ca 180 - 300 cm		686,00	

ATTENTION

If you order extra equipment after the deadline, a surcharge of 50% of the normal price will be charged. For orders placed no earlier than 5 days before or at the event, the surcharge will rise to 100% of the normal price and can only be met if the items required are available.

This order is hereby binding in accordance with the General Rules

.....

Place/date Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - GRAPHICS

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:

Deadline:
30/04/2025

Graphic services

Item	Description	QTY	Price EUR	Total
Poster	DIN A1, printing on forex		80,00	
Printed panel	price per panel 1.00 x 2.50 m		330,00	
Printed fabrics/banner, fixed with velcro	price per rm (H:2.50 m)		396,00	
Poster, logo on panel, counter etc. prints on forex	price per sqm		173,00	
Foam board			224,00	
Prints on foil (vinyl film)	price per sqm		270,00	
One Color foil/film	price per panel 1.00 x 2.50 m		on request	

GRAPHICS: **Artwork must be provided in high resolution (print quality) as a PDF in 100% (scale 1:1).**
Picture or photo at least in 100 dpi (dots per inch) resolution, scale 1:1.
Text/fonts and logotypes preferred as vector graphics.

BLEEDS: **Artworks for printed panels must have 3 mm bleeds + cropmarks**
Artworks for fabrics/banners must have 5 mm bleeds + cropmarks

COLOURS: **Color designation in CMYK or Pantone.**

ATTENTION

If you order graphic services after the deadline, a surcharge of 50% of the normal price will be charged. For orders placed no earlier than 5 days before or at the event, the surcharge increases to 100% of the normal price and can only be applied if the requested services can be provided.

This order is hereby binding in accordance with the General Rules

.....

Place/date
Signature/stamp

Important information for GRAPHICS

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

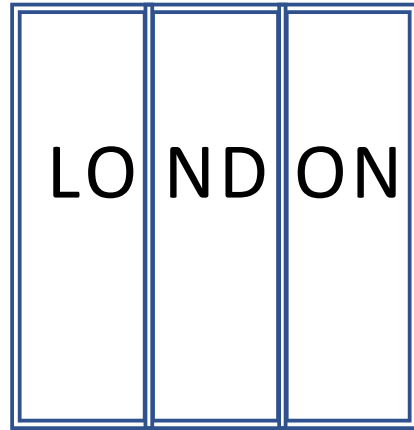
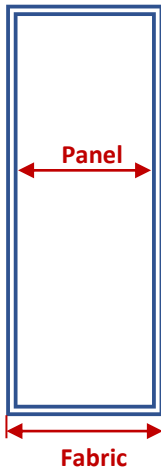
Company name:
 ...

Deadline:
30/04/2025

Printed panel

Visible size W942mm x H2412mm
 Artwork size is visible size + 3 mm bleed to each side + cropmarks

Example of data incorporating gaps for the vertical system poles (**single prints on panels**)



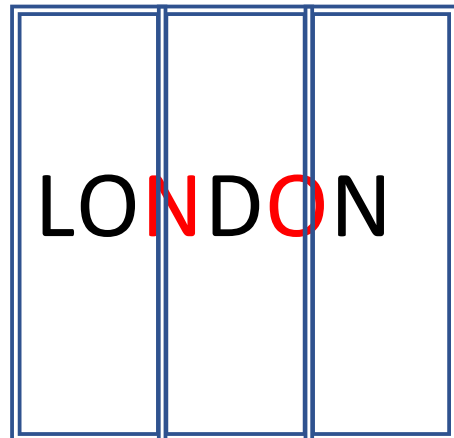
Fabrics/Banners

For fully printed walls, without gaps please order prints on **fabrics**.

- Sizes of prints covering 3 panels:
- visible W3000mm x H2500mm;
 - artwork size incl. bleed: W3010mm x H2510mm

If you have a full-width graphic with letters or logo, you should lay out the data to take account of the vertical poles (W50mm) for better legibility

Example of data ignore to incorporating gaps for the vertical system poles



This order is hereby binding in accordance with the General Rules

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Place/date
Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - ELECTRICITY

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

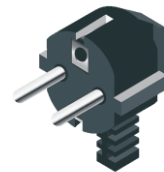
Deadline:
30/04/2025

DESCRIPTION	QTY	PRICE EUR	TOTAL
Socket with 3 plugs, 2 kW 230 V, 1 phase Please indicate where to place (use form B3)		189,00	
Socket 24-hour electricity, 2 kW 230 V, 1 phase Please indicate where to place (use form B3)		299,00	
Spotlight long arm, LED 9,5 W, 55 cm		70,00	
Multi plug extension cord		35,00	

Sweden uses the Type F socket (also known as Schuko socket). This socket type is also compatible with some other plug types (like Type C) used in other countries. We highly recommend you to check before travelling, if you need an adapter.



