



0 – General

The exhibitor undertakes to observe these regulations, and will be liable for all damage caused by them or by people in their service, permanent or casual, who have been given access to the exhibition site by the exhibitor. Furthermore, the exhibitor is responsible for ensuring that they or people in their service, permanent or casual, are familiar with the contents of these regulations and that the construction and decoration of their stand and activities on it accord with official regulations and the organizer's special requirements.

An application for exemption from those regulations where such exemption is possible must be submitted at least five weeks before the first setup day for the exhibition in question. This deadline is applied to provide enough time for dealing with the application and for notifying neighbouring stands.

Electricity, telecoms and data, water, compressed air and drainage can only be used on the stand for which they have been ordered. Allocation of stands. Where possible, stands are allocated under the appropriate product group. The organizer makes the finale decision of an allocation of a stand. The organizer reserves the right to refuse any application as may be deemed necessary. Sub-rental of exhibition space is not permitted. Only companies that are registrated as exhibitors may participate. The organizer reserves the right to stop further registration or, if necessary, to reduce the area applied for if the exhibition is fully booked at an early stage.

1 – Application, payment, disrupting

1A – Application

No application will be noted until the application form is duly completed and signed. Every form is valid for one (1) exhibitor. If you participate at a joint stand, every organizer must complete an application form and pay the participation fee; 50 % of ordinary price. Only one of the organizers at the stand will be charged for the total area of the stand and a full participation fee. The application is binding. Duly completed application form together with a paid participation fee ensures free entry to the publishing services (catalogue entries and Internet services), provided that the application is sent before deadline. In the event that the exhibitor wants to cancel the stand area, please note that:

1. Failure to fulfil the exhibitors wishes for a specific stand placement etc. does not entitle the exhibitor to withdraw from this contract, demand price reductions, compensation etc.

2. The application fee will not under any circumstances be refunded. If the cancellation takes place before March 1st 2018, the stand fee will be refunded.

3. If cancelled after March 1st 2018 the claim for full payment is maintained and there will be no refund.

Failure to make payment shall be regarded as cancellation and the general guidelines under this item will then apply.

1B - Payment: The registration fee will be invoiced upon registration. 50% of the stand fee is payable by June 20th 2018. The remaining 50% falls due by August 25th 2018.

If the exhibitor fails to meet the terms of payment, the organizer will be entitled to assign the exhibitor's space to others. The exhibitor will, in this event, not have any right to reimbursement of fees already paid.

1C - Disruption of supplies: Exhibitors are not entitled to be compensated by the organizer in the event of disrupted power, water or telecom supplies. If the exhibition itself is cancelled after opening, the exhibitors will be entitled to compensation limited to a corresponding proportion of the stand fee, based on the remaining number of days of the exhibition. The organizer is also entitled to deduct a corresponding proportion of other incurred expenses from the aforementioned compensation.

2 – Stand building and stand equipment

2A – Floor space only

Floor space only will not be supplied with any walls or fascia girders by the organizer, but are to be constructed in their entirety by the exhibitor. A sketch of the proposed layout must be submitted to the organizer for approval before any construction work can begin. The exhibitor must be prepared for the possibility that neighbouring stands sharing a common boundary may build their walls right up to this line.

Constructing a wall which faces corridors is not permitted without obtaining written permission in advance from the organizer..

2B – Standard stand

A standard stand has one or two open sides. These stands are erected by the organizer with side and rear walls using the Foga system. The wall height is 2.5 metres. A standard stand includes floor space, walls, carpeting, lighting, electricity 3 kW 1-phase 230 V, electrical outlets and company name sign. Decorations, texts and so forth must be attached in such a way that the organizer's stand equipment is undamaged. Tape approved in advance by the organizer may be used. All tape must be removed following the exhibition. Possible tape remnants will be removed at the exhibitor's expense. No nails, staples or screws may be used on wall panels. Panels and aluminium profiles which have been notched, disfigured, marked or otherwise damaged in any way must be replaced by the exhibitor.

