

Technical information

AQUA NOR 2023

Important information and regulations regarding Aqua Nor 2023

The Nor-Fishing Foundation

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post@nor-fishing.no

IMPORTANT INFORMATION

Delivery of goods

We want goods sent to Aqua Nor 2023 primarily sent via terminal to improve the flow of goods to the fair. There is limited space for unloading goods in the exhibition area.

Larger lots and full trailers are unloaded directly at the exhibition grounds.

We ask that you contact our forwarder B Iversen, to coordinate shipments to / from the fair:
messe@biversen.no

Delivery of goods

Trailers and vehicles that will have access to the exhibition area need access certificates and "slot-time" for unloading / loading. This must be booked at messe@biversen.no.

Delivery address:

Exhibitor's name and the stand number + Aqua Nor 2023
c/o B. Iversen Spedisjon
Heggstadmoen 47,
7080 Heimdal, Norway
Tel: +47 950 22 406 / +47 73 80 24 00

Direct delivery of the exhibition area by larger parties and full trailers:

Exhibitor's name and the stand number + Aqua Nor 2023
c/o Trondheim Spektrum
Klostergata 90
7030 Trondheim
Tel: +47 950 22 400 // +47 73 80 24 00

The exhibition

There will be exhibitors in halls A, B, C, D, E, F, G & H. Outdoor exhibitors will be located next to B, H and at Skansen (S)

The exhibition area at Trondheim Spektrum



The exhibition area at Skansen



Other information

Opening hours

Tuesday – Thursday: 10 am – 5 pm

The exhibitors have access to the exhibition from 9am and must leave the arena at 5.30 pm

Setting up

All external stand builders must register at Trondheim Spektrum upon arrival.

External stand builders will have access to all halls starting Monday 14 August

– Monday 14 August to Saturday 19 August: 8 am – 8 pm

– Sunday 20 August: 10 am – 8 pm

– Monday 21 August: 8 am – 6 pm

External stand builders must have completed all “dirty works” (carpentry, etc) in all halls no later than Saturday 19 August at 6 pm and can use Sunday 20 August for fine work (profiling, etc).

Exhibitors have access to the halls from Saturday 19 August 8 am - 8 pm, Sunday 20 August 10 am – 8 pm and Monday 21 August 8 am – 6 pm. All stand building must be finished no later than Monday 21 August at 6 pm.

Dismantling

Dismantling of the stands can start on Thursday 24 August at 5 pm. **All return transport must be agreed with our forwarder B. Iversen!**

– Thursday 24 August: 5 pm – 10 pm

– Friday 25 August: 8 am – 10 pm

– Saturday 26 August: 9 am – 10 pm

– Sunday 27 August: 9 am – 12 (noon)

All stands and Skansen must be cleared no later than Sunday 27 August at noon.

Parking

It will not be possible to park on the exhibition area. It will be possible to park in other nearby parking spaces. See <https://trondheimparkering.no/> for availability.

Contractors

BRAVIDA NORGE AS Postboks 5656, Sluppen NO-7484 Trondheim Tel.: +47 930 31 564 rune.aftret@bravida.no	Electrician / Tele communications
BRAVIDA NORGE AS NO-7457 Trondheim Tel.: +47 980 85 087 mikael.gunnarson@bravida.no	Plumber
COMPASS FAIRS AS P.O.B. 6840 NO-7433 Trondheim Tel.: +47 920 67 361 erlend@compassfairs.no	Stand constructor Stand development Furniture and carpets
HALLSPESIALISTEN AS Vikelfaret 6 NO-7054 Ranheim Tel.: +47 959 71 005 Gunnar@hallspesialisten.no	Tents/PVC halls/flooring etc.
B. IVERSEN SPEDISJON AS Heggstadmoen 47 7080 Heimdal Tel.: +47 73 80 24 00 Mob: +47 950 22 400 messe@biversen.no	Forwarding agent
TRONDHEIM LYD AS Haakon VII's gate 17C NO-7041 Trondheim Tel: +47 918 13 063 sissel@trondheimlyd.no	Audio-visual equipment
FAGTRYKK TRONDHEIM AS Fossegrenda 40 NO-7038 Trondheim Tel.: +47 73 10 18 00 Mob: +47 934 68 360 stian@fagtrykk.no	Posters – banners – display – printed matters
DRIVSTUA GARTNERI Tyholtveien 97 NO-7046 TRONDHEIM Tel.: +47 909 15 463 ole@drivstua.no	Floral arrangements

