



Uppsala Konsert & Kongress AB  
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# Practical information/Price details

**If you are planning a conference/congress, event or exhibition at  
Uppsala Konsert & Kongress (UKK)**

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## Surveillance

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The general public also have access to UKK if it has not been fully booked by a single arranger. You need to consider surveillance of premises and equipment which are of value or pose any kind of risk.

We co-operate with a local security company and administer booking of security personnel according to your preferences.

So as always to be capable of ensuring full security, we reserve the right to decide whether or not guards must be stationed in connection with evening arrangements. Security personnel overheads are borne by the arranger/client.

### *Price*

Security guard – SEK 600 per hour (exclusive of Swedish VAT).

## Fire alarm

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The building has a fire alarm installed which is always activated and has a direct line to the fire service.

Special fire safety arrangements are needed if you have equipment such as a smoke machine or, for example, fire-eaters. In that case the fire alarm will have to be de-activated and replaced by fire watchers.

### *Price*

Quotations for special fire safety arrangements are obtainable on request from the Conference Department.

## Indoor digital screens

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We have several digital screens indoors which can be used for presenting information. Images are displayed statistically or in sequence by means of a rolling picture display with a freely chosen interval between images.

### **Indoor screen image formats**

Portrait screen, entrance floor	768 x 1,366 pixels (width x height)
Landscape screen, floors 3 & 6	1,366 x 768 pixels (width x height)
Resolution	72 pixels per inch
File format	jpg

Picture material has to be delivered to UKK not less than a fortnight before display, as agreed with the Conference Department.



### *Price*

The Conference Department will give a quotation based on material delivered and preferences, the minimum charge for handling and rigging being one hour, i.e. SEK 750 per hour (exclusive of Swedish VAT).

## Outdoor digital screen

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You can reserve advertising space on the big outdoor screen (LED display screen) at the junction of Vaksalagatan and Storgatan. This screen is about 5 metres high and 1.5 metres wide, and the image covers most of its surface. The LED screen can only show stills. The image must be clear and the caption brief. Minor details will not show up on the screen.

### **Outdoor display screen image format**

Measurements	117 x 360 pixels (width x height)
File format	png
Resolution	100 pixels per inch

### *Price*

The Conference Department will give a quotation based on material delivered and preferences, the minimum charge for handling and rigging being one hour, i.e. SEK 750 per hour (exclusive of Swedish VAT).

Rolling display at least 20 times hourly, starting up to one week in advance of the activity and continuing while the activity is in progress.

Whole day, day SEK 1,000-3,000 (exclusive of Swedish VAT).

Subsequent days – SEK 1,000 daily (exclusive of Swedish VAT).

Uninterrupted display of message/image for 1 hour while the conference welcomes guests – SEK 2,000 (exclusive of Swedish VAT).

### **Other conditions**

The client produces display for the LED display screen and delivers the digital material to UKK not less than a fortnight in advance of display, as agreed with the Conference Department.

UKK will be responsible for the material being displayed on the LED display screen, provided the material has been delivered as agreed and conforms to the technical specifications.

Display commences, at most, one week before the arrangement and can continue until the arrangement ends. Rolling display applies for the pre-arrangement period.

UKK reserves the right to deny a client display. If material is delivered too late or is faulty, rent will nonetheless be charged as agreed previously.



## Flags

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There are six flagpoles – three facing Vaksala Torg and three facing Storgatan. The flagpoles are 12 metres high and are made for traditional flags hung by one end on a halyard. In keeping with accepted flag practice, we recommend a maximum flag length equalling one-third the height of the flagpole. Accordingly, the length of the flag should not exceed four metres.

### *Price*

Flag – SEK 500 per flag (exclusive of Swedish VAT).

## Insurance for transport and storage of goods

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The client (i.e. the person, organisation or business undertaking responsible for ordering the arrangement) is responsible for exhibits, decorations and other material and should therefore take out insurance and, where relevant, advise exhibitors or others to do the same.

## Cloakroom/Effects storage

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Our cloakroom is on the bottom storey (one floor down). It has 120 lockable hangers and 170 lockers. For larger groups we recommend a staffed cloakroom and luggage deposit. There are 200 lockable coat hangers on floor 7.

### *Price*

Cloakroom attendant – SEK 275 per hour (exclusive of Swedish VAT).

## Goods handling

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Uppsala Konsert & Kongress occupies a central location in Vaksala Torg, about 200 metres from Centralgaraget and Resecentrum (Travel Centre), the latter of which is an airport bus and train station.

### **Postal address**

Uppsala Konsert & Kongress  
SE-753 75 Uppsala

### **Personal callers**

Vaksala Torg 1, Uppsala

### **Goods delivery address**

Uppsala Konsert & Kongress  
Godsmottagning  
[Name/title of meeting or company]  
Roslagsgatan 6  
SE-753 27 Uppsala

**Marking of goods**

Mark the goods "Konferens".

Give the date of the conference

Give the name of your contact person and your phone number

**Co-ordinates**

**RT90:** X: 6639382, Y: 1603162

**WGS84:** Lat N 59° 51' 39" Lon E 17° 38' 46"

**Decimal:** 59.8609, 17.6463

**Goods reception opening hours**

The goods reception is open from 8 am to 4 pm but closes for lunch between 11.30 am and 12.30 pm.

**Goods delivery advice**

For safe storage and keeping, we will not take delivery of goods before the day preceding the event. Other times by agreement.

Let the janitor or Conference Reception know in advance which goods will be arriving, when they will arrive and where you want them to be put.

Janitor 018-727 90 58, 0768-30 47 92

Conference Reception 018-727 90 27

Conference Reception facsimile 018-727 90 25

**Removal**

When the exhibition ends, the goods must as far as possible be removed the same day. If this cannot be done, the Conference Department must be consulted.