A great deal of special equipment can be provided together with the Foga system.

See the product catalogue for details, or go to www.messe.no/info. Additional information on the system can be obtained from the Norway Trade Fairs service centre.

2C– Stand with two stories or a ceiling

A stand with two stories or a ceiling must be equipped with a sprinkler system for the area below the first floor/ceiling. Following a written application to the organizer, permission can be granted on specified conditions to build two-story/ceilinged stands. Technical calculations in the application must be prepared by a qualified consultant approved by the Norwegian Association of Consulting Engineers (RIF).

2D – Building, decorating and banner heights

The maximum construction and decorating height for a stand is 2.5 metres. Upon application to the organizer permission to build walls, decorating and banners above this height can be granted. An application for such permission must include a plan with exact measurements and a specification of the construction materials to be used. The application must be received by the organizer no later than six weeks before starting to move in. See section 3G (Fire regulations) and 3H (Fire-resistant impregnation)

2E – Electrical light and power

The distribution voltage is 3 x 400 volts TNC-S/50 Hz, which means available voltages are three-phase 400V and one-phase 230V. No emergency generators or uninterruptible power supplies are available in the event of power cuts. Outside the exhibition's ordinary opening hours, the power supply to each stand is usually disconnected. If a continuous power supply is required, this must be specified on the order form. Electricity is delivered as a provisional outlet in accordance with the requirements specified in the order form.

Areas used for exhibitions and other activities of limited duration are subject to the regulations on low-voltage electrical installations (FEL) of 6 November 1998, with associated guidelines. These state that all reportable installation work must be carried out by an authorised electrical contractor. The authorised electrical contractor for the exhibition centre is normally the exhibition's regular contractor. Should another contractor be utilised, the electrician(s) working on the installation must be employed by the installation company in question. The exhibitor must be able to document this on request. Non-Norwegian or other electricians cannot do installation work unless they are employed by an electrical contractor licensed to carry out electrical work in Norway. Prefabricated equipment or plant which the exhibitor brings and wishes to connect to the power supply must satisfy the regulations in force for the area where the connection is required. Equipment connected must satisfy the European EMC directive and be CE-labelled. Using and operating equipment are also subject to Norway's internal control regulations.

Before electrical equipment on the individual stand is taken into use, it must be logged and checked for faults and defects by the exhibitor. Such inspection can be carried out to order by the exhibition's regular contractor, at an extra charge. Standard forms for ordering such inspection can be obtained from the Norway Trade Fairs service centre. A special booklet covering frequently-asked questions about ordering power supply has been prepared. This also covers the correct use of equipment and common faults and deficiencies found in exhibitor equipment. The booklet can be obtained from the Norway Trade Fairs service centre or downloaded at www.messe.no.

2F - Telecommunications and computer services, TV connection

Telecommunications and computer services as well as TV connection are available in the exhibition halls and are ordered on separate forms (TV connection, telephone, telefax, computer lines, broadband, ISDN lines and internet connection). Specifying on the application form that a telephone connection is required will not be sufficient. Prices for installation and removal as well as for line rental are quoted in a separate list, excluding call charges and VAT. Call charges are metered separately for each line provided, and the exhibitor will be billed after the exhibition.

2G – WLAN Wireless network

Installing a wireless network on a stand in the exhibition hall can disrupt the existing network in the halls and is accordingly prohibited.

2H – Water and drainage

Water and drainage to and from the stands must be ordered on the service centre's order form. The cost of necessary installation work must be paid by the exhibitor. Connecting to the exhibition's own facilities and laying pipes to the stands can only be done by the organizer's own plumber. Specifying on the stand application that water and drainage are required is not an order – only a guideline for the organizer. Pouring illegal substances (such as glycol, oil and so forth) into the drainage system is prohibited.