Technical regulation

1. GENERAL

Regulations

Insufficient knowledge of the regulations does not exempt the exhibitor from any responsibility or liability of any form. The exhibitor is responsible for informing personnel who set up, dismantle and attend the stands of these regulations.

2. RESPONSIBILITY/LIABILITY

The exhibitor is responsible for all hired equipment including compensation to the owner for damage or loss.

The organiser arranges around-the-clock security precautions inside the exhibition area from the allowed time given to set up the stands to the allowed time given for dismantling, but is not responsible for the exhibited products/equipment or third party property. **The exhibitors must cover all necessary insurance themselves.**

If, by order from the authorities, or due to force majeure the exhibition must be cancelled, the organiser is not responsible for the extra costs, obligations or loss incurred by the exhibitor.

3. INSURANCE

Insurance

Exhibitors must pay for all necessary insurance including damage to third party's goods or property and Trondheim Spektrum's property. **The organiser is not responsible for damage to or loss of exhibitor's property.**

4. OUTDOOR STANDS – RENT A TENT

Outdoor stands

Outdoor stands come without stand walls. The ground is asphalt.

Foundations not removed by the exhibitor inside the allotted dismantling period will be removed by the organiser and charged to the exhibitor's account. Tents can be rented (rigging and dismantling is included in the rental fee) – see “**Service Centre**”.

5. SHELL STAND

Indoor stands

A shell stand has one, two or three open sides. They are built by the organiser with side and back walls. The organiser also sets up a standard frontal board (see section 9). Maximum height for the construction and decoration is 2.50 metres.

6. TWO-STOREY STAND

Two-storey stand

If you intend to build a two-storey stand, please send sketches to the organiser for approval before 1 **May 2023**.

7. ALTERNATIVE SHELL STAND

A written application must be sent to the organiser by 1 **May 2023**, if an exhibitor wishes to use another system than the one allotted to him. The exhibitor must pay total building costs and there is no reduction in stand rent.

Construction and decoration height

8. CONSTRUCTION AND DECORATION HEIGHT

Construction and decoration height for stands is 2.50 metres.

If exhibits are higher than this the exhibitor must send the sketch to the organiser by **1 May 2023** for approval.

9. FRONTAL BOARD – SIGN

For shell stands the organiser sets up a 23,5 cm wide frontal board on the stand's facade with the top 2.50 metres above the floor. One sign with company name written in standard lettering is included in the rental costs. For extra frontal signs, please order at "**Service Centre**".

10. FLOOR LOAD – HEIGHT OF CEILING

Floor load – height of ceiling

Hall	A	B, C & H	D	E	F	G
Height of ceiling (m)	18	6	7	3,2	7	6
Max standheight (m) - the centre - along the walls	5 5	4 3	5 5	2,5 2,5	5 5	4 2,5
Max floor load allowed (kg/m ²)	1000*	1000	1000	2000	1000	1000
Flooring	Sports flooring	Asphalt/amour deck 3	Parquet covered with boards	Vinyl on concrete	Parquet covered with boards	Syntethic flooring

*In hall A, equipment over 3000 kg is not allowed, regardless of the size of the equipment.

The floors can be covered with carpets, linoleum etc. but it is not permitted to use paint or glue a floor covering onto the floor. The use of tape approved by the organiser is allowed and must be removed afterwards by the exhibitor.

