OTD ENERGY 2022 BERGEN
(18) 19-20 October
Sotra Arena, Norway

EXHIBITOR RESOURCES
Make your experience efficient and effective

JOIN THE CONVERSATION!
#otdenergy

www.otdenergy.com
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EXHIBITOR SCAMS ALERT
There has been a growing number of companies presenting themselves as official OTD partners, offering magazine ads and fair guide directories. Please be aware. The only co-operating companies with an official agreement will be listed on our website, otdenergy.com.
Exhibition checklist

Use this page to keep yourself organized throughout the exhibition. Following these steps will guarantee you an efficient OTD experience.

1 PREPARATION

☐ Pre-book logistics
Pre-book for efficient handling of your stand material.

☐ Order power outlet
Please note that power supply is not included in your stand fee and must be ordered in the webshop.

☐ Order extras
Order extra equipment for your stand before the deadline.

☐ Read exhibition information
Read and follow the instructions in this brochure. More information can be found at WWW.OTDENERGY.COM

2 ASSEMBLY

☐ Register staff
Register your staff when you enter the exhibition area.

☐ Follow HSE rules
Read and follow the Health, Safety and Environment rules for mounting your stand.

☐ Start early
Start early – finish on time!

3 EXHIBITION

☐ Make business
Use our helpful tools. OTD is all about making business.

☐ Social events
Attend our social events in a relaxing atmosphere.

☐ Networking events
Use our networking events to make new business contacts.

4 DISMANTLING

☐ Recycle
Use the provided waste bins.

☐ Follow HSE rules
Read and follow the Health, Safety and Environment rules for dismantling your stand.

☐ Dismantling hours
Dismantling your stand is only permissible within the given time frame.

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: dan@sotrask.no
Stand build inclusions

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
- OTD2022 Logo
- Mail signature to use in your mail
- Photos from previous OTD exhibitions

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.

Photos
Download photos from previous OTD exhibitions.
Scan the QR code.

Please contact DANIEL C.E. HÄGGGLUND for assistance with your requirements: dh@otdenergy.com

Energy Show + Energy Gathering
Grieghallen 19 October

Energy show tickets:
1-19 m²  = 2 tickets
20-29 m²  = 3 tickets
30-39 m²  = 4 tickets
40+ m²    = 5 tickets

For ordering additional tickets: to@otdenergy.com

Pre-built stands

We offer pre-designed and pre-built stands. Your company provides the design, and we do the assembly job for you. More information can be found on our website.

Options:
- Option A
- Option B
- Option C

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Exhibitor Web Shop

The OTD Energy Exhibitor Portal includes information on logistics, HSE and access to the online Web Shop. In the Web Shop, you can order additional products and services for the exhibition.

How to log in

Your e-mail and company details should already be registered in our system. With this e-mail, at the sign-in page, select “Forgot my password” and follow the instructions to create a password.

Order deadline

Please note the deadline dates for ordering equipment, power and extra services to your stand. Order deadline 22 September 2022.

Deadline for ordering power outlet is 3 October.

Services

Pre-order menu
Pre-order to stand, please place your order before 5pm Tuesday 19 October

<table>
<thead>
<tr>
<th>Item</th>
<th>Price NOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee/tea carafe</td>
<td>110</td>
</tr>
<tr>
<td>Macarons, 5 pcs</td>
<td>100</td>
</tr>
<tr>
<td>Danish pastry</td>
<td>29</td>
</tr>
<tr>
<td>Fruit platter,</td>
<td></td>
</tr>
<tr>
<td>5–10 pax / 15–20 pax</td>
<td>200/360</td>
</tr>
</tbody>
</table>

E-MAIL YOUR ORDER TO catering@sotrask.no

Cleaning service

<table>
<thead>
<tr>
<th>Size</th>
<th>Price NOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>9–20 sq.m</td>
<td>390</td>
</tr>
<tr>
<td>21–40 sq.m</td>
<td>490</td>
</tr>
<tr>
<td>41–61 sq.m</td>
<td>590</td>
</tr>
<tr>
<td>61–100 sq.m</td>
<td>690</td>
</tr>
<tr>
<td>100–&gt; sq.m</td>
<td>790</td>
</tr>
</tbody>
</table>

Prices per day, ex VAT

Serving of food

The exhibitor is duty bound to observe the regulations concerning hygiene, storage and serving of food, and catering staff.

