



# OTD BERGEN 24

(15) 16-17. oktober

[WWW.OTDBERGEN.NO](http://WWW.OTDBERGEN.NO)

## Stand measurements

### Custom build

Is your stand build higher or wider than our standard walls?

If your stand build contains extended height, roofing or other custom build methods that affect the appearance of your stand, please contact us in advance for permission and planning.

Contact: [henning@sotrask.no](mailto:henning@sotrask.no)

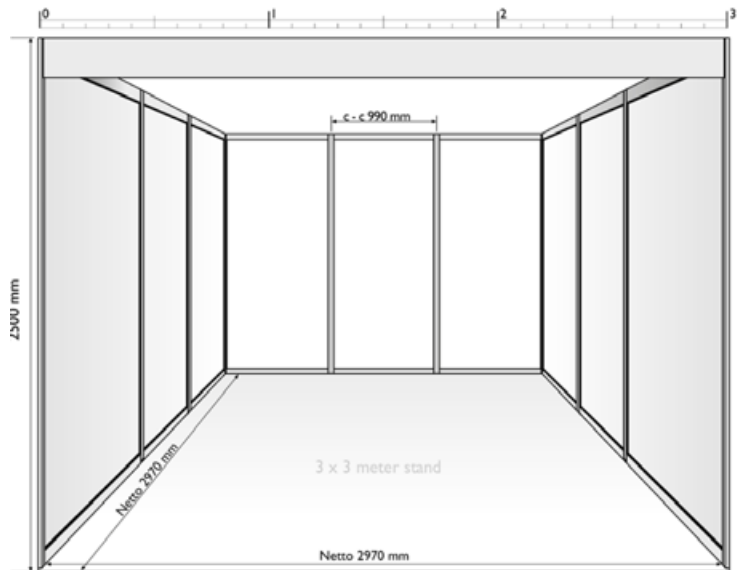
## Stand build inclusions

The stand rental includes this standard set-up with:

- white booth walls (H=2.5 m and W=0.99 m).

Examples of services and extra items that could be ordered:

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



For all questions, please contact:  
[team@otdenergy.com](mailto:team@otdenergy.com)

### Stand number plate

The sign displays the name of exhibitor company name, your stand number and which exhibition hall you are located in.

Please remember to let us know if there are any changes to your exhibitor company name prior to the OTD exhibition.

### Media kit

- OTD2024 Logo
- Mail signature to use in your mail

The media kit provides you with helping tools, so that you can spread the news that you are attending OTD. Feel free to use the media kit in any way it may support your business.

Name sign:



EXHIBITOR NAME

STAND #

## Exhibitor Web Shop

### Deadline for stand equipment 13<sup>th</sup> September 2024\*

Order stand equipment, furniture, etc.

### 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 13<sup>th</sup> september 2024 will incur the following surcharges:

- An additional 25% added to the total price after 13<sup>th</sup> September 2024
- An additional 50% added to the total price after 27<sup>th</sup> September 2024

## Logistics / goods delivery

### Larger goods

*TL Logistikk*

+47 953 01 169, [stein@tllogistikk.no](mailto: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 September 30<sup>th</sup>

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 11<sup>th</sup> October 10:00–18:00 & Monday 14<sup>th</sup> October 10:00–19:00

### Smaller goods

*Arrive by own car / van*

*Delivery times*

Monday 14<sup>th</sup> October 08:00–22:00

Tuesday 15<sup>th</sup> October 08:00–16:00

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



## Assembly

### *Rigging hours*

Monday 14<sup>th</sup> October between 08:00–22:00

Tuesday 15<sup>th</sup> October between 08:00–21:00\*

### Custom built stand?

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

**\*all aisles must be clear by 16.00.** Do continue to rigg at your own area/stand until 21.00 if you wish, but please make sure the aisles are clear at all times and dont use trucks, forklifts or trolleys in the halls/aisles after 16.00.

## Rigging

### *Ordered equipment/furniture*

If you order by the deadline, everything will be delivered or assembled at your stand by Monday 14<sup>th</sup> October at 08:00.

Register your stand personnel upon arrival.

For any questions over the rigging period please contact the exhibitor Service Centre or email [team@otdenenergy.com](mailto:team@otdenenergy.com)

### *Café during rigging hours*

The café is open during the entire rigging period.

