



 HAV
EXPO

EXHIBITOR INFORMATION
v 1.2 2024

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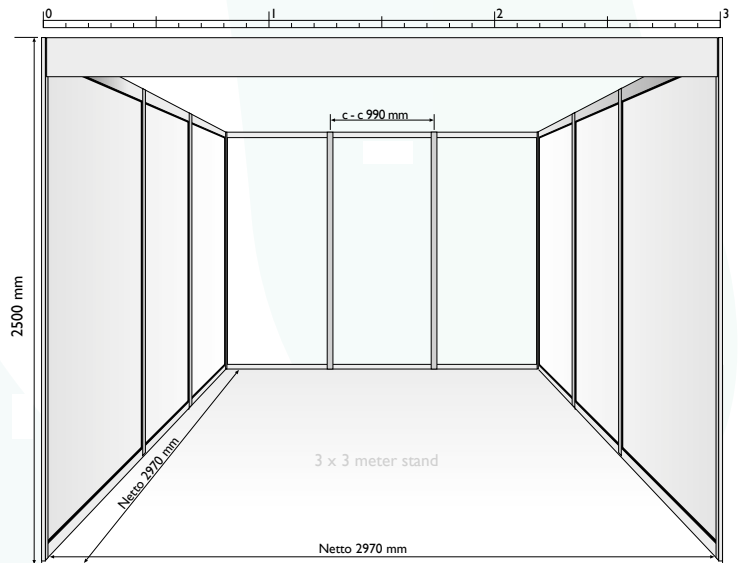
Stand walls

This is included

The stand rental includes this standard set-up with:

- white booth walls (H=2.5 m and W=0.99 m).
- carpet tiles (standard grey).
- power socket, 1 pc. 16A 230V
- vacuuming of the stand the evening before opening.

The standard depth of the stands is 3 and 4 metres, but this may differ for stands over 30 sqm. At the top of all stands is a front carrier where the stand number and exhibitor name is presented.



Examples of services and extra items that could be ordered:

- spotlights for your stand
- additional power
- furniture
- different carpet or floor coverings

For all questions, please contact:
support@havexpo.no

Name sign



EXHIBITOR NAME

STAND #

Custom built stand?

If your stand is custom built, e.g. taller walls, please contact us for planning and approval.

Media

Find logos, email signatures and images available for free use here:

[Contact- HavExpo](#)



Deadline for stand equipment

Order stand equipment, furniture, etc. **5th April 2024*** [WEBSHOP](#)

<https://www.nettbutikk-tmu.no/bergenexpo/en/shop/>

This deadline is set for us to have enough time to plan and process your order.

*Orders placed after this deadline date of 5th April 2024 will incur the following surcharges:

- An additional 25% added to the total price after 5th April 2024
- An additional 50% added to the total price after 19th April 2024

Logistics / goods delivery

Larger goods

TL Logistikk

+47 953 01 169, stein@tllogistikk.no

<https://www.tllogistikk.no/exhibitions-conferences>



Order pick-up yourself, or:

a) Send items yourself, to:

TL Logistikk AS, Hjortlandsvegen 1, NO-5135 Flaktveit, Norway by April 17th

b) Order pick-up at your location, contact TL Logistikk

c) Deliver your goods directly to Sotra Arena, Idrettsvegen 50, NO-5353 Straume, Norway

Delivery time: Friday 3rd May 10:00–18:00 & Saturday 4th May 10:00–19:00

Smaller goods

Arrive by own car / van

(We will assist you by carrying your equipment to your stand, free of charge.)

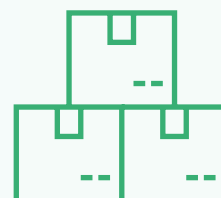
Delivery times

Thursday 2nd May 10:00–19:00

Friday 3rd May 10:00–19:00

Saturday 5th May 09:00–19:00

Address: Sotra Arena, Idrettsvegen 50, NO-5353 Straume, Norway



Assembly

Rigging hours

Friday 3rd May between 10:00–18:00

Saturday 4th May between 10:00–23:00

Sunday 5th May between 10:00–23:00

Custom built stand?

If your stand is custom built, e.g. taller walls, please contact us for planning and approval.

Ordered equipment/furniture

If you order by the deadline, everything will be delivered or assembled at your stand by Friday 3rd May at 10:00.