A CHECKLIST TO HELP ENSURE SAFE SERVING OF FOOD

- Ensure that the food does not become contaminated
- Adequate refrigeration must be in place
- Ensure that the temperature is satisfactory when heating and frying
- Ensure that the utensils used are clean
- Hand-washing facilities, alternatively disposable wipes.

Exhibit or tasks >>
Assembly process

**Assembly hours**
MONDAY 17 OCTOBER: 08:00–22:00
TUESDAY 18 OCTOBER: 08:00–16:00
Mounting during the weekend, according to prior agreement only.

SERVICE OFFICE, SOTRA ARENA
dan@sotrask.no
tenning@sotrask.no

**Equipment**
Stand equipment ordered before 22 September deadline will be available at your stand when the assembling starts at 08:00 on Monday 17 October.

**Service center**
Exhibitors Service Center, located in Hall B answers to questions like:
- Power and electricity
- Water supplies to the stand
- On site ordering of equipment
- Catering
- General enquiries

**Café**
Catering in Hall A during assembly, exhibition and dismantling. You can pay with your credit card at all food outlets.

**OTD Free Carry Service**
OTD Free Carry Service will help you get your goods to and from your stand. This service will be clearly marked and available on rigging days.

**Personnel**
Stand personnel register at www.checkin.no/
Scan the QR code →
All personnel must register at the Service Center in Hall B, Sotra Arena.

Safety vests must be worn at all times and protective shoes are highly recommended.

Full HSE regulations are available in the Exhibitor Portal and will be handed out to be read and signed by everyone on entry to the exhibition area.

**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: dan@sotrask.no
Logistics

LARGE GOODS

TL LOGISTIKK Stein Tvedt: stein@tllogistikk.no

+100 kg

1. OTD OFFICIAL LOGISTICS
   - Address: Sotra Arena, Idrettsvegen, 5353 Straume
   - Contact: +47 95 30 11 69, stein@tllogistikk.no

2. TRANSIT
   - Address: Sotra Arena, Idrettsvegen, 5353 Straume
   - Deadline: 22 Sept

3. DIRECTLY DELIVERED AT EXHIBITION AREA
   - GOODS DELIVERY TIME:
     - Saturday 15 October, 09:00–18:00
     - Sunday 16 October, 09:00–18:00
     - Monday 17 October, 09:00–21:00
     - Tuesday 18 October, 08:00–14:00

4. DRIVE YOUR OWN VAN/CAR
   - Goods delivery time:
     - Monday 17 October, 08:00–21:00
     - Tuesday 18 October, 08:00–14:00
   - Price: Free

-100 kg

PRICE: Price on request

PRICE: Price on request

PRICE: Pr. pallet/cbm NOK 360,-

DRIVE YOUR OWN VAN/CAR

OTD Exhibition Address:
Sotra Arena
Idrettsvegen
5353 Straume

Some delay must be expected

OTD Free carry service (see page 7 for further details).

Smaller Goods

OTD Exhibition Address:
Sotra Arena
Idrettsvegen
5353 Straume

Some delay must be expected
Exhibition area

PARKING
Kystbygarasjen – free shuttle bus

Hall A:
- Main stage, Seminar stages, Equinor Offshore Wind HUB

Hall B:
- Exhibitor Service Center, Business HUB, Food & beverages

Registration

NEW THIS YEAR!

Green Ocean Technology Hall
Gathering environmental actors who research sustainable solutions at sea, and actors who make them possible.

5 stages with inspiring content
Join us at one of the biggest locations for the sustainability industry in Bergen!
Floor plan

HALL A

Floor plans shown as at 20 September 2022
Dismantling process

Dismantling hours
THURSDAY 20 OCTOBER: 15:00–23:00
FRIDAY 21 OCTOBER: 07:00–19:00

The empty boxes will be transported into the hall after the carpets have been removed. The removal of the carpets will start immediately after the exhibition closes.

The electricity supply will be disconnected 15 minutes after closing time on the final day. Water, drainage and compressed air will be disconnected immediately after closing time on the final day.

