

## Regulations and guidelines

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### **1. General**

The term “exhibitor” in these regulations is defined as the responsible contractual counterparty, who is thereby deemed to be responsible for the obligations and duties specified in the regulations. The exhibitor is duty-bound to comply with these regulations, and is liable to pay compensation for any and all harm or damage caused by them or by personnel acting on their behalf and who have been given access to the exhibition premises by the exhibitor.

The exhibitor is responsible for ensuring that they or their personnel, whether permanent employees or hired on a temporary basis, are familiar with the content of these regulations, and that the construction and decoration of their stand and all other activities in which they engage comply with the provisions of Norwegian law and the organiser’s particular rules.

The exhibitor will be charged for possible damage caused to the property of others.

Any costs arising from a breach of these regulations may be invoiced to the exhibitor. Consideration will also be given to their immediate eviction from the exhibition site and/or exclusion from future events staged at Stavanger Forum.

Failure to pay any invoice will mean that the exhibitor or their representative is excluded from future events staged at Stavanger Forum.

#### **1.1. Entry passes and exhibitor passes**

Entry passes for assembly/disassembly and exhibitor passes will be allocated by NPG. The exhibitor must ensure that these are distributed to those hired to build, assemble and decorate their own stand and to their stand personnel. During the assembly/disassembly period, personnel working on stands must present their entry pass without being asked at the entrance to the exhibition site. Exhibitor passes, which also serve as identity cards, must be filled out in order to be valid. Transferring passes to others is not permitted.

#### **1.2. Entry restrictions**

Children under the age of 16 are not admitted to the exhibition halls during the assembly/disassembly periods unless otherwise is agreed with Stavanger Forum.

No prams are normally permitted in the exhibition. Exceptions may occur for certain events.

Out of regard for people with allergies, it is not permitted to bring pets into the exhibition centre.

### **2. Application to organisers and suppliers**

Everyone who stages events in or delivers services to Stavanger Forum’s premises is bound by these regulations. Stavanger Forum’s disclaimer of liability in relation to exhibitors also applies to organisers and suppliers.

### **3. Health, safety and the environment (HSE)**

The exhibitor and their sub-contractor(s) must comply with the HSE plan drawn up by Stavanger Forum, and with any instructions issued by the HSE coordinator. HSE work at the exhibition site is

organised in accordance with the requirements of Norway's Working Environment Act. The use of high-visibility vests/jackets is recommended both in the halls and in outdoor areas during the assembly/disassembly periods.

See the HMS plan.

## 4. Stands

### 4.1. Island stand

An island stand is one with three or four open sides located in a free-standing block. Stands on these sites are not provided by Stavanger Forum with walls or front crossbar. They are expected to be built entirely by the exhibitor themselves.

### 4.2. Walled stand - Foga system

A walled stand has one, two or three open sides, and is bounded by neighbouring stands. It is provided with side and rear walls constructed by Stavanger Forum, which also erects standard front crossbars measuring eight centimetres high by two centimetres thick. Walls are 2.5 metres high.

[View the exact measurements here.](#)

If standard walls and front crossbars are not to be used, they must be cancelled. The cost of dismantling standard walls will be charged to the exhibitor if this form fails to reach Stavanger Forum before the deadline.

Decorations, texts and so forth must be attached in such a way that stand fittings/equipment are undamaged. Tape approved in advance by Stavanger Forum can be used, and must be removed after use. Possible tape residues will be removed at the exhibitor's expense. Nailing, stapling or inserting screws in the wallboards is prohibited. Wallboards or aluminium profiles which are chipped, holed or badly blemished must be replaced by the exhibitor.

### 4.3. Outdoor stands

Outdoor stands are built in their entirety by the exhibitor. The location of a stand is indicated by crosses painted on the ground at its corners. The footing is either asphalt or concrete slabs. No drilling or excavation is permitted in the ground. The areas occupied by outdoor stands are not level, and a base/footing may have to be built in certain places. If required, such work must be carried out by the exhibitor and at their expense.

