



Regulations for exhibitors

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Regulations for exhibitors

Welcome to Scandinavian Update on trauma, resuscitation and emergency medicine at Clarion Hotel, Stavanger, Norway May 24-26 2007.

As Exhibition Organiser I am pleased to inform you about the following:

1. Internet

You can also access all this information at our web site www.scandinavian-update.org

2. Exhibitor's contact person

It is important that the person responsible for your participation in the exhibition goes carefully through both the list of deadlines and the regulations, in order to avoid possible misunderstandings.

3. Venue

Clarion Hotel Stavanger
Ny Olavskleiv 8
4008 Stavanger

4. Installation and dismantling

The set up can start on Wednesday May 23 at 17.30 and must be completed on Thursday May 24 at 09.00.

Dismantling can start from Saturday May 26 at 15.30

Dismantling must be completed and stands cleared Saturday May 26 at 18.00.

5. Exhibition hours

Thursday	May 24	09.00 – 17.00
Friday	May 25	09.00 – 17.00
Saturday	May 26	09.00 – 15.30

6. Registration and admission to the exhibition

All exhibitors and visitors must be registered and wear a badge.

On-site-registration at registration desk.

7. Bus service

From Stavanger Airport Sola, a regular bus service runs every 10-15 minutes to City centre and venue.

8. Insurance

The security of individual stands and of materials on display is the responsibility of the exhibitor. Stands should under no circumstances be left unattended, particularly during the assembly/ disassembly periods.

The stand should not be left unattended on the final day until all exhibited items have been securely packed.

9. Shipping and forwarding at the exhibition site

All goods for the exhibition must be addressed as follows:

Scandinavian Update
Clarion Hotel
Ny Olavskleiv 8
4008 Stavanger

The shipping and forwarding agent cooperating with Clarion hotel is Linjegods. Exhibitors who do not bring their goods when departing may ask for support at the Clarion Hotel Conference office. All shipment from the exhibition must be accompanied by the following documentation:

- Domestic: Waybill showing the exact number of cases plus their weight and dimensions (or total cu.m)
- International: Road waybill (CMR) and T1 docs
Bill of lading/waybill
Air waybill
Pro forma commercial invoice containing the following information; description of goods and their value; number of cases and their weight and dimensions (or total cu.m); permanent or temporary clearance.

10. Delivery

Please note that goods may be delivered no earlier than 14 days before the opening of the exhibition due to lack of storage space.

Large goods must be delivered at goods reception at Clarion Hotel.

Small items can be delivered at the conference office at Ground floor, entrance at St.Olav's gate.

11. Stand

Stands are marked out by lines.

12. Floors and walls

Nailing, screwing, drilling and so forth on the wall and into the floor is strictly prohibited. The exhibitor is responsible for any damage to the wall/floor caused by the installation of heavy or substantial equipment. Possible damage will be repaired at the exhibitor's expense.

13. Presentations on stands

The exhibitor must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audiovisual equipment or other presentations.

14. Electricity

All equipment used must be approved in accordance with the regulations of the Norwegian Board for Testing and Approval of Electrical Equipment (Nemko), and carry a CE label. The cost of electricity consumption for normal purposes is included in the stand rental fee. The exhibitor is responsible for ensuring that no none-approved items are connected to the exhibition's electricity supply. Clarion hotel can offer extension cord for hire free of charge, but they recommend exhibitors to bring their own extension cord due to limited numbers.

15. Telephones/internet

Connection to ISDN available only at limited areas. Cordless access to the internet.

16. Cleaning

Clarion Hotel will be responsible for cleaning the exhibition areas. Cleaning covers vacuuming the floor and emptying the wastepaper baskets.

17. Food and beverage service on stand

Norwegian law prohibits the consumption of alcohol in public places. The exhibition area is regarded in this context as a public place, and serving alcoholic beverages on stands is accordingly forbidden.

For delivery of food or beverages to the stand, please contact Conference Manager Lars Strøm (+47 51 50 25 31 / lars.stroem@clarion.choicehotels.no) ahead of the conference. All payments by card or to be put on the hotelroom-bill.

18. Smoking

A total ban on smoking applies in all exhibition area and conference venue.

19. Accommodation

Scandinavian Update has set aside a certain number of hotel rooms for conference delegates, exhibitors and faculty at Clarion Hotel, Radissons SAS Atlantic Hotel, Radisson SAS Royal Hotel and Comfort Grand Hotel. If you would like to book accommodation, please do so at www.scandinavian-update.org and fill in the exhibitor registration form.

20. Social Events

Please check for details at www.scandinavian-update.org and fill in the exhibition registration form.

21. Cancellation

Cancellations will only be accepted in writing by fax to +47 51741481 or e-mail to secretariat@scandinavian-update.org

Cancellations March 1-31:	50% of total amount due
Cancellations after April 1:	Total amount due.

Exhibition Organiser

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