



Technical Manual for Sponsors and Exhibitors

EUROCORR 2025
7 – 11 September 2025

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Welcome

Welcome to the **Technical Manual** for EUROCORR 2025 and thank you for booking your stand.

This is a designated area to help you with your stand preparation.

Your stand information will be emailed to you by 15 March 2025.

If you have any queries regarding your stand number, please contact us at eurocorr@liwlig.no.

Congress Venue

Stavanger Forum

The venue for EUROCORR 2025 is Stavanger Forum, one of Norway's largest complexes for conferences, exhibitions and sport events.

Siddis Center is located close to the city centre of Stavanger.

Address:

Stavanger Forum

Ishockeyveien 11

4021 Stavanger

Norway

Service Team

Stavanger Forum

service@stavanger-forum.no

Map location



Transport to/from the venue

The venue is called Stavanger Forum and is located right outside from Stavanger city center. Should you choose to stay in Stavanger city centre to be close to the culture, restaurant and experiences of the city instead of the hotels close to the venue you will need to take the us.

The busses that commute to and from the venue is route 2, 3, 6, 7, 10, and 16.

You can search routes in the Kolumbus app and website - <https://reise.kolumbus.no/en/search>

Bus Stop from Stavanger City Center to Stavanger Forum (venue) is called:

Tjensvollkrysset (hpl. A)

Bus Stop from Stavanger Forum (venue) to Stavanger City Center is called:

Tjensvollkrysset (hpl. B)

Bus stop in Stavanger city center for Clarion Hotel Stavanger and Comfort Hotel Square is called **Ledaalsgata**, but you can also use bus stops called **Olav Vs gate and Haakon VIIs gate**, which stops by the central station.

Flybussen operates an airport bus transfer service from Stavanger Airport Sola to downtown Stavanger and downtown Sandnes. Departure every 20 minutes to downtown Stavanger. Price one way NOK 158 How to buy tickets? [Click here](#)

You can also take a walk through the park facilities most of the way, that hake approx. 20 minutes.

We also have a taxi recommendation, [see Taxi](#).

Floor Plan – Forum EXPO

[See the live Floor Plan here](#)

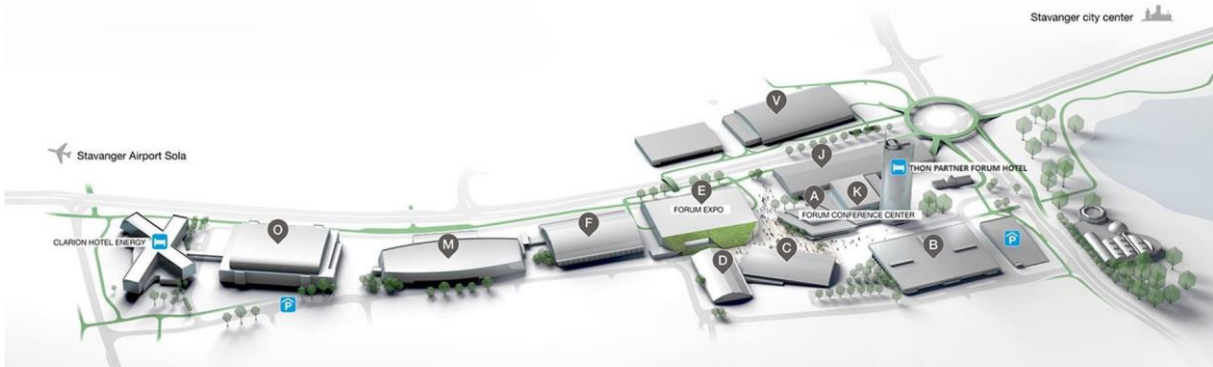
Parking

Please note that **there is no parking available on site**. Vehicles will need to drop off at the loading bay off at the designated area.

There are two car parks close to the venue;
P-Forum and P-Siddis

[Click here for more information, prices and locations.](#)

See venue map on the next side.



Avoid Event Scams

Protecting your business from scams

Scamming is a global problem, costing businesses billions each year. Trade and consumer shows are not immune from this trend, as exhibitors at shows can be attractive targets for scammers.

Large events like the EUROCORR 2025 are typical targets of sales groups disguising themselves as working with the host organization to offer various events services to Expo participants and organizations.

Services offered could be such as

- Hotel/accommodation booking links
- Expo furniture booking links
- Contractors for hire
- Advertising
- Registration links, etc.