Type F socket



Type F plug



Type C plug

For technical reasons on most standard stands an uncovered power source [DB – Distribution Board] is placed **which is visible on the stand!** On stands with a cabin the DB will be placed there.

Power supply for space only stands

If you have opted for 'space only', and do require electrics, you can order power supply along with an uncovered DB – Distribution Board. Please indicate where the DB shall be located. Please note that the cable will come from the nearest pit to the desired location at the booth. Cables have to be covered properly and with a caution tape (see technical rules).



Distribution Board

All electrical connection options listed below include cables and consumption.

DESCRIPTION	QTY	PRICE EUR	TOTAL
Power outlet 3-phase 16A		585,00	
Power outlet 3-phase 16A with Distribution board		813,00	
Power outlet 3-phase 25A		730,00	
Power outlet 3-phase 25A with Distribution board		1.055,00	
Power outlet 3-phase 32A		830,00	
Power outlet 3-phase 32A with Distribution board		1.215,00	
Power outlet 3-phase 63A		1.185,00	
Power outlet 3-phase 63A with Distribution board		1.605,00	

This order is hereby binding in accordance with the General Rules

.....

Place/date
Signature/stamp

B2 : ADDITIONAL ORDERS for stand packages - AUDIO VISUAL HIRE

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:

Deadline:
30/04/2025

DESCRIPTION	ACTUAL SIZE	QTY	PRICE EUR	TOTAL
Plasma Screen 32" free standing			682,00	
Plasma Screen 43" free standing			917,00	
Plasma Screen 49" free standing			1.046,00	
Plasma Screen 55" free standing			1.194,00	
Plasma Screen 65" free standing			1.406,00	
Plasma Screen 85" free standing			1.856,00	
Plasma Screen 98" free standing			3.030,00	
Touchscreen - 42"			1.034,00	
Touchscreen - 55"			1.848,00	
Touchscreen - 65"			2.088,00	

ALL SCREENS HAVE HDMI AND USB CONNECTION AND ARE SUPPLIED WITH A HDMI CABLE

Additional AV equipment on request

This order is hereby binding in accordance with the General Rules

.....

Place/date Signature/stamp

B3 : Draft of the Stand Plan

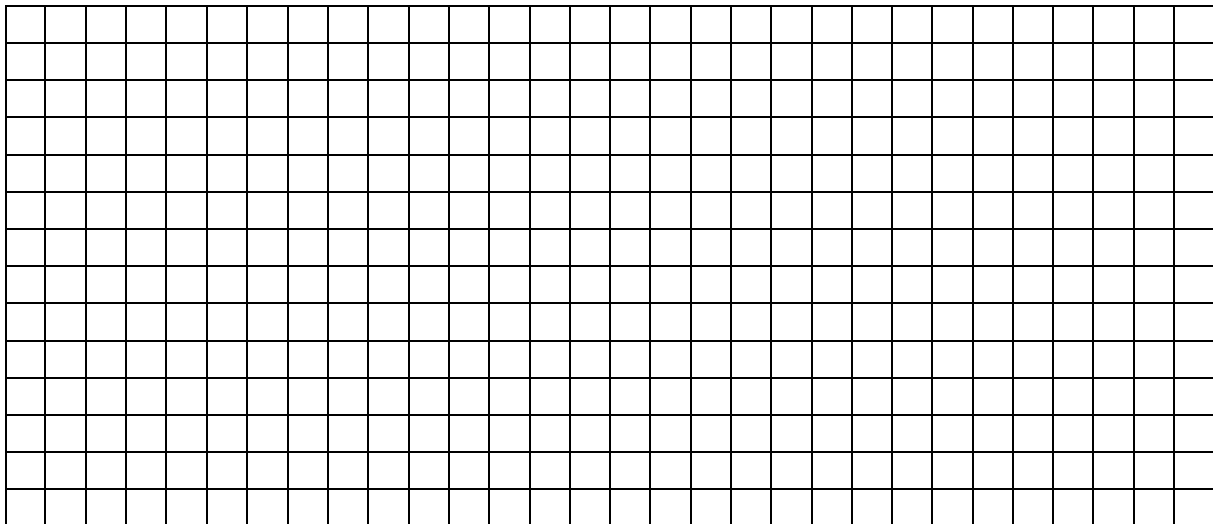
Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name:
 ...

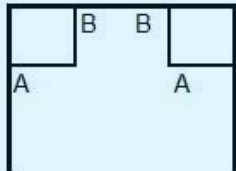
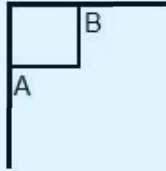
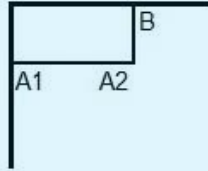
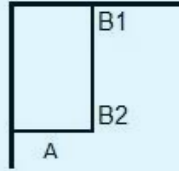
Deadline:
30/04/2025

If you order additional furniture (e.g. showcase with light, socket, cabin, screen), please suggest the position desired by indicating it on the plan below (without tables or chairs). If you have booked a fully equipped booth and would like the positioning to be changed, please mark this on the plan below as well.

