

**Exhibitor Manual
International
Freight forwarding
Norwegian Travel Fair 2019**

Build-up

General:

Exhibitors with shipments are asked to contact On-Site Norway AS for instructions before shipping. Courier and postal shipments addressed direct to Telenor Arena run the risk of ending at the closest post office, or being delivered to various companies with offices at the Arena. We can not take responsibility for these shipments being delivered to your stand in time for the exhibition. Shipments from outside Norway being sent without following our instructions can also result in financial claims after the exhibition, either to the venue or the organizer. By following our instructions we eliminate these claims.

International shipments arriving at the Arena without prior notice to us WILL NOT BE ACCEPTED.

If you need assistance with your shipment, please contact us for referral to an appointed agent in your country.

All deliveries that require forklift and/or special handling MUST BE pre-booked to On-Site Norway AS. We do not take responsibility for shipments arriving without prior notice and booking.

It is possible to book storage of empty cases during the exhibition. As space is limit at the venue, we recommend booking well in advance to secure space and avoid extra charges for off-site storage.

All cargo must be cleared out of the Arena at latest MONDAY JANUARY 14th, at 15h00. All cargo left in the Arena at this time will be transferred to our Oslo terminal for exhibitors account.

Wednesday January 9th

There is no forklift present at the venue unless booked in advance. All deliveries must be done by taillift. Cargo arriving without taillift will be rejected.

If the exhibitor needs unloading by forklift, please contact On-Site Norway AS for booking and price.

Thursday January 11th

A forklift will be present between 08h00 – 16h00. Shipments requiring unloading with forklift must be pre-booked. Shipments without pre-booking will be rejected until we have written booking confirmation.



During the exhibition and break-down

Friday January 11th – Sunday January 13th

There is no forklift available at the venue unless pre-booked. All deliveries/collections must be done by taillift unless otherwise agreed.

Monday January 14th

Forklift will be available at the venue from 08h00 – 16h00. All collections requiring forklift assistance must be pre-booked. All cargo must be out of the hall before 15h00. All cargo still in the hall after 15h00 will be transferred to our Oslo terminal for exhibitors account.

Contact information:

All questions, bookings and pre-alert should be sent to On-Site Norway AS.

Contact person:

Mr. Kim Skaug
Phn: +47 2273 8301
Cell: +47 9025 2972
E-mail: kim@onsitegroup.no

Contact will be present at Telenor Arena from Wednesday January 9th – Monday January 14th.

Best Regards

Kim Skaug
On-Site Norway AS