



**VEI 2012**  
**OG ANLEGG**  
9.-13. MAI - HELLERUDSLETTA

## **TERMS OF AGREEMENT FOR EXHIBITORS**

### **VEI OG ANLEGG 2012**

1. The organiser of Vei og Anlegg 2012 is Maskingrossisternes Forening (MGF). Technical organizer is Exporama Senteret AS (ER). The Exhibition is being held at Hellerudsletta 9<sup>th</sup>-13<sup>th</sup> of May 2012.
2. Registration forms shall be submitted electronically through MGFs home pages. Receipt for registration will be returned to given mail address. Registrations will be numbered in the order received. The registration form is binding and there will not be any reduction or refund of the stand fee or the registration fee in case of exhibitor's cancellation.
3. When several companies (exhibitors) are to share a booth (stand), each exhibitor must submit a separate registration form and pay a registration fee of NOK 3.000 per company. Only one of the exhibitors (the main exhibitor) is assigned the total booth area. The main exhibitor is primary contact, taking responsibility for all matters concerning the booth. Invoices, space allocations and technical order forms for the booth will be sent only to the main exhibitor. The main exhibitor is responsible for billing the other exhibitors sharing the booth if this is agreed. Each exhibitor sharing the booth must be named on the registration form. Only one number will be assigned to the entire booth.
4. The final decision on the allocation of booth space rests with the organizer. The organizer may refuse to accept any registration and may adjust the amount of booth space requested. Further the organizer reserves the right to stop accepting applications at any time or to reduce the amount of space requested if the exhibition is fully subscribed before expiry of the scheduled registration deadline. Should an exhibitor use more – or less – space than allotted by the organizer, the organizer reserves the right to revoke or reduce exhibitor's space, or assign the exhibitor to another booth.
5. The organizer is entitled to prohibit specific goods and services from the exhibition.
6. Detailed technical regulations and booth allocation documents will be sent to the exhibitors after the closing date for registration. Exhibitors must follow these regulations.
7. **OPEN BOOTH OUTSIDE:** is constructed entirely by the exhibitor. Open booths are located together, wherever possible, as free-standing blocks with other open booth exhibitors. No partition walls or front beams will be supplied by the organizer for open booth. However, the exhibitor must be prepared for the possibility that the neighbouring exhibitors may erect partitions. Minimum booth area is 50m<sup>2</sup>.

WALL BOOTHS INSIDE: are constructed by the organizer with standardized front poles assembled with side and rear walls. This is included in the booth rental charge. Minimum area is 10m<sup>2</sup>.

8. TERMS OF PAYMENT:

The registration fee and half of the stand fee will be invoiced at registration. The remaining charges will be invoiced at the registration deadline at 15<sup>th</sup> of January 2012. Payment terms are 14 days.

9. Exhibitors must settle any unpaid accounts with the organizer prior to installation of the booth. Documentation regarding this must on request be accessible for the organizer.
10. Completed registration form and payment of the registration fee entitle exhibitors to free listing in the exhibition catalogue. The opportunity to advertise more extensively in the catalogue will be offered to all exhibitors.
11. Subletting exhibition space is not permitted.
12. The exhibitor is not permitted to arrange a separate exhibition during the exhibition period.
13. Only products/services explicitly mentioned on the registration form can be exhibited. Goods must not be moved from the booth during the exhibition without the organizer's written consent. Products of erotic, violent or other improper character are not permitted. Norwegian as well as foreign products can be exhibited.
14. The exhibitors are allowed to take orders, but direct sale from the booth will not be permitted.
15. Heavy items or equipment that exceeds the load of 1000 kg. per. square metre must be specifically noted on the registration form.
16. Advertising material, hereunder samples, posters, folders etc., may only be distributed or displayed at the exhibitor's own booth. Thus, advertising material may not be distributed or displayed at public exhibition areas or parking areas without special permission from the organizer.
17. Demonstrations, distribution of samples, performances, use of audio-visual equipment etc. must not be of inconvenience for the surroundings, hereunder the public, or other exhibitors. Use of machinery during the exhibition is prohibited. Complaints regarding such events must be reported to the organizer which decides whether to stop the event.
18. The exhibitors are responsible for any damage or injury they, their employees, their products etc. cause to buildings, furnishings, installations or people. Instructions and regulations provided by the exhibition organizer and public authorities must be closely followed. The exhibitors bear the costs of such repairs, damages, and injuries.
19. Exhibitors are responsible for arranging all transportation, installation, dismantling, packing and removal of their goods, equipment and decorations. All shipments and consignments for exhibitors must be clearly labelled with booth name and booth number.

20. Extra gravel, sand or similar on the booth must be paid by the exhibitor.
21. If the exhibition/booth has not been dismantled and the stand area is not cleared by the expiry of the dismantling period, the organizer can arrange for this at the exhibitors cost and risk.
22. The organizer is responsible for daily washing and/or vacuum cleaning of floors, and the emptying of waste-paper baskets in the exhibition halls. Any additional cleaning requirements must be specifically ordered. These services will be performed at the exhibitors cost.
23. The organizer will arrange normal security activities from the last day of installation to the close of the exhibition, but accepts no responsibility for goods, equipment, displays or third party's possessions. Exhibitors are responsible for arranging all the insurance coverage they require. All access to the exhibition area is prohibited outside of regular opening hours.
24. If the exhibition cannot be staged for reason of force majeure, hereunder fire, flood or the like, the parties shall have no claim against one another. The organizer accepts no liabilities other than refund of rental charge.
25. Circumstances which are beyond the organizer's control, such as cuts in the supply of electricity, water or heat, or in the telecommunication and data lines, do not entitle the exhibitor to demand compensation or refund of stand rental fees.
26. It is assumed that exhibitors act in conformity with Norwegian legislation and acquire all necessary permits, if any, from the responsible authority in connection with the exhibition.
27. Serving alcoholic beverages on stands is subject to the approval of the F & B manager at ER.
28. Every booking is governed by the above mentioned terms, regardless of any reservations which might be expressed by the exhibitor in the registration form.