EUROCORR 2025 does not sell convention attendee information to other companies, nor do we work with third-party organizations on convention sales activities. Scammers do an excellent job of making themselves look like an approved vendor for EUROCORR 2025. Please be vigilant when solicited for services from third parties.

All parties that we recommend in this manual are long-term trusted partners of Liwlig Conference AS.

If you receive an email or phone call like this and have concerns or questions, feel free to contact us at eurocorr@liwlig.no.

Authorised Suppliers

- Stavanger Forum
- Hove West
- Malerbua
- Stavanger Installasjon
- KG Fosshagen

Programme at a Glance

[See the preliminary Scientific Program here](#)

Your Stand and Stand Allocation



Building E – **Forum EXPO**: Exhibition on the Main Floor, Meeting Rooms on the 2nd Floor

Building A – **Forum** - Meeting Rooms on the Main Floor and 2nd Floor

Building K – **IMI Building** - Meeting Rooms on the Main Floor and 2nd Floor, Poster Area in Forum Foyer, Plenary Lecture Hall, and Forum Session.

The exhibition area is located in Forum EXPO (Building E) on the main floor. The 2nd floor of the Forum EXPO is meeting rooms. Across from the Forum EXPO is the Forum building (Building A) with meeting rooms in both main floor and 2nd floor. You will also find a corridor for indoor walking to the next building; IMI Building (Building K) that contains a large foyer outside the plenary lecture hall; **Mastrafjorden**. This foyer will be used for Poster area and a large lounge at the back of the foyer is called Forum Sessions. This area will be used for social program like Women of Corrosion Luncheon and YOUNG EFC Job Fair & Networking Event among other events.

Stand numbers can be object to changes in the Floor Plan.

If you have any queries regarding your stand number, please contact us on the details below.

[See the live Floor Plan here](#)

Contact us

We aim to respond to all emails within 48 hours.

Senior Project Manager

Line Løseth

Email

+47 466 58 166

Also available in WhatsApp

Keep in mind our time zone +2 CET

Team Liwlig for EUROCORR 2025

Email

Congress Website

Task-List

The Task-List details any compulsory tasks you need to complete. Please note that all completed forms are received by the relevant contractors, and they are not kept on one central system.

The following is a list of important dates and deadlines that must be kept to for the Exhibition Team to be able to deliver your entitlements to schedule.

You must maintain your Task-List by own initiative, although, some tasks will be chased by the Liwlig Conference Team.

SUBJECT	DETAILS	DEADLINE
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Personnel Registration and Accommodation		
<p>Registration of personnel</p>	<p>Login to your Exhibitor Portal, login details sent in the email where you received this document. Additional Full Registration NOK 11000,- (Approx €940) Additional EXPO Pass NOK 6000,- (Approx €515)</p> <p>EXPO Passes can be switched into FULL Registration for a supplement fee of NOK 5000,- per pass</p> <p>FULL Registration can be switched into 2 EXPO Passes without extra fee.</p>	<p>If you wish to add extra registrations for your team, kindly send us an email at eurocorr@liwlig.no</p> <p>Early Bird Deadline 1 June 2025</p>
<p>Social program Attendance</p>	<p>EUROCORR 2025 includes a variety of social programs, both formal and informal. As a <u>sponsor or exhibitor</u>, you can attend the following without extra charges:</p> <ul style="list-style-type: none"> • Welcome reception • EXPO Opening Ceremony <p>You can also attend the following for a supplement charge:</p> <ul style="list-style-type: none"> • Fjord Cruise • Congress Dinner <p>The informal social program is for non-commercial attendees only.</p>	<p>Login to your Group Portal, login details sent in the email where you received this document.</p> <p>If you wish to add tickets for the Fjord Cruise or Congress Dinner for your team, kindly send us an email at eurocorr@liwlig.no FYI: Fjord Cruise has two departure times: 10:00 or 15:00 departure.</p> <p>Early Bird Deadline 1 June 2025</p>