If you do not indicate your required positioning, the contractor will position items at their discretion. The subsequent relocation of fittings will not be carried out by the organizer until the preceding orders have been completed and will result in additional charges.



Please specify the position of your storage/cabin. Please tick the boxes:

ROW BOOTH 1 sqm cabin	CORNER BOOTH 1 sqm cabin	CORNER BOOTH (option 1) 2 sqm cabin	CORNER BOOTH (option 2) 2 sqm cabin
1 <input type="checkbox"/> 	2 <input type="checkbox"/> 	3 <input type="checkbox"/> 	4 <input type="checkbox"/> 

- | | | |
|--------------------------------|---|---|
| 1. Position of your CABIN | <input type="checkbox"/> right side | <input type="checkbox"/> left side |
| 2. Position of your DOOR | <input type="checkbox"/> A <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B | <input type="checkbox"/> B1 <input type="checkbox"/> B2 |
| 3. Opening of the DOOR | <input type="checkbox"/> inwards | <input type="checkbox"/> outwards |
| 4. Position of the DOOR HANDLE | <input type="checkbox"/> right side | <input type="checkbox"/> left side |

This order is hereby binding in accordance with the General Rules

..... Place/date Signature/stamp
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B4 : Header Inscription for STANDARD booths 1/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

SHORT Company name (for fascia inscription)

Deadline:
30/04/2025

Please tick

(1 fascia with 10 letters inscription on **ONE** open side is already included)

Company name



1. Company name only
 (at all open sides)

2. Company logo only
(EUR 195 per open side)
 (at all open sides)

Fascia size: W2902 x H285mm +
 6mm bleed + crop marks

Company name only at one open side

Price list

One Fascia	Price per item
Each additional letter (>10)	EUR 10,00
Logo	EUR 195,00
Two Fascias	Price per item
Extra fee for the 2 nd fascia incl. 10 letters	EUR 195,00
Each additional letter (>10)	EUR 20,00
Logo	EUR 390,00
Three Fascias	Price per item
Extra fee for the 3 rd fascia incl. 10 letters	EUR 390,00
Each additional letter (>10)	EUR 30,00
Logo	EUR 585,00

This order is hereby binding in accordance with the General Rules

.....

Place/date Signature/stamp

B4 : Header Inscription for DELUXE and PREMIUM booths 2/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name (for fascia inscription)

Deadline:
30/04/2025

Please tick

Company name

- 1. Company name only**
(at all open sides)
- Company name only at one open side**



- 2. Company logo only**
(at all open sides)

 + **Company name**

- 3. Company name and logo**
(at all open sides)

- 4. Full printed fascia (individual designed)**

Sizes of fully printed fascias:
 visible size W2902mm x H285mm + 6 mm bleed + crop marks

***) Attention: Graphic/ logo:**
 Please email artwork, 100DPI to size in .pdf or .eps format to
ispo@LM-inernational.com

This order is hereby binding in accordance with the General Rules

Place/date Signature/stamp

B5 : Request for Individual Stand Construction 1/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline: 30/04/2025

THIS FORM IS COMPULSORY FOR ALL INDIVIDUAL STANDS!

- We don't need an offer.**
 - In this case you have to fill in the **C3 Form: External Stand Constructor.**

- We need an offer for a custom stand. Please contact us!**

A rough design of the booth we would like is shown below:

Stand size: ____ sqm **Frontage** ____ m **Depth** ____ m **Height** ____ m
(Standard: 2.5m; max.: 5.5m)

--

We are required to have our architect/design company send you the design of our booth by email.

..... Place/date Signature/stamp
---------------------	--------------------------

B5 : Request for Individual Stand Construction 2/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline:
30/04/2025

Furthermore, we require the following items:

Number of items:

- | | |
|----------------------------|----------------|
| _____ Carpeting | Remarks: _____ |
| _____ Chair/s | Remarks: _____ |
| _____ Bar counter/s | Remarks: _____ |
| _____ Filling cabinet/s | Remarks: _____ |
| _____ Show case/s | Remarks: _____ |
| _____ Cabin/s | Remarks: _____ |
| _____ Door/s | Remarks: _____ |
| _____ Racket/s (4 shelves) | Remarks: _____ |
| _____ Power supply/s (DB) | Remarks: _____ |
| _____ Power socket/s | Remarks: _____ |
| _____ Fridge/s | Remarks: _____ |
| _____ Projector/s | Remarks: _____ |
| _____ Plasma screen/s | Remarks: _____ |

You can order standard furniture, power supply and other equipment also with **ORDER FORM B2**. Exclusive furniture, equipment and accessories on request.

