

OTD ENERGY 2023 STAVANGER

(17) 18-19 October

Stavanger Forum, Norway

OTD ENERGY 23

EXHIBITOR RESOURCES

Make your experience efficient
and effective

JOIN THE CONVERSATION!

#otdenergy



www.otdenergy.com

Contents

PREPARATION

Exhibition checklist	4
Stand measurements	5
Stand build inclusions	6
Pre-built stands	7
Exhibitor Web Shop	8
Services	9

ASSEMBLY

Assembly process	10
Logistics	12

EXHIBITION

Exhibition area	14
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DISMANTLING

Dismantling process	16
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OTHER INFORMATION

Practical details	17
Suppliers	18
Contact information	19



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.

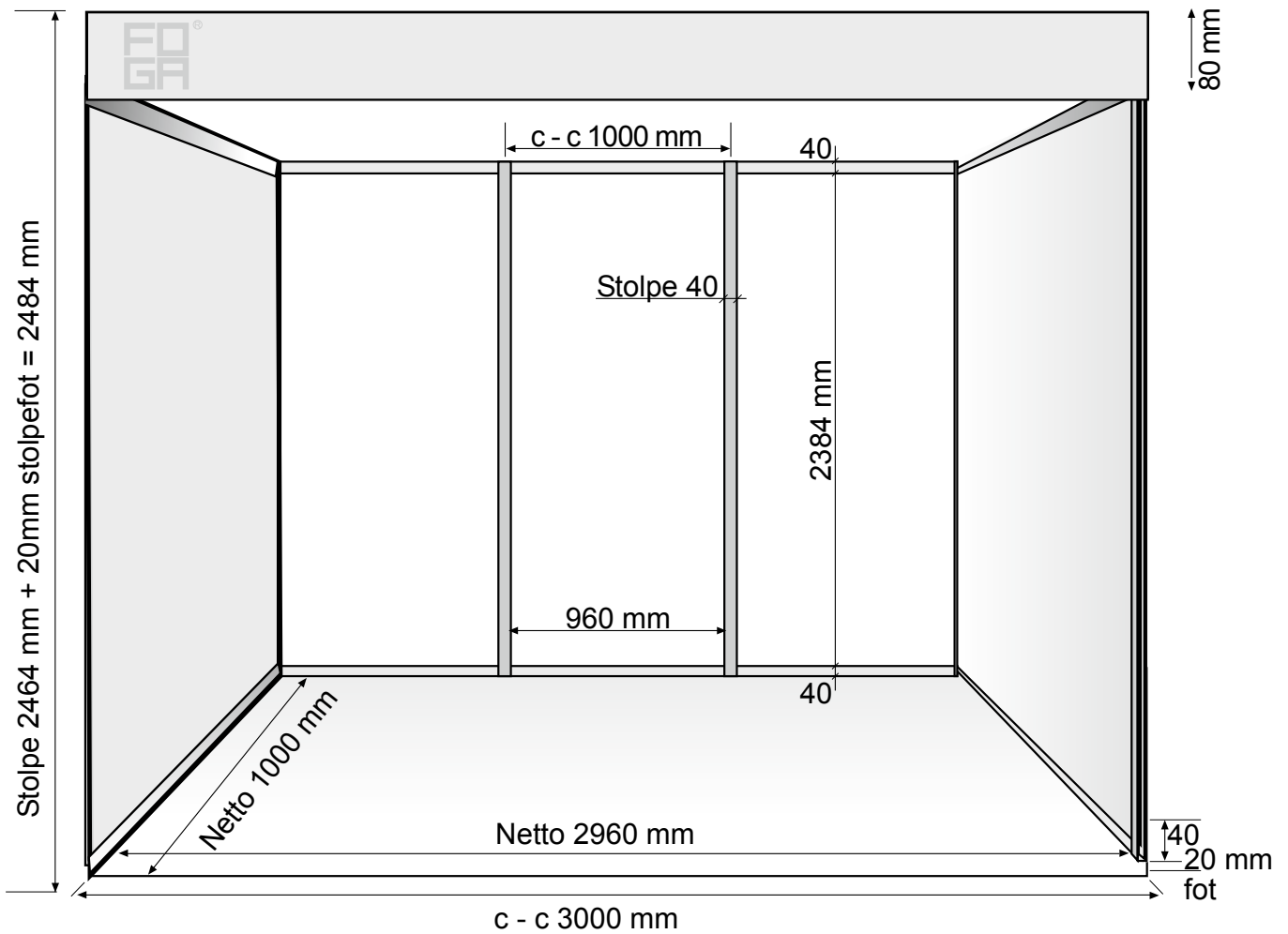
Follow HSE rules

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

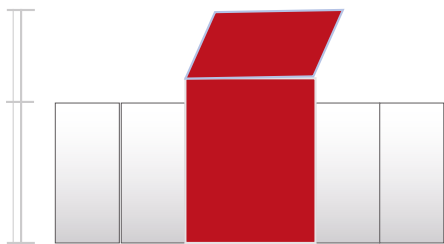
Dismantling hours

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

Stand measurements



3 x 1 meter stand



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: service@stavanger-forum.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.

Report within 1 October.



COMPANY NAME HALL X | 1234

Media kit

- OTD2023 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. →



Energy Show + network arena

DNB arena + Clarion hotel Energy
18 October

Energy show tickets:

- 1-19 sq.m = 2 ticket
- 20-29 sq.m = 3 tickets
- 30-39 sq.m = 4 tickets
- 40-> sq.m = 5 tickets

FOR ORDERING ADDITIONAL TICKETS:
team@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.



Size & pricing

Option A



Option B



Option C