2I – Compressed air

A supply of compressed air can be ordered from Norway Trade Fairs on the service centre's order form. The cost of providing compressed air with a compressor will be charged to users. Exhibitors cannot use their own compressors without first obtaining written permission in advance from the organizer. Connection to the exhibition's fixed installations and laying of pipelines to the stand can only be carried out by the exhibition's permanent plumber.

2J – Gas-pressurised containers

Storage and use of gas and pressurised containers on stands must be notified in advance to, and approved by, Norway Trade Fairs. Exhibitors must obtain such approval themselves by contacting Norway Trade Fairs directly. When the exhibition closes for the day, the exhibitor must ensure that the gas container(s) are removed from the building. An outdoor lockable wire cage is available between halls B and C to exhibitors for storage of gas and pressurised containers.

2K – Suspension from the ceiling

A separate order must be placed for suspending objects from the ceiling on the service centre's order form. Suspended loads can only be installed by the organizer's own contractor. Note that several attachment points may be required to achieve the desired position of the suspended item.

Lights, studio and stage rigging on the ceiling

All equipment suspended from the ceiling must be approved pursuant to prevailing Norwegian law and statutory regulations. The equipment must observe the Norwegian Labour Inspection Authority's machinery regulations (order no 522) and its regulations on the use of machinery (order no 555).

The exhibitor must be able to produce documentation and/or certificates on request which confirm approval for the present year. Equipment not covered by such documentation may not be used on the Norway Trade Fairs premises.

See also section 2D (Building, decoration and banner heights).

2L – Demonstrations

Plans to show slides and films, play tapes, run machinery, distribute food samples or give demonstrations which are liable to collect a crowd must be notified to the organizer in writing. They will be permitted only if neighbouring stands are not obstructed or disturbed, and on condition that ordinary safety measures and any official regulations are observed. The stand must be designed to provide space for the public inside it. Should gatherings obstruct free passage in the corridors/evacuation routes, the organizer reserves the right to halt or impose time limits on demonstrations and the like. The use of stands to promote views which fall outside the purpose of the exhibition is prohibited. The use of microphones or amplifiers must be approved by the organizer in advance. Projected material must only be shown on the exhibitor's own stand. Brochures or other advertising materials can only be distributed on the exhibitor's own stand.

2M - Cleaning

The organizer provides stand cleaning on a daily basis, including vacuuming of the floor as well as emptying of waste baskets. Additional work (such as cleaning models and showcases or emptying waste baskets or water tanks during opening hours) must be ordered on the service centre's order form. When the exhibition has ended, the exhibitor must disassemble and clear their own stand. Waste is placed in containers positioned at various points in the halls. The exhibitor must ensure the removal of all discarded stand materials, including fitted carpets. Containers to accommodate such waste can be ordered from the organizer's own cleaning company (tel: +47 66 93 91 94) or the organizer. This service will be billed after the exhibition.

2N – Deadlines

Assembly and disassembly dates (see list of deadlines) must be strictly observed in order to avoid delaying the exhibition or other events. If the stated assembly and disassembly dates are exceeded, the exhibitor must be prepared to pay for the increased costs and/or damage which might be incurred.

At the end of the disassembly period, the halls will be cleared. Any belongings left behind by an exhibitor will be taken away and stored by the organizer's forwarding agent at the exhibitor's expense and risk.

3 – Shipment, forwarding, clearance and storage

3A – Shipment and forwarding

All exhibits which require assistance for installation on the stand must be shipped to arrive in good time. All shipments must be addressed to the exhibition's forwarding agent, who has the sole right to provide motorised transport in the exhibition halls. Exhibitors requiring forklift or crane assistance must order such services on the service centre's order form or from the exhibition centre's regular contractor. Advance notice, giving details of:

- *method of shipment*
- *estimated date of arrival*
- *number of packages*
- *weight*

must be sent to the exhibition's forwarding agent as soon as possible. The forwarding agent will deliver the packages to the stand. To ensure rapid forwarding of goods, it is important that all packages are marked with the name of the exhibitor as well as hall and stand numbers.