For exhibits that exceed the maximum floor load limits, a written application must be approved in advance.

The exhibitor must pay for the extra cost of reinforcing the stand's floor.

Suspension of light rigs or banners

For suspension of light rigs or banners, please contact Bravida at:
messe.trondheim@bravida.no or rune.aftret@bravida.no

11. ALTERATIONS IN THE HALL

Alterations of the hall's interior and construction are not permitted. Bolting down on floors, walls, pillars and ceiling can only be done by the organiser. Care must be taken when taking equipment etc. in or out and the floors must be protected from oil, chemicals, paint etc. Damage made by exhibitors to the interior of the halls or to the halls themselves which is not repaired within the dismantling period, will be charged to the exhibitor's bill.

12. TIME LIMITS/DEADLINES

The rigging and dismantling periods must be strictly observed. Exhibitors exceeding these time limits must be prepared to pay for the extra costs/damage incurred.

After the set dismantling period the whole exhibition area will be cleared of all equipment etc. left behind, free of liability.

*Admission cards
- exhibitors*

13. ADMISSION CARDS - EXHIBITORS

Admission cards will be printed on arrival at the exhibition. The admission card is registered in advance, and you will receive a QR code for admission.

*Invitation cards -
customers*

14. INVITATIONS - CUSTOMERS

Exhibitors can invite customers etc. to visit the exhibition. Each exhibitor can use 50 invitations and co-exhibitors can use 10 invitations.

*Electric light and
energy*

15. ELECTRIC LIGHT AND ENERGY

Under Norwegian law, all electric installation work must be done by an authorized electrician or by personnel authorized by the power station. Authorization to use an electrical contractor must be given by the power station concerned in the area. Prefabricated installations installed by an authorized electrician within the regulations in the exhibition area can be approved. Equipment must meet the standard set by Norsk Elektrisk Materiellkontroll's regulations (NEMKO/CE). Constructions that are not passed cannot be connected to the exhibition's power network.

The distribution net is 230 V +/-10% 50 cycles 1 and 3 phase alternating currents. 400 V +/-5% 50 cycles can be supplied in special cases. There will be centrally situated distribution boxes evenly arranged.

Connection to the exhibition's power system and extension of leads to stands can only be made by Trondheim Spektrum's electrician and the cost charged to the exhibitor.

Electric power needed for lighting, machinery etc. can be ordered at the **"Service Centre"**.

*Water and
compressed air*

16. WATER

Technical details concerning water and drainage from the stands must be ordered at the **"Service Centre"**.

The necessary installation work must be paid by the exhibitor. Connection to the exhibition's permanent system and extension of pipes to stands together with connection to equipment can only be done by the exhibition plumbers. Application for water and drainage on the specified form is only regarded as general advance information concerning stand location.

17. COMPRESSED AIR

The organiser provides compressed air as ordered at the **"Service Centre"**. The compressor is hired according to the number of orders. Costs for the compressor and compressed air are charged to the exhibitor using it. Normally, exhibitors are not allowed to use their own compressors.

Forwarding

18. FORWARDING

Exhibitors who need assistance of a truck or crane must submit the appropriate order at the **"Service Centre"** (see time limits). Information about method of transport, date of arrival, weight/size must be sent to the exhibition's forwarding agent as soon as possible. The agent will place all the goods in the stand.

To save time, it is important to write the exhibitor's name, hall and stand number on each package.

19. CUSTOMS

Customs

A: Three (3) copies of the proforma invoice to exhibitor with a goods certificate (EU)/ Invoice Declaration EU/EFTA must accompany the consignment from abroad. The brand, number of items, type of goods (preferably with the Brussels nomenclature number), net and gross weights, value and terms of delivery should be stipulated on each invoice for each type of product sent.

B: For goods which are to be returned to the sender, we recommend the ATA-CARNET. Please note that the consignment can not be sold or divided. With the ATA-CARNET, the customs clearance is considerably easier, and you will avoid having to pay a deposit. Your local Chamber of Commerce will provide information on regulations and issue the ATA-CARNET.