- | | |
|--|----------------|
| <input type="checkbox"/> Fascia | Remarks: _____ |
| <input type="checkbox"/> Floor covering | Remarks: _____ |
| <input type="checkbox"/> Kitchen | Remarks: _____ |
| <input type="checkbox"/> Water supply | Remarks: _____ |
| <input type="checkbox"/> Waste removal | Remarks: _____ |
| <input type="checkbox"/> Graphics (logos, posters, foil coating) | Remarks: _____ |
| <input type="checkbox"/> Suspension/banner (see A14) | Remarks: _____ |
| <input type="checkbox"/> Gas (indicate type of gas) | Remarks: _____ |
| <input type="checkbox"/> Compressed Air | Remarks: _____ |
| <input type="checkbox"/> Others | Remarks: _____ |

➔ **This is no order. You get quotation for ordering**

This order is hereby binding in accordance with the General Rules

.....
Place/date	Signature/stamp

B6 : Form: Request for Special Service

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline:
30/04/2025

Please tick

We ask for unbinding quotation:

- Suspensions / Trusses
- Water supply
- Compressed Air
- Internet-connection on Stand

This is no order. You will get a quotation for ordering

This order is hereby binding in accordance with the General Rules

.....
Place/date

.....
Signature/stamp

B7 : Stand Cleaning and Waste Disposal

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline:
30/04/2025

The stand packages DELUXE, PREMIUM and PREMIUM SPECIALE already included stand cleaning and waste bin emptying.

Please note that materials that you leave behind in your stand after the event is over will be classified as waste. You will be billed for resultant waste disposal costs.

DESCRIPTION	QTY	PRICE EUR	TOTAL
Stand Cleaning, 4 days, price per sqm Including: vacuuming of carpet or wet drying of floor, emptying of waste container and dusting the furniture provided by LMI		13,50	
Waste container 100 Liter, including emptying		98,00	
Food waste (leftovers) container, including emptying <i>mandatory if you plan stand catering</i>		66,00	
Waste Disposal		on request	
Special Cleaning for exhibits or your <u>own</u> furniture Please describe your needs: _____ _____ _____		on request	

If you participate with an **INDIVIDUAL STAND** and do not order Stand Cleaning or Special Cleaning, please send a request for Waste Disposal to avoid any inconvenience during or after the show.

This order is hereby binding in accordance with the General Rules

.....

Place/date
Signature/stamp

B8 : Extra Time Permission

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline:
11/04/2025

The **Extra Time Permission** allows access to the exhibition center for set-up on Friday (13 June) Saturday (14 June 2025) and/or Sunday (15 June 2025), and/or Monday (16 June 2025).

Prices on request. The total price for the Extra Time Permission includes security, paramedics and hall rental fee. AFTER receiving your request, we inform you about all the costs incurred.

Please note that the Extra Time Permission is not bookable on-site.

Please mark to order!

Extra Time	for time period	Total
13 June 2025*	from _____ to _____	<input type="checkbox"/>
14 June 2025 from 10:00 to 14:00 175 EUR per extra hour	from _____ to _____	
from 15 June 2025, 20:00 to 16 June 2025, 08:00 175 EUR per extra hour	from _____ to _____	

*You will a separate quotation for 13 June. The price depends on number of applicants

This order is hereby binding in accordance with the General Rules

.....

Place/date
Signature/stamp

B9 : Permission for Events

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline: <b style="color: red; font-size: 1.2em;">30/04/2025

This form is used to order the permits needed to hold personal events at your booth. You will need to obtain **Permission for Events**.

Please indicate when and where the event will take place, the duration of the event, how many people you expect to attend, whether you would like to have catering, and any special wishes or important information. Depending on the size and duration of your event, a specific number of additional security guards and paramedics will have to be arranged. AFTER receiving your order, we inform you about all the costs incurred.

The Permission for Events is only granted by Leipziger Messe International. The Permission for Events only allow access to the venue for the time period specified. Please note that Stockholmsmässen has an exclusive supplier for catering → [B11: Catering, Banquets and Food](#)

If you plan a catering during an event on your booth, please bear in mind that disposal/garbage facilities need to be planned within the rented space. → [B7: Stand Cleaning and Waste Disposal](#)

We request a quotation for an “Permission for Events”.

Please inform us about the expected costs.

We ask for After Hours Permission for the time period of:

- () Monday, June 16th from ____ to ____
- () Tuesday, June 17th from ____ to ____
- () Wednesday, June 18th from ____ to ____

Kind of event: _____
(e.g. Presentation, Meeting, Party, ...)