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 deadlines

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

14 September

1

Deadline for ordering stand equipment

Orders placed after this date will be charged an additional 25%

15-17 October

2

Assembly

18-19 October

3

OTD Exhibition

19-20 October

4

Dismantling

Services

Order catering to stand

Catering will be available in our web shop from 01.04.2023.

All alcohol served on the stand must be purchased through Stavanger Forum. It is prohibited to bring your own alcohol into the exhibition area at any time. Exhibitors who fail to abide this practice will be fined by Stavanger Forum.

FOR ANY QUESTIONS, PLEASE CONTACT catering@stavanger-forum.no

Cleaning service

Includes vacuuming, surface cleaning and emptying waste bin.

Please order through the webshop or contact the Exhibitor Service Center.

	PRICES NOK
→ 9-20 sq.m	490
→ 21-40 sq.m	590
→ 41-61 sq.m	690
→ 61-100 sq.m	790
→ 100-> sq.m	890

Prices per day, ex VAT

FOR ANY QUESTIONS, PLEASE CONTACT service@stavanger-forum.no

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.

Assembly process

Assembly hours

SUNDAY 15 OCTOBER: 09:00–18:00

MONDAY 16 OCTOBER: 08:00–22:00

TUESDAY 17 OCTOBER: 07:00–12:00

[See assembly plan for more details.](#)

SERVICE OFFICE, STAVANGER FORUM
service@stavanger-forum.no

Service center

Exhibitor Service Center, located in Hall E answers questions like:

- Power and electricity
- Water supplies to the stand
- On site ordering of equipment
- General enquiries

Café

Catering will be available 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.