### 4.4. Stand design

Stand walls or decorations cannot exceed a height of 2.5 metres where they abut on an aisle or a neighbouring stand. Walls must not overshadow or interfere with neighbouring stands.

This restriction can be waived with the consent of all affected neighbouring stands, which must be obtained before a final drawing of the stand is approved by NPG and Stavanger Forum.

Please note that stand owners can build or have decorations higher than 2.5 metres, but an application for approval must be sent to NPG who will forward on to Stavanger Forum.

If approval has not been obtained, stand construction may be halted, changes imposed or disassembly required at the exhibitor's own expense.

The stand must not extend beyond its specified floor dimensions. That applies both to the size of the stand and to the materials used, such as signs, banners and spotlights.

Decorations must be attached in such a way that stand fittings are undamaged. Nailing, stapling or inserting screws in the fittings is not permitted. The walls must be clean when the exhibitor vacates the stand. This means that wallpaper residues, glue, tape and so forth must have been removed.

If in doubt, contact NPG or Stavanger Forum.

#### **4.5. Stands with two stories and covered stands (with a ceiling)**

Subject to special conditions and following a written application to NPG/Stavanger Forum's project manager/technical consultant, permission can be granted to build stands with two stories and covered stands. The application must be prepared by a qualified consultancy approved by the Norwegian Association of Consulting Engineers (RIF - [www.rif.no](http://www.rif.no)) for technical calculations.

### **5. Fire regulations**

- Temporary furnishings and decorations must be in non-flammable materials, or fireproofed in line with the relevant Norwegian regulations.
- Flammable liquids/objects may not be used or stored indoors without permission from the organiser.
- Storing or using gas containers indoors at Stavanger Forum's premises is prohibited. All gas containers must be placed on the outside of the building as directed by Stavanger Forum's technical manager. Approval for the use of gas must be obtained from Stavanger Forum's technical manager.
- Use of fire or naked lights is prohibited indoors.

If in doubt about the interpretation of these regulations, exhibitors must consult Stavanger Forum directly in order to avoid the risk of removal from the premises.

#### **5.1. Fire stations**

Fire stations must be visible and easily accessible. They must not be covered or blocked. Fire stations can be fire hoses, hand extinguishers or fire alarms.

#### **5.2. Emergency exits**

Blocking of emergency exits is prohibited.

#### **5.3. Evacuation routes**

Blocking of evacuation routes is prohibited. No posters or similar materials which might interfere with a free view of emergency exit signs, or fall down in the event of fire, may be hung in evacuation routes.

#### **5.4. Evacuation from two-storey stands**

Stands with two stories where more than 120 people might occupy the second storey must ensure rapid evacuation by installing/building two stairways, each with a minimum free width of 120 cm and an overall evacuation width of at least one cm per person. For numbers below 120 but above 90 people, at least one stairway must be provided with a free width of 120 cm (but a minimum of one cm per person). If occupancy will not exceed 90 people, a stairway with a free width of 90 cm is sufficient.

### **6. Smoking, use of alcohol or drugs**

Smoking is banned in the exhibition halls. Use of fire in any form is prohibited.

No alcohol may be consumed in the exhibition area during the assembly or disassembly periods. Use of narcotic substances or medications - including those available on prescription consumed by somebody other than the person they have been prescribed for - is prohibited throughout the period. Should such misuse be detected, the person concerned will be excluded from the area.

Furthermore, possession of alcoholic beverages, narcotics or medicines which cause drowsiness is prohibited in Stavanger Forum's premises. A special application must be made for permission to serve alcohol on a stand during the execution phase. Alcohol may only be consumed in designated areas during the exhibition.

## **7. Storage of weapons and ammunition**

Storage of weapons and ammunition on stands requires reporting to the Rogaland Police District, P O Box 240, NO-4001 Stavanger, and permission from the technical manager at Stavanger Forum.