Number of people: _____

Booth number: _____

Catering needed: Yes No

Special wishes: _____

Other important information:

This order is hereby binding in accordance with the General Rules	
..... Place/date Signature/stamp

B10 : Request for Staff 1/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline: 30/04/2025

This form can be used to order additional staff to assist you during the exhibition. **Prices on request.**

Staff	Rights and duties	Price
Hostess	The hostess is a service assistant at the booth.	On request
Interpreter (English-Swedish)	Other languages on request (price depending on qualification)	On request
Construction helper	Only assists during the construction of booths	On request
General assistant	No special qualifications – suitable for small tasks, errands etc.	On request
Security guards		On request
Photographer /Videographer	To produce professional photos or videos for you	On request

1. We need ___ **hostess/es** from _____ to _____
(quantity) (date) (date)

- for the whole exhibition day/s.
 only for a few hours: from ... to ...
(Fill in exact time here)

2. We need ___ **interpreter/s** from _____ to _____
(quantity) (date) (date)

- for the whole exhibition day/s.
 only for a few hours: from ... to ...
(Fill in exact time here)

Required languages: ...

3. We need ___ **construction helper/s** from _____ to _____
(quantity) (date) (date)

- for the whole set-up / dismantling day/s (official times).
 only for a few hours: from ... to ...
(Fill in exact time here)

Please specify: electrician, painter, mounting assistant, mounting of graphic

PLEASE NOTE: YOU WILL GET A SEPARATE OFFER!

This order is hereby binding in accordance with the General Rules	
..... Place/date Signature/stamp

B10 : Request for Staff 2/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

<p>Deadline: 30/04/2025</p>
--

4. We need ___ **general assistant/s** from _____ to _____
(quantity) (date) (date)
- for the whole exhibition day/s.
 only for a few hours: from ... to ...
(Fill in exact time here)
5. We need ___ **security guard/s** from _____ to _____
(quantity) (date) (date)
- for the whole day/s (24 hours).
 only for a few hours: from ... to ...
(Fill in exact time here)
6. We need ___ **photographer/s** from _____ to _____
(quantity) (date) (date)
- for the whole day/s (24 hours).
 only for a few hours: from ... to ...
(Fill in exact time here)
7. We need ___ **videographer/s** from _____ to _____
(quantity) (date) (date)
- for the whole day/s (24 hours).
 only for a few hours: from ... to ...
(Fill in exact time here)

PLEASE NOTE: YOU WILL GET A SEPARATE OFFER!

This order is hereby binding in accordance with the General Rules	
..... Place/date Signature/stamp

B11 : Catering, Banquets and Food

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline:

30/04/2025

Mässrestauranger AB is the exclusive catering partner of Stockholmsmässan. Mässrestauranger is in charge of the serving permit for all food and drinks at the fair and we therefore ask you to contact them.

Mässrestauranger can offer you a wide range of services, whether refreshment for your staff, snacks and special treats for your customers or catering for an event on your stand. If you want to rent a coffee machine, beer taps or water coolers, this should also be booked via Mässrestauranger.

Please inquire about the catering options, prices and deadlines for ordering directly using the contact information below:

Phone: +46 8 727 72 40

Email: ISPO.catering@massrestauranger.se

Please consider the catering rules mentioned in the Technical Rules and note following restrictions:

Serving and licensing of alcohol

Please note that Mässrestauranger AB has **the exclusive license** for alcohol distribution on the premises, including all restaurants, conferences and events. Mässrestauranger will deliver directly to your booth and provides an assortment of cold drinks, glasses and personnel.

Please note the following regulations for serving alcohol:

- Serving alcohol is not allowed before 11:00
- It is prohibited to serve alcohol to persons under the age of 18
- You need specific alcohol permission to server alcohol after the event has closed for the day
- During moving in and dismantling alcohol is strictly forbidden on the premises

Popcorn

Popcorn (regardless of whether it is popcorn from popcorn machines or packaged popcorn) **is not allowed to be served** at the Stockholmsmässan. This is due to the risk that the popcorn machines trigger our fire alarms and the disproportionately large cleaning required in and around the stands that serve popcorn.

C1 : Contact on-site

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline:
30/04/2025

This form is to ensure there is always a contact person available to answer any queries during the exhibition and construction in Stockholm (SE).

Contact person during CONSTRUCTION:

First Contact Person

Name	Surname	Mobile phone
...
Date and time of arrival in Stockholm		Date and time of arrival at exhibition
_____		_____

Second Contact Person

Name	Surname	Mobile phone
...
Date and time of arrival in Stockholm		Date and time of arrival at exhibition
_____		_____

Contact person during EXHIBITION:

- Same as first
 second contact person
 or:

Name	Surname	Mobile phone
...
Date and time of arrival in Stockholm		Date and time of arrival at exhibition
_____		_____

..... Place/date Signature/stamp
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C2 Information: Exhibitor Badges and further Tickets 1/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

COMPLIMENTARY EXHIBITOR PASSES

A number of **complimentary exhibitor passes** is provided to you depending on your booth size.

- For the first 9 sqm, two exhibitor passes are provided.
- For each additional 9 sqm, you will receive one additional exhibitor pass up to a maximum of 25 passes for each stand.