MONDAY 16 OCTOBER: 14:00–18:00

TUESDAY 17 OCTOBER: 09:00–12:00

Personnel

Stand personnel register at www.otdenergy.com

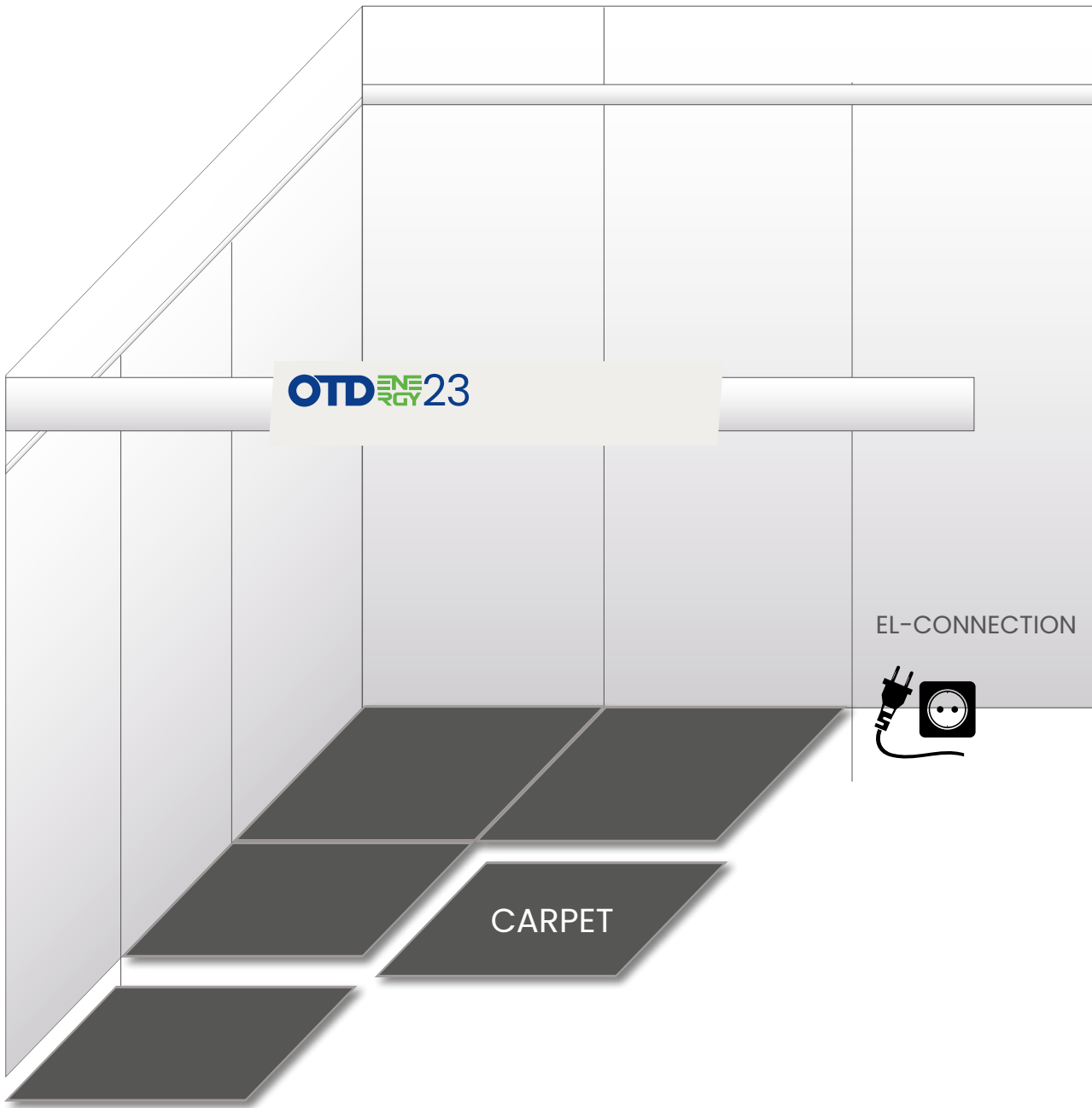
All personnel must register at the Exhibitor Service Center in Hall E.

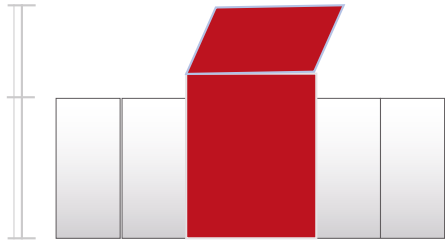
Safety vests must be worn at all times and protective shoes are highly recommended.



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?