## **8. Suspension from the ceiling**

Only Stavanger Forum or the exhibition's official contractors are authorised to suspend objects from the ceiling or load-bearing structures. See the webshop or the exhibitor manual.

Please note that several suspension points may be required to achieve the desired positioning of the suspended object.

All standard suspended objects must have a maximum point load of 50 kg.

## **9. Lighting, studio and stage rigs suspended from the ceiling**

All equipment to be suspended from the ceiling must be approved pursuant to Norwegian legislation and statutory regulations. The equipment must conform with the machinery regulations from the Norwegian Labour Inspection Authority (these regulations are not available in English, but build on the EU machinery directive). Documentation and/or certificates showing approval valid for the current year must be produced on request. Equipment which lacks such documentation may not be used in Stavanger Forum's premises.

If the equipment being used is not considered acceptable or has been installed in an unacceptable manner, the organiser may demand that it is disassembled and where necessary replaced.

Light fittings must be dimensioned only to illuminate the exhibitor's own stand. Should they create inconvenience for neighbouring stands, the organiser may require them to be switched off or replaced by more suitable equipment.

## **10. Floors**

Nailing, screwing, drilling and so forth into the floor is strictly prohibited. The floors of the exhibition halls are of concrete, fibreboard, asphalt or sports floor. They may be covered with panels, carpets, linoleum, raised platforms or the like, but fixing floor coverings with adhesive or painting the floor is prohibited. Tape on the floor must be removed by the exhibitor. The exhibitor is responsible for any damage to the floor caused by the installation of heavy or substantial equipment.

The floors in the exhibition halls are designed for a load of 500 kg/sq.m. Exceeding this limit must be clarified with/approved by Stavanger Forum. All costs for necessary reinforcement and so forth must be met by the exhibitor. Stavanger Forum and the organiser reserve the right to reject particularly heavy exhibition objects.

Floor coverings must meet fire class G and be installed in accordance with Norwegian standard NS 3919 on the technical fire classification of materials, building components, clothing and surfaces. To achieve fire class G, the covering must be tested in accordance with NS-Insta 414, which is based in turn on NT 007 as specified for NS 3919.

Building or positioning stands or exhibition materials beyond the exhibitor's own stand area is prohibited.

## **11. Damage to the halls**

Alterations to the outfitting of and installations in the halls are strictly forbidden. Bolting in walls, columns and ceiling is not permitted. The utmost caution must be exercised when transporting goods in and out of the halls. Floors must be protected against dripping oil, chemicals, paint and so forth. Possible damage caused to the halls or the outfitting of the

buildings by exhibitors, and which has not been restored by the end of the disassembly period, will be repaired at the exhibitor's expense.

## **12. Electricity and lighting**

All electrical installation work must be carried out by a licensed electrician. For safety reasons, it is recommended that the exhibition's appointed electricians are used. Equipment and so forth must be approved in accordance with the regulations of the Norwegian Board for Testing and Approval of Electrical Equipment (Nemko), and be CE marked.

The cost of electricity consumption for normal purposes is included in the stand rental fee. Should the total power requirement for a stand exceed 6 000W (6kW), a dedicated supply will be installed at the exhibitor's own expense. Connection to the exhibition's electricity supply and laying of cables to a stand can be done only by the exhibition's appointed electrician. The latter is also responsible for ensuring that only approved items are connected to the exhibition's electricity supply.

The electricity supply will be disconnected 15 minutes after closing time on the final day.

All electrical equipment, such as coffee machines, fan heaters and so forth, must be connected with a timer.

For environmental reasons, exhibitors are urged to keep power consumption to a minimum and to make the maximum possible use of energy-saving lighting.

## **13. Water, drainage and compressed air**

Water, drainage and compressed air for the stand must be ordered from a plumber affiliated to Stavanger Forum. See the webshop or the exhibitor manual. The work must be carried out by the exhibition's appointed supplier of plumbing services.

