

Regulations for exhibitors in Straume Sports Park

GENERAL

Exhibitors are obliged to follow these regulations, hereinafter referred to as the Regulations. The exhibitor becomes liable for compensation for all damage caused by the exhibitor or people hired by the exhibitor.

All relevant authority and organizer requirements and instructions must be followed.

For applications for exemption - where this is possible and in accordance with the regulations, the deadline is a minimum of 3 weeks before the exhibition start date.

The deadline has been set to provide the necessary time for notification of neighboring exhibitor stands and case processing.

STANDS WITHOUT EXHIBITION WALLS (FREESTANDING STANDS)

In these cases, the exhibitor must build the entire stand even without exhibition walls from the organizer, the exhibitor must send a sketch for the stand to the organizer for approval. Such an approval must be received 7 days before the first rigging day and must be sent to the organizer at least 10 days before the start of the exhibition.

STAND WALLS

It is not permitted to block more than 30% of each open side of your stand without agreement.

Any deviations must be applied for 7 days before the first rigging day.

Banners etc. which are to be attached to the exhibition walls must be attached so that the equipment is not damaged. Tape approved by the organizer can be used. The tape must be removed after use.

Any remaining tape will be removed at the exhibitor's expense. The banners must not be nailed, stapled, or screwed.

Walls and aluminum profiles that are damaged must be replaced by the exhibitor.

Suspension equipment can be supplied on request.

STAND CONSTRUCTION OVER 2 FLOORS AND STANDS WITH A ROOF

Stand construction over 2 floors and superstructures can be built under special conditions and after written permission from HavExpo.

The application must be prepared by a qualified consultancy firm for technical calculations and must be approved in one part by the exhibition fire prevention regulations.

BUILDING AND DECORATIONS AT HEIGHT, SAILS OR FLAGS, BANNERS, AND OTHER EXHIBITOR OBJECTS

Construction and the height for stands is a maximum of 2.5 metres. For construction over 2.5 meters and decorations, hanging sails or flags and banners higher than 2.5 meters from the floor permission must be obtained in writing from neighboring exhibitor stands and the organizer. The organizer can provide contact details of your neighboring stands.

The application must contain site drawings and an indication of building materials. The application must be received by the organizer no later than 3 weeks before the first day of the exhibition.

Sails or flags, banners and other decorations must be in accordance with the DIN 4102 B1 standard (Regarding fire classification, sealing, flame safety and dripping).

If the exhibitor has exhibition objects that are over 2.5 meters high, this must be clarified with the organizer at least 3 weeks before the start of the exhibition to be able to gain permission in relation to neighboring stands.

SUSPENDING FROM THE CEILING

Ceiling suspensions must be ordered at least 2 weeks before the first rigging day. It is only HavExpo's nominated supplier that has permission to suspend items from the roof and wall structures. This is for security reasons.

ESCAPE ROUTES/WALKWAY ZONES

It is not permitted to build or place stands or exhibition materials outside the allocated stand area.

THE FLOOR

Use of tape must be pre-approved by HavExpo. Tape on the floor must be removed by the exhibitor by the end of installation time.

The floors must be protected against oil drips, chemicals, paint etc.

Great care must be taken when transporting goods and exhibitor equipment in and out.

The maximum floor load in the hall is: 1,000 kg/m², point load: 600 kg/6 cm². If in doubt, contact us.

This means that the floor can withstand a lot of weight, but the weight **MUST** be properly distributed.

When driving on the floor in hall A, there **MUST** be 1 person in the vehicle, and two companions on cargo (one on each side). Accompanying people must be approved personnel from the organizer.

If larger loads are needed, a written application must be sent to HavExpo well in advance of the exhibition. Any cost for any necessary reinforcements etc. must be paid for by the exhibitor.

