EXHIBITOR RESOURCES
MAKE YOUR OTD2019 EXPERIENCE EFFICIENT AND EFFECTIVE BUSINESS WISE

13 September
DEADLINE ORDERING EQUIPMENT TO STAND

13–14–15 October
ASSEMBLY

16–17 October
EXHIBITION

17–18 October
DISMANTLING
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There has been a growing number of companies presenting themselves as official OTD partners, offering magazine ads and fair guide directories.

EXHIBITOR SCAMS ALERT

Please be aware. The only co-operating companies with an official agreement will be listed on offshoredays.com.
HOW TO USE THIS BROCHURE?

The actual step in the OTD process is highlighted in the top of the page.

YOUR TASKS

- ORDERING EXTRA
- PRE-BOOK LOGISTICS
- READ INFO

Shows your three most important tasks in this step. If you follow these tasks we can guarantee you an efficient OTD exhibition. You can mark the tasks as they are settled, in order to keep track of what is done.

OTD SERVICES

- THIS BROCHURE
- EXHIBITOR WEB SHOP
- MEDIA KIT

Shows OTD’s three most important services. These are services that are made entirely as helping tools for you as an exhibitor, so that the OTD exhibition will be as efficient as possible.
YOUR TASKS

ORDERING EXTRA
Order extra equipment to the stand before deadline.

PRE-BOOK LOGISTICS
Pre-book to handle your goods the most efficient way.

READ INFO
Read and follow the instructions in this brochure.

REGISTER STAFF
Register your staff when you enter the exhibition area.

FOLLOW HSE RULES
Read and follow the HSE Rules that are valid for mounting.

START EARLY
Start early – finish in time!

MAKE BUSINESS
Use our helping tools. OTD is all about making business.

SOCIAL EVENTS
Attend the social events to relax in a social atmosphere.

NETWORKING EVENTS
Use our networking events to make new business contacts.

SORT GARBAGE
Use the containers for waste sorting.

FOLLOW HSE RULES
Read and follow the HSE Rules provided to you.

DISMANTLING HOURS
Only allowed within the given time frame.

OTD SERVICES

THIS BROCHURE
Guideline for an efficient and useful exhibition experience.

EXHIBITOR WEB SHOP (VIA EXHIBITOR PORTAL)
Order stand equipment and other services.

MEDIA KIT
Let your associates know you are attending OTD.

SERVICE CENTER
Staffed by representatives from the official suppliers.

STAND EQUIPMENT
Will be at your stand when ordered before deadline.

LOGISTICS
New logistics system for a smooth transport of your goods.

OTD TOOLBOX
Provided to give you the most efficient OTD possible.

SERVICE CENTER
Staffed by representatives from the official suppliers.

CATERING SERVICE
Order catering directly to your stand from the Service Center.

SERVICE CENTER
Staffed by representatives from the official suppliers.

STAND EQUIPMENT
Equipment ordered to stand will be picked up at the end of the exhibition.

LOGISTICS
New logistics system for a smooth transport of your goods.

* For pre-ordering go to OTD Webshop via the Exhibitor Portal.
WHAT’S INCLUDED

STAND WALLS

If stand build contains extended height, roofing or other custom build methods that affects the outside of your stand, please contact us in advance for permission and planning.

Contact:
Service office, Stavanger Forum
service@stavanger-forum.no

CUSTOM BUILD
Is your stand building higher or wider than our regular walls?
STAND NUMBER PLATE

The signs show the exhibitor name of your company, 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.

WI-FI

Free WI-FI is available during the duration of OTD2019.

Network: OTD 2019

If you need fixed internet line, please order through webshop via Exhibitor portal, or contact Service office, Stavanger Forum service@stavanger-forum.no

OTD FREE CARRY SERVICE

There will be an OTD carry service – this is a free service to help you get your goods to your exhibition stand. This service will be clearly marked and available on rigging days.
WHAT’S INCLUDED

MEDIA KIT

- OTD2019 Logo
- Mail signature to use in your mail
- Slogan “we are the norwegian continental shelf”
- 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.

