

# EXHIBITOR INFORMATION

## Sign, Print & Promotion 2025

### ORGANIZER

AGI Publishing House AB

### TEKNICAL ORGANIZER

X Meeting Point

Kragerudveien 50, 2013 Skjetten  
+47 23 96 64 80

### CONTACT PERSONS X MEETING POINT

Gørill Danielsen – Project manager  
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### CONTACT PERSONS EXPOLIGHT

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### TIME

#### Assembly

Monday 17. Mars 08:00-18:00

Tuesday 18. Mars 08:00-18:00

#### Opening hours

Wednesday 19. Mars 09:00-17:00

Thursday 20. Mars 09:00-16:00

#### Disassembly

Thursday 20. Mars 16:15- 20:00

Friday 21. Mars 08:00-16:00

### DELIVERY AND PICK-UP

#### Delivery of goods

During assembly hours.

#### Pick up of goods

During disassembly

Friday 21. Mars 08:00-16:00

### PLEASE NOTE

Due to other events on site must all areas be emptied and all goods be picked up latest 21. Mars.

There is no access to the Hall outside opening hours.

If need for rigging, delivery or pickup outside given times, please contact technical manager minimum 2 weeks prior to assembly.

#### Custom Clearance

Goods may not be custom cleared through X Meeting Point or X Hotel.

Goods sent to the fair must be cleared on the exhibitor's own company or his fiscal representative.

## ORDER OF EQUIPMENT FOR STANDS IN THE HALL

The fair hall has concrete floor and ceiling light. There are no walls, furniture or electricity points included at your designated stand area.

All equipment for your stand e.g., carpet tiles, electricity, lights, exhibition walls, furniture etc needs to be ordered by each exhibitor.

To order, please use this link: <https://www.nettbutikk-tmu.no/xmeetingpoint/>

**Deadline** for ordering equipment and electricity: **Monday 3. Mars**

Orders submitted after this deadline will be subjected to a 25% price increase.

Orders received after the assembly has begun will be charged an additional 50%.

Exhibitors will be charged for all equipment ordered. If there is anything missing, the exhibitor is responsible for informing us latest before the end of the first exhibition day.

## ELECTRICITY AND LIGHTS IN HALL

**Expolight** is our subcontractor in the supply of electricity, ceiling suspensions and lightning.

Please place your orders on our website. If there is a requirement to have continuous electricity (24-hours) electricity, this needs to be ordered.

For any questions regarding electricity please contact Expolight. See contactinfo page 1.

## GOODS / FORKLIFT ASSISTANCE / STORAGE

Good can only be delivered on days of delivery and during assembly, please see times on first page.

Goods needs to be clearly marked with Sign & Print, the exhibitor's company, stand, contact person and telephone number.

If the exhibitor is not present when the goods arrive, the exhibitor must authorize us to sign for receipt of the goods. This is done by sending an email to Petter with information about the delivery/number of parcels/size and weight. Please note that we are not responsible for the goods.

We do not sign for goods that we have not received authorisation to sign for.

Please inform your transport company on what and where to deliver/pick-up, and forward map on side 4 to the driver.

Forklift assistance (only for goods packed on pallets) can be pre-booked and will have priority.

Price: NOK 575 pr 15 minutes inclusive of vat.

**Goods over 2 m<sup>3</sup> and/or 2500 kg need to have forklift pre-ordered latest 17. February.**

Storage for empties during the fair will cost NOK 312,50/m<sup>2</sup> inclusive of vat.

Storage before first day of delivery and after last day of pick-up will cost NOK 600/m<sup>2</sup> inclusive of vat per day. Capacity must be clarified in advance.

Forklift assistance and storage can be ordered with Petter.

We have some trolleys and pallet jack for use, but we recommend exhibitors bring their own.

It is not allowed to drive any vehicle inside the halls, all loading inn or out of cars, trucks etc must be done on the outside of the halls.

Goods to be picked up needs to be placed, sufficiently packed, and marked designated area for pick-up according to times on first page. Remember to order forklift for pick up if needed.

All exhibition walls, meeting rooms, common areas and equipment shall be left in the same state they are found. If using a company building your stand, forward this information to them.

Extra work for our staff due to lack of tidying, re-branding or moving gods will be charged exhibitor.

Damages to property caused by exhibitors will be invoiced to exhibitor.