FIRE REGULATIONS

For Sotra Arena and Sotrahallen there are separate fire regulations for all types of events. Common to these are requirements for equipment, decor and storage of goods and materials:

- Combustible temporary furnishings, decorations and carpets must be impregnated against ignition.
- Highly flammable and flammable items must not be stored or used in premises without special permission from HavExpo.
- Self-igniting waste must only be stored in places approved by HavExpo (red rubbish bin with lid placed on the outside of the entrance gate to hall A)
- Smoking and the use of fire and open flames in the premises is prohibited.
- Materials used directly on walls must comply with the DIN 4102 B1 standard. Use of straw, Styrofoam, paper, cardboard, straw, and other easily flammable material in decoration is not permitted without written permission from HavExpo.

If you are in doubt about the interpretation of these provisions, you must contact HavExpo.

PETROL: It is not permitted to store petrol in free-standing cans in the exhibition area. Gas tanks on equipment such as boats must either be full or empty.

RIGGING TIMES

Assembly and disassembly times must be observed so as not to impede the progress of the event, or future events. If the fixed assembly and dismantling times are exceeded, the exhibitor must pay for any additional costs and/or damages this may entail. After the dismantling period ends, the halls are cleaned.

Any forgotten equipment will be removed and stored by TL Logistikk at the exhibitor's expense and risk.

ADMISSION CARD AND EXHIBITOR CARD

Access cards / exhibitor cards are distributed to each exhibitor or can be collected from the organizer's service center upon arrival. The exhibitor must ensure that the cards are distributed to those involved in construction, assembly, and decoration of their own stand.

The exhibitor cards, which will also serve as identification cards, must be filled in to be valid. Transfer of cards to others is not permitted.

During assembly and disassembly, it is permitted to use all exits, but it is only permitted to use defined entrance where the access cards must be shown.

AGE LIMITATION

During the rigging up and down period, for reasons of safety, access to the exhibition deck is not permitted for children under 16 years of age.

LABOR SUPERVISION/WORK AT HEIGHTS

During rigging up and down rigging and during the event itself, the Norwegian Labor Inspection Authority's rules for the use of chemicals, machines, and tools, including dust and noise, must be observed. Electric saws, routers, etc. must only be used with vacuum cleaner/collector. When working at height, the underlying area must be secured, either by guarding or blocking.

DRIVING IN

Driving cars inside the exhibition halls is not permitted unless special permission has been granted. Assistance is available & can be ordered from the exhibition center's service center. It is not allowed for people other than the exhibition's permanent employees and authorized personnel to use motorized transport equipment in the exhibition halls.

TRANSPORT, ASSEMBLY, FORWARDING

The exhibitor must arrange for all transport, assembly, disassembly, storage, packing and transporting their own goods, equipment, and decoration material.

It is not permitted for anyone other than the exhibition appointed freight forwarder to use motorized transport equipment in the exhibition halls unless otherwise agreed separately.

All exhibitor goods that require assistance to be brought into place by crane, truck or other unloading equipment must be dispatched so that they arrive in good time.

Assistance required for equipment/goods that must be craned must be ordered min. 1 week in advance of the rigging period. For truck assistance, an agreement can be made directly at the entrance gates.

The organizer does not accept any goods or merchandise on behalf of exhibitors before the first rigging day. Goods that must be received before this time must be sent to the exhibitor's appointed freight forwarder.

Goods that are sent directly to the exhibition halls during the rigging days are handled by forwarders and the exhibitor is billed directly for the time accordingly.

STORAGE OF PACKAGING

Storage of your packaging can be ordered from the appointed freight forwarder for those exhibitors who do not have the opportunity to take care of it themselves. Storage of packaging is not permitted in or outside the exhibition halls.

CAR PARKING

Reference is made to the parking plan contained in the exhibitor information at www.havexpo.no.

DUTY AND INSURANCE

The organizer provides security from the start of the assembly time to the end of the dismantling time and 24 hours a day but does not assume any legal responsibility for damage or loss in connection with the exhibited goods, equipment, or exhibitor's possessions.