LOGO

OTD2019 Logo

ORIGIN

mail signature to use in your mail

SLOGAN

WE ARE THE NORWEGIAN CONTINENTAL SHELF

MAIL SIGNATURE

OTD2019 Mail signature to use in your mail

PHOTOS

View here
https://www.flickr.com/photos/offshoremediagroup/albums

JOIN THE MOVEMENT

OTD2019 has a national focus and works under the slogan “We are the Norwegian Continental Shelf”.

Over the last ten years it has been the largest annual Norwegian oil exhibition. The OTD exhibition attracts 25,000 visitors from 36 nations, and up to 500 exhibitors, making it one of the fastest growing oil exhibitions in the world.

Wear the pin and show that you are a part of the Norwegian Continental Shelf!
OCTOBERFEST TICKETS
Exhibition stands up to 8 m² are allocated 1 ticket, for stands from 9 m² in size are allocated 2 tickets. Exhibitors can order additional Octoberfest tickets by clicking on the link below:

Click here

THE OTD CONCEPT

Free Entrance
Join the exhibition and networking events FREE of charge*

Free Stand Meetings
Book direct your stand meetings with exhibitors.

Free Bus
Free shuttle buses between the exhibition area and the city centre.

OTD Octoberfest
The legendary Octoberfest, packed with people, great artists and some surprises.

Business Rooms
Book your own meeting room in a quiet part of the exhibition.

Business Hub – meet the buyers
Book your speed networking meetings.

Company presentations
Learn from the best by listening to company presentations.

OTD Students
Networking and career guidance for young professionals.

Seminars / Conference
Various programme. Free entrance for all exhibitors.

Networking
Together with your most valuable business partners.

* Does not include the Octoberfest
PLEASE NOTE THE DEADLINE DATES FOR ORDERING EQUIPMENT AND EXTRA SERVICES TO YOUR STAND.

ORDER BEFORE SEPTEMBER 13!

The process for ordering equipment to your stand along with terms and conditions will be made available shortly.
EXHIBITOR WEB SHOP
(VIA EXHIBITOR PORTAL)

For the OTD2019 exhibitor portal, which includes information on logistics, HSE and access to the online web shop – where you can order further products and services for the exhibition, please click on the button below.

Click here

HOW TO LOG IN:
Your email and company details should already be registered in the system, therefore at the sign-in page, press 'Forgot your password' and follow instructions to reset your own access password.

Should you experience any problems accessing the exhibitor portal, please contact:
Service office, Stavanger Forum
service@stavanger-forum.no
**EXHIBITION STAND PACKAGES**

*Fixed prices*

For your convenience we have predefined stand packages for stand sizes 9 m², 12 m², 15 m², 16 m² and 18 m² for you to choose in the exhibitor web shop.

**FOLLOW THESE STEPS:**

1. Log on to the Exhibitor Portal** and then select the Webshop menu item, then Stand Design and then Stand Packages

2. Select your stand size and opt for either a standard or premium package. Click on the image to see the equipment included in the stand package selected.

Should you experience any problems accessing the Exhibitor Portal, please contact:
Service office, Stavanger Forum
service@stavanger-forum.no

** For the OTD2019 exhibitor portal, please Click here
ACCOMMODATION

www.offshoredays.com/accommodation/

Due to specific cancellation date please order your hotel room at an early stage.

FOOD AND BEVERAGES

CATERING ON STAND

Order through Webshop via Exhibitor portal.

Click here

SERVING FOOD AND ALCOHOL ON STANDS

Selling alcohol or food from stands during exhibitions at Stavanger Forum is strictly prohibited. All alcohol served on the stand must be purchased through Stavanger Forum.

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.