## EXHIBITION WALLS

If you require exhibition walls, these needs to be ordered through the weblink. This is a modular system constructed by X Meeting Point. Each module is 99 cm wide from the centre of pole to pole, and 250 cm tall. The visual space of the plate is 95cm x 235cm. The walls are supported by grinders around the booth, these are 8cm high. If you do not need front grinders, please send an email cancel them.

Let us know in advance if you will bring your own decorative plates to be inserted onto the wall frame. The dimensions of the plate are 2364mm x 964mm, maximum 3mm thickness.

It is also possible to order decorative plates from us, contact Petter for price and order deadline.

Only approved tape for hanging posters etc. on the exhibition walls is permitted. This is to avoid leaving unwanted marks or ruining the walls. Masking tape can also be used. If you wish to use your own tape, use masking tape under your tape. Approved 3m tape can be purchased at the conference desk in the meeting centre. Exhibitors need to bring their own masking tape if they will require using it. Hooks for exhibition walls can be purchased at the conference desk in the meeting centre.

## CLEANING OF STANDS

All stands will be vacuumed after end of assembly. If exhibitors need daily vacuuming after opening hours, this can be ordered by sending an email.

Price NOK 10/m<sup>2</sup> inclusive of vat.

## WASTECONTAINER

There will be waste containers available outside hall 2. All exhibitors must ensure they remove all discarded materials and are responsible for tidying up their own stands and common areas.

## INTERNET / WIFI

We have an open guest Wi-Fi included for all guests.

This will work on laptops and phones. If needed, internet for devices must be ordered extra via our web shop. We strongly recommend that exhibitors do not bring their own wi-fi equipment as we have a very efficient wi-fi. This is to avoid interference on both ours and exhibitors wi-fi.

## FOOD AND BEVERAGE

If you intend to serve your own food and beverage from your stand, please contact Carina Lukashaugen.

It is not allowed to bring own food and beverage without this being approved by XMP.

Alcohol: due do in-house liquor license all alcoholic beverages must be purchased on site, from X Meeting Point or X Hotel. Alcohol brought with you will be confiscated. See more information below in regulations.

## FAIR- AND FIRE REGULATIONS

All exhibitors are responsible for reading the regulations. See page 4.

## PARKING

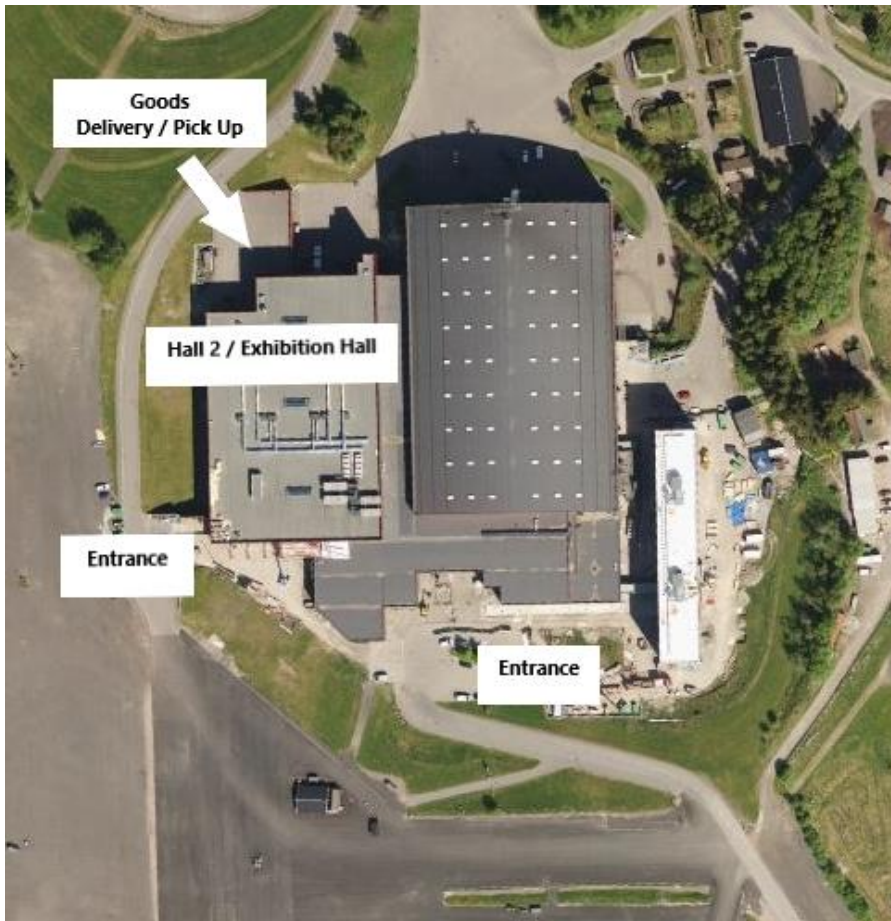
Parking space is in the parking lot in front of the meeting centre.