### *Send goods to this address:*

Sotra Arena Idrettsvegen 50 NO-5353 Straume

**B**Fotballhallen 7 900 m<sup>2</sup>

### Hall map

The hall maps and list of exhibitors will be regularly updated and posted on our website <https://www.otdbergen.no/>

## Practical information

### Opening hours

Wednesday 16<sup>th</sup> October 09:00–17:00

Thursday 17<sup>th</sup> October 09:00–15:00

### 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 on <https://www.otdbergen.no/> before the exhibition.

*Taxi* Bergen Taxi 07000 [www.bergentaxi.no](http://www.bergentaxi.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

For all questions, please contact: [post@bergenexpo.no](mailto:post@bergenexpo.no)

#### *Service Centre Opening hours:*

Rigging days: 09:00–19:00

Exhibition days: 09:00–17:00

## Accommodation

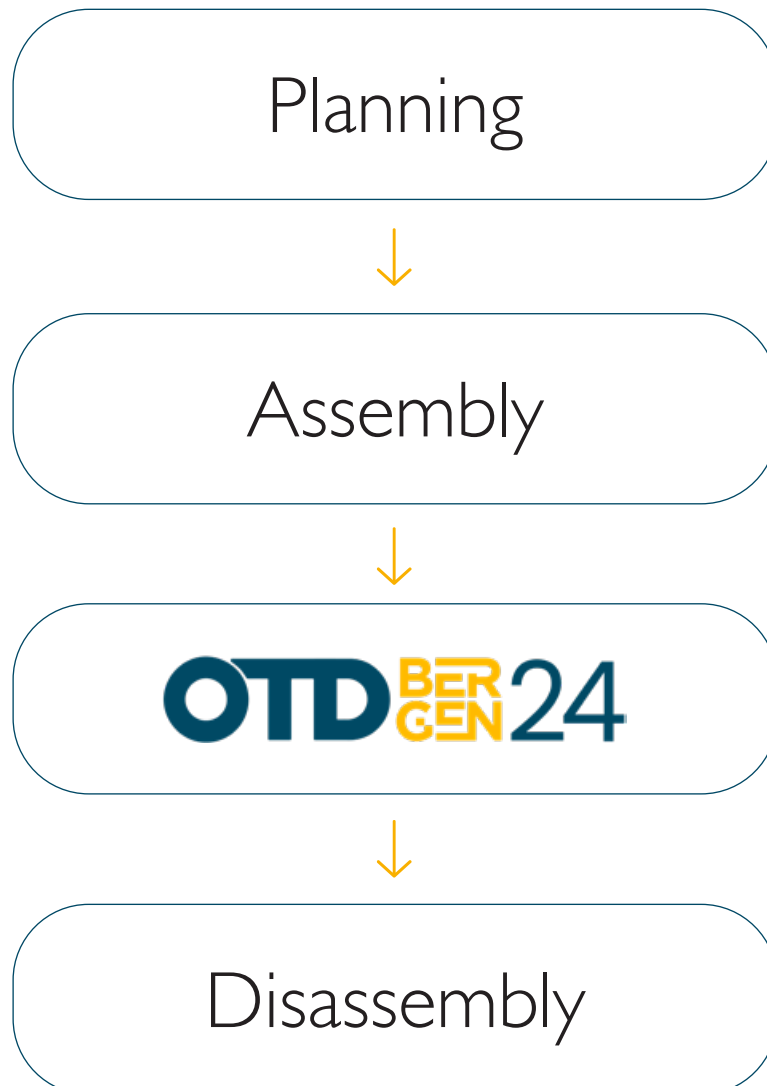
Please book accommodation yourself. We recommend staying in Central Bergen for easy access to shuttle buses.

## Disassembly

#### *Disassembly hours*

Thursday 17<sup>th</sup> October 15:00–22:00

Friday 18<sup>th</sup> October 08:00–20:00



### 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 13<sup>th</sup> September deadline.
- Order transportation of your goods if needed.

## Contact information

### OTD AS

#### Project Manager

Werner Andreassen

+47 907 48 440

[wa@otdenergy.com](mailto:wa@otdenergy.com)

Henning Christensen

+47 911 48 029

[henning@sotrask.no](mailto:henning@sotrask.no)

### Service Center for exhibitors

For all questions, please contact: [team@otdenergy.com](mailto:team@otdenergy.com)

### Stand walls, furniture, equipment, electricity

Bergen Expo

+47 55 95 20 02

[post@bergenexpo.no](mailto:post@bergenexpo.no)

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

### Transport, shipping, logistics

TL Logistikk

+47 953 01 169

[stein@tllogistikk.no](mailto:stein@tllogistikk.no)

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