Water, drainage and compressed air will be disconnected immediately after closing time on the final day.

Pouring illegal substances (such as glycol, oil and so forth) into the drainage system is prohibited.

## **14. Computer services**

Telecoms and computer services for the stand must be ordered from an electrician affiliated with Stavanger Forum.

Stavanger Forum accepts no liability for protecting the exhibitor against computer viruses and the like. The exhibitor must accordingly take the necessary steps to protect their possible computer equipment against such threats in connection with the exhibition.

Wireless networks other than those provided by the exhibition's permanent contractor are prohibited.

Any such alternative networks will be disconnected at the owner's expense.

## **15. Cleaning and waste disposal**

Exhibitors are responsible for keeping their stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal.

Strict requirements are set for waste sorting. The exhibitor will face financial charges if these rules are not observed. All stands must sort their own waste in accordance with the guidelines provided for waste management.

### **15.1. During assembly**

The exhibitor is responsible for cleaning their own stand. That also applies on the final day before the exhibition opens.

Using other stands to store goods, equipment or waste during assembly is prohibited.

### **15.2. During the event**

Daily cleaning of public aisles, common areas and indoor stands is provided by Stavanger Forum AS. This comprises vacuuming floors, removing residual waste and emptying wastepaper baskets.

Food residues must be taken to the designated disposal points.

No cleaning will be provided on a possible upper floor or in possible meeting/storerooms on a stand.

### **15.3. During disassembly**

The exhibitor is responsible for disassembling and clearing away their stand.

Using other stands to store goods, equipment or waste during disassembly is prohibited.

## **16. Assembly and disassembly**

Exhibitors undertake to comply with the specified deadlines for stand assembly/disassembly. Blocking transport corridors with goods or in other ways during stand assembly/disassembly is prohibited.

All exhibitors are asked to observe these in order to simplify planning. It is important to pass this information on to relevant companies/individuals. Should the exhibitor fail to comply with the specified assembly and disassembly times, they must pay any additional costs and/or for any damage this might cause.

Disassembly may not begin before the exhibition closes its doors to the public.

## **17. Deliveries**

No vehicles may be driven inside the exhibition halls without prior permission from Stavanger Forum. Only the organiser' or its own forwarding agent is allowed to use motorised transport equipment in the exhibition halls (this provision also applies to electric pallet lifters).

All exhibitors must observe the possible times specified by the organiser. Assistance in the form of cranes, forklift trucks or other unloading equipment must be ordered.

## **18. Remuneration for public performance of recorded music**

Section 45b of the Norwegian Copyright Act requires a fee to be paid to performing artists and record companies when their recordings are played in public. This provision applies to the playing of CDs, radios, TVs, MP3 files and the like on a stand. Should recorded music be played on the stand, remuneration must be paid in this period. For more information, go to [www.gramo.no](http://www.gramo.no).

## **19. Presentations on stands**

The exhibitor must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audiovisual equipment, working machinery or other presentations. If aisles become blocked as a result of such presentations, Stavanger Forum reserves the right to halt or impose time restrictions on them. Voice amplifiers or loudspeakers must not exceed 70 dB.

Distribution of marketing materials in the aisles or other common areas is prohibited.

Presentations which could be deemed offensive or discriminatory are not permitted.

## **20. Serving food and alcohol on stands**

Selling alcohol or food from stands during exhibitions at Stavanger Forum is strictly prohibited.

Selling alcohol or food from stands during exhibitions at Stavanger Forum is strictly prohibited.

It is prohibited to bring your own alcohol into the area at any time.

All alcohol served on the stand must be purchased through Stavanger Forum. This can be done via the webshop up until 30<sup>th</sup> September 2016.