Payment can be done via Easypark app or paymentmachines available in the parkinglot.

No parking allowed at the delivery gate. This space should only be used for loading and unloading, minimum 6m from the gate. It is not allowed to drive into the hall.

## ACCESS

Physical address: X Meeting Point, Kragerudveien 50, 2013 Skjetten (Hellerudsletta) and is located along route 22 between Hvam and Gjelleråsen.



The road to Hellerudsletta is marked on signs from E6 (exit # 44) and along Route 22 from Gjelleråsen. Local Taxi: Nedre Romerike Taxi, tel: 09080. Airport express bus (Line FB1) station: X Meeting Point.

Good luck with your preparations  
and welcome to X Meeting Point!

## X Meeting Point – Regulations and Fire regulations



**General:** Organizer / tenant / exhibitor (hereinafter referred to as ARR) is required to comply with X Meeting Point and is liable for any damages caused by ARR or people in their service or others who have been granted access to the halls. The same applies to damage caused by objects, devices, etc. for which ARR is responsible. All construction, rigging and operations in and around the halls shall be in accordance with the requirements of the authorities.

**Changes to arena:** Changes to the arena's furnishings and facilities are strictly prohibited. Bolting / drilling in floors, walls, columns, grandstands and ceilings is not permitted. Extreme care must be taken during transportation.

None of the building's furniture or inventory shall be moved or reallocated without special permission. If such permission is granted, everything must be reset to the way it was after the event.

**Alcoholic beverages:** Alcohol: due to in-house liquor license all alcohol must be purchased on site, from X Meeting Point or X Hotel. Due to in-house liquor license all alcoholic beverages must be purchased on site, from X Meeting Point or Moxy Hotel. The exhibitor / organizer is obliged to inform partners and subcontractors about the guidelines. If guidelines are not followed X Meeting Point and X Hotel hold the right to confiscate the alcohol. If the above guidelines are not followed, X Meeting Point and Moxy Hotel can risk losing the liquor license.

**HSE:** It is ARR's responsibility to ensure that it and all its subcontractors operate in accordance with Norwegian laws and regulations. This also applies to ensuring that everyone working during the event is subject to good HSE routines. XMP reserves the right to stop any work that does not comply with Norwegian HSE laws or work operations where the exhibitor cannot refer to approved documentation. X Meeting Point also reserves the right to request a copy of HSE documentation for work operations.

**Traffic:** Negligent driving with any types of vehicles will result in immediate expulsion. No form of driving is allowed in public areas during events.

**Damage:** Approved tape only should be used on walls and floors. Damage caused during rigging / disassembly is billed ARR or individual exhibitor. Any damage to the X Meeting Point 's interior, exterior, technical facility and loose objects shall be reported to the X Meeting Point responsible immediately. Damages that have not been repaired by outriggers and furniture / inventory that have not been reset will be repaired by X Meeting Point and invoiced to ARR.

**Tools / Equipment / Machines:** ARR must be responsible for bringing the necessary equipment / tools / machines / pallet truck etc. to the fair. X Meeting Point 's tools and equipment are not available for loan. X Meeting Point has a limited number of trolleys for loan.

**Ceiling suspension:** Rigging in roof construction must be approved and carried out by X Meeting Point 's subcontractor, Expolight. Drawings, rig plot and weight must be sent in good time before entering rig for inspection. All equipment that is suspended from the ceiling must be approved in accordance with current Norwegian laws and regulations. In hall 2 there are limited possibilities for ceiling suspension.

**Facade:** All profiling must be approved by the X Meeting Point and charged ARR.

**Areas:** Only the contracted areas in the arena can be used for both ARR and visitors. It should be noted that expansion of land in use will result in increased expenses in connection with renting, security and cleaning.

