

## Deadlines for orders and applications – ONS 2016

Dear Exhibitor. We would like to remind you of some important deadlines in order to help you get everything in place before the exhibition.

### 15 May: Stand approval

- If your stand has two floors or other special requirements, an application for [stand approval](#) need to be submitted by 15 May.

### 1 June: HSE declaration

- HSE is of the highest priority at ONS 2016, and the [HSE declaration](#) needs to be submitted before 1 June

## Early bird prices for ordering goods and services – and a checklist!

### 1 June: deadline for early bird prices

If you place orders at Exhibitor's Space for goods and services for the event before 1 June, you get a 25 % reduction compared to standard prices.

### 9 August: deadline for standard prices

If you place orders after 10 August, a 25 % surcharge will be imposed.

To help you get an overview of things to remember and our deadlines, we have made a checklist for you. See the next page!

If you have any questions do not hesitate contacting us at [service@ons.no](mailto:service@ons.no) or by phone +47 51 59 81 60.

Best regards,

**Anja Eikemo Sandsmark**  
ONS 2016 service team

*Please note that you are free to order goods and services from others than the suppliers listed in Exhibitor's Space. However, you have to order electricity, water and drainage, lift and suspensions from web shop in Exhibitor's Space, and logistics services on site in order to comply with regulations and HSE rules. For more information, please see [Rules and regulations](#).*

*Order for serving alcohol on the stand must be purchased through web shop in Exhibitor's space.*

<b>1 March</b>	Booking of hotel rooms for exhibitors is open until / hotel booking åpen til
<b>15 May</b>	Application of stand approval / <i>Søknadsfrist for standgodkjenning</i>
<b>1 June</b>	<ul style="list-style-type: none"> <li>• HSE declaration for stand builders/ <i>HMS erklæring standbyggere</i></li> <li>• Cancelling of standard walls and front cross bar / <i>Avbestilling av standard vegger og frontprofil</i></li> </ul>

**Goods and services** Early bird prices with 25 % discount until 1 June  
After 10 August: 50 % increase on all prices

<b>1 June</b>	<ul style="list-style-type: none"> <li>• Order of plumbing, water supply and draining / <i>Bestilling av rørleggerarbeid, vann og avløp</i></li> <li>• Order of floor covering, carpets and platform / <i>Bestilling av tepper og gulv</i></li> <li>• Order of electrical installation / <i>Bestilling av elektrisk installasjon</i></li> <li>• Order for operated lift and scaffolding (roof hangings) / <i>Bestilling lift/stillas (takoppheng)</i></li> <li>• Order of furnishing and outfitting / <i>Bestilling av møbler og innredning</i></li> <li>• Order of audiovisual equipment / <i>Bestilling av audiovisuelt utstyr</i></li> <li>• Order of lighting design and equipment / <i>Bestilling av lysdesign og utstyr</i></li> <li>• Order of internet connection/computers / <i>Bestilling av internett, datamaskiner og -utstyr</i></li> <li>• Order of text on name plate and signs / <i>Bestilling av navneskilt på standen og andre skilt</i></li> <li>• Order for internal transport/storage of packaging materials / <i>Bestilling av intern transport/lagring av emballasje</i></li> <li>• Order of flowers / <i>Bestilling av blomster/planter</i></li> <li>• Order of photographer / <i>Bestilling av fotograf</i></li> <li>• Order of posters / <i>Bestilling av plakater</i></li> <li>• Order of security guards / <i>Bestilling av vakthold</i></li> <li>• Order of host/hostess/stand personnel / <i>Bestilling av vert/vertinne/standpersonell</i></li> <li>• Order of stand cleaning / <i>Bestilling av renhold på stand</i></li> </ul>
<b>1 August</b>	<ul style="list-style-type: none"> <li>• Order for serving of alcohol / <i>Bestillingsfrist for servering av alkohol</i></li> <li>• Order for catering / <i>Bestilling av catering</i></li> <li>• Orders of stand personnel passes/ <i>Bestilling av standpersonell kort</i></li> </ul>