

## Practical information

### VVS-dagene 2012

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**Any questions? Call +47-22 70 83 00**

#### **Admission badges for assembly staff and exhibitors**

Exhibitors will be sent special badges in advance for assembly/disassembly staff and stand personnel. For security reasons, only persons wearing these badges will be admitted to the exhibition halls.

#### ***Number of badges relative to stand area:***

Stand <21 m <sup>2</sup>	5 badges
Stand 21 – 35 m <sup>2</sup>	8 badges
Stand 36 – 60 m <sup>2</sup>	12 badges
Stand >60 m <sup>2</sup>	20 badges

If further badges are required, please contact the organiser.

#### ***Admission times for stand personnel***

Stand personnel will be admitted to the exhibition halls from 09.00 em.

#### **Admission cards for visitors**

An exhibitor may order the desired number of visitor cards. Please use the order form at our web site [www.vvs-dagene.no](http://www.vvs-dagene.no)

#### **Addresses for shipments**

## **Shipments within Norway**

VVS-dagene 2012  
Norges Varemesse  
Messeveien 14  
N-2000 Lillestrøm

### ***Important! Labelling of shipments***

All packages **must** be marked with:

*Name of the exhibition /Exhibitor's name/Hall code/Stand number*

### **Dates for delivery**

Be sure to give your carrier precise information about which dates your shipment may be delivered to Lillestrøm. Shipments that arrive before the start of the assembly period will be temporarily stored by *DHL Trade Fairs & Events AS*. The exhibitor will be invoiced for storage and delivery to the stand.

### **Shipments from outside Norway**

Shipments that require customs clearance and are to be delivered to the stand by Danzas Trade Fairs and Events AS should be marked as follows:

*DHL Trade Fairs & Events AS*

*Nesgata 17*

*N-2004 Lillestrøm*

Tel. +47-63 80 51 80

Fax +47-63 80 51 81

E-mail: [fairlogisticsno@dhl.com](mailto:fairlogisticsno@dhl.com)

### **Organizer**

Skarland Press AS

P O Box 2843 Tøyen

0608 Oslo

Tel. +47-22 70 83 00

Fax +47-22 70 83 01

E-mail [vvs-dagene@skarland.no](mailto:vvs-dagene@skarland.no)

### **Ordering of stand equipment**

**10th September 2012** is the deadline for sending in the order form for stand equipment.

Please also refer to the order forms, product catalogue and price list in section 5 of the Exhibitor Manual. Order forms and price list exist at [www.vvs-dagene.no](http://www.vvs-dagene.no)

### **Organizer's office**

The organiser's office will be open during the assembly period on Monday 18th October and Tuesday 19th October (see Assembly and disassembly times, below), and during the entire exhibition period. A fax machine and photocopier are available here.

### **Children/minors**

Children/minors are not permitted in the exhibition area during assembly or disassembly. When the exhibition closes on Saturday evening, children must leave the premises without delay, as forklift trucks will be entering the area – ref. the Norwegian Labour Inspection Authority.

### **Fire regulations**

With references to [www.vvs-dagene.no](http://www.vvs-dagene.no) – For exhibitors - Orderforms – Rules and regulations, we ask you kindly to read the regulations carefully. The form should be completed and returned to Norway Trade Fairs. **Deadline 10<sup>th</sup> September.**

### ***Important! Prohibited materials***

The use of polystyrene, straw and paper for decoration purposes is forbidden. Textiles used for sails or banners must be treated with fireresistant. Questions related to fire regulations may be directed to Mr. Torodd Hauge at Norway Trade Fairs, tel. +47-66 93 91 00.

### **Electricity supply**

During the exhibition the power supply will be turned on 1 hour before the exhibition opens, and turned off 1 hour after it closes each day.

The form exist at [www.vvs-dagene.no](http://www.vvs-dagene.no)

### ***Important!***

If you require continuous, i.e. 24-hour, power supply at your stand, you must order this separately on the order form..