**Drones and RC aircraft:** All driving of drones and similar products must be demonstrated in a considerate and careful manner. The demonstration will take place outdoors in an agreed area, and never over the public. XMP reserves the right to terminate demonstrations if the criteria are not met. The exhibitor is responsible for following the Civil Aviation Authority's guidelines.

**Water and wastewater:** Connection to water and drainage must be carried out by X Meeting Point's subcontractor after their approval. It must be ensured that neither illegal substances nor grease are released into the sewer system.

**Compressed air:** Compressed air must be ordered in advance as required.

**Large screens / PA systems:** The building's large screens, screens in the foyer area and sound systems can be used on request. This is leased with X Meeting Point and paid for by ARR. To be rented after agreement and installed by X Meeting Point.

**Security:** Tasks that are subject to the Guard Activities Act shall be performed by guards. X Meeting Point has a total supplier who has rights to all security services.

**Prohibited objects:** The following objects are prohibited from being brought into the building. X Meeting Point reserves the right to ban people who do not follow these guidelines.

Drugs, fireworks, explosives and all kinds of weapons.

**The regulations also apply to organizers:** Organizers who conduct trade fairs are also bound by the regulations set by X Meeting Point. The company disclaims responsibility for the organizer in the same way as the exhibitor.

**Wall stand - Module system:** The stand walls are a module system where each module is 99 cm x 250 cm. The light dimension of the plate is 95 cm. x 235 cm. The default color of the disc is white. The walls are supported by posts and front supports around the stand.

**Wall stand with other system:** Use of own decorative panels to be used in the wall frames must be reported in advance to our technical department at latest one week prior to rigging. The dimensions of the plate are 236.4 cm x 96.4 cm. They can be max 3mm.

**Outside stand:** Outside stand placement is measured and flagged by X Meeting Point staff. Outside standing placement is marked on the ground with marked corners. The soil consists of asphalt or gravel. Outside standings are built entirely by ARR. A plan sketch must be submitted for approval for all stands for the sake of neighboring locations and the overall design. After application to X Meeting Point there may be allowed to build over 2,5m.

In this case, the submitted plan sketch must have applied building materials that are intended to be used, as well as accurate measurements. It is not allowed to drill or dig in the ground.

**Building / High Exhibitions:** Construction of booths shall take place within the designated area allocated to each exhibitor. Construction over two floors and structure over 2,5m shall be approved by the XMP, subject to back walls which are not disturbing neighboring stands.

**Free escape routes:** There must always be free escape routes at X Meeting Point. It is not allowed to block, build, place stands or material in front of escape routes.

**The floor:** The floor of the exhibition halls, foyer and meetingcenter is concrete. It can be covered with sheets, rugs, linoleum etc. but it is forbidden to glue the floor or to paint the floor. Only tape approved by X Meeting Point should be used. Tape on the floor must be removed by the exhibitor by the end of the disassembly time. Entrance and exit of goods must only take place in the goods gates and not through the main entrance to preserve floors.

The maximum point load is 1 ton per m<sup>2</sup>. Heavier exhibits must be approved by XMP.

X Meeting Point reserves the right to reject particularly heavy exhibits.

In the meeting center and foyer, you are not allowed to use any kind of foil, tape or glue on the floor. If taping is required, masking tape must be used underneath. Damaged floors will be invoiced.

**Changes in the halls:** Changes in the interiors and facilities in the halls are prohibited. The floors must be protected from oil, chemicals, paints and the like. Bolting of machines or decorative elements to floors, walls, columns or ceilings is not allowed. Damage to the halls or the building's interior by exhibitors, which has not been repaired before dismantling, will be repaired at ARR's expense.

**Gas - Pressure bottles:** Storage and use of flammable liquid and gas is not permitted inside the halls. This applies to both pyrotechnic purposes and all other uses. If using gas outside X Meeting Point shall be informed forehand due to security reasons.

**Fire Impregnation:** ARR is responsible for ensuring that all substances used directly on partition walls are properly fire-impregnated. This applies to all decorations included styrofoam, straw etc. ARR is obliged to inform the decorator and other subcontractors about the current fire regulations and to ensure that they are complied with. Datasheet must be shown if requested.

**Weapons and ammunition storage:** Storage of weapons and ammunition on stand must be reported to Øst Politidistrikt, Postboks 3390, 1402 Ski. Including permission by X Meeting Point.