<p>Accommodation</p>	<p>EUROCORR 2025 is holding a room block at three different hotels offering a variety in location, standards, and pricing.</p> <p><u>Close to the venue:</u></p> <p>1. Clarion Hotel Energy Room NOK 2425,- per night incl. Breakfast and VAT</p> <p><u>In Stavanger City Center:</u></p> <p>2. Clarion Hotel Stavanger Single Room NOK 2490,- per night incl. Breakfast and VAT Double Room NOK 2690,- per night incl. Breakfast and VAT</p> <p>3. Comfort Hotel Square Room NOK 2090,- per night incl. Breakfast and VAT</p>	<p>If you wish to add accommodation for your group, kindly login to your Group Hotel Booking Portal, login details sent in the email where you received this document.</p> <p>Early Bird Deadline 1 June 2025</p>
<p>Contractor Passes</p>	<p>Please note that prior to the event you will be asked to provide full name and contact details of your contracting company together with the number of contractor badges that you might require.</p> <p>Contractor badges will be generic.</p>	<p>1 August 2025</p>

<p>Badges and Passes</p>	<p>No one will be permitted into the exhibition hall during build, open or breakdown period without the appropriate pass.</p> <p>Build Exhibitors, Sponsors and Contractors: Please collect your exhibitor badge from the Registration Area upon arrival. See opening hours Please note you do not have access before this time.</p> <p>Open Every member of staff who will be working on the stand during the open period of the Exhibition requires an EXPO Pass or FULL Registration Badge. These badges must be worn on-site at all times. Please click here to register. The badges are not mailed pre-show and can be collected from the Registration Area upon arrival. See opening hours.</p> <p>Breakdown All contractors must have a Contractor Pass to access the hall during Breakdown.</p>	
<p>SUBJECT</p>	<p>DETAILS</p>	<p>DEADLINE</p>

Stand/Booth Regulations


Shell Scheme Walls – example photo 2 x 3 meters – 6m2 Booth



<p>Logo</p>	<p>Company logo will be both digital and in the printed program. Package inclusions apply. Recommended file format is SVG or eps. (300 dpi)</p> <p>Upload your high resolution Logo to this Dropbox link</p> <p>Any questions regarding the printed program can be sent to email colin.strander@liwlig.no Kindly state the project name in the subject line.</p>	<p>1 June 2025</p>
<p>Company logo link address</p>	<p>Company logo will be both digital and in the printed program. Package inclusions apply. For the digital version we can link to your webpage or stated link address.</p> <p>Send in through the Exhibition Portal in the “Update Contact Details” navigation bar.</p>	<p>1 June 2025</p>
<p>Company biography</p>	<p>Biography will be both digital and in the printed program. Package inclusions apply. Text max. 100 words. All words above 100 words will be deleted from the biography. Send in through the Exhibition Portal</p>	<p>1 June 2025</p>


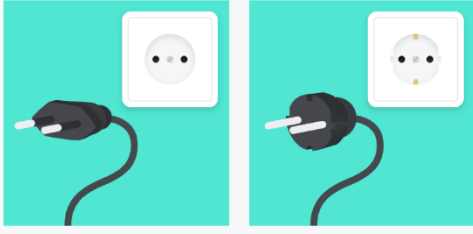
<p>Ads in Printed program</p>	<p>Ads in the Printed program. Package inclusions apply. Dimensions 1/1 page Width: 170 mm Height: 240 mm + 3 mm bleed Dimensions ½ page Width: 170 mm Height: 120 mm + 3 mm bleed</p> <p>Colors: CMYK Format: Print-ready PDF. 300 dpi.</p> <p>Upload your high resolution Ad to this Dropbox link</p> <p>Any questions regarding the printed program can be sent to email colin.strander@liwlig.no Kindly state the project name in the subject line</p>	<p>1 June 2025</p>
<p>Article in Printed program</p>	<p>Article in the Printed program. Package inclusions apply. Dimensions 1/1 page Width: 170 mm Height: 240 mm + 3 mm bleed Dimensions ½ page Width: 170 mm Height: 120 mm + 3 mm bleed Dimensions Double Page Width: 340 mm Height: 240 mm + 3 mm bleed</p> <p>Colors: CMYK Format: Print-ready PDF. 300 dpi.</p> <p>Upload your high resolution Article to this Dropbox link</p> <p>Any questions regarding the printed program can be sent to email colin.strander@liwlig.no Kindly state the project name in the subject line</p>	<p>1 June 2025</p>