The forwarding agent notes that savings can be made by exhibitors if they use the ATA carnet when shipping goods liable to customs duty. Exhibitors thereby avoid the need to deposit duty and greatly simplify customs clearance. The Chamber of Commerce at the place of origin will issue an ATA carnet and can provide full information on regulations for its use.

3B – Customs clearance

3BA: Freight documents for goods which are to remain in the country must be accompanied by two copies of the invoice, possibly with commodity certificate. The invoice should specify the identification marks, number of packages, type of commodity (preferably with numbers in the Brussels nomenclature), net and gross weight, and the value of each type of commodity.

3BB: Goods to be returned to the country of origin must be accompanied by freight documents and four copies of a pro forma invoice containing the same information specified in paragraph A.

3BC: The exhibitor (or his local agent) must provide the necessary guarantee to the customs authorities for goods which have not been returned or cleared through customs within one week (eight days) from the end of the exhibition, since the guarantee provided by the organiser's forwarding agent will no longer be valid from that date. No exhibited items must be removed from the exhibition area without the permission of the customs authorities.

3C - Delivery

No driving of cars is permitted inside the exhibition halls. It is extremely important that everyone observes the delivery times specified by the organizer. Crane, forklift or other unloading equipment must be ordered on the service centre's order form or

from the exhibition centre's regular contractor. Only the organizer's own forwarding agent is allowed to use motorised transport equipment in the exhibition halls (this provision also applies to electrical pallet lifters).

3D – Storage of packing materials

Storage of packaging materials for exhibitors unable to store their own materials may be ordered from the organizer's forwarding agent. Such storage is prohibited in the exhibition halls. Special labels for identifying empty packaging materials being stored may be obtained from the forwarding agent or the Norway Trade Fairs service centre

3E – Delivery during the exhibition periode

Out of consideration to visitors, any deliveries to the stand during the exhibition period must be made before the exhibition opens. Removing exhibits or decorations from the area during the exhibition period (from the opening of the exhibition until disassembly can begin – see list of deadline dates) is prohibited. If any exhibit needs to be changed, written permission must be obtained from the organizer.

3F - Insurance

Exhibitors must ensure all necessary insurance cover for damage to their own goods, and for possible liability in respect of injury to third parties or damage to their property, including the property of Norway Trade Fairs. Neither Norway Trade Fairs nor the organizer are liable for damage to or loss of the exhibitor's property. Exhibition insurance, which also covers transport, can be requested on the service centre's order form.

3G – Fire regulations

Relevant provisions in the fire service regulations relating to stands, pavilions and decorations in the exhibition centre are listed below

1. Inflammable temporary furnishing, decorations and carpets must be fireproofed.

2. Easily ignitable and combustible materials must not be stored or used on the premises without the express permission of Norway Trade Fairs.

3. Self-ignitable waste must be stored only in places approved by Norway Trade Fairs (red container with lid, placed inside the number one gates).

4. Smoking and the use of fire or naked flames on the premises is forbidden.

Fabrics stretched directly on the walls must be fireproofed with approved fireresistant textile impregnation. The use of straw, polystyrene, paper, cardboard, sacking or other easily ignitable decorative materials is not permitted without the express permission of Norway Trade Fairs.

In the event of any doubts about the interpretation of these regulations, the exhibitor – to avoid the risk that the fire service will demand the removal of materials – must contact Norway Trade Fairs.

Petrol: It is forbidden to store petrol in the exhibition area. Petrol tanks must be emptied and batteries disconnected on cars or other vehicles. Exhibitors must specifically notify the organiser if cars, motorbikes or the like are to feature on the stand.

Fire declaration: The fire service requires a signed declaration from each exhibitor/stand concerning observance of the fire regulations. Including the exhibition name, the exhibitor's name and the stand number, this declaration must be sent

to Norway Trade Fairs in good time before assembly starts.

Sprinkler system: No equipment of any kind must be attached to or hung from the sprinkler system.

Evacuation routes: Evacuation routes must not be blocked. No posters or similar materials which might prevent people from seeing emergency exit signs or which might fall down in the event of fire may be hung in evacuation routes.