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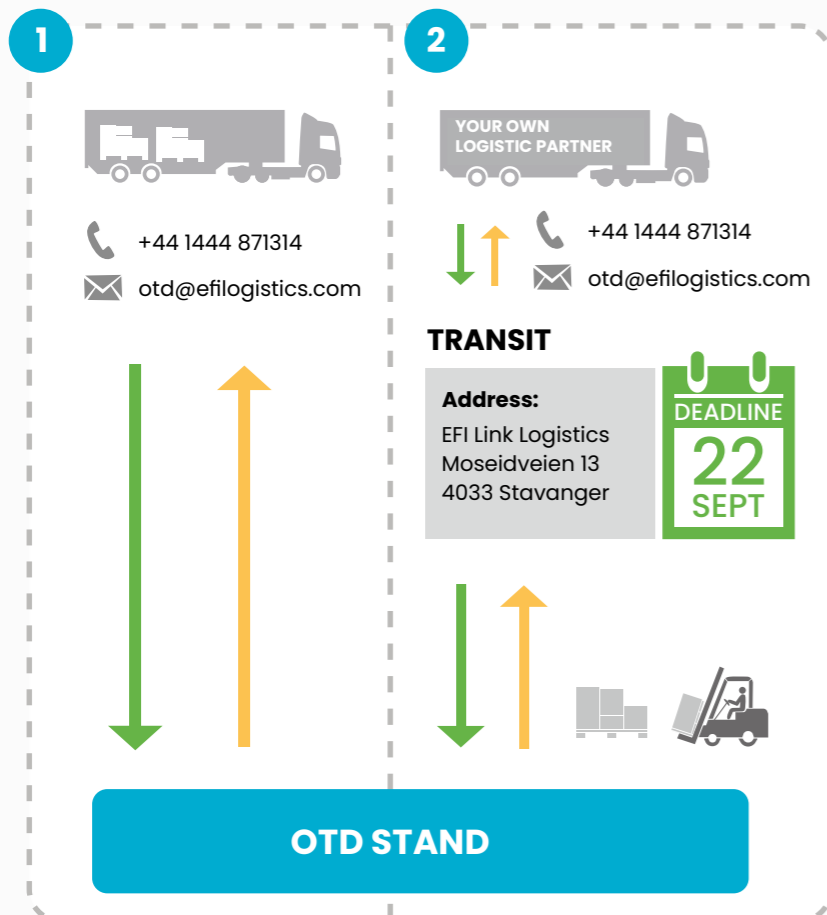
Logistics

LARGE GOODS

LOGISTIKK EFI Logistics otd@efilogistics.com



OTD OFFICIAL LOGISTICS



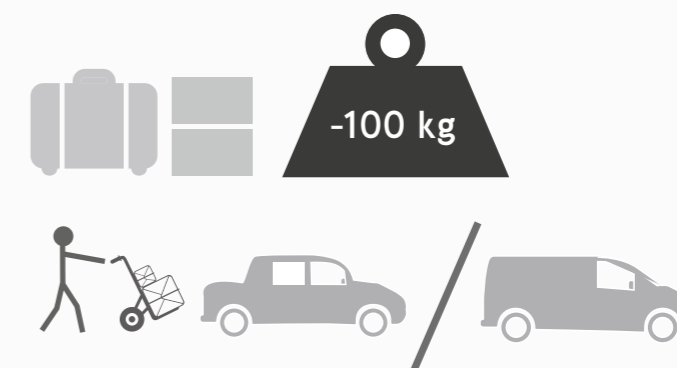
PRICE: Price on application PRICE: Price on application