<p>Stand signage/Fascia</p>	<p>Please note: There is a restriction of 30 characters, including spaces, due to the length of the board. Stand signage with or without logo can be ordered in the web shop.</p>	<p>1 July 2025</p>
<p>Lead Retrieval Management Question and login</p>	<p>The lead retrieval functionality allows exhibitors to interact with delegates and collect a record of who has visited their stands; it also allows you to create your own bespoke questionnaire that you can ask attendees for valuable lead capture. The lead retrieval functionality can be used by all Sponsors and Exhibitors on the stand and will be enabled on their EUROCORR 2025 Congress App. All captured leads can be exported by the group manager after the congress. Send in our opening question to delegates guest at your booth you wish to start a sales conversation with on email.</p>	<p>1 August 2025</p>

<p>Furniture</p>	<p>Furniture included in your stand</p>  <p>If you would like to order more furniture, you can make a profile and see the available selection of furniture for booking in this link -</p> <p>Order here</p> <p>Stavanger Forum can offer a wide variety of stand items and services for our exhibitors. For any questions, please contact our service team service@stavanger-forum.no</p>	<p>Order here</p> <p>Bookings before 6 August 2025 no extra surplus fees will be imposed.</p> <p>After 6 August 2025 - a 25% surplus fee will be imposed.</p> <p>After 28 August 2025 - a 50% surplus fee will be imposed.</p> <p>Bookings after 2 September 2025 cannot be guaranteed</p>
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Other Opportunities	Social Program Welcome reception Mentor and Mentee program EXPO Opening Ceremony Women in Corrosion Luncheon Young EFC Main Sponsor or Sponsor Congress Dinner Branding Badge Lanyards Conference Bags Logo Linked logo in App Lunch Breaks Coffee Breaks Pens or Notepad Insert in the Conference Bags Ads in printed program	1 July 2025
Shell Scheme Graphics are not included in the package.	Send an email to service@stavanger-forum.no	

<p>Other Graphics (e.g. giveaways with logo banners, beachflags, give-aways, balloons etc.)</p>	<p>Send an email to service@stavanger-forum.no</p>	
<p>Catering</p>	<p>For catering orders for the booth, please contact catering@stavanger-forum.no</p> <p>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.</p>	
<p>Cleaning</p>	<p>Cleaning on booth can be ordered in the web shop</p>	<p>Bookings before 6 august 2025 no extra surplus fees will be imposed. After 6 August 2025 - a 25% surplus fee will be imposed.</p> <p>After 28 August 2025 - a 50% surplus fee will be imposed.</p> <p>Bookings after 2 September 2025 cannot be guaranteed</p>
<p>Activities & Demonstrations</p>	<p>Should you wish to carry out any demonstrations on your stand, please contact catering@stavanger-forum.no</p>	
<p>TV Monitor</p>	<p>Monitors can be ordered in the web shop</p>	<p>Bookings before 6 august 2025 no extra surplus fees will be imposed. After 6 August 2025 - a 25% surplus fee will be imposed.</p> <p>After 28 August 2025 - a 50% surplus fee will be imposed.</p> <p>Bookings after 2 September 2025 cannot be guaranteed</p>

<p>Electricity</p>	<p>Booth includes one 10A socket outlet</p>  <p>Please note that there are two associated plug types, types C and F, you will need to bring the appropriate adapter if required.</p>  <p>For questions regarding other products and services, please contact our service office at service@stavanger-forum.no You may not add any power strips or extension cords to the outlet. Kindly book additional electricity by contacting the service office at service@stavanger-forum.no</p>	<p>Bookings before 6 august 2025 no extra surplus fees will be imposed. After 6 August 2025 - a 25% surplus fee will be imposed.</p> <p>After 28 August 2025 - a 50% surplus fee will be imposed.</p> <p>Bookings after 2 September 2025 cannot be guaranteed</p>
<p>Carpets</p>	<p>Carpets on booth can be ordered in web shop</p>	<p>Bookings before 6 august 2025 no extra surplus fees will be imposed. After 6 August 2025 - a 25% surplus fee will be imposed.</p> <p>After 28 August 2025 - a 50% surplus fee will be imposed.</p> <p>Bookings after 2 September 2025 cannot be guaranteed</p>
<p>Floral</p>	<p>For floral orders for the booth, please contact service@stavanger-forum.no</p>	

