Everything you need for your event
How to order

1

Select the product you want. Choose how many are required, and place in your basket.

2

Some products must be accompanied by a drawing. Check the product description, and send the required drawing separately to service@messe.no if necessary. Remember to mark the position of neighbouring stands so that the orientation of your stand can be seen.

3

Enter your customer information, invoice address, phone number, e-mail address, exhibition and stand number.

4

Place your order.

Should you have any questions, please contact:
Exhibitor service I +47 400 00 796 I service@messe.no

A useful tip: Place your order early to make sure that the product does not get sold out.
General terms for ordering goods and services:

• All prices are exclusive of Norwegian VAT. Pursuant to Norwegian law, VAT must be added and is also payable by foreign exhibitors. Applications for a VAT refund can be submitted to the eastern Norway regional tax office. A VAT refund form (Norwegian: merverdiavgift refusjon) can be downloaded from www.skatteetaten.no. We reserve the right to amend prices.

• Orders placed after the deadline, which is about four weeks before the opening of the exhibition, will be executed in the order they are received. A 25 per cent surcharge may be added to the invoice.

• Orders placed less than 48 hours before the opening of the exhibition will incur a surcharge of 50 per cent. They will be executed in the order received, with no guarantee that the work and/or delivery can be implemented before the opening of the exhibition.

• No responsibility is accepted for unavailability owing to over-ordering.

• Possible claims for refunds related to deficient deliveries must be made immediately to the customer service department. We accept no liability for possible deficiencies in deliveries from suppliers/subcontractors. They are a matter between the exhibitor and the supplier/subcontractor.

• Claims by suppliers/subcontractors in respect of orders are transferred to us, and payment must be made in accordance with the invoice issued by our customer service department. This does not apply to transport and storage or services related to meetings and conferences, which will be invoiced directly by the supplier/subcontractor concerned.

• Payment falls due 14 days from the invoice date. Interest will be charged on late payments in accordance with applicable rates.

• Should an order for equipment be cancelled, 25 per cent of the original amount will be charged.

• Once equipment has been installed, cancellation will be charged in full.

• Specific delivery terms for the various products/services are provided in the introduction to each supplier/subcontractor.

• Please note that your participation in the exhibition is subject to our regulations.

• Prices in the product catalogue apply only for organisers and exhibitors participating in exhibitions/events at our premises in Lillstrøm.

• An additional surcharge of five per cent will be levied for credit card payments.
Exhibitor service

Your point of contact with us

The Exhibitor service is staffed by knowledgeable and service-minded personnel. They can provide advice and guidance on planning your stand, take your orders and execute them in consultation with you.

We aim to offer the best solution for promoting your company, with its products and services. Our offer covers everything from stand equipment to straightforward connection of power supplies. We can help you to overcome practical and technical problems. Exhibitor service is also the place to come if you need help during the assembly/disassembly periods. All exhibitions have a deadline for technical orders, which we would ask you to meet so that we can give you the best possible assistance. This is important for our work.

For more information, please contact:
Exhibitor service I +47 400 00 796 I service@messe.no

Exhibition shop

You will find our exhibition shop on the main promenade during the assembly period. Here you can buy those small but necessary items for your stand which are so easy to forget. Any purchases you make in the shop can be charged to your stand’s account and invoiced after the exhibition. Items available include screws for our FOGA wall system, various detergents/washcloths, double-sided tape approved for use on our walls, batteries, coffee-makers, coffee thermoses, bowls and picture hooks.
Electricity & lighting

Use lights to stand out and attract attention. We offer all types of lighting. Remember to indicate in your order whether you will have your own products with you, so that we can advise you on the amount and type of electricity required.

- Consumption and installation of double power sockets on the floor are included in the order for electricity. All power sockets are led back to the same point, which will be positioned in the storage room or the innermost corner of the stand.

- Connection of power supply above 63 A/400 V, 230 V 3-phase, 24-hour 3-phase or outside the permanent exhibition halls must be done with dedicated cables, and will be invoiced on the basis of the time and materials used. A 25 per cent supplement is charged for 24-hour one-phase power supply.

- Prices for lighting do not include connection and consumption of electricity, with the exception of items 4100 and 4003 where connection and consumption are included.