DIRECTLY DELIVERED AT EXHIBITION AREA

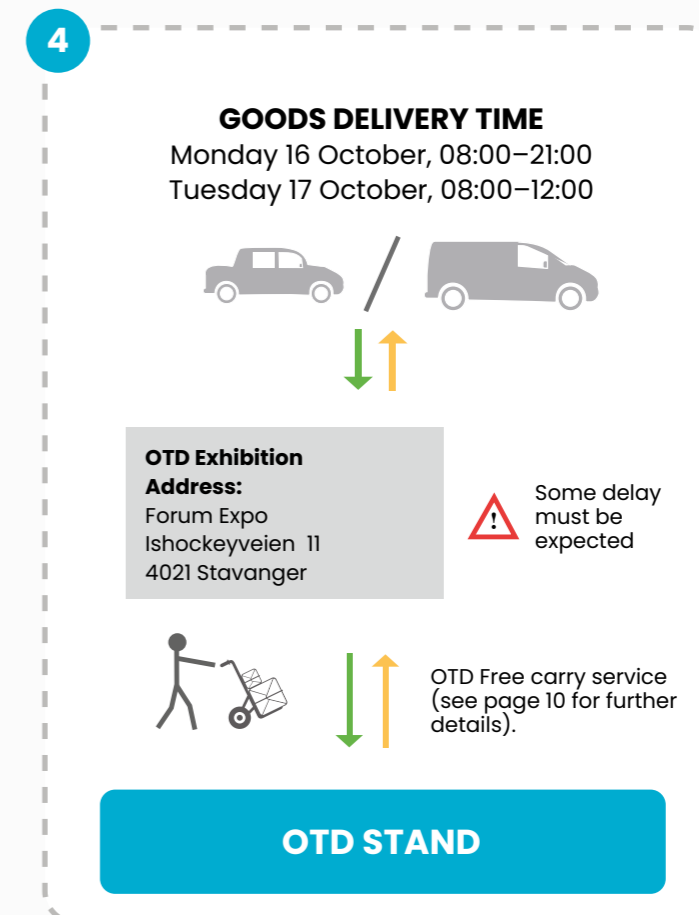


PRICE: Pr. pallet/cbm NOK 260,-
(see tariff in Exhibitor portal for full conditions)

SMALL GOODS



DRIVE YOUR OWN VAN/CAR



PRICE: Free of charge

Exhibition area

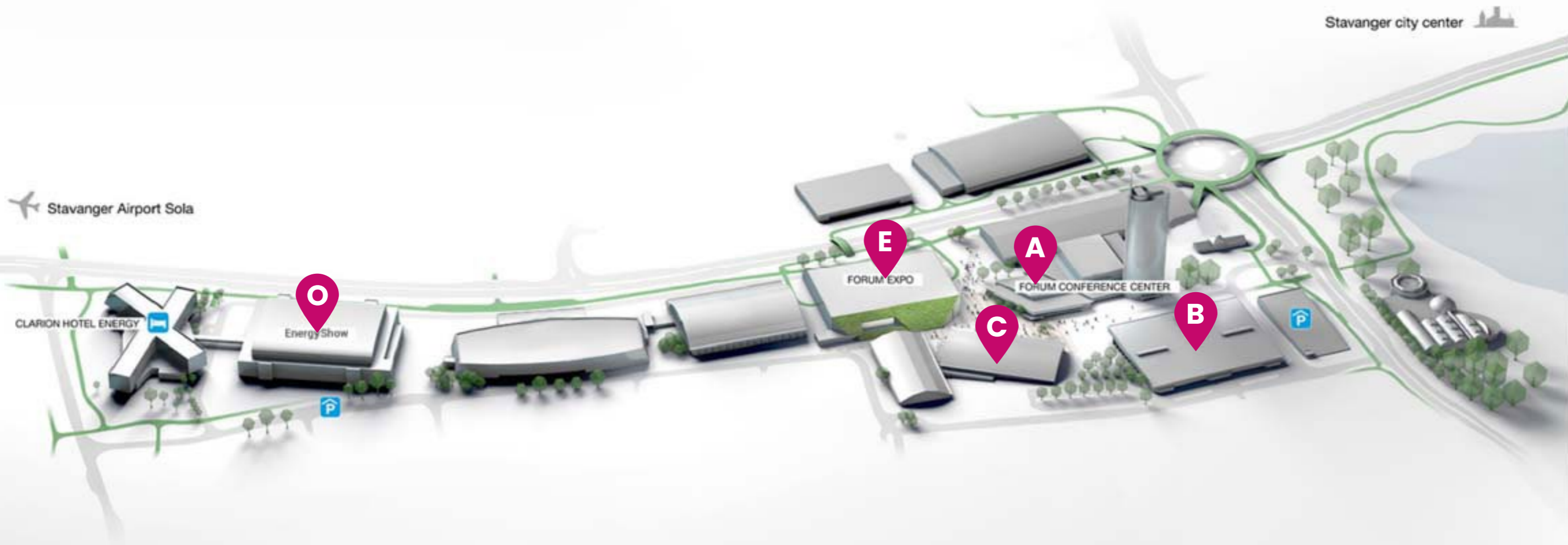
A **Hall A:** Equinor Global Supplier Day

B **Hall B:** [Exhibition hall](#)

C **Hall C:** Exhibition and conference hall

E **Hall E:** [Exhibition hall](#)

O **Hall O:** [EnergyShow concert \(DNB Arena\)](#)



Dismantling process

Dismantling hours

FRIDAY 20 OCTOBER: 07:00–14:00

in hall B and C

FRIDAY 20 OCTOBER: 07:00–21:00

in hall E

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

Exhibitor Service Center, located in Hall E answers questions like:

- Power and electricity
- Water supplies to the stand
- On site ordering of equipment
- Order coffee/tea to stand
- General enquiries

Café

Catering will be available during assembly, exhibition and dismantling. You can pay with your credit card at all food outlets.