<p>Cabled network / WiFi</p>	<p>Throughout our exhibition area we have free WIFI available for all our visitors. This network is suitable for normal web browsing and checking your emails. However, we strongly recommend our exhibitors to order their own cabled network/private WIFI to guarantee a fast, smooth connection. This is especially important for streaming and similar requirements.</p> <p>Cabled network can be ordered in the web shop.</p>	<p>Bookings before 6 august 2025 no extra surplus fees will be imposed. After 6 August 2025 - a 25% surplus fee will be imposed.</p> <p>After 28 August 2025 - a 50% surplus fee will be imposed.</p> <p>Bookings after 2 September 2025 cannot be guaranteed</p>
<p>Venue Services (Suspension)</p>	<p>Only Stavanger Forum or Stavanger Forum’s official contractors are authorised to install suspension points on the ceiling and load-bearing structures. Any questions, please contact our service office at service@stavanger-forum.no</p>	
<p>Shipments, Logistics, Storage, and Couriers</p>	<p>Any questions, please contact our service office at service@stavanger-forum.no</p>	<p>1 July 2025</p>
<p>Deliveries</p>	<p>You can deliver and collect items from your stand within the EXPO opening hours. Should you want to courier items to the venue please use the address below (filling out your information in red). We cannot accept responsibilities for items delivered onsite, should they require a signature, please ensure you are on your stand to receive this: Your Contact Name/Mobile Number Your Company Trading Name Your Stand Number Stavanger Forum Ishockeyveien 11 4021 Stavanger Norway</p>	

Wastage	It is the exhibitor's responsibility to remove all stand materials, packaging, and waste from the hall. There will be a fine of €500 + VAT for the removal of any discarded items. The organisers and the venue take no responsibility for the dismantling, collection or the safe keeping of your equipment. Equipment that has been dismantled must not be left unattended until it has been collected, as it may be stolen.	
Payment of Sponsor/Exhibitor packages and extras	Email: eurocorr@@liwlig.no Registrations and payments to be made via your group account. See payment and cancellations conditions in your contract.	1 July 2025

<p>Payment Details and Bank Info</p>	<p>Organisor: Norwegian Corrosion Society VAT no. 986886176MVA Address: Norwegian Corrosion Society c/o Liwlig Conference AS VAT no. 950080914MVA Storgata 86 2615 Lillehammer Norway Point of contact: Line Løseth Senior Project Manager Line.Loseth@Liwlig.no eurocorr@liwlig.no +47 466 58 166 (Time Zone +1 GMT) Also available on WhatsApp Payment Details: Bank: DNB Bank ASA Account Number: 1520 02 26132 IBAN: NO1215200226132 BIC: DNBANOKK Email: eurocorr@liwlig.no Phone: +47 61 28 73 20 The invoice is created by technical organizer Liwlig Conference AS on behalf of Norwegian Corrosion Society (VAT no: 986886176) but must be paid to the above-mentioned client bank account. Bank Address: DNB BANK ASA VAT no: 984 851 006 Dronning Eufemias gate 30 0191 Oslo Norway Postal address: DNB BANK ASA PO Box 1600 - Sentrum 0021 Oslo Norway</p>	<p>1 July 2025</p>
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<p>Important Dates</p>	<p>Sponsor and Exhibitor Registration opening: 1 September 2024, Deadline 1 July 2025 Call for Abstracts Online Submission opening: 15 October 2024, Deadline 27 January 2025 Attendee Registration opening: 15 October 2024 Deadline Early Bird 1 June 2025 Deadline Regular 25 August 2025 Deadline Late 1 September 2025 Notification of Acceptance to Authors: 3 April 2025 Last Minute Submissions: April 2025, Deadline 1 June 2025</p>	
<p>Public Liability Insurance Certificate</p>	<p>Not required</p>	
<p>Health & Safety Declaration</p>	<p>HSE is approved in the web shop for furniture and extras.</p>	<p>1 July 2025</p>
<p>Risk Assessment</p>	<p>Not required</p>	
<p>Emergency Plan & Procedures</p>	<p>You will find the Emergency Plan in the web shop for furniture and extras. Read & distribute to your team</p>	<p>1 July 2025</p>
<p>SUBJECT</p>	<p>DETAILS</p>	<p>DEADLINE</p>
<p>EXPO Schedule</p>		
<p>Build & Breakdown Passes for external Contractors</p>	<p>Can be collected onsite in the registration during opening hours, otherwise at delivery entrance.</p>	<p>7 September 2025</p>

Expo Hall opening hours

Exhibitions are in session from Monday 8 to Wednesday 10 September 2025.