Furthermore, you will receive one free pass for each registered co-exhibitor.

Exhibitor passes grant access to the exhibition hall, however, they do NOT give access to any congress sessions or other activities. The pass does not allow access to the exhibition area outside the official opening times for stand staff.

Exhibitor passes must be personalised and include the following information: first name and last name of the attendee, company name and country. Name changes will be possible until shortly before the event. You will be able to personalise your pass through an online system. The email with log-in information for the exhibitor portal has been distributed to the primary contact person.

Exhibitors will have the opportunity to pick up their badges early on **Sunday, 15 June, between 12 -15:00 at the exhibitor information desk** in the reception area. The registration desk will further be open until 18:00 on Sunday. Should you arrive later, badge pick up will also be possible starting from Monday morning at 8:00. During set up, there is no badge required.

COMPLIMENTARY WORK PASSES

Complimentary work passes for set up and dismantling you can pick-up on site at Information desk at entrance hall.

C2 Information: Exhibitor Badges and further Tickets 2/2

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

ADDITIONAL EXHIBITOR PASSES AND REGISTRATIONS

You will be able to purchase via the registration portal:

- **Additional exhibitor passes**
- **Congress registrations** (one day or full at a reduced rate for exhibition booth staff)
- **Lead scanning service**
- **Lunch box options**
- **City Hall reception tickets**

Prices and registration options can be found as follows:

Purchase Item	Price
Additional exhibitor badge	SEK 900
Congress day ticket – special rate for exhibitors	SEK 2,600 (exhibitor pass mandatory)
Full congress registration – special rate for exhibitors	SEK 5,000 (exhibitor pass mandatory)
Lead scanning service	SEK 4,000 per exhibitor – includes access for all staff members
City Hall reception	Free of charge As there is only a limited number of tickets available, ISPO and the City of Stockholm kindly ask to consider the registration as binding . Bookings are made on a first come, first served basis. <i>We honour our collective responsibility to be more sustainable and reduce waste and ask you to only commit to coming if you are sure to participate.</i>
Lunch box options	SEK 196 per day (available Monday – Thursday)

How can I buy additional exhibitor badges and registrations?

↳ **The email with log-in information for the exhibitor portal has been distributed to the primary contact person**

If you do not require any additional exhibitor badges or registrations, there is no action required.

C3 : External Stand Constructor

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline:
30/04/2025

This form is to ensure all responsible people who are involved in the organization are aware of the details of your external stand constructor.

External stand constructor

Company _____

Address _____

City _____ Zip code _____

State _____ Country _____

Phone _____ Fax _____

Email _____

Contact Details

1st contact person:

Name	Surname	Mobile phone
...
Email		
...		

2nd contact person:

Name	Surname	Mobile phone
...
Email		
...		

..... Place/date Signature/stamp
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C4 : Material Handling and Shipping

Deadline:

16/03/2025

Official Freight Forwarding Contractors, Courier and Storage

PRO MESSE-SERVICE GMBH (Germany) as the official appointed Freight Forwarder will handle all shipments. Exhibitors are therefore requested to consult PRO MESSE-SERVICE for any matter concerning forwarding exhibits to Stockholm.

You can also appoint your own shipping company

Be aware that this company also take care the customs clearance.

→ **PRO MESSE-SERVICE GMBH** can store your deliveries of third shipping companies after customs clearance.

Courier Service (UPS, DHL...):

It is not possible to send parcels (even with simple journals/flyers) by courier to your hotel or the venue because the shipment has also to be cleared by a company owning a customs ID.

→ **PRO MESSE-SERVICE GMBH** offers this service.

Shipping Guidelines

To ensure smooth handling of your exhibits, **PRO MESSE-SERVICE GMBH** will be glad to provide their shipping guidelines to you.

→ You may also use the attached → [‘Quotation Request’ form](#) to make first contact.

Coordinating Office: **PRO MESSE-SERVICE GMBH**

homepage: www.pro-messe.de

Project Management:

Mr. Roman Maties

Phone: +49 8271 / 80 14 – 25

Fax: +49 8271 / 80 14 – 725

Email: r.maties@pro-messe.de

Please contact **PRO MESSE SERVICE GMBH** at the latest by:

- truck freight: **20 days** prior delivery to requested move-in-date
- airfreight: **21 days** prior to requested move-in-date
- ocean freight: **90 days** prior to requested move-in-date

C4 : Material Handling and Shipping

QUOTATION REQUEST: I.S.P.O. World Congress 2025 / 16 – 19 June 2025 / Stockholm – Sweden