- When installing your own equipment, you are solely responsible for ensuring that it is CE-approved and installed by a Norwegian-registered electrician.
Sockets

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4200</td>
<td>Dual socket outlet 1 phase 16 amp</td>
<td>NOK 546</td>
</tr>
<tr>
<td>4201</td>
<td>Socket outlet 3 phase 16 amp</td>
<td>NOK 814</td>
</tr>
<tr>
<td>4202</td>
<td>Socket outlet 3 phase 32 amp</td>
<td>NOK 1,085</td>
</tr>
<tr>
<td>4203</td>
<td>Socket outlet 3 phase 63 amp</td>
<td>NOK 1,349</td>
</tr>
</tbody>
</table>

Please send drawing when ordering.
[Download drawing sheet]
Electricity must be ordered in addition.

Electricity, 1 phase

<table>
<thead>
<tr>
<th>Code</th>
<th>Power</th>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4400</td>
<td>1.5 kW</td>
<td>1 phase 230 V</td>
<td>NOK 1,262</td>
</tr>
<tr>
<td>4401</td>
<td>3 kW</td>
<td>1 phase 230 V</td>
<td>NOK 1,473</td>
</tr>
<tr>
<td>4402</td>
<td>5 kW</td>
<td>3 phase 400 V</td>
<td>NOK 2,385</td>
</tr>
<tr>
<td>4403</td>
<td>10 kW</td>
<td>3 phase 400 V 16 amp</td>
<td>NOK 4,220</td>
</tr>
<tr>
<td>4404</td>
<td>17 kW</td>
<td>3 phase 400 V 25 amp</td>
<td>NOK 7,645</td>
</tr>
<tr>
<td>4405</td>
<td>20 kW</td>
<td>3 phase 400 V 32 amp</td>
<td>NOK 9,281</td>
</tr>
<tr>
<td>4406</td>
<td>40 kW</td>
<td>3 phase 400 V 63 amp</td>
<td>NOK 11,883</td>
</tr>
</tbody>
</table>

A socket on the floor near back wall is included.

Electricity, 3 phase

<table>
<thead>
<tr>
<th>Code</th>
<th>Power</th>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4402</td>
<td>5 kW</td>
<td>3 phase 400 V</td>
<td>NOK 2,385</td>
</tr>
<tr>
<td>4403</td>
<td>10 kW</td>
<td>3 phase 400 V 16 amp</td>
<td>NOK 4,220</td>
</tr>
<tr>
<td>4404</td>
<td>17 kW</td>
<td>3 phase 400 V 25 amp</td>
<td>NOK 7,645</td>
</tr>
<tr>
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<td>20 kW</td>
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<td>NOK 9,281</td>
</tr>
<tr>
<td>4406</td>
<td>40 kW</td>
<td>3 phase 400 V 63 amp</td>
<td>NOK 11,883</td>
</tr>
</tbody>
</table>

A socket on the floor near back wall is included.
Lighting

Lights can strengthen your message and create the right mood on your stand. Some of our spotlights and lamps are available in several colours and variants.

- **Low-voltage light track**
  
  1.5 m with 6 x 50 W spots
  
  White. Please send drawing when ordering. Download drawing sheet
  
  **NOK 1 527**

- **Item no 4000**

- **Low-voltage light track**
  
  2 m with 6 x 50 W spots
  
  White/black. Please send drawing when ordering. Download drawing sheet
  
  **NOK 2 287**

- **Item no 4001**
Item no 4100

- **Spotlight**
  - 100 W halogen
  - Incl consumption and installation. Please send drawing when ordering.
  - Download drawing sheet
  - **NOK 343**

Item no 4101

- **Spotlight**
  - 100 W halogen
  - For 230 V light track. Please send drawing when ordering.
  - Download drawing sheet
  - **NOK 241**

<table>
<thead>
<tr>
<th>Item no</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4102</td>
<td>Light track, 230 V. Price per m</td>
<td><strong>NOK 205</strong></td>
</tr>
<tr>
<td>4103</td>
<td>Connection of 230 V light track</td>
<td><strong>NOK 457</strong></td>
</tr>
</tbody>
</table>