Monday 8 September 08:00 AM – 18:00 PM

Tuesday 9 September 08:00 AM – 18:00 PM

Wednesday 10 September 08:00 AM – 16:00 PM

Please ensure that the stand is staffed from the moment that the hall is opened to its closing time. Congress attendees will be able to access the exhibition area at all times.

Exhibitor Badges can be collected from the registration area in the foyer at Forum EXPO.

Sunday 7 September 15:00 AM – 20:00 PM

Monday 8 September 08:00 AM – 18:00 PM

Tuesday 9 September 08:00 AM – 18:00 PM

Wednesday 10 September 08:00 AM – 18:00 PM

Build-Up Time

The exhibition area will be opened to build your stand at the times listed below. Your space will be marked out in advance of your arrival.

Sunday 7 September 15:00 AM – 20:00 PM

Be advised that the Welcome Reception starts on Sunday 7 September approx. 18:00 PM

Monday 8 September 08:00 AM – 09:30 AM

Stands must be ready for the first Coffee Break Monday 8 September approx. 09:30 AM

All partners, both Sponsors and Exhibitors will have access on Sunday 7 September from 15:00 AM to dress their stands. Contractors will also be allowed in the EXPO Hall to support exhibiting companies if required but no main construction should take place in the exhibition hall Monday 8 September.

All stands must be completed by 09:30 AM on Monday 8 September, as the delegates attending will be present for first coffee break. The official opening starts from 18:00.

Take-Down Time

Wednesday 10 September 16:30 PM – 18:00 PM

Exhibitors must leave the venue Wednesday 10 September at 20:00 PM at the latest.

It is a contractual requirement that your stand is not dismantled in any way or products removed and remain manned until the show closes, but small items can be dismantled at the final coffee break approx. 16:30 PM.

Contractors will only be granted access to the hall once it is clear of all visitors.

Exhibitors are advised not to leave their stand unattended at any time during Breakdown.

Contractor passes

Please note that prior to the event you will be asked to provide full name and contact details of your contracting company together with the number of contractor badges that you might require. Contractor badges will be generic.

Cloak Room/Wardrobe

The cloakroom can be found in the Arrival Foyer by Entrance 1 next to the Registration area and is free of charge.

The opening hours are:

- Sunday 7 September 17:30 AM – 20:00 PM
- Monday 8 September 08:00 AM – 18:00 PM
- Tuesday 9 September 08:00 AM – 18:00 PM
- Wednesday 10 September 08:00 AM – 18:00 PM
- Thursday 11 September 08:00 AM – 14:00PM

SUBJECT	DETAILS	DEADLINE
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FAQ

Banking Facilities

There are no ATMs on site.

Business Facilities

Although there isn't an official business centre onsite, we will be happy to help you with any small orders (meaning 2 – 6 pages) of photocopying in the Organiser's Office.

Canvassing

All exhibitors are advised that unless they have a contractual agreement with the event organisers, all promotional activities including literature distribution is restricted to the limits of their stand. If you are approached on your stand by unwelcome visitors trying to sell their products, please take a business card and inform the Organiser's Office immediately.

Catering during Build, Opening Hours, and Closing

Build

We do not offer any refreshments during the build of the event; there are places to eat in the proximity to the venue.

Open

Tea, coffee, water will be provided during the coffee breaks

Refreshment will be served in the two breaks as well as lunch for the registered delegates and exhibition personnel.

Sponsors and Exhibitors planning any form of sampling of food/liquid products on their stand at the exhibition must advise the organisers, please register this in the [HSE Declaration Document](#)

Closing

We do not offer any refreshments during the build of the event, there are places to eat in the proximity to the venue.

Columns

Whilst the hall does have columns, please note that there aren't any on your stands.

Dilapidations

Sponsors and Exhibitors are responsible for all panels, walls, columns, flooring, Shell Scheme stands, hired accessories, etc. within their stand area and any damage will be charged back to the exhibitor. All exhibits and stand fitting materials must be cleared from the venue and a charge of €500+VAT will be levied for the removal of any abandoned articles, including carpet tape and literature.

Drop Wires

The use of drop wires is only permitted as part of a sponsorship opportunity. To find out more about the opportunities available, please contact any of the [service team at Stavanger Forum](#).

Equality Act 2018

Please note that all attendees are expected to comply with the Equality Act 2018 as far as is reasonably practical. The Act promotes equality and fight against discrimination on the basis of gender, ethnicity, religion, disability, sexual orientation, gender identity, gender expression and age.