Smoking: Smoking is banned in the exhibition halls. The fire risk is high in the exhibition halls during both assembly and disassembly, and the use of fire in any form is prohibited.

Hot work: Work must not begin until written authorisation has been issued by Norway Trade Fairs. Welding sparks can ignite fires at a distance of 10 metres, and even cold sparks can have a temperature of more than 500°C.

3H – Fire-resistant impregnation

Exhibitors are responsible for ensuring that all fabrics stretched on the partition walls have been fire-proofed in accordance with the regulations. Exhibitors are duty bound to inform their decorators and other sub-contractors about the fire regulations specified in section 28 above.

4 – The exhibition halls, changes e.a.

4A - Floors

The floor of the exhibition halls is concrete. It may be covered with boards, carpeting, linoleum and so forth, but it is forbidden to glue such covering in place or to paint the floor. Use of tape must be approved by the organizer in advance. Any tape on the floor must be removed by the exhibitor before the end of the disassembly period. Bolting machinery or decorations to the floor, the walls, pillars or the ceiling is not permitted. The maximum permitted floor load in the halls is:

Hall A1, B and C 2 000 kg/sq.m

Hall D1 1 500 kg/sq.m

Hall A2 800 kg/sq.m

Hall D2 750 kg/sq.m

Hall E 2 000 kg/sq.m

If larger loads are required, a written application must be submitted to the organizer in good time before the exhibition. Please note that the floor in Hall D can be uneven.

4B – Changes in the halls

Changes to the fixtures and fittings in the walls are strictly forbidden. Nothing may be bolted to floors, walls, pillars or ceilings. Extreme care must be exercised when delivering or removing commodities. The floors must be protected from dripping oil, chemicals, paint and so forth. Any damage done to fixtures by the exhibitor which has not been repaired at the end of the disassembly period will be repaired at the exhibitor's expense.

4C – Obstruction evacuation routs/corridors

Building or placing stands or exhibition materials outside the allocated stand area is not permitted.

5 – General information

5A – Admission and exhibitor badges

Assembly/disassembly and exhibitor badges will be sent separately to each exhibitor. Exhibitors are responsible for further distribution of these badges to those engaged in stand construction, assembly and decoration, and to their stand staff. During assembly and disassembly, personnel working on stands must present their admission badges at the entrance to the exhibition area without being asked. Exhibitor badges, which also serve as identification, must be filled in to be valid.

5B – Norwegian labor inspection authority

Regulations issued by the Norwegian Labour Inspection Authority on the use of chemicals, machines and tools, including provisions relating to dust and noise, must be observed during both the assembly period and the exhibition.

5C – Building authorities

Should the stand incorporate high podia, structures carrying heavy objects or the like, the approval of the building authorities or a qualified consultant approved by the RIF must be obtained. The exhibitor is responsible for submitting an application, and should send a complete copy of the application to Norway Trade Fairs.

5D – Car parking

During the exhibition period, exhibitors can obtain reserved parking spaces. These must be rented by the exhibitor for the period specified in the list of deadlines. The organizer reserves the right to reduce the number of reserved parking spaces if car park capacity is exceeded. Norway Trade Fairs will signpost the area allocated for reserved parking. Parking spaces must be ordered on the service centre's order form.

5E – Lower age limited

For safety reasons, no persons under the age of 16 are allowed in the halls during the assembly/disassembly periods.

5F – Photography

Permission from the relevant exhibitor must be obtained in advance before photographing any stand other than the exhibitor's own.

5G - Pets

For the protection of people with allergic reactions, no pets can be brought into the exhibition centre.

5H – Bound by the regulations

All exhibitor registrations are automatically bound by the regulations of the Norway Trade Fair, irrespective of any reservations that may have been made. Any disputes that may arise between the exhibitor and the organizer pertaining to the interpretation of these Conditions or Norway Trade Fair's regulations will be submitted to the Organizing Committee.