For further details to help safe serving of food, please click on the link below:

Click here
LARGE GOODS

EFI Logistics, Colin Huckle, e-mail: colin.huckle@efilogistics.com

OTD OFFICIAL LOGISTICS

1. +100 kg

2. YOUR OWN LOGISTIC PARTNER

+44 1444 871314
colin.huckle@efilogistics.com

3. GOODS DELIVERY TIME:
   - Saturday October 12: 09:00 – 18:00
   - Sunday October 13: 09:00 – 18:00

OTT STAND

PRICE: Price on request

For tariff of charges for onsite services, please Click here

DIRECTLY DELIVERED AT EXHIBITION AREA

Address:
EFI Logistics C/o Kuehne + Nagel AS
Risavika Havnering 247
NO 4056 Tananger

>> Link to The Exhibitor’s Portal

EFI Logistics
Colin Huckle, e-mail: colin.huckle@efilogistics.com

+44 1444 871314
colin.huckle@efilogistics.com

OTD Exhibition Address:
Stavanger Forum
Ishockeyveien 9,
4021 Stavanger

For tariff of charges for onsite services, please Click here

>> Link to The Exhibitor’s Portal
**DRIVE YOUR OWN VAN/CAR**

**GOODS DELIVERY TIME:**
- Sunday October 13. 07:00 – 19:00
- Monday October 14. 07:00 – 19:00
- Tuesday October 15. 07:00 – 14:00

**OTD STAND**

**PRICE:** Free

**OTD Exhibition**

**Address:**
Stavanger Forum
Ishockeyveien 9, 4021 Stavanger

Some delay must be expected!

**OTD Free carry service**
(Monday 14. and Tuesday 15. only)

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**SMALL GOODS**

**-100 kg**

**GOODS DELIVERY TIME:**
- Friday October 11. 09:00 – 18:00
- Saturday October 12. 09:00 – 18:00
- Sunday October 13. 09:00 – 18:00

**Drive your own van/car**

For tariff of charges for onsite services, please: [Click here](#)

**PRICE:** Free

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**DIRECTLY DELIVERED AT EXHIBITION AREA**

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**YOUR OWN LOGISTIC PARTNER**

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**REGISTER STAFF**
**FOLLOW HSE RULES**
**START EARLY**

**SERVICE CENTER**
**STAND EQUIPMENT**
**LOGISTICS**
REGISTER STAFF
FOLLOW HSE RULES
START EARLY

SERVICE CENTER
STAND EQUIPMENT
LOGISTICS

Hall A – Conference Centre and Meeting rooms
Hall B – Exhibition, stand no 2000–8018
Hall E – Exhibition, stand no 1000–1706
Hall V – Octoberfest
ASSEMBLY, PRACTICAL

ASSEMBLING TIME
Sunday  October 13.  07:00 – 19:00
Monday  October 14.  07:00 – 19:00
Tuesday  October 15.  07:00 – 14:00

Saturday October 12. Large or heavy equipment must be installed on stands by agreement with forwarding agent and Stavanger Forum

Service office, Stavanger Forum
service@stavanger-forum.no

CUSTOM BUILD
Is your stand building higher or wider than our regular walls?

If stand build contains extended height, roofing or other custom build methods that affects the outside of your stand, please contact us in advance for permission and planning.

CUSTOM BUILD

If stand build contains extended height, roofing or other custom build methods that affects the outside of your stand, please contact us in advance for permission and planning.

EQUIPMENT
Stand equipment ordered before deadline will be available at your stand when the assembly period opens on Sunday 13. October
PERSONNEL
Stand personnel (register at www.offshoredays.com)

All personnel must register at the Service Desk in Hall B or at traffic booth along Ishockeyveien.

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

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.

SERVICE CENTER
Exhibitors service center, located in Hall E (Forum Expo). Answers to questions like:
- Power and electricity
- Water supplies to the stand
- On site ordering of equipment
- Catering
- General enquiries

CAFE
Hall B & E
Catering during assembly and dismantling: Hall E (Forum Expo – 1st floor)

PARKING
Parking garage: P-Forum and P-Siddis.

