



# EXHIBITOR'S MANUAL

## **OCEANS13 MTS/IEEE BERGEN**

*Monday June 10<sup>th</sup> to Thursday June 13<sup>th</sup> 2013*

**Venue:** Grieghallen. [www.grieghallen.no](http://www.grieghallen.no)

**Address:** Edvard Griegs Plass 1, N-5015 Bergen, Norway.

**Move In / Rigging:** Monday 10<sup>th</sup> June 2013 from 09:00 to 18:00hrs.  
**Move Out:** Thursday 13<sup>th</sup> June 2013 from 14:00 to 18:00hrs

### **OCEANS13 MTS/IEEE BERGEN Opening Hours:**

See the preliminary [scientific program](#) for more details on conference hours.

#### Monday 10<sup>th</sup> June 2013

Move in day for exhibitors and pre-conference tutorials for approx. 100 delegates. The Conference venue Grieghallen opens its doors at 09:00hrs and closes at 18:00hrs. At 18:00 hours all delegates and exhibitors with tickets are invited to the Bergen City Reception at the off site venue Haakonshallen – situated by the Bergen city centre Harbour, (15 min leisure walk from the conference venue Grieghallen) This city reception ends at 20:00hrs.

#### Tuesday 11<sup>th</sup> June 2013

The Exhibition area opens at 07:30. All exhibitors must be in place and ready for business at 10:30 when the first coffee break and exhibition visit slot commence. The delegates and exhibitors with lunch tickets will then enjoy lunch in the exhibition area. The conference ends at 17:00 hours. At 18:00 hours all delegates are invited to the Exhibition Area for the Oceans13 Exhibition Reception, where there will be a free bar service ( 2 beverage vouchers per person, also for each Full registration Exhibitor). The Exhibition Reception ends at 19:00hrs.

#### Wednesday 12<sup>th</sup> June 2013:

Exhibition opens at 08:00. Scientific program begins at 09:00. Coffee breaks and lunch for both delegates and exhibitors holding lunch tickets, embedded in the exhibition area. Exhibition closes at 18:00hrs. At 19:00hrs, the Oceans13 Conference dinner starts in the Grieghallen ( the Exhibition area will not be visited during the dinner event) and will be included for all delegates and exhibitors holding a Full-Registration and hence a ticket for the event. The Dinner ends at 23:00.

#### Thursday 13<sup>th</sup> June 2013

Exhibition opens at 08:00. Scientific program begins at 09:00. Coffee breaks and lunch for both delegates and exhibitors holding lunch tickets, embedded in the exhibition area. This is a half day. Exhibition closes after lunch at 14:00hrs

If questions about the program and timings, send an e-mail to [Exhibition@oceans13mtsieeebergen.org](mailto:Exhibition@oceans13mtsieeebergen.org)





**Logistical information/ Shipping procedure:**

**Stand equipment materials cannot be shipped directly to the conference venue Grieghallen in advance as they themselves do not have any warehouse capacity.**

All shipments of freight and materials in connection with the OCEANS13 must be coordinated and arranged with TL LOGISTIKK. They are contracted to handle all logistical needs, including truck transportation on-site. All stand boxes and shipment material must be stored off site during the congress and the storage must also be coordinated with them. TL Logistikk Ltd will then arrange for the retrieval of all material after rigging and return it to Grieghallen for the move out. All these requirements must be booked in advance directly with TL Logistikk, see below for contact details.

**We encourage all exhibitors who do not plan to carry their equipment into the Grieghallen themselves on Monday June 10<sup>th</sup> to use TL Logistikk Ltd for all shipment and storage needs, so that we this way can quality control this vital part of the Exhibition build.**

**Shipment Address:**

TL Logistikk, Liamyrane 16, N-5132 Nyborg, Norway,  
Contact: Mr Stein Tvedt.

E –mail: [stein@tllogistikk.no](mailto:stein@tllogistikk.no)

Telephone: +47 55 19 55 50

Fax: +47 55 19 55 15

Mobile: +47 953 01 169

**Note: all shipments must be marked with ' OCEANS13 Grieghallen 10-13 June ' and your stand number.**

**Stand Location**

To review the current stand map and stand number allocations, please click [here](#)  
Please note that the exhibitor floor plan is subject to change according to final sales. The final floor plan will not contain any empty booths and be adapted in order to maintain an attractive and interactive appeal for both participants and exhibitors.