### **Insurance**

During the exhibition's opening hours security guards will be on duty. Exhibitors are responsible for taking out all necessary insurance cover to provide for damage to or loss of their own possessions or property, and for any liability for injury to third parties or damage to their property, including the property of Norway Trade Fairs.

### **Transport to stands**

Exhibitors requiring assistance with transport of equipment to their stand or assembly must order this in advance – see the order form. You may also contact the forwarding agent directly. *Remember to state the date you require assistance and your stand number!* Storage of empty packaging materials may be ordered on the same form.

***Please note!*** These services are closed on Saturday and Sunday and are therefore not available unless ordered in advance.

To ensure necessary transportation to and from the halls, goods must be placed where it is not of any hindrance to such transportation. There must be a free passage in the gangways for trucks etc to pass by. Required width of all main evacuation routes/gangways is 2,5 m. Goods preventing transportation will be removed by the organizer at the exhibitor's expence.

### ***Use of cranes and lifters in the exhibition halls***

All cranes and operators must be appropriately certified for use.

During the exhibition goods may only be delivered to the stand during the hour before the exhibition opens each morning.

### **Exhibition shop**

Opening hours:

(Subject to alteration)

Friday	12. October	08:00 – 19:00
Saturday	13. October	09:00 – 16:00
Sunday	14. October	09:00 – 16:00
Manday	15. October	08:00 – 20:00
Tuesday	16. October	08:00 – 19:00
Wednesday	17. October	09:00 – 16:00
Thursday	18. October	09:00 – 11:00
Friday	19. October	09:00 – 11:00

For inquires outside of these hours please contact the information desk.

The exhibition shop sells a selection of items for stand assembly and for use on the stand.

### **Exhibitors Lounge**

The lounge with restaurant is available only for exhibitors. It is situated nearby the organizers office.

### **Exhibition catalogue**

*Deadline for sending in catalogue registration forms: 20th August 2012*

Registration forms for catalogue listings will be sent out to exhibitors. The forms are also available on [www.vvs-dagene.no](http://www.vvs-dagene.no). The exhibition catalogue will be sent to exhibitors before the exhibition opens.

Contact: Audun Haakonsen, tel. +47-22 70 83 04. E-mail: [audun.haakonsen@skarland.no](mailto:audun.haakonsen@skarland.no)

The catalogue will be published in the end of September.

### **Assembly and disassembly times**

<b>Assambly</b>	Thursdag	11 Oct 0700-2100	Assembly stands => 60m2
	Friday	12 Oct 0700-2100	Assembly stands =>24 m2
	Saturdag	13 Oct 0800-1700	Assembly all stands
	Sunday	14 Oct 0800-1700	Assembly all stands
	Monday	15 Oct 0700-2100	Assembly all stands
	Tuesday	16 Oct 0700-1900	Assembly all stands
<b>Exhibition</b>	Wednesday	17 Oct 1000-1700	The exhibitors have access to the exhibition hall 2 hour before the opening of the exhibition
	Thursday	18 Oct 1000-1800	
	Friday	19 Oct 1000-1600	
<b>Disassembly</b>	Friday	19 Oct 1600-2300	Disassembly
	Saturday	20 Oct 0700-1800	Disassembly
	Sunday	21 Oct 0800-1800	Disassembly
	Monday	22 Oct 0700-1200	Disassembly

### ***Loading and unloading in the loading area***

In order to ensure quick and effective loading and unloading, it is extremely important that everyone is as quick as possible – and then drive to the parking area.

Parking in the loading area is not permitted except when strictly necessary. All parking will be directed to areas outside the loading area. Please do not park in front of the gates.

### ***Disassembly***

*General:* When the exhibition closes, carpeting in the gangways will be removed and packaging materials will be delivered to the stands.

Approximately ¾ hour after the exhibition has closed, large lorries and vans may drive into the loading area. *Please do not park in front of or close to the loading doors.*

### **Suspension from the ceiling**

A separate order must be placed for suspending objects from the ceiling on the Service Centre's order form or via [messehallen@messehallen.no](mailto:messehallen@messehallen.no)

For security reasons suspended loads can only be installed by the organizer's own contractor.