Exhibitors themselves must provide the necessary insurance for the potential damage to their own goods, and for possible liability for damage to a third party's person or property. The exhibitor is himself responsible for the goods and services ordered for the stand.

CLEANING

Cleaning of all audience areas and normal daily cleaning is provided by the organizer, including emptying of rubbish on all exhibitor stands.

Stand cleaning is the responsibility of the exhibitor but can also be ordered from the organizer in advance or at the exhibition service center.

After the exhibition, the exhibitor must dismantle and clean the stand themselves. Garbage is placed in separate garbage trolleys which are set out in the halls or in containers on the outside of Hall A.

The exhibitor (stand builder) is responsible for the removal of all stand equipment and materials and must arrange for this removal themselves.

Containers, pallets and/or waste trolleys for this can be ordered at the exhibition's service center.

ELECTRIC POWER AND LIGHT

Power outlets can be ordered as needed for each stand. The power outlets can be ordered on the organizer's website and supplied either as a 16A / 230 V outlet or a 32A / 400 V outlet. Reserve power in the event of power outages on the public grid is not available.

Outside the exhibition's opening hours, the power supply to the individual stand is normally disconnected.

All reportable work in accordance with "Regulations on electrical low-voltage systems" must be carried out by an authorized installer.

WATER AND WASTEWATER

Water and drainage for stands is only available in a few areas in the exhibitor halls and must therefore be ordered well in advance.

Because of the limited areas with water/drainage, the organizer cannot guarantee this service as demand is high.

INTERNET

Exhibitors can freely use the organizer's wireless network for normal internet use on an approved basis equipment such as PC, tablet, and phone. The organizer does not guarantee upload/download speed in the open network.

If high and stable speed is required, it is recommended to order a separate wired network for the stand.

Exhibitors are not allowed to install their own distribution network - neither wired nor wireless.

DEMONSTRATIONS

Presentation of sound/images, driving of machines and demonstrations that cause more noise than normal and/or large gatherings of people must be notified to the organizer, and will only be permitted if neighbors are not disturbed.

Any complaints are directed to the organizer, who has the decision-making authority.

Posters etc. cannot be set up outside its own stand. Distribution of brochures or other advertising material must only be done on your own stand.

SALE OF FOOD AND BEVERAGE

The sale of food and drink, for enjoyment on site, is not permitted without written permission from the organizer.

FORCE MAJEURE

Circumstances beyond HavExpo's control, such as interruptions in the supply of electricity, water, heat, cooling, telephone, and data lines etc., as well as situations that can be described as force majeure, do not entail a right for the exhibitor to claim compensation, reimbursement of stand hire, equipment hire etc.

OTHER

Emergency exits: It is not permitted to block emergency exits.

Escape routes: It is not allowed to block escape routes. It is not permitted to hang up posters and the like which may obstruct a clear view of emergency exit signs, or which may fall down in the event of a fire.

Fire hydrants: Fire hydrants must be easily accessible and visible. Covering or blocking is not permitted. Fire hydrants can be fire hoses, hand extinguishers or fire alarms. Fire hoses cannot be used by the exhibitor without the written approval of the technical consultant.

Smoking: Smoking is not permitted in the exhibition halls. Both during the build-up and the exhibition period and the use of fire in any form is prohibited.

Fire alarms and fire hoses: Must not be blocked. These are marked on the exhibition map.

Gas/pressure cylinders:

Pressure containers for categories 1 and 2 gas (e.g. LPG (propane, butane or mixtures) Hydrogen, LNG (liquefied natural gas), Biogas, Acetylene) are not permitted inside the halls.

Exception:

Butane/propane gas containers (small) for sale from the stand (must not be lit!), can be stored in the exhibition center during opening hours (in moderate amounts that the exhibitor can carry out in the event of a fire alarm).

In the event of a fire alarm and the exhibitor must ensure that the gas containers are removed from the exhibition center.

If you are in doubt about the interpretation of these provisions, you must - in order not to risk the fire service demanding removal - investigate the question by contacting HavExpo directly.