Item no 4104

- **Environmental lamp**
  - 20 W
  - For light track. Please send drawing when ordering.
  - Download drawing sheet
  - **NOK 333**
- **Fili spot**
  75W
  Spot light with long arm. Price per unit.
  NOK 390

- **Halogen floodlight**
  500 W
  Please send drawing when ordering.
  Download drawing sheet
  kr 663

- **5 m truss with 4 150 W environmental lamps**
  Please send drawing when ordering.
  Download drawing sheet
  NOK 10 770

- **5 m truss with 4 theatre floodlights**
  NOK 11 368

- **Focon truss**
  NOK 588

- **Environmental lamps, 150 W**
  NOK 1 319

- **Halogen floodlight, 1000W**
  NOK 1 032

- **Environment lamps**
  NOK 1 319

- **Fili spot**
  NOK 390

- **Halogen floodlight**
  kr 663

- **5 m truss with 4 150 W environmental lamps**
  NOK 10 770

- **5 m truss with 4 theatre floodlights**
  NOK 11 368

- **Focon truss**
  NOK 588

- **Environmental lamps, 150 W**
  NOK 1 319
- **Minifocon**

  Truss for lighting, banners etc.  
  Price per meter. Send drawing when ordering.  
  Download drawing sheet

  NOK 408

- **5 m truss with 4 LED lamps**

  Decoration lighting. Send drawing when ordering.  
  Download drawing sheet

  NOK 8 825

- **Wire rope hanger**

  Max 90 kg. Please send drawing when ordering.  
  Download drawing sheet

  NOK 1 106

---

<table>
<thead>
<tr>
<th>Item no</th>
<th>Item description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4302</td>
<td>Aluminium pipes, price per metre</td>
<td>NOK 162</td>
</tr>
<tr>
<td>4310</td>
<td>Wire rope hanger for chain hoist</td>
<td>NOK 1 309</td>
</tr>
</tbody>
</table>

Send drawing when ordering.  
Download drawing sheet
Truss packages & lift hire

Lift hire

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4303</td>
<td>Electrician, per hour</td>
<td>NOK 639</td>
</tr>
<tr>
<td>4304</td>
<td>Hourly hire of scissors lift without operator</td>
<td>NOK 756</td>
</tr>
<tr>
<td>4305</td>
<td>Hourly hire of scissors lift with operator</td>
<td>NOK 1 218</td>
</tr>
<tr>
<td>4306</td>
<td>Hourly hire of boom lift with operator</td>
<td>NOK 1 218</td>
</tr>
<tr>
<td>4307</td>
<td>Daily hire of scissors lift without operator</td>
<td>NOK 3 320</td>
</tr>
</tbody>
</table>
Truss packages

How can you get your products into the limelight? Our ready-made truss packages provide you with cost-effective and optimum lighting. They include all costs for the work involved, suspension and lighting on your stand, with no hidden charges.

See our sample prices:

- **10 x 10 m truss with 14 environmental lamps**
  - Compl w/hanging, lights, electricity: NOK 56,240
  - Without lights and electricity: NOK 32,633

- **2 x 10 m truss with 12 environmental lamps in total**
  - Compl w/hanging, lights, electricity: NOK 32,945
  - Without lights and electricity: NOK 15,792

- **4 + 10 m truss with 6 environmental lamps in total**
  - Compl w/hanging, lights, electricity: NOK 20,619
  - Without lights and electricity: NOK 11,206

- **Truss in running metres, without wire**
  - NOK 588 per m
Internet and TV connection

Need to check your e-mail or stream a conference? Free Wi-Fi is available throughout the exhibition centre. And more bandwidth can be purchased from the Exhibitor service.

If you depend on a fast, secure and stable connection, we recommend a wired internet link. All lines are provided with a standard RJ45 network plug to one point, unless you order a different configuration.