**Loading and unloading**

All loading and unloading takes place in the loading bay in Roslagsgatan or the Vaksala Torg entrance. A temporary parking permit for parking directly outside is obtainable in special cases; call the Conference Reception on 018-727 90 20.

**Handling of bulky goods**

Reception and return of large consignments such as pallets or cages will be charged for on a unit basis. This applies both before and after the exhibition.

*Price*

Handling of bulky goods – SEK 500 per unit (exclusive of Swedish VAT).

**Pallet hoist and forklift truck**

A pallet hoist can be borrowed at UKK but not a forklift truck.

**Fire protection classification**

We cannot take delivery of goods which are not fire protection classified.



## Internet

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Wireless internet access is available free of charge everywhere in the building. Network capacity, however, is limited if there are many users on line simultaneously.

If you have special requirements concerning high capacity and secure connection, we will gladly give you a quotation for this in connection with your conference booking.

## Congress gangway in the Main Hall

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Seats in the middle of the stalls in the Main Hall are removable, and in this way we can open up a congress gangway.

### *Price*

As quoted.

### *The Main Hall – front stalls with congress gangway*



## Goods lift measurements

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Width 199 cm, depth 550 cm, height 249 cm.

## Ground outside, cost and permission

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Use of land surrounding Uppsala Konsert & Kongress is subject to police permission, except for the outdoor stage overlooking Vaksala Torg and the outdoor cafeteria. Application for a police permit costs between SEK 250 and 700, depending on the kind of activity proposed. For further information, visit [http://www.polisen.se/Uppsala\\_lan/sv/Service/Tillstand/](http://www.polisen.se/Uppsala_lan/sv/Service/Tillstand/) In addition, a ground rental charge is payable to the Municipality of Uppsala. This is invoiced through UKK.



## Furnishing

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The rental charge for conference facilities includes basic furnishing with standard conference furniture. The same applies concerning conference lunches and conference dinners, the charge for which includes basic furnishing with long tables. When booking banqueting hall menus, the charge includes freely chosen furnishing of Room D with existing furniture.

We will be pleased to arrange other types of furniture and extra furnishing or refurbishing, in which case a charge will be made.

### *Prices*

Refurnishing/carrying assistance – SEK 350 per person and hour (exclusive of Swedish VAT).

Refurnishing for conference dinner – SEK 2,500 (exclusive of Swedish VAT).

## Key cards

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Certain UKK premises are closed to the public but can be easily accessed by you with a key card. Consider how many key cards you need for the conference premises and in which people's names they are to be registered.

### *Price*

Lost key cards – SEK100 per card (exclusive of Swedish VAT).

## Parking and taxis

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Conference delegates can buy parking tickets for Centralgaraget at the Uppsala Konsert & Kongress box office on the parking day. When purchasing, please specify your conference.

### *Price*

One-day ticket – SEK 70, regular charge SEK 125 (including Swedish VAT).

The arranger has the option of purchasing parking tickets in advance, to be invoiced together with other conference charges.

### **Special needs**

Temporary permits for parking directly outside UKK are obtainable in special cases.

### **Taxis**

Taxis put visitors down and collect them at the Vaksala Torg entrance.



## Registration counter

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Registration counters are available for hire. These have four A3 signs in front and a top sign measuring 30 x 200 cm.

### *Price*

Registration counter – SEK 1,000 per counter daily (exclusive of Swedish VAT).

## Cleaning

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Rota cleaning of toilets and public spaces is included in the rental for premises. Extra cleaning will be charged for in connection with special needs, and particularly in connection with the installation/removal of an exhibition.

### *Price*

Extra cleaning – SEK 350 per hour (exclusive of Swedish VAT).

Structural cleaning, final cleaning after an exhibition – SEK 800 per hour (exclusive of Swedish VAT).

Waste bin rental – SEK 100 per bin (exclusive of Swedish VAT).

### **Skip for combustible refuse**

For large exhibitions we strongly advise you to order a refuse skip.

### *Price*

From SEK 3,000 (exclusive of Swedish VAT) for 1-2 day rentals.

## Exhibition

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Room D on the entrance floor has more than 900 sq. m. of exhibition space. This room can also be screened off into sections. Room B, Room C and the various foyers are also suitable for smaller exhibitions. All in all the building has some 2,000 sq. m. of exhibition space.

### *Price*

Exhibition rental – SEK 100 per sq. m. daily (exclusive of Swedish VAT). This rental payment includes the use of existing power sockets and available power supply (220V/10A/2000W).

Extra power supply – SEK 1,000 (exclusive of Swedish VAT) for 16 A and SEK 1,500 for 32 A.

Extra extension leads – SEK 100 per lead (exclusive of Swedish VAT).



In Room D, power supply is provided through certain points in the ceiling. Additional wiring for each individual exhibitor will be quoted for as required.

### **Exhibition planning**

Planning sketches for planning the exhibition can be ordered from the Conference Department or downloaded from <http://www.ukk.se/konferens/Utstallning/>.

Send us the drawing of the exhibition for approval at least one month in advance of the arrangement.

Showcases and exhibition stands may not be positioned in front of or adjacent to emergency exits. Emergency exit signs may not be blocked or hidden. We can put up extra signs if specially needed.

Information material may not be taped to UKK walls or windows. For further instructions, consult the Conference Department.

We can liaise with companies providing exhibitor services and assisting with the planning of the trade fair or exhibition, e.g. by supplying drawings, allocating exhibition points and contacting exhibitors.

Exhibition equipment such as poster boards, walls, bar tables, other furniture, computers and lighting can be ordered through us or from our external trade fair arranger.