Personnel

Stand personnel register at www.otdenergy.com



All personnel must register at the Exhibitor Service Center is located in Hall E



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 17 OCTOBER: Doors open 18.00
Opening ceremony starts: 19.00–22.00
Clarion Energy Hotel, Stavanger

Exhibition opening hours

WEDNESDAY 18 OCTOBER: 09:00–17:00
THURSDAY 19 OCTOBER: 10:00–15:00

B2B MEETINGS EnergyHub

WEDNESDAY 18 OCTOBER: 11:00–16:00
THURSDAY 19 OCTOBER: 11:00–15:00

Energy Show

DNB Arena, Stavanger
WEDNESDAY 18 OCTOBER:
17.00 : Pre-gathering in the foyer of DNBArena
18.00 : The doors open
18.30 : The Energyshow starts.
18.45 : Food will be served.
23.00 : Energyshow ends

Exhibitor Service Center

The Exhibitor Service Center will be located in Hall E. 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

Sunday 15 Oct	09:00–18:00
Monday 16 Oct	08:00–22:00
Tuesday 17 Oct	08:00–14:00
Wednesday 18 Oct	07:30–18:00
Thursday 19 Oct	08:00–22:00
Friday 20 Oct	08:00–21:00

Parking

Parking garage: P-Forum and P-Siddis.

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 Stavanger Forum (OTD Exhibition) and Stavanger City Center and other locations to be confirmed.

Taxi

SANDNES TAXI: 07000
STAVANGER TAXI: 51 90 90 90
NORGES TAXI: 08000

Wi-Fi

Free WI-FI is available during the duration of OTD2023.

NETWORK: OTD23

If you need fixed internet line, please order through the webshop.
or contact

SERVICE OFFICE, STAVANGER FORUM
SERVICE@STAVANGER-FORUM.NO

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).

For further useful exhibition information

www.otdenergy.com

Suppliers



Exhibition technical / Catering

STAVANGER FORUM
service@stavanger-forum.no
catering@stavanger-forum.no
+47 51 59 81 60

Carpets, furniture, interiors

MALERBUA Utleie
Elin Haugvaldstad
+47 474 78 882
mail@malerbu-utleie.no

Electricity

STAVANGER INSTALLASJON
Gaute Lie
+47 51 84 63 20
messer@si.no

Official logistics partner

EFI LOGISTICS
Colin Huckle
otd@efilogistics.com

AV equipment and lighting

HOVE WEST
Jens Løvås
+47 470 79 404
jens@hovewest.no

Stand design and building

MESSETJENESTE
Per Arne Pedersen
915 35 585
perarne@messetjeneste.no

Stand design and building

SHOW OFF
Dennis Halvorsen
400 93 099
dennis@showoff.no

The logo for Naboen, featuring the word "Naboen" in white, bold, sans-serif font inside a solid orange rectangular box.

Ceiling mounts

NABOEN

Jone Ølberg

+47 906 50 312

utleie@naboen.no

Contact information

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.

Stand build and equipment supplier

SERVICE CENTER, STAVANGER FORUM
service@stavanger-forum.no
+47 51 59 81 60

Exhibition technical

SERVICE CENTER, STAVANGER FORUM
service@stavanger-forum.no

HSE

SERVICE CENTER, STAVANGER FORUM
service@stavanger-forum.no

BusinessHUB, Hall B

Team@otdenergy.com

Social

OTD ENERGY SALES DEPARTMENT
sales@otdenergy.com

ODD EIDE KNUDSEN
oek@otdenergy.com

Student

Team@otdenergy.com