Rigging

Register your stand personnel upon arrival. For any questions over the rigging period please contact the exhibitor Service Centre at stand A-111 or email support@havexpo.no

Café during rigging hours

The café in Hall B is open during the entire rigging period.

Free carry service

We will assist you by carrying your equipment to your stand, free of charge.

Friday 3rd May between 10:00–18:00

Saturday 4th May between 09:00–19:00

Sunday 5th May between 09:00–19:00

Send goods to this address:

Sotra Arena

Idrettsvegen 50

NO-5353 Straume



A

Fotballhallen 7 900 m²

B/C

Sotra Arena, 9 900 m²

D

Turnhallen 7 500 m²

Hall map

The hall maps and list of exhibitors will be regularly updated and posted on our website www.havexpo.no and in the HavExpo app.

Practical information

Opening hours

Monday 6th May 10:00–17:00

Tuesday 7th May 10:00–17:00

Wednesday 8th May 10:00–15:00

Parking

Parking during the exhibition is available at [Kystbygarasjen](#). Please note that Shuttle Buses will be operating to and from the exhibition halls at Sotra Arena over the duration of the exhibition.

Please note that there are no onsite parking options at Sotra Arena over the entire duration of the exhibition. During assembly and disassembly hours you will be allowed to park for a short period and only for the purposes of offloading / loading your stand equipment.

Transport

Bus

Free shuttle buses from Bergen City Centre and from Bergen Airport Flesland.

The bus routes will be posted in the HavExpo app and on www.havexpo.no before the exhibition.

Taxi

Bergen Taxi 07000 www.bergentaxi.no

Norgestaxi Bergen 08000 www.norgestaxi.no

Taxi1 Bergen 55 70 00 00 www.taxi1.no

Internet

Free Wi-Fi is available in all halls, but we cannot guarantee fast download speeds at any time due to many simultaneous users. We recommend that you order wired internet connections for your stands.

Service Centre for Exhibitors

Stand A-111

For all questions, please contact: support@havexpo.no

Service Centre Opening hours:

Rigging days: 09:00–19:00

Exhibition days: 09:00–17:00

Food delivered to your stand (catering)

Food and drinks can be ordered directly to your stand, e.g. for lunch. Contact catering@havexpo.no

You will find the menu on our websites www.havexpo.no

Deadline for catering orders: 24th April

Exhibition visitor tickets

All exhibitors will receive one free exhibition entrance ticket for each m² of your stand size. In good time before the exhibition, you will receive log in codes for our registration portal, which you can then forward to your customers and other invitees. Stand personnel will each receive one free exhibition ticket. The registration portal will be opened on 1st March. Further Information will be distributed regarding this accordingly.

HavExpo 2024 social gathering

We are currently finalizing plans for a social gathering for all exhibitors and their invited guests - information to follow early 2024! In the meantime, please ensure you save time straight after the exhibition closes on Monday 6th May to join a fun and relaxed social gathering.

Accommodation

Please book accommodation yourself, or order here to take advantage of preferential rates:

[Hotell - HavExpo](#)

Disassembly

Disassembly hours

Wednesday 8th May 15:00–22:00

Thursday 9th May 08:00–20:00

Service Center for Exhibitors

Stand A-111

support@havexpo.no

Opening hours rigging days: 09:00-19:00

Café during disassembly

Café in Hall B will be open during disassembly hours.

Planning



Assembly



Disassembly

Remember these things!

- Register your crew and all stand personnel.
- Pre-register your stand personnel, and your exhibitor badges will be ready on your arrival!
- Order equipment to your stand in good time before the 5th April deadline.
- Order transportation of your goods if needed.
- Download the HavExpo app (Coming soon)

Contact information

HavExpo AS

Project Manager

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derek@havexpo.no

Technical Manager

Henning Christensen

+47 911 48 029

teknisk@havexpo.no

Service Center for exhibitors

Stand A-111

For all questions,

please contact:

support@havexpo.no

Opening times:

Assembly days: 09:00–19:00

Exhibition days: 10:00–17:00

(Wednesday 8th 10:00–15:00)

Stand walls, furniture, equipment, electricity

Bergen Expo

+47 55 95 20 02

post@bergenexpo.no

Webshop:

<https://www.nettbutikk-tmu.no/bergenexpo/en/shop/>

Transport, shipping, logistics

TL Logistikk

+47 953 01 169

stein@tllogistikk.no

<https://www.tllogistikk.no/exhibitions-conferences>