<p><u>Return to:</u></p> <p>PRO MESSE-SERVICE GmbH</p> <p>Attn.: Roman Maties</p> <p>E-mail: r.maties@pro-messe.de</p> <p>Fax: +49 (0) 8271 – 8014 725</p> <p>Phone: +49 (0) 8271 – 8014 25</p>	<p><u>Name and address of exhibitor:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Person in charge:</td> <td></td> </tr> <tr> <td>Email:</td> <td></td> </tr> <tr> <td>Tel.:</td> <td></td> </tr> <tr> <td>Fax.:</td> <td></td> </tr> </table>	Person in charge:		Email:		Tel.:		Fax.:	
Person in charge:									
Email:									
Tel.:									
Fax.:									

Mode of transport (please mark applicable):	Road <input type="checkbox"/>	Air <input type="checkbox"/>	Sea <input type="checkbox"/>
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Shipment details for TEMPORARY customs clearance (exhibits, stand material etc.):			
Commodity:			
No. of packages	Weight in kgs:	Volume in cbm:	Value in EUR

Shipment details for PERMANENT customs clearance (consumable items etc.):			
Commodity:			
No. of packages	Weight in kgs:	Volume in cbm:	Value in EUR

Kind of package	Single weight:	Length in Cms	Width in cms	Height in cms:	Re-export (Y/N):
					yes <input type="checkbox"/> no <input type="checkbox"/>
					yes <input type="checkbox"/> no <input type="checkbox"/>
					yes <input type="checkbox"/> no <input type="checkbox"/>
					yes <input type="checkbox"/> no <input type="checkbox"/>

Special instructions: (e.g. dangerous goods, different loading address etc.)

Dangerous goods: Yes No

Place: **Date:** **Company Stamp:** **Signature:**

We operate exclusively on the basis of the Allgemeinen Deutschen Spediteurbedingungen 2017 (ADSp 2017) (Standard German Freight Forwarders Terms and Conditions). They limit in Number 23 ADSp the legal liability for damages to goods pursuant to § 431 HGB (Commercial Code) for damages while under the custody of the forwarder to 5,- Euro/kg, by multimodal transports, including ocean transport, to 2 SDR/kg as well as to 1,25 million and/or 2,5 million Euro or 2 SDR/kg per damage, depending on which amount is higher. You may request a text of the ADSp 2017 from us any time (that is if you don't have it on hand already)

We are just asking for an offer for services.	
..... Place/date Signature/stamp

C5 : External Shipping Company

Fax to: +49 (0) 341 678 7912 Email: ispo@lm-international.com

Company name

Deadline: 30/04/2025

This form is to ensure all responsible people who are involved in the organization are aware of the details of your external shipping company. Please contact **PRO MESSE-SERVICE** for assistance for loading and unloading and a time slot for trucks. Every car needs an entry permit - see Technical rules.

External shipping company

Company _____

Address _____

City _____ Zip code _____

State _____ Country _____

Phone _____ Fax _____

Email _____

Contact Details

1st contact person:

Name	Surname	Mobile phone
...
Email		
...		

2nd contact person:

Name	Surname	Mobile phone
...
Email		
...		

C6 : Advertisement and Sponsorship

(A) Become a sponsor of the World Congress

Interested in becoming a sponsor of the World Congress? By committing to a sponsorship, you will not only support the activities of the International Society for Prosthetics and Orthotics (ISPO) but also ensure a high visibility of your company presence.

For the highest visibility, become [a level sponsor](#). Packages include multiple benefits to ensure a strong corporate presence before and during the congress.

Besides the packages, ISPO is offering attractive [single sponsorship opportunities](#):

Wifi sponsor (exclusive)

Price: 4,500 EUR

Connect over 4,000 congress participants to the internet! Provide free Wifi throughout the congress and exhibition venue. All participants will be led to a landing page presenting the sponsors company name and logo to access the Wifi. In addition, your company name will also be promoted through the following measures:

- On a promotional slide in all session rooms
- On signage in the venue
- Logo in email to all congress registrants with information on Wifi access

Water sponsor (exclusive)

Price: 5,000 EUR

Help participants to stay hydrated during the congress! As water sponsor, your logo will be displayed on or next to all water dispenser stations in the venue. Dispenser stations are the most environmental friendly solution to offer refreshments to the participants. Your logo will further be promoted through the following measures:

- On a promotional slide in all session rooms
- On signage in the venue
- Logo in email to all congress registrants with information on refreshments

Coffee break sponsor (exclusive)

Price: 5,000 EUR

Support the set up of a coffee station for participants to relax and refresh between the sessions! The congress will offer two coffee breaks per day providing coffee, tea and soft drinks. Your logo will be displayed:

- On display stand in the coffee area
- On a promotional slide in all session rooms
- On signage in the venue
- Logo in email to congress delegates

Extra benefit: If you wish, you can distribute branded treats at the coffee table.

C6 : Advertisement and Sponsorship

(B) Book additional advertising

You will find both, digital and on-site advertising opportunities to make your company and products more seen.

- Please [read here](#) for a whole list of available opportunities or get in touch with the project team to discuss your option.