For more information, please follow this link: [The Equality and Anti-Discrimination Ombud](#)

First Aid

First Aid is offered by the local Red Cross and can be found in the Registration Area or by alerting any of the Security Team. For minor injuries, contact the Red Cross station in the Registration Area.

For emergencies, use the emergency phone numbers

Fire 110

Police 112

Medical 113

Inform the Registration Desk at the Main Entrance immediately.

On call duty number +47 466 58 166

Kindly see your [Emergency Plan here](#).

Furniture

[Furniture is included for Shell Scheme exhibitors only.](#)

Please see your enclosed document to see what furniture you have in your package.

Furniture will be delivered to your stand the day before the show opens and will collect at the end of the show on the second day.

Insurance

Any loss or damage that may occur during the show should immediately be notified to the Organisers and Security on-site. Please note that insurance policies do not cover stand contractors and any subsequent sub-contractors, and as such, contractors are now required to submit proof that they have adequate insurance cover.

We recommend that contractors erecting complex structures should have a minimum of €5,000,000 Public Liability and also must be able to provide proof of Employer Liability insurance. Contractors erecting standard structures should have a minimum of €2,000,000 Public Liability and also must be able to provide proof of Employer Liability insurance.

Not mandatory.

Logistics / Storage

Kindly ask the service team for storage possibilities at service@stavanger-forum.no

Please note that the room is shared between all exhibitors and is not locked, so can be accessed anytime during the setup day and the 3 event days. It is strongly advised to not store any sensitive material there as the organizer or venue cannot be held responsible if items stored there are lost or damaged.

Lost Property

For property lost during the exhibition, please report to the Organiser's Office to see if it has been handed in.

Any lost property after the show is passed over to the venue, they can be contacted at service@stavanger-forum.no

Maintenance & Repair

Maintenance work to stands must be carried out the evening prior to open or after the close of show by prior arrangement with the Organisers. No maintenance will be permitted during the open hours.

Music Licences

If you wish to play music on your stand, please contact us for more information regarding music licences. The cost for licences is roughly €130 + VAT.

Photography

To avoid unnecessary canvassing of Sponsors and Exhibitors, the official photographer has been appointed to undertake all photography for the show and no other photographers will be allowed into the hall without prior written consent from the Organisers.

Please contact us to discuss your options.

Piped Services

The venue acts as the official contractor solely responsible for the supply and connection of natural gas, compressed air, water, and waste services. Please note that water and waste is only available at specific points within the hall. You must have a duct on your stand to have piped services. Therefore, you may require a custom platform floor to hide any service pipes on either your own or a neighbouring stand.

Prayer Room

There isn't an official prayer room onsite, please visit the Registration Desk by the Main Entrance and we can direct you to a suitable space.

Sampling

Exhibitors planning any form of sampling of food/liquid products on their stand at the exhibition must advise this in the [HSE Declaration document](#).

This information is then passed to the Official Caterers.

Exhibitors may give away tasting samples of their products subject to the following conditions:

- Tea, coffee, or soft drinks may not exceed 1.75 fluid ounces (50ml).

- Unwrapped food - bite size portions.
- Individually wrapped items (for off-site consumption only).

Security

The 24hr security provided by the Organisers is designed to prevent unauthorised access to the hall, NOT to secure the contents of your stand. Exhibitors are advised to not leave their stands unattended during build up, breakdown or the open period, and to take particular care with personal items such as mobile telephones and laptop computers.

Please help the organisers with the security of the halls by informing the Organiser's Office immediately of any security issues.

Please note that most hired cabinets have common locks and should NOT be regarded as secure units.

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to complete a security form and report the incident to the police.

Please note that neither the Organisers nor the venue can be held responsible for any loss or damage to stands or exhibits.

Smoking

Stavanger Forum is a non-smoking venue. Vaping also applies as smoking.

If you wish to smoke, please make your way to the nearest exit and away from the exit/entrance.

Taxis

If you need to take a taxi, direct the driver to the main entrance of Stavanger Forum, or ask the Registration Help Desk to book one for you.

Toilets

Toilets can be found in all of the buildings contracted by the EUROCORR 2025:

EXPO HALL Building
Stavanger Forum Building
IMI Building

Vehicles on Stands / Mobile Trailers

The Organisers must be notified of any mobile units and motor vehicles being brought into the halls well in advance of the event so that a suitable delivery/collection time can be arranged, please state this in your [HSE Declaration document](#).

