



## EXHIBITOR INFORMATION:

<b>Opening hours:</b>	<b>Opening hours:</b> 6th: 09:00 – 16:00, 7th: 09:00-15:00 <b>Morning seminar:</b> 08:30 <b>Mingle:</b> Doors open at 16:30
<b>Assembly and disassembly times:</b>	<b>Move-in:</b> The day before the event (May 5th): 07:00-20:00 <b>Move-out:</b> Last day of the event (May 7th): 16:30-22:00

## Stand equipment:

All equipment for your stand can be ordered through our online store. The deadline for ordering stand equipment is **April 6, 2026**.

Orders received after the deadline will be processed in the order they are received and will incur a 25% surcharge.

## Services:

<b>Cancellation of ceiling days or framework:</b>	A wall stand comes with a ceiling frame/structure. It is possible to cancel the ceiling frame/structure, but for the stability of the stand and neighboring stands, approval must be requested. The application deadline is 5 weeks before the first setup day. <a href="https://novaspektrum.no/takdrager/">https://novaspektrum.no/takdrager/</a>
<b>24-hour power:</b>	The electricity at the exhibition center is automatically turned off at night. If you have equipment on your stand that requires power throughout the day, remember to order extended power supply. Orders should be sent to NOVA Spektrum Service via email: <a href="mailto:service@novaspektrum.no">service@novaspektrum.no</a> If you have any questions, you can contact NOVA Spektrum Service via email at <a href="mailto:service@novaspektrum.no">service@novaspektrum.no</a> eller <b>tel +47 400 00 796</b> .

## Catering:

For ordering catering to your stand, check the prices for all our services on the NOVA Spektrum website: <https://novaspektrum.no/servering-pa-standen/>

## Goods handling and delivery address:

<b>Delivery address and prices:</b>	All goods must have shipping documents, including courier shipments. Please notify in advance via email to log. Don't forget to include a copy of the shipping document. For pricing on all our services, refer to the NOVA Spektrum website. <a href="https://arkiv.novaspektrum.no/s/xYy92SsHEZFrQgQ">https://arkiv.novaspektrum.no/s/xYy92SsHEZFrQgQ</a>
<b>Goods for the fair - addressed to:</b>	"Company Name" "Fair" "Stand Number" c/o NOVA Spektrum Messeveien 14 N-2004 Lillestrøm
<b>Invoice addressing:</b>	All international shipments must be accompanied by an invoice unless ATA Carnet is used. Items that are to be temporarily used and those for regular import (given away/consumed/sold) cannot be on the same invoice. The invoice must include the sender's full name and address, actual contents, value, shipping terms, and whether the item is for temporary import.
<b>Import and export of goods:</b>	All international shipments must be accompanied by an invoice unless ATA Carnet is used. Goods for temporary use and those for regular import cannot be on the same invoice. The invoice should include the sender's full name and address, contents, value, shipping terms, and whether the item is temporarily imported. NOVA Spektrum Logistics offers customs clearance for both temporary and permanent goods at all fairs. For more details on import and customs clearance services, visit their page.
<b>Order of Truck:</b>	To ensure adequate staffing and equipment, it's important to notify us of your truck assistance needs at least one week before setup begins. We typically have trucks available for loads up to 3500 kg. Trucks over 3500 kg or cranes must be pre-ordered. For rental of pallet trucks, forklifts, or crane trucks, please contact NOVA Spektrum Logistics. <a href="mailto:logistics@novaspektrum.no">logistics@novaspektrum.no</a>
<b>Storage of empty goods:</b>	Empty goods should be ordered at NOVA Spektrum Service in the glass hallway or at the NOVA Spektrum Logistics office on the rig deck (behind the exhibition center). Empty goods will be picked up from your stand and returned once the event closes (dismantling). Unmarked boxes on your stand the evening before the event opens will be automatically discarded by cleaning staff.

<b>Return of goods:</b>	Goods that need to be returned to the exhibitor's address or forwarded must be ordered at the NOVA Spektrum Logistics office on the rig deck (behind the exhibition center). You will receive address labels to mark the goods. If you have arranged with another shipping company for further transport, you must contact them directly. All goods must be labeled before return, whether you use NOVA Spektrum Logistics or your own carrier.
<b>Uncollected goods:</b>	Uncollected goods will be transported to the NOVA Spektrum Logistics warehouse after the dismantling period, at the exhibitor's expense.

