

XMP EXHIBITOR MANUAL

Sign, Print & Promotion 2027

DATE: 15. March to 19. March 2027

PLACE: X Meeting Point

ORGANIZER: AGI Publishing House AB

HALL: 2



Meeting Point

NEEDS	CONTACTPERSON	ROLE
Stand catering and activities Logistic and general questions	Gørill Danielsen, tlf. +47 23 96 64 80 gjd@xmeetingpoint.no	Project manager, X Meeting Point
Goods, delivery and storage before or after the fair	Petter Frøberg tlf. +47 99 16 85 58 pf@xmeetingpoint.no	Technical chief X Meeting Point
Electricity, ceiling suspensions and lightning.	Expolight tlf. +47 64 83 23 10 post@expolight.no	Electricity supplier



TIME AND DEADLINES

Date	Deadline
Sunday 28. February	Deadline for ordering equipment and electricity in webstore, 25 % price increase after deadline.
Monday 15. March	Assembly & delivery from 8:00 AM – 6:00 PM
Tuesday 16. March	Assembly & delivery from 8:00 AM – 6:00 PM
Wednesday 17. March	Opening hours fair 9:00 AM- 5:00 PM (Exhibitors have access from 8:00 AM -5:30 PM)
Thursday 18. March	Opening hours fair 9:00 AM- 4:00 PM (Exhibitors have access from 8:00 AM)
Thursday 18. March	Disassembly and pick-up from 4:15 PM - 8:00 PM
Friday 19. March	Disassembly and pick-up from 8:00 AM- 4:00 PM

Collection and delivery take place during the move-in and move-out periods.

Due to other events taking place at the venue, all goods must be collected within the specified deadlines, and the premises must be vacated as indicated.

All goods must be collected no later than 19 March at 4:00 PM.

Access to the exhibition halls is not permitted outside the official opening hours. If you require access for setup or deliveries outside these hours, please contact us no later than two weeks prior to your arrival.



STAND EQUIPMENT

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-tm.no/xmeetingpoint/>

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.

IMPORTANT ABOUT ELECTRICITY:

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 2.

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.



SENDING, DELIVERY AND STORAGE

SENDING:

Goods need to be marked with:

X Meeting Point

Kragerudveien 50

2013 Skjetten.

Fair name + Organization name and stand

Contact person with telephone number

Please inform your transport company on what and where to deliver/pick-up, and forward map on page 6 to the driver.

CUSTOM CLEARENCE:

Goods may not be custom cleared through X Meeting Point or Moxy Oslo X. Goods sent to the fair must be cleared on the exhibitor's own company or his fiscal representative.

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.

PICK UP:

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.

STORAGE:

Storage for empties during the fair will cost NOK 312,50/m2 inclusive of vat.

Storage before first day of delivery and after last day of pick-up will cost NOK 600/m3 inclusive of vat per day.

Capacity must be clarified in advance

FORKLIFT ASSISTANCE:

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.

For this fair we provide truck services for up to 5 ton.

The maximum point load in the Hall 1 is 1 ton per m2. Heavier exhibits must be approved by XMP.

When delivering goods, the delivery company must bring the goods directly to the exhibition stand. If this is not done, this results in X Meeting Point having to do this job. If these are goods that must be moved by forklift, the exhibitor will be invoiced for the forklift service associated with this.