Activities which involve serving food to invited guests must comply with the [Norwegian Food Safety Authority rules, and turnover must be reported to the authority](#). See the [Norwegian Food Safety Authority form](#) (in Norwegian only). The exhibitor is duty bound to observe the regulations concerning hygiene, storage and serving of food, and catering staff.

A checklist to help ensure safe serving of food:

- ensure that the food does not become contaminated
- adequate refrigeration must be in place
- ensure that the temperature is satisfactory when heating and frying
- ensure that the utensils used are clean
- hand-washing facilities, alternatively disposable wipes.

## **21. Sub-contractors**

The exhibitor is duty-bound to pay for all equipment and services ordered from Stavanger Forum's sub-contractors by the specified deadline. For certain orders, the sub-contractor may require payment by cash or credit card before the goods/services are provided. See otherwise the terms and conditions specified by the individual sub-contractor.

If the exhibitor's company requires a purchase order (PO) number in order to approve invoices, this number must be specified when ordering the equipment or service.

## **22. Goods delivery, transport, assembly, packing, etc**

All transport, assembly, disassembly, packing and removal of own goods, equipment and decorative materials must basically be handled by the exhibitor itself. All goods destined for the exhibition must be clearly labelled with the recipient, the name of the event, and the stand number. The street address is: Goods delivery Forum Expo, Ishockeyveien 11, NO-4021 Stavanger, Norway.

Exhibitors that require truck/good assistance must contact Stavanger Forum by 15<sup>th</sup> October via email to: [service@stavanger-forum.no](mailto:service@stavanger-forum.no).

There are the following prices for taking in of goods and/or delivering goods to the stand:

- NOK 700 (excluding VAT) per hour
- NOK 350 (excluding VAT) per half hour

There is a minimum charge of NOK 350 (excluding VAT). The prices above are the rates for Monday-Friday, 08:00 - 16:00. An overtime rate (50% on the stated rates) is charged each day after 16:00. An overtime rate (100% on the stated rates) is charged on Sundays.

There is the following price for empty containers per cubic metre:



- Storage of empty containers (collection/delivery to and from stand) per m<sup>3</sup> = NOK 400,- (excluding VAT).

Exhibitors wishing to have truck/goods assistance will be sent an excel-sheet in advance that must be filled in with information on the exhibitor's requirements.

### **23. Security**

Exhibitors displaying valuable equipment are urged to engage their own stand security staff. If the exhibition's appointed security contractor is not hired for this purpose, stand security personnel must wear neutral clothing to avoid misunderstandings among the general public and other exhibitors. See the webshop or the exhibitor manual.

### **24. Insurance**

Exhibitors must themselves obtain all necessary insurance cover for theft or damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the organiser. The exhibitor is responsible for goods and services ordered for their stand. Possible claims must be made immediately and submitted before the exhibition ends. In any event, NPG and Stavanger Forum accepts no liability to pay compensation for possible direct or indirect losses suffered by the exhibitor.

### **25. Parking**

Parking in the exhibition area is zoned, and exhibitors are asked to note that anyone leaving a vehicle outside the specified parking zones could be liable to a fine. Metered parking is available in multi-storey car parks.

### **26. Photography**

Exhibitors and visitors are prohibited from photographing any stand at the exhibition without the approval of the relevant exhibitor. NPG, Stavanger Forum, members of the press and the organiser have the right to take photographs, make sound recordings and/or take films of products, messages, presentations, people or other representatives of the exhibitor or items displayed by the exhibitor during the exhibition. NPG, Stavanger Forum and the organiser are free to make use of photographs, recordings and films as specified above in their own marketing activities and information material.

### **27. Force majeure**

Circumstances beyond the control of NPG, Stavanger Forum and the organiser, such as failures in the supply of electricity, water, heating, telecommunications and data lines and the like, and circumstances which are to be regarded as force majeure, such as strikes, lockouts, fires and so forth, do not entitle the exhibitor to claim compensation, refund of stand or equipment hire or the like.