If you need advice to identify the right product, please contact the Exhibitor service at service@messe.no

NB! Private Wi-Fi transmitters are not allowed in the exhibition centre unless permission is obtained in advance. If you have special wishes or requirements, please contact us. Remember to send a drawing when placing your order. Download drawing sheet

For more information, please contact:
Exhibitor service I +47 400 00 796 I service@messe.no

<table>
<thead>
<tr>
<th>Code</th>
<th>Package Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2500</td>
<td>Wired internet connection to one point, 10 Mb (web logon with username and password)</td>
<td>NOK 3,476</td>
</tr>
<tr>
<td>2550</td>
<td>Wired internet assigned to one point, up to 100 Mb, delivered without a router</td>
<td>NOK 5,793</td>
</tr>
<tr>
<td>2560</td>
<td>Permission to set up private access point</td>
<td>NOK 1,160</td>
</tr>
<tr>
<td>2570</td>
<td>Wired internet with private wireless connection, up to 100 Mb, wireless router included</td>
<td>NOK 6,951</td>
</tr>
<tr>
<td>2800</td>
<td>Extra cabling to one assigned point (requires a switch, can be bought at the Exhibitor service)</td>
<td>NOK 1,180</td>
</tr>
<tr>
<td>2850</td>
<td>Extra IP address</td>
<td>NOK 869</td>
</tr>
<tr>
<td>2900</td>
<td>Support per commenced half-hour</td>
<td>NOK 572</td>
</tr>
</tbody>
</table>
Exhibition personnel

Appropriate stand staffing is crucial. If you need reinforcements, Adecco can help you to find experienced, outgoing and service-minded hosts and hostesses. We can also assist with personnel for packing, rigging and assembly of your exhibition stand. Please contact us, and we will arrange a good staffing solution for you.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>9200</td>
<td>Exhibition staff, English-speaking</td>
<td>NOK 380 / h</td>
</tr>
<tr>
<td>9201</td>
<td>Exhibition staff, English-speaking, saturday/sunday</td>
<td>NOK 533 / h</td>
</tr>
<tr>
<td>9260</td>
<td>Sales personnel</td>
<td>NOK 509 / h</td>
</tr>
<tr>
<td>9261</td>
<td>Sales personnel, saturday/sunday</td>
<td>NOK 713 / h</td>
</tr>
<tr>
<td>9300</td>
<td>Installer/packer</td>
<td>NOK 378 / h</td>
</tr>
<tr>
<td>9301</td>
<td>Installer/packer, saturday/sunday</td>
<td>NOK 529 / h</td>
</tr>
</tbody>
</table>

Minimum order four hours, per person per day.

DELIVERY TERMS

Orders received less than five days before the exhibition cannot be guaranteed. All orders are binding and will be invoiced. Minimum billing is four hours per person/day. Rates are quoted in NOK per hour/day/person. They include tax and social costs. Pursuant to the Norwegian Working Environment Act, work exceeding nine hours per day will be charged at overtime rates.
Plumbing services

Want to give your visitors a culinary experience, or demonstrate an innovative product which requires water or compressed air? No restrictions exist – you can order water and drainage from us.

TERMS AND CONDITIONS
Filling and emptying of tanks and the like will be invoiced for the time used. Other requirements are priced on request. The contractor accepts no responsibility for the exhibitor’s own installations. Fulfilment of orders received less than 48 hours before the exhibition opens will depend on available capacity.

Prices cover installation/removal as well as consumption and hire of piping and equipment. Connections on the stand and connecting the exhibitor’s own equipment are invoiced in accordance with the applicable charges for time and materials used. Please contact us if you have other requirements:

Exhibitor service I +47 400 00 796 I service@messe.no

Remember!
• The Exhibitor service must be informed if you intend to lay wall-to-wall flooring, carpets, parquet or the like.
• Please send drawing when ordering to show where you want outlets for air, water and drainage.