**Dates and retention rights:** Assembly and disassembly times sent out by ARR / X Meeting Point must be strictly adhered to so as not to hinder the progress of adjacent events. If the set assembly and disassembly times are exceeded, ARR must pay the additional costs and / or damages this may entail. Any recovered equipment after the end of the disassembly period is removed and stored by the XMP for ARR's expense and risk. X Meeting Point has withholding rights in assets left by ARR, as security for claims against ARR in connection with the event.

**Forgotten / Lost Property:** All lost property is delivered to reception in Conference area. This is stored for 3 months before the X Meeting Point has the right to dispose of it. All questions regarding lost goods are asked at [post@xmeetingpoint.no](mailto:post@xmeetingpoint.no). Forgotten equipment and more that ARR has not collected after the expiry of the rental period will be removed. X Meeting Point disclaims all liability for lost goods.

**Admission cards and exhibitor cards:** Exhibitor cards should be distributed separately to each exhibitor. These must ensure that ARR is distributed to those who are engaged in the construction, assembly, decoration of their own stand and operation. During the assembly and disassembly period, personnel working on stands must unquestionably show access cards at the entrance to the exhibition area. Exhibitor cards must be filled in to be valid. The transfer of cards to others is not allowed.

**Driveway:** Entrance into the halls is not permitted. If a truck is needed for unloading goods, this can be ordered before the rig period. Truck assistance for goods over 2 m<sup>3</sup> and / or 1500 kg. must be reported separately.

**Transport / Packing:** ARR is itself responsible for all transport, assembly, disassembly, storage, packaging and disposal of own goods, equipment and decorative materials. All goods for exhibitors must be well marked with the recipient's and the event's name, telephone number and stand number.

**Customs Clearance:** Exhibitors are responsible for listing supplementary information, as well as shipping documents. The exhibitor is responsible for the costs as follows. Customs clearance should not be sent to X Meeting Point.

**Storage:** Intermediate storage during the trade show period can be ordered via X Meeting Point if ARR itself is not able to store its packaging. The location of stored packaging should be directed by X Meeting Point 's staff.

**Delivery:** Equipment / goods to be delivered to the ARR can only be delivered for an agreed period to the exhibitor's appointed manager. Bids / deliveries that come outside the period when ARR has personnel in place will be returned if

not agreed with X Meeting Point in advance. X Meeting Point disclaims all liability for goods that are provided by freight forwarder without receipt.

**Parking:** Parking is available on site at a taxed rate. Parking tickets can be purchased at the parking machines or by the app EasyPark.

**Security and insurance:** The desired security is ordered via X Meeting Point and charged to ARR. The exhibitor must cover all necessary insurances for damage to their own goods or property, including X Meeting Point's property. X Meeting Point is not liable for any loss of the exhibitor.

**Security:** Tasks that are subject to the Guard Activities Act shall be performed by guards. X Meeting Point has a total supplier who has rights to all security services.

**Cleaning:** Cleaning is done according to the ARR's order. If additional stand cleaning is required, this can be ordered from X Meeting Point at ARR's expense. Cleaning includes vacuuming and dumping.

**Electric light and power:** Power will be disconnected outside of scheduled opening hours, unless ordered. Need for 24-hour continuous power must be ordered via sub-supplier Expolight. Electric power is delivered on request as a temporary outlet as needed. XMP disclaims liability for any power failure.

**Water and drainage:** All connections to the building's water and wastewater treatment plants shall be carried out with the approval of the X Meeting Point and shall be carried out by the company's subcontractor. It must be ensured that illegal substances or grease are not released into the sewage system.

**WLAN - Wireless network:** Open WiFi is available in the building. Own wired network can be ordered through XMP. It is not recommended to bring your own network, as this will disrupt the X Meeting Point network.

**Tastings:** All tastings must be approved in advance by X Meeting Point.

**Sales and distribution of food and beverages:** X Meeting Point has all rights to serve food and beverages in the building and on the premises of the company. Distribution of tastings or food preparation must be approved by X Meeting Point in advance.

**Alcohol serving:** X Meeting Point has all rights to alcohol serving in and outside the corporate areas.

**The Labor Inspectorate:** During the rigging and exhibition, the Labor Inspectorate's rules for the use of machines, tools, chemicals, dust and noise must be observed at all times.