For further questions, please contact:

Ms. Mandy Port, Project Manager

Phone: +49 341 678 8236

Email: m.port@leipziger-messe.de

D1 : Hotel Accommodation

As hotels in Stockholm tend to be fully booked in June **due to Midsommar** celebrations and rates are expected to increase significantly coming closer to the event, we highly recommend you to take care of your accommodation **as early as possible**. To ensure availability, contingents and fixed rates have been blocked at several hotels near the event venue and downtown Stockholm. Reservations can now be easily made through the [hotel portal](#).

If you prefer accommodation close to the venue, we recommend the following hotels:

- **Scandic Talk**
- **Best Western Royal Star**

If you prefer to stay in the city centre of Stockholm, you will find a broad list of suggestions in the hotel portal, most of them are situated in the city centre close to central station. From central station, the commuter train takes you to Älvsjö station at Stockholmsmässan in only 9 minutes.

If you are looking for low-budget accommodation, you will find a list of hostels in the portal. **No contingents are reserved there, so make your booking quickly!**

For questions regarding accommodation, please contact the Congress Secretariat, Travel Team Sweden AB:

- Phone: +46 10 188 25 00 (Opening hours: Monday-Friday, 08:00-17:00 CET)
- Email: ispo-accommodation@travelteam.se

D2 : Visa Support and Travel Recommendations

Depending on your country of origin, you may require a travel visa to enter Sweden.

Standard visa invitation letters are provided to all registrants.

To find out if your country has a visa exemption arrangement with Sweden, visit the following websites:

- [Visitors who require a visa](#)
- [Information about visa and entry requirements](#)

If you require a visa to travel to the congress, please contact the Swedish Embassy or Consulate in your country or region. The Embassy or Consulate will advise on specific visa requirements, such as information on travel visa application and submission procedures, required documents, application fees payable, etc.

It is the exhibitor's responsibility to ensure any legal entry requirements are adhered to and that any relevant visas are obtained in advance.

Please inform yourself well in advance about entry requirements for Sweden and make the necessary arrangements.

If your booth staff requires a visa invitation letter, your trade show organiser have to indicate it during the registration process in the Exhibitor Portal. After that an email will be sent to you where you should fill out your personal details together with your passport number.

TRAVEL INFORMATION

Älvsjö is accessible via the Arlanda Airport, located 24 miles from the city centre. With direct flight connections from over 150 destinations worldwide, getting to Stockholm is easy.

As Stockholm has a strong commitment to sustainability, the capital of Sweden offers an extensive transportation network of subways, trams, busses, ferries or commuter trains. The transportation system also ensures accessibility for people with mobility issues.

Getting to Stockholmsmässan Stockholm from the airport

The World Congress will take place at Stockholmsmässan Stockholm, the Nordic region's largest meeting place with industry-leading fairs and hundreds of national and international congresses, conferences and events.

Address:

Mässvägen 1
Älvsjö, Stockholm
Sweden

Arlanda Express is the fastest way of getting from Arlanda airport to the Stockholm City centre, only 18 minutes travel time. The trains depart every 10 minutes in rush hour traffic. The ticket is valid for 90 days when purchased. Find useful information at www.arlandaexpress.com/

D2 : Visa Support and Travel Recommendations

At central station, you can easily switch to the commuter train that takes you to Stockholmsmässan in 9 minutes.

Moreover, from Arlanda Airport, you can travel directly by commuter train to Älvsjö station, which is located right next to Stockholmsmässan. The journey takes 47 minutes.

Plan your journeys and find useful information about the public transport system of the city of Stockholm. Find useful information at sl.se/en/in-english

Exploring the city



Make the most of your stay in Stockholm and Sweden and don't miss to explore the city while visiting the congress.

Stockholm is known as a vibrant, multicultural city. Founded more than 800 years ago, Stockholm is a mix of historic buildings and a modern aesthetic. Built on 14 islands, Stockholm offers spectacular views of the Baltic Sea, is home to three UNESCO World Heritage Sites, and offers access to more than 100 museums and world class dining and night life. Plan your stay and take the opportunity to explore the Swedish capital. Find useful tips and information at visitstockholm.com.

Swedish culture is characterised by a focus on simplicity, equality, and social responsibility. It values nature, with a deep appreciation for the outdoors and a strong commitment to sustainability. Sweden is also known for its design, from minimalist furniture to iconic fashion brands. Overall, Swedish culture is a unique blend of tradition and innovation, rooted in a strong sense of community and social consciousness. Find more information about Sweden at visitsweden.com.



Leipziger Messe GmbH, Messe-Allee 1, 04356, Leipzig, GERMANY
Phone: +49 341 678 7917, Fax: +49 341 678 7912
Email: ispo@lm-international.com

Promotion Materials

Please make sure you spread the word and inform your customers and professional networks about your participation in the I.S.P.O. 20th World Congress. Logos, banners, email footer can be found in the [download area](#) of the congress website.