Download drawing sheet
3000 Water supply to stand for coffee machine, vending machines, etc. NOK 3 310
3010 Water and drainage to stand NOK 5 773
3012 Sink unit 60 cm with hot/cold water and drainage (limited edition) NOK 7 584
3013 Sink unit 60 cm with cold water and drainage (limited edition) NOK 6 927
3015 Sink unit 80 cm with hot/cold water and drainage NOK 7 584
3016 Sink unit 80 cm with cold water and drainage NOK 6 927
3017 Sink unit 80 cm with wooden top, hot/cold water, drainage NOK 7 584
3018 Sink unit 80 cm with wooden top, cold water, drainage NOK 6 927
3035 Sink unit 90 cm with sink/slop sink, hot/cold water, drain (limited supply) NOK 7 584
3036 Sink unit 90 cm with sink/slop sink, cold water, drainage (limited edition) NOK 6 927
3040 Compressed air supply, 1/2” or 3/8” - 200l/min. Contact us if you have other requirements NOK 4 714
3050 Extra compressed air supply to stand, 1/2” or 3/8” NOK 1 283
3060 Hansen male sleeve coupling for air connection, 5 or 8 mm NOK 1 197
3065 Extra water outlet/connection on stand NOK 1 813
3070 Extra water outlet, double on stand NOK 2 240
3075 Extra water and drainage connected to stand NOK 3 571
3080 Hot water supply, to/on stand (in connection with 3010) NOK 3 724
3085 Hire of unit without water and drainage NOK 1 813
3090 Dishwasher (65ºc) requires PN 3010 or sink unit NOK 6 260
3095 Plumbing services in exhibition halls NOK 814

Please send drawing when ordering.
Plants

Create a pleasant and inviting atmosphere on your stand with green plants and fresh flowers. Plants must be ordered in advance, and the range will depend on the season.

- **Kentia palm**
  - 150 cm
  - Choose between anthracite, white or earth-coloured planter. Purchase only.
  - **NOK 1 140**

- **Ficus**
  - 120 cm
  - Choose between anthracite, white or earth-coloured planter. Purchase only.
  - **NOK 855**
- Yucca
  150 cm
  Choose between anthracite, white or earth-coloured planter. Purchase only.
  NOK 974

- Phalaenopsis orchids
  Two stems, choose between anthracite, white or earth-coloured planter. Purchase only.
  NOK 297

- Bouquet of 20 roses or season’s flowers in vase
  Red, pink, white or orange.
  From NOK 380

- Fruit box premium
  5 kg
  NOK kr 263
Food & beverages

Catering

Food and beverages can be delivered to your stand by Thon Hotel Arena’s catering service. It can also help you to open an account with the on-site restaurants. Orders for food must be placed at least five working days before the exhibition opens. Order from the catering menu

Restaurants

To provide our visitors with a fine overall experience, nine places to eat offering different culinary concepts are available at our exhibition centre. All are operated by Thon Hotel Arena. Our visitors can be tempted by fresh and fragrant bakery products, sushi and salad, pizza, juicy and tasty hamburgers, or a refreshing drink from the bar. Most of the restaurants offer menu choices for people with allergies.

Separate exhibitor restaurant

Our exhibitors have their own restaurants during the exhibition, where they can enjoy a meal in a secluded setting.

For more information or to open an account, please contact:

Thon Hotel Arena
Tel: +47 452 40 267
E-mail: arena.messe@thonhotels.no

Opening hours for the various places to eat vary during the exhibition.
Suppliers
PLUMBING

EG Rør AS
Nesgata 11 C
NO-2004 Lillestrøm
post@egror.no
Tel: +47 45 25 83 83
Fax: +47 63 80 18 32
egror.no
Delivery address: Messeveien 14

ELECTRICITY AND LIGHTING

Messehallen Elektriske
Nesgata 13
NO-2004 Lillestrøm
messehallen@messehallen.no
Tel: +47 64 84 69 30
Fax: +47 64 84 69 31
messehallen.no
Delivery address: Messeveien 14

PLANTS

Hageland Lillestrøm
Ingjerd Pytte Sagli
Fabrikkgaten 3
NO-2004 Lillestrøm
oasenhageland@fredlygartneri.no
Tel: +47 63 81 16 02 / +47 901 67 379
interoasen.no

PHOTOGRAPHY

Studio Oscar
Voldgata 6 B
NO-2000 Lillestrøm
ordre@studio-oscar.no
Tel: +47 63 81 15 49
studio-oscar.no

CLEANING

Østlandske Rengjøring
Skjærveien 1B
NO-2011 Strømmen
mese@ostlandske-rengjoring.no
Tel: +47 64 00 64 30 / +47 400 31 686
ostlandske-rengjoring.no

EXHIBITION PERSONNEL

Adecco Norge AS - Avd. Lillestrøm
Skedsmogata 3 A
2000 Lillestrøm
marijke.bronn@adecco.no
Tlf: +47 64 84 68 68
Fax: +47 64 84 68 69
adecco.no