**Transport / Packing:** The exhibitor is responsible for all transport, assembly, disassembly, storage, packing and removal of own goods, equipment and decoration materials.

All goods for the exhibitor must be well marked with the recipient's and event's name and stand number.

**Force Majeure:** Events that X Meeting Point and the organizer do not control themselves, such as supply, power, water, telecommunications, data connection, etc., situations referred to as force majeure, do not give ARR the right to claim compensation, reimbursement of stand and equipment rent or the like.

**Technical facilities:** All of X Meeting Point's technical facilities, such as ventilation, ceiling lights, etc., must only be operated by X Meeting Point's personnel.

**Age restriction:** Children under the age of 16 years may not be present in event areas during assembly and disassembly.

**Pets:** Apart from service and guide dogs, pets are not allowed indoors at X Meeting Point premises.

**The points in the Fire Service's regulations that apply to stands and decorations at X Meeting Point are quoted below**

1. Combustible temporary furnishings, decorations and carpets must be impregnated against ignition.
2. Easily flammable and flammable items must not be stored or used in premises without them X Meeting Point's special permissions
3. Self-igniting waste must only be stored in places approved by X Meeting Point.
4. Smoking and the use of fire and open flames in the areas is prohibited.
5. Fabric ceilings and fabrics strung directly on walls must be impregnated with approved fire-retardant textile impregnations. The exhibitor is responsible for ensuring that fabric ceilings and fabrics strung directly on partition walls are properly fire-impregnated and to inform subcontractors of current fire regulations and ensure that these are complied with. Data sheets must be available on request. The use of straw, styrofoam, paper, cardboard, straw and other easily flammable material in decoration is not permitted without special permission.

If you are in doubt about the interpretation of these provisions, you must - in order not to risk the fire service demanding removal - investigate the matter by contacting X Meeting Point directly.

**Petrol:** It is not permitted to store petrol openly in the areas.

The fuel tank must be full.

The organizer must give a separate notification to the organizer about any placement of vehicles, boats and the like. Keys to the vehicles are kept by XMP.

### **Gas - Pressure cylinders**

Pressure containers for category 1 and 2 gas (e.g. LPG (propane, butane or mixtures of these), Hydrogen, LNG (liquefied natural gas), Biogas, Acetylene) are not permitted inside the halls.

When using gas outside, XMP must be informed in advance for safety reasons.

**Exception:** Butane/propane gas containers (small) for sale from the stand (must not be lit!), can be kept in the exhibition center during opening hours (in moderate quantities that the exhibitor can carry out in the event of a fire alarm).

In the event of a fire alarm, the exhibitor must ensure that the gas containers are removed from the exhibition centre. At the fair's closing time, the exhibitor must ensure that the gas container(s) are taken out of the building. A lockable mesh cage on the rigging deck (outside) is at the exhibitor's disposal for storing gas containers.

**Fire extinguisher equipment:** Fire alarms, fire hoses and extinguishing equipment must not be blocked.

The exhibitor is obliged to find out where fire extinguishing equipment and escape routes are available. The organizer is obliged to set up hand extinguishers and signage for these where obstacles indicate that the arena's fire hoses cannot be used.

When using the construction of a 2-storey stand, the lower floor must be sprinkled.

When exhibiting under a roof that is larger than 12m<sup>2</sup>, the exhibitor must set up additional extinguishing equipment in the form of hand extinguishers. Hand extinguishers must be documented and approved, and a dedicated fire watch must be present.

**Emergency exits:** It is not permitted to block emergency exits, escape routes or signs for these.

No form of provision of material in emergency exits is permitted. All material stored in emergency exits will be removed by XMP's personnel without notice and at the organizer's expense and risk. Driveways are also defined as emergency exits.

**Fire hydrants:** Fire hydrants must be easily accessible and visible. It is not allowed to cover up or block these records. Fire hydrants can be fire hoses, hand fire extinguishers or fire detectors.

**Sprinkler system:** It is not permitted to attach or hang equipment of any kind in the sprinkler system.

**Hot work:** Work must not be started before written permission is given provided by X Meeting Point by technical consultant.

**Use of stage smoke or pyro:** Use of stage smoke or pyro must be approved by X Meeting Point. Deactivation of smoke detectors when stage smoke or pyrotechnics are used must also be approved.

Application must be delivered to XMP at least 14 days before arrival.