OTD FREE CARRY SERVICE
OTD Free Carry Service will help you get your goods to your stand. (Monday 14 and Tuesday 15 only)
EXHIBITION FLOORPLAN

HALL B – EXHIBITION, STAND NO 2000 – 8018

* Floorplans shown as at 6th May 2019
To view the current exhibitor list, please click on the link below:

www.offshoredays.com/exhibitor-list/

To view the current exhibitor floorplans, please click on the link below:

www.offshoredays.com/exhibition-floor-plan/

OTD2019 EXHIBITION FLOORPLANS & EXHIBITOR LIST:
* Floorplans shown as at 6th May 2019
EXHIBITION PRACTICAL

OPENING HOURS
Wednesday  10:00 – 17:00
Thursday  10:00 – 15:00

BUS
Shuttle buses will be provided free of charge between Stavanger Forum (OTD Exhibition) and Stavanger City Center and other locations to be confirmed. Bus routes and schedules will be available at a date closer to the event at www.offshoredays.com.

PARKING
Parking garage: P-Forum and P-Siddis.

TAXI
Stavanger Taxi: 51 90 90 90
Norges Taxi: 08000
Miljø Taxi: 51 58 66 66
INTERNET

Free Wi-Fi is available during the duration of OTD2019.

Network: OTD 2019

If you need fixed internet line, please order through the webshop at this link: Will be advised early May 2019.

or contact
Service office, Stavanger Forum
service@stavanger-forum.no

HSE

For full HSE information and details on rules and regulations, please access the exhibitor portal here:

Click here

SERVICE CENTER

The Exhibitor service center will be located in Hall E. Here you can order stand equipment, electricity or other services after the deadline. Subject to product availability.

CATERING ON STAND

Remember the deadline September 13.

NB! All alcohol served on the stand must be purchased through Stavanger Forum.

ATM/MINIBANK

The nearest ATM/Minibank to the OTD Exhibition is located at Madla Amfi, shopping center. You can pay with your credit card in the food courts. You can also take out cash at the Kiwi supermarket next to Vikinghallen (see map previous page).
DISMANTLING

DISMANTLING TIME

Thursday 17.Oct 15:00 – 22:00*
Friday 18.Oct 08:00 – 21:00 Hall E
Friday 18.Oct 08:00 – 17:00 Hall B

* Dismantling activities that affect areas outside of your own exhibition stand space is STRICTLY FORBIDDEN before 16:00 on Thursday 17.Oct

The empty boxes will be transported into the hall after the carpets has 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.

PERSONNEL

Stand personnel (register at www.offshoredays.com)

All personnel must register at the Service Desk in Hall B or at traffic booth along Ishockeyveien.

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

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.

SERVICE CENTER

Exhibitors service center, located in Hall E (Forum Expo). Answers to questions like:

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- On site ordering of equipment
- Catering
- General enquiries

CAFÉ

Hall B & E

Catering during assembly and dismantling: Hall E (Forum Expo – 1st floor)
DID YOU REMEMBER YOUR TASKS?

YOUR TASKS

- **ORDERING EXTRA**
  Order extra equipment to the stand before deadline.

- **REGISTER STAFF**
  Register your staff when you enter the exhibition area.

- **MAKE BUSINESS**
  Use our helping tools. OTD is all about making business.

- **SORT GARBAGE**
  Use the containers for waste sorting.

- **PRE-BOOK LOGISTICS**
  Pre-book to handle your goods the most efficient way.

- **FOLLOW HSE RULES**
  Read and follow the HSE Rules that are valid for mounting.

- **SOCIAL EVENTS**
  Attend the social events to relax in a social atmosphere.

- **FOLLOW HSE RULES**
  Read and follow the HSE Rules provided to you.

- **READ INFO**
  Read and follow the instructions in this brochure.