C: If goods are not returned or declared within a week (8 days) after the closing date of the exhibition, the exhibitors (or their representative) must themselves provide a guarantee for customs as the exhibitor's forwarding agent's guarantee expires at this date.

The goods must not be moved from the exhibition area without permission from the customs.

Vehicles on the premises

20. VEHICLES ON THE PREMISES

Due to difficult traffic conditions it is of utmost importance that exhibitors have their goods delivered as soon as possible to the forwarding agent B. Iversen.

Trolleys must be used for transportation in the halls. If cranes, trucks etc. are required (see time limits) this have to be ordered at the "Service Centre" in advance.

Storage of packaging

21. STORAGE OF PACKAGING

For those exhibitors who have no storage facilities, storage space can be reserved through the forwarding agent who also issues labels for empty packaging which is to be stored.

22. DELIVERIES DURING THE EXHIBITION

Deliveries must be made before the exhibition opens to the public. It is not permitted to remove any objects or decorations during the exhibition period (between the exhibitions opening and the dismantling period). If it is necessary to change or remove objects, a permit must be issued by the exhibition management.

Food sampling

23. FOOD SAMPLING

The organiser must approve food sampling or presentation of food at the stand. If needed, please fill in the form at the "Service Centre" in advance.

Demonstrations

24. DEMONSTRATIONS

Permission to show slides and films, play tapes, operate machinery, food sampling and demonstrations etc. which attracts crowds must be granted by the organiser. This will only be granted if the neighbouring stands are not disturbed, and usual safety regulations are observed.

There must be space for the audience in the stand for demonstrations. If the passage between stands is blocked, the organiser has the right to stop the demonstrations or only allow them during certain hours etc. Microphones etc. are not allowed.

Photography

25. PHOTOGRAPHY

Exhibitors who want to have a photo taken of their stand – please contact the info desk.

Complaints

26. COMPLAINTS

Complaints from exhibitors regarding lacking supplies from the organiser/subcontractor should be presented to the organiser within exhibition time.

27. DISPUTES/COURT OF VENUE

Every legal dispute between the exhibitors and organiser will be tried and settled under Norwegian law.

The parties agree to accept Trondheim as the court of venue.

FIRE INSTRUCTIONS FOR TRONDHEIM SPEKTRUM

Fire instructions

Exhibitors are obliged to study and comply with the fire instructions for Trondheim Spektrum.

1. Exhibitors are responsible for informing and ensuring that sub-contractors, stand builders and decorators comply with fire regulations.

Checks will be undertaken during the rigging period and before the opening of the exhibition.

2. The building of stands with two levels or a total height exceeding 2.5 metres must be approved by Nor-Fishing well in advance of the event.

Construction, fire safety and escape routes must satisfy the requirements set in The Planning and Building Act.

3. Flammable fabrics, decorations and carpets must be impregnated with a fire-resistive substance. Documentation must be produced on demand.

4. Smoking, usage of candles or any other form of open flame is strictly prohibited.

5. Emergency exits and escape routes must at all times be open and without obstacles of any kind. Posters and advertising material must not in any way cover emergency exit signs.

6. Manual call points and fire-fighting equipment must be easily accessible. They must not in any way be covered or made inaccessible.

7. The use of propane must be approved by Nor-Fishing. Applications must be received 3 weeks prior to the event, at the latest.

Approved storage and usage of propane at stands presupposes the presence of one person and one 6 kilograms ABE powder extinguisher at all times. In case of fire alarm, the gas tank must immediately be disconnected and removed from the premises.

When the exhibition closes or in periods when the propane no longer is guarded by stand personnel, the gas tank must be removed from the building for safe storage.

The Fire Department will ensure that the regulations are observed.