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

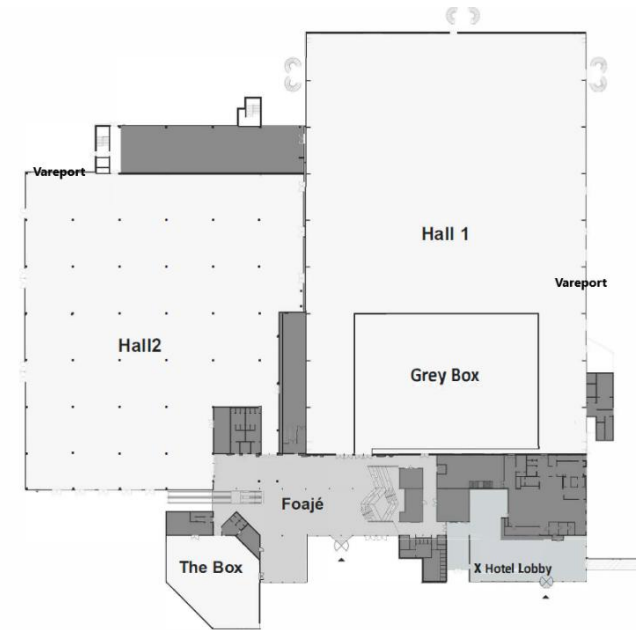


THE EXHIBITION HALL 2

The fair hall has concrete floor and ceiling light. During the fair the floor will be covered in carpets. Carpets are included in the stand packages.

The floor 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.

The maximum point load is 1 ton per m². Heavier exhibits must be approved by XMP. X Meeting Point reserves the right to reject particularly heavy exhibits

