

## Exhibitor terms & conditions

### 1. About the exhibition

Environmental & Technical / Kommunalteknikk 2013 is an exhibition event with symposiums and other related activities:

- Waste and recycling
- Fire, safety and emergency
- Management, operation and maintenance of buildings and real estate
- IT, mapping and geodata
- Planning and building
- Outdoor environment and road, parks, sports and green spaces
- Water supply and wastewater

### 2. Stand area

**Option 1:** Stand area is leased as empty, open area where the exhibitor sets up the whole display. Walls facing common areas and hallways are not permitted without written agreement with the organizer. Two-floor stands must be approved in advance by Telenor Arena in regards to construction, escape routes and fire hazard. Technical drawings complete with accurate dimensions must be presented in advance. Cost of 2nd floor is NOK 700.00 pr. m<sup>2</sup>.

**Option 2:** Standard display area including walls facing arena walls and neighboring stands, carpet floors, electrical supply with 1-2 double points, attachment to electrical grid and use of electricity, max. 3kW single-phase, light fittings and standard company signage.

### 3. Prices and terms of payment

See enrollment form for cost of standard lease.

Registration fee pr. main exhibitor is NOK 4,000.00. In all instances where more exhibitors share a stand area the co-exhibitor(s) fee is NOK 2,000.00.

The registration fee invoice is due 14 days after application for attendance/registration is received. Lease of stand area is invoiced after the registration deadline 30 November 2012 with 50% advance payment due 20 December 2012. Remaining 50% payment is due 20 February 2012. Failure to meet these conditions of payment may result in loss of the allotted stand area. The organizer may in this case utilise the area for other purposes. VAT (25%) is exclusive of all mentioned prices.

### 4. Registration and cancellation

Deadline for registration is 30 November 2012. Late registrants risk not being included in the Exhibition Brochure.

Register at [www.kommunalteknikk2013.no](http://www.kommunalteknikk2013.no) or fill out and submit the registration form by mail. Registrations are binding and the exhibitor is liable for lease of the reserved area and the registration fee.

Exhibitors are offered space by registration date. Changes may occur in the interests of the overall area use. The organizer alone decides this.

If the exhibition is fully booked before the deadline, the organizer reserves the right to close the registration of further exhibitors or possibly reduce booked stand area. The organizer is entitled to refuse any application.

If the organizer is able to re-book any cancelled space to another exhibitor, the original tenant will be credited the stand fee. Registration fee is not refunded.

#### **5. Allocation of stand space**

Only goods and services within disciplines associated with the exhibition may be displayed. The organizer alone has the right to request removal of any displayed goods and services deemed unrelated. Exhibits may not be removed from the stand during the exhibition without the organizer's written consent.

Demonstrations, distribution of samples, use of audio/visual equipment, amplifiers etc. must be performed without inconvenience to neighbouring stands and surroundings. Any complaints should be directed to the organizer, who has final authority.

Posters and similar displays can not be set up outside the allotted stand space. Product samples, advertising material and publications may only be distributed from the exhibitor's stand. Distribution of promotional material, etc. in the exhibition's public areas or outside the entrances to the Telenor Arena is prohibited.

Subletting is not allowed. Only companies registered may attend the exhibition

#### **6. Transportation, assembly and disassembly**

The exhibitor must arrange for all transportation, assembly, disassembly, storage, packing and removal of their goods and decoration materials. All freight material must be properly marked with company name and stand number. If the display has not been disassembled and the stand is not cleared within the time frame set by the organizer, the organizer can provide disassembly and removal at the exhibitor's expense and risk.

#### **7. Cleaning**

The organizer provides cleaning of indoor and outdoor public areas and regular cleaning of the standard display area. Further cleaning must be ordered separately at the exhibitor's expense.

#### **8. Responsibilities for damage, defects and theft**

The exhibitor is liable for damages caused to the building, furnishings, installations and people. Instructions and directives provided by the local authorities and the organizers must be followed carefully.

Defects or problems caused by circumstances beyond the control of the organizer, like external delivery of electricity, water, telephone line, broadband, etc. does not entitle the exhibitor to claim compensation or reimbursement of any rent.

The organizers provide security from start of installation to the end of display removal, but takes no responsibility for the exhibited goods, equipment or any third person belongings. The exhibitor must be covered by all the necessary insurance.

#### **9. Rules and regulations**

The exhibitor commits to follow the rules for Telenor Arena. Regulations are submitted to exhibitors along with technical papers. It is expected that the exhibitor complies with Norwegian law, and obtains all necessary permits from the appropriate authorities in connection with the exhibition.

#### **10. Right of cancellation**

The organizers have the right to cancel the exhibition, provided that there is reasonable cause. Justifiable reasons include unacceptably low number of exhibitors or that visitor numbers are unacceptably low. Prior to a cancellation, registered exhibitors are given the opportunity to comment. In the event of cancellation rental fee will be refunded. Registration fees or expenses for any labour in connection with the exhibition will not be refunded.