Fire instructions

8. The storage of petrol in buildings is strictly prohibited.

At exhibitions of cars/motorcycles and other petrol and/or diesel powered devices, **an application of approval must be submitted to Nor-Fishing three weeks prior to the event, at the latest.**

Before vehicles are allowed into the halls, they must be checked for fuel/oil leakages and indications of overheating and burnt wires and cables. Exhibition objects with such defects will not be allowed to enter the exhibition halls.

The minimum distance between exhibition objects is 2.5 metres.

Each stand must have one person in charge of the fire-fighting equipment and must be present at all times during opening hours.

The following safety measures must be made during exhibitions:

Every day when the exhibition is closed, the car must be disconnected from any source of voltage (if possible, such disconnection is recommended during the whole event). Alternatively, aerosol extinguisher gas may be installed in the vehicle's engine compartment (min 100 grams for passenger cars) connected to a thermal fuse, which will activate the device in case of fire. In this case, the hood must be closed.

There must be ample free space around cars, and flammable substances/materials must be kept at a minimum distance of 2.5 metres from any car.

Any car with fuel or oil leakages must be removed from the exhibition immediately.

9. Hot work is not allowed without a written permission from Nor-Fishing. (Health, Working Environment and Safety regulations and Hot Work regulations)

10. Empty packaging is not allowed stored in the exhibition halls. Waste must be disposed of in approved waste bins.

11. The fire brigade's access to manholes, hydrants etc must not be obstructed.

12. In case of fire alarm, people must evacuate the building. If there is no smell of burning or sign of fire in the exhibition hall, one stand representative may stay behind to look after the stand.

*Guidelines for
short-term serving
of foodstuffs*

EXTRACT OF GUIDELINES FOR SHORT-TERM SALE OF FOODSTUFFS

The requirements to be met depend on what is sold.

- All equipment used must be clean and all equipment must be washed in hot water or, if necessary, be disinfected (hygiene regulations § 25)
- All products sold must be produced in an enterprise registered by the Norwegian Food Safety Authority (NFSA). Sale of food produced in private kitchens is not allowed (general regulations § 13)
- Interior fittings and equipment liable to have contact with foodstuffs must have smooth surfaces which are hygienic and easy to clean (hygiene regulations § 19)
- Core temperature of hot food must be 60 C or warmer (hygiene regulations § 41)
- Cold storage foods must keep temperatures between –1 C and +4 C (hygiene regulations §42)
- Frozen foods must keep temperatures of –18 C or colder (hygiene regulations § 43)
- There must be sufficient cold or freezer storage capacity available, and the enterprise must manage and control temperatures (hygiene regulations §§ 37 and 38)
- Foodstuffs must be protected from surrounding activities to minimize contamination. Products must be stored at least 60 cm above the ground and must be covered by tarpaulins, parasols or similar covers (hygiene regulations § 19)
- When handling unpackaged foodstuffs: Locations without a firm surface (gravel and similar surfaces) must have a floor surface suitable for cleaning/sweeping (wooden floors, tarpaulins and similar surfaces) hygiene regulations § 27
- A sufficient number of dustbins must be available near the production of food (hygiene regulations § 20)
- People handling foodstuffs must wear clean clothes/aprons, (hygiene regulations § 32)
- Equipment ensuring adequate hand hygiene must be available. People handling foodstuffs, in particular unpackaged foodstuffs, must wash their hands carefully in running, temperate water as often as necessary. Hands must always be washed before work starts, after using the lavatory, when changing tasks, coughing, sneezing, shaking hands etc. The washing of hands may take place by using a container with a faucet. Boiled water may be used to ensure the supply of hot water. A container (bucket or similar vessels), liquid soap and paper towels must be at hand. Cleansing wipes without perfume may be used as hand wash (packaged foodstuffs, liquorice and cured meats) hygiene regulations § 20.

The organiser must approve food sampling or presentation of food at the stand. If needed, please fill in the form at the “Service Centre”: Guidelines for serving of food and tastings.