### **Parking**

Exhibitor parking for the whole period costs NOK 884,-. Please use the order form at [www.vvs-dagene.no](http://www.vvs-dagene.no). Parking permits will be sent to exhibitors in good time before the exhibition. Exhibitors from outside Scandinavia may collect their permits at the Service Centre on arrival at the exhibition.

Deadline for ordering permits: **10 September**.

### **Press material/press releases**

Exhibitors with press material that they wish to be made available in the Press Centre during the exhibition should contact Mr Jan Erik Røine at the organiser's office, tel. +47-22 70 83 27, e-mail [jan.erik@skarland.no](mailto:jan.erik@skarland.no).

### **Sale of items from stands**

If any items are sold from a stand, the purchaser must be furnished with a receipt confirming that the item has been paid for and may be removed from the exhibition hall – *after the exhibition has closed*. This is to prevent theft. Standard receipts may be obtained from the Service Centre. Removal of goods from Hall D will take place through loading door 4 closest to the East entrance – through a gate in the fence. Parking is available outside the fence.

### **Serving alcohol**

The organizer has decided that VVS-dagene 2012 shall be a non-alcoholic exhibition. This means no serving of alcohol at the stands.

### **Stand types/stand equipment**

#### ***Floor space only***

Floor space only means an exhibitor will be allocated an open stand consisting of the number of square meters of floor space ordered. All equipment such as walls, carpeting, electrical power supply, light fittings and other equipment can be ordered on the order form at [www.vvs-dagene.no](http://www.vvs-dagene.no).

#### ***Standard stand***

A standard stand means a complete stand erected by the organiser consisting of walls, carpeting, power supply, electrical outlets, light fittings and name sign. Please also refer to the description of standard stands at [www.vvs-dagene.no](http://www.vvs-dagene.no) – For exhibitors – Technical info. Any other equipment must be ordered separately on a special form – see [www.vvs-dagene.no](http://www.vvs-dagene.no).

#### ***Carpet colour – standard stands***

Colour coding of carpeting will be as follows (subject to alteration):

Indoor environment, automation.....	Blue
Refrigeration.....	Blue
Heating, energy conservation, pumps.....	Red
Sanitation, bathrooms, laundry rooms, Cleaning.....	Green
Tools, equipment.....	Dark grey
Computer software, fire- and water-damage prevention, operation and maintenance.....	Anthracite
Research and development, other categories.....	Beige

#### ***Carpeting***

If you prefer to use your own carpets, use only reinforced tape approved by Norway Trade Fair. This can be bought in the exhibition shop. Removing remains of not approved tape, may cause big expenses for which the exhibitor will be charged.

### **Stand building above 2,5 m high**

The maximum construction and decoration height for a stand is 2,5 m. The organizer can grant permission to build walls, decorating and banners above this height. An application for such permission must be sent within **10<sup>th</sup> September 2012** to the organizer including a plan with exact measurements and specifications of the construction materials to be used.

We wish to avoid any inconvenience for the neighbouring stands.

### **Noice in the exhibition halls**

If our have plans to use microphones, play music, run machinery, this must be notified to the organizer in advance for approval. They will be permitted only if neighbouring stands are not obstructed or disturbed.

**When using saws, sanding and polishing machines etc. a suction device for shavings must be attached to this type of equipment.**

### **Empty packaging materials**

Storage of packaging materials may be ordered on the Service centre`s order form – [www.vvs-dagene.no](http://www.vvs-dagene.no).

Special labels for identifying empty packaging materials being stored may be obtained from the Service Centre.

Packaging materials that have not been cleared from the gangways by 19.00 on the evening before the exhibition opens, will be removed by the organizer at the exhibitor`s expense.

### **Theft**

Due to the risk of theft during disassembly and removal of exhibits, may we remind all exhibitors that stands **should not be left unattended** as long as there are items of value on the stand.

### **Items on display**

Items may not be removed from the stand during the exhibition without the organizer`s consent.