**Stand structure and dimensions:**

The standard exhibition space of 9 m2.( 3 x 3 meters) and comes with the Standard Shell Scheme build-up included. Review the Standard Shell stand [here](#):

As you can see in the above url link, each standard Shell Scheme Stand is 3 meters wide and 3 meters deep. The stand booth wall height is 2,5 meters. All of your display material must be dimensioned to fit within this space. Any banners and/or displays must either be a stand alone structure or be fitted onto the Shell walls. Materials to mount your displays onto the shell walls must be provided by you as exhibitor. If you have any questions to this, please contact us at [Exhibition@oceans13mtsieeberger.org](mailto:Exhibition@oceans13mtsieeberger.org)

The Exhibition stands are sold on a carpeted floor – light grey in color and signed with the exhibitor's name and fitted with electricity 1-fas 16 amp 230 volt with two outlets.  
The building height is restricted to 3 meters and ceiling-mounted banners are not allowed.

**Ps: If you do not want the standard build-up but merely open space, please let us know per e-mail to [Exhibition@oceans13mtsieeberger.org](mailto:Exhibition@oceans13mtsieeberger.org) with information on what you are planning in terms of stand structure. All plans for bespoke/tailor designed stands must be forwarded to the organizers for authorization before it can be erected.**





### **Equipment Ordering procedure**

If you require any stand items/technical requirements other than what is included with the standard booth shell scheme, then this must be ordered in advance through the Grieghallen Web shop: <http://butikk.norbits.no/grieghallen> This site is managed by the Exhibition company Plenum Ltd. All orders made in this web shop is placed directly with the Plenum Ltd and confirmed + invoiced by them. If you need to contact them, please forward an e-mail to [torstein@plenum.no](mailto:torstein@plenum.no)

There is no On-site stock / storage of equipment and/or furniture. On-site ordering is therefore discouraged.

### **Food & Beverage on stands:**

All coffee breaks and luncheons will take place in the exhibition area. However, if any exhibitors want to serve food or beverages to visitors must order their F&B items from Grieghallen. For more information, please contact [Exhibition@oceans13mtsieeebergen.org](mailto:Exhibition@oceans13mtsieeebergen.org)

### **Sound / Noise Restrictions**

Any plans to use loud speakers, music, DVD, film, internet which will generate noise is subject to **pre authorization** by the organizers.

Please contact [Exhibition@oceans13mtsieeebergen.org](mailto:Exhibition@oceans13mtsieeebergen.org)

### **Conference Exhibition Venue overview**

To review and learn more about the venue and the exhibition area, please see the venue overview [here](#)

### **Hotel room booking**

OCEANS13 MTS IEEE BERGEN is holding room blocks at several hotels in Bergen. We strongly encourage you to book your hotel as soon as possible, as June is a very busy month in Bergen and rooms in high demand. To book your hotel, specifically selected and reserved for Oceans13 participants, please enter the [Oceans13 MTS/IEEE Bergen Hotel Booking Platform](#)

### **Conference Registration**

**All** exhibitor staff must register online. Each exhibitor will receive a separate e-mail from the organizers with a unique exhibitor registration pass code which will enable them to register at: <http://www.oceans13mtsieeebergen.org/exhibitor/register/index.cfm>

Each standard stand has 1 complimentary Full-registration and 2 Exhibition only Passes. The full registration will include tickets to all lunches and social events. Additional tickets to social events can be booked and purchased by the person being registered with a Full-Registration. In case you have questions about registration, please contact [reg@oceans13mtsieeebergen.org](mailto:reg@oceans13mtsieeebergen.org)

### **On-site Support services:**

Travel Planners of Scandinavia Ltd will be onsite throughout the duration of the conference and will be easily available for the exhibitor during both move in, during the conference and during move out.





**Waiver:**

The OCEANS13 MTSIEEE BERGEN conference and/or its representatives or hosts, hereunder Travel Planners of Scandinavia Ltd or Grieghallen Ltd shall not be or become liable or responsible for any delay, accident, illness, loss or damaged property unless they are proved to be caused by gross negligence of Travel Planners of Scandinavia, one of its employees, representatives or subcontractors. Any dispute between the parties in connection with the execution and delivery of the contracted services shall be settled and interpreted in accordance with the laws of Norway.