- **START EARLY**
  Start early – finish in time!

- **NETWORKING EVENTS**
  Use our networking events to make new business contacts.

- **DISMANTLING HOURS**
  Only allowed within the given time frame.

CONTACT PERSONS

- **PROJECT MANAGER**
  Derek Croft
dc@offshoremmedia.no

- **BUSINESS TO BUSINESS**
  Derek Croft
dc@offshoremmedia.no

- **TECHNICAL**
  Service office – Stavanger Forum
  service@stavanger-forum.no

- **SOCIAL**
  OTD Sales Department
  salg@offshoremediagroup.no

- **HSE**
  Service office – Stavanger Forum
  service@stavanger-forum.no

- **STUDENTS**
  Hege Nilssen
  hege@offshoredays.com

SERVICE CENTER

Run by representatives from the companies:

- >> Stavanger Forum
- >> Malerbuia

Other official suppliers please enter Exhibitor portal.
SUPPLIERS

AV EQUIPMENT
HOVE WEST
www.hovewest.no
Contact: Jens Løvaas – jens@hovewest.no
Mob: +47 470 79 404

CARPETS AND FLOORING
MALERBUA UTLEIE AS
www.malerbua-utleie.no
Tel: +47 474 788 80
Fax: +47 51 55 11 21
Contact: Bjarne Sunde – mail@malerbua-utleie.no
Mob: +47 906 44 540
Elisabeth Langleite Jensen – elisabeth@mbmail.no

CATERING – ARENA & EVENT
ISS
Tel: +47 51 59 81 00
Fax: +47 51 55 10 15
Contact: catering@stavanger-forum.no

ELECTRICIAN
STAVANGER INSTALLASJON AS
www.si.no
Tel: +47 51 84 63 20
Fax: +47 51 84 63 21
Contact: Gaute Lie – gaute@si.no
Tel: +47 51 84 63 29

FURNITURE
MALERBUA UTLEIE AS
www.malerbua-utleie.no
Tel: +47 47 47 88 80
Fax: +47 51 55 11 21
Contact: Bjarne Sunde – mail@malerbua-utleie.no
Mob: +47 906 44 540
Elisabeth Langleite Jensen – elisabeth@mbmail.no

GUARDING
PSS – PERSONAL SERVICE & SIKKERHET
www.pss-as.no
Auglendsmyrå 13
4016 Stavanger
Contact: Kristoffer Daldorff – daldorff@pss-securitas.no
Mob: +47 995 75 159
PHOTOGRAPHER
FOTOGRAF KALLEN
Contact: Karl Henrik Pedersen – kallen@fotografkallen.no
Tel: +47 51 89 48 81
Fax: +47 51 89 17 75
Mob: +47 909 89 697

POSTERS, STAND DESIGN, SIGNS
MESSETJENESTE
www.messetjeneste.no
Contact: Espen Dankertsen – espen@messetjeneste.no
Tel: +47 67 80 21 70
Mob: +47 951 05 715

PLUMBER
OSV SIVERTSEN
www.osv-sivertsen.no
Contact: Arne Sivertsen – arne@osv-sivertsen.no
Tel: +47 51 82 74 00
Fax: +47 51 88 20 65
Mob: +47 951 09 385

SHIPPING – FORWARDING
EFI LOGISTICS
www.efilogistics.com
Contact: Colin Huckle – colin.huckle@efilogistics.com
Mob: +44 77 68 25 69 76

STAND LIGHTING
HOVE WEST
www.hovewest.no
Contact: Sveinung Hove – sveinung@hovewest.no
Mob: +47 901 41 133

STAND WALLS AND OUTFITTING
STAVANGER FORUM
www.stavanger-forum.no
Contact: service@stavanger-forum.no
Tel: +47 51 59 81 00
Fax: +47 51 55 10 15
We hope you find this brochure informative and helpful.

Please visit our website for further information:

Do you miss any information? Let us know!
>> management@offshoremedia.no