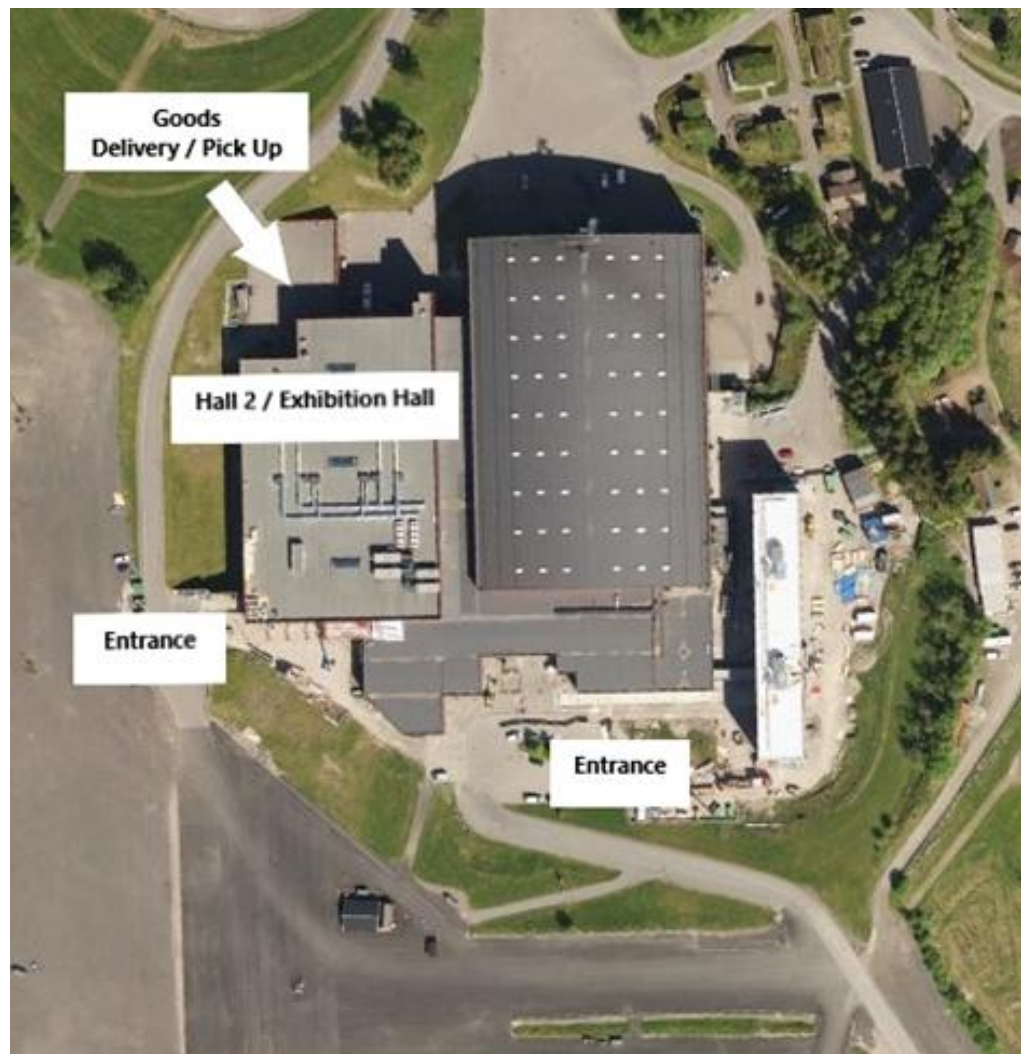


ACCESS

Physical address: X Meeting Point,
Kragerudveien 50, 2013 Skjetten
It is called «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



X HOTEL

BOOK YOUR STAY AT X HOTEL AT X MEETING POINT

X HOTEL has a 24-hour reception and offers a selection of kiosk items around the clock.

X EAT located in the hotel lobby next to the reception, is open daily and serves light meals, burgers, and the daily special from 3:00 PM to 9:00 PM.

Breakfast is served in Restaurant Gård:
Weekdays: 6:30 AM – 10:00 AM
Saturday & Sunday: 7:00 AM – 11:00 AM

Check-in: From 3:00 PM
Check-out: Before 12:00 PM

For late arrivals (after 10:00 PM) or any other enquiries, please contact the X Hotel reception at: service@xhotel.no



Please book your stay as soon as possible to guarantee your room reservation using the link below.

LINK

Please note: Changes or cancellations can be made up to **48 hours prior to arrival**. In the event of a late cancellation, the full cost of the stay will be charged.

If you require a room type other than those available through the booking link, please contact **X Hotel** directly.



GENERAL INFORMATION AND GUIDELINES

EXHIBITION WALLS

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

WASTE DISPOSAL

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.

FOOD & DRINK

If you intend to serve your own food and beverage from your stand, please contact **Gørill Danielsen**. It is not allowed to bring own food and beverage without this being approved by XMP.

Alcohol: due to 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.

CLEANING

All stands will be vacuumed after end of assembly and after the first day of the fair

PARKING

Parking must be done at the parking lot south of the conference centre.
The area has automatic license plate recognition, payment via app/machine according to information on site.
No parking allowed at the delivery gate. This space should only be used for loading and unloading, minimum 6m from the gate, and max 20min. It is not allowed to drive into the hall.



GENERAL INFORMATION AND GUIDELINES

INDOOR VEHICLES

All vehicles that are to be exhibited or brought indoors must be approved by the project manager at XMP. The doors of the vehicle must always be unlocked, and the keys must be placed in the glove compartment so that the vehicle can be moved efficiently if needed. Petrol- and diesel-powered vehicles must have a full tank. The weight limit in Hall 1 and Hall 2 is 16 tons per vehicle. Vehicles must be placed with a minimum distance of 15 meters.

WLAN – WIRELESS NETWORK

Open Wi-Fi is available in the building. Own wired network can be ordered through Gørill Danielsen. It is not recommended to bring your own network, as this will disrupt the X Meeting Point network.

EXHIBIT- AND FIREREGUTATIONS

All exhibitors are responsible for familiarizing themselves with the fire regulations and rules on pages 15-18.

EQUIPMENT

All exhibition 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 goods will be charged exhibitor. Damages to property caused by exhibitors will be invoiced to exhibitor.

Exhibitors must provide themselves with insurance for their own equipment both in terms of accident / theft. All placement of equipment at X Meeting Point or our partners' furniture and fixtures is at your own risk.



X MEETING POINT – FIRE REGULATIONS

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 centre 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 12m², 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.



X MEETING POINT – 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.



X MEETING POINT – REGULATIONS

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.

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 neighbouring 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 neighbouring 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 m2. Heavier exhibits must be approved by XMP.

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

In the meeting centre 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 beforehand 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.



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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. 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..

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 er not liable for any loss of the exhibitor.

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.

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.