Service center
Exhibitors Service Center, located in Hall B answers to questions like:
→ Power and electricity
→ Water supplies to the stand
→ On site ordering of equipment
→ Catering
→ General enquiries

Café
Catering in Hall A during assembly, exhibition and dismantling. You can pay with your credit card at all food outlets.

OTD Free Carry Service
OTD Free Carry Service will help you get your goods to and from your stand. This service will be clearly marked and available on rigging days.

Personnel
Stand personnel register at www.checkin.no
Scan the QR code →

All personnel must register at the Service Center in Hall B, Sotra Arena.

Safety vests must be worn at all times and protective shoes are highly recommended.

Full HSE regulations are available in the Exhibitor Portal and will be handed out to be read and signed by everyone on entry to the exhibition area.

Practical details

Opening ceremony
TUESDAY 18 OCTOBER: 18:30
Dovregubbens Hall, Grieghallen, Bergen

Exhibition opening hours
WEDNESDAY 19 OCTOBER: 10:00–17:00
THURSDAY 20 OCTOBER: 10:00–16:00

Energy Show + Energy Gathering
WEDNESDAY 19 OCTOBER: 18:30
Dovregubbens Hall, Peer Gynt salen, Grieghallen, Bergen

Parking
Parking at Kystbygarasjen. Free shuttle bus to exhibition area. See map page 14.

Exhibitor Service Center
The Exhibitor Service Center will be located in Hall B. Here you can order stand equipment, electricity or other services over the duration of the exhibition - please be aware that products will be subject to availability and prices will be subject to a surcharge.

The Exhibitor Service Center is staffed by representatives from our official suppliers.

Opening hours:
Monday 17 Oct 08:00–19:00
Tuesday 18 Oct 08:00–19:00
Wednesday 19 Oct 09:00–17:00
Thursday 20 Oct 09:00–17:00

Accommodation
Due to high demand and specific room allocation release dates, please book your accommodation requirement as early as possible.

Bus
Shuttle buses will be provided free of charge between the Airport and City Centre. Timetables are available at WWW.OTDENERGY.COM

Taxi
BERGEN TAXI: 07000
NORGESTAXI: 08000

Wi-Fi
Free Wi-Fi is available during the duration of OTD2022.

HALL B: OTD Guest
HALL A: Øygarden kommune Guest (registration may be required).

If you need fixed internet line, please order through the webshop or contact The Exhibitor Service Center:
teknisk@sotrask.no
+47 99 38 88 88 – select option 2 (tast 2)

ATM/Minibank
The nearest ATM/Minibank to the OTD Exhibition is located at Sartor Senter. You can pay with your credit card at all food outlets.

For further useful exhibition information WWW.OTDENERGY.COM
Contact information

Service Center
teknik@sotrask.no
henriette@sotrask.no
geir@mbmail.no
+47 99 38 88 88, select option 2 (tast 2)

Project manager
TORBJØRN OLUFSEN
to@otdenergy.com

Stand build and equipment supplier
SERVICE CENTER, SOTRA ARENA
teknik@sotrask.no
+47 99 38 88 88, select option 2 (tast 2)

Exhibition technical
SERVICE CENTER, SOTRA ARENA
teknik@sotrask.no

HSE
SERVICE CENTER, SOTRA ARENA
henning@sotrask.no

Business to Business HUB, Hall B
IRENE OVLIE SNELLINGEN, NPF
irene.snellingen@npf.no

Social
OTD ENERGY SALES DEPARTMENT
sales@otdenergy.com

ODD EIDE KNUDSEN
oek@otdenergy.com

Student
TORBJØRN OLUFSEN
to@otdenergy.com

Suppliers

Electricity, lighting, ceiling mounts
BRIGHT GROUP
Norodd Levås
+47 915 18 618
norodd.lovas@brightgroup.no

Stand design and building
BODONI AS
Torstein Danielsen
+47 922 36 451
torstein.danielsen@bodoni.no

Official logistics partner
TL LOGISTIKK AS
Stein Tvedt
+47 95 30 11 69
stein@tllogistikk.no

Exhibition technical
SOTRA SPORTSKLUBB
teknik@sotrask.no

Carpets, furniture, interiors
MALERBUA
Geir Sunde
+47 909 89 663
geir@mbmail.no