## Parcel shipments

Please note that someone must be present at the stand when BRING/Posten arrives. If the stand is unattended, the package will be returned to the local "Post i butikk" office, which is KIWI Stillverksveien. (This applies only to packages sent via BRING).

Parcel shipments sent via BRING or other freight companies for piece goods must be labeled as follows: "Company Name" "Fair" "Stand Number" Contact person's phone number c/o NOVA Spektrum Messeveien 14 N-2004 Lillestrøm

## Design stand:

We have designers and project managers who specialize in trade show participation.

A stand should reflect the company's profile and message, provide space for activities, appear welcoming to visitors, and offer a good working environment for the sales team. We have designers who specialize in trade shows and events, and they are happy to assist you with the stand design. NOVA Spektrum Design.

## Serving food and alcohol at your stand:

<b>Requires a liquor license from NOVA Spektrum:</b>	If alcoholic samples are to be served during the event, approval from NOVA Spektrum is required. The same applies to serving food at the stand.
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## VAT information:

Our products and services will be invoiced with a 25% VAT (Value Added Tax). VAT or other taxes and charges will be calculated according to applicable prices and regulations.

Foreign companies can apply for VAT refunds if they meet certain conditions. For more information and the application process, visit the Tax Administration's website for VAT refunds or contact them via email. [VATrefund@skatteetaten.no](mailto:VATrefund@skatteetaten.no)

## Parking:

<b>Parking:</b>	We have 2,200 parking spaces available, with a fee applicable every day from 00:00 to 24:00. If your vehicle occupies two parking spaces (e.g., motorhome, van, car with trailer, etc.), you will be charged for both spaces.
<b>Vehicles under 3500 kg:</b>	(also applies to trailers/mopeds/scooters, etc.) Per started hour, NOK 69,-.
<b>Vehicles over 3500 kg:</b>	Per started hour, NOK 130,-. Maximum price for continuous parking within 24 hours is NOK 790,-.
<b>People with mobility impairments:</b>	Parking for people with mobility impairments is available in fields C and F, for a fee.
<b>Charging stations for electric vehicles:</b>	We have 10 charging stations for electric vehicles in field A, available for a fee.
<b>Payment solution:</b>	Autopay, card or mobile.

## Building and decoration height, sails, and banners:

The maximum building and decoration height for stands is 2.5 meters. Sails, banners, and decorations must comply with the DIN 4102 B1 standard for fire safety.

**PLEASE NOTE:** This exhibition allows stand structures and visibility above 2.5 metres. However, all constructions and displays exceeding 2.5 metres must be approved by **Nordic Expo Service**.

The standard building height in the halls is 2.5 metres, with lighting being the only exception. "Height exposure" includes all stand construction and displays such as banners, drapes, walls, signs, or any other promotional material placed above 2.5 metres. Applications for exemption from these rules, including dimensioned drawings, must be submitted to Nova Spektrum/Nordic Expo Service no later than 5 weeks before the event. An exemption is also subject to a fee from the organiser (SEK 19,900, invoiced via Nordic Live Expo).

Nordic Expo Service/Nova Spektrum reserves the right to deny permission for late applications. Drawings for height constructions must always be submitted to [\*\*info@nordicexpoervice.com\*\*](mailto:info@nordicexpoervice.com) for approval. Constructions higher than 2.5 metres require ceiling anchoring with a safety wire.

If the height exposure is located within 2 metres of one or more neighbouring stands and exceeds 4.0 metres in height, written approval from the neighbouring exhibitors is required. Exhibitors are, however, allowed to build a partition wall up to 4.0 metres high — with or without exposure — without approval from the neighbour (no exposure may face the neighbouring stand to avoid the approval requirement). As an exhibitor, you must inform your neighbouring stands of your construction plans and ensure the backside of the wall is white and smooth, or finished in another way agreed upon between you and your neighbour. Contact details for your neighbouring exhibitors can be obtained from Nordic Expo Service/Nova Spektrum.