Exhibitor Services Information

The Society of Petroleum Engineers (SPE) is pleased to provide you with important exhibitor information regarding the SPE Norway Subsurface Conference. We encourage you to review the contents of this document carefully.

Date and Venue
22 April 2020
Quality Hotel Edvard Grieg
Sandsliåsen 50, 5254 Bergen, Norway

Phone: +47 55 98 00 00
Website: https://www.nordicchoicehotels.no/hotell/norge/bergen/quality-hotel-edvard-grieg/

The venue is located 3km from Bergen Airport (by taxi – 8 minutes) and 13km from the city centre (by taxi approximately 20 minutes). There is free parking for 150 cars as well as charging stations for electric cars.

Accommodation
Reduced rate accommodation is currently available at the Quality Hotel Edvard Grieg. Please email q.bergen@choice.no or phone +31 55 98 01 20 quoting reference code 1023GR0010913. Rooms are subject to availability.

There are other hotels located close to the airport – the Comfort Hotel Bergen Airport and the Clarion Bergen Airport which are approximately 7 minutes away from the Hotel Edvard Grieg by taxi.

There are also numerous hotels in central Bergen. The Scandic Ørnen, Scandic Byparken, Scandic Bergen City, Thon Hotel Bristol Bergen and Hotel Park Bergen are all centrally located.

Exhibition
The exhibition will take place on the ground floor of the Hotel Edvard Grieg. This area will also be used for the coffee breaks and the evening reception.

Exhibition Schedule
Stand Build-up: Tuesday 21 April 2020: 1300 – 19:00 ONLY (Earlier access is at the discretion of the venue – please contact Virginia Ramos Carril vrcarril@spe.org for more information).

Exhibition Open Times: Wednesday 22 April 2020. The exhibition will be open from 08:00 – 18:00.

Stand breakdown: Wednesday 22 April 2020 from 18:00 – 19:00 (breakdown cannot commence prior to the close of the event. Exhibitors are asked to take note of the set-up and break down times and bear this in mind when making their travel arrangements.)

Risk Assessment
Please complete the attached Risk Assessment and return to Virginia Ramos Carril vrcarril@spe.org no later than Wednesday 8 April 2020.
Delivery Instructions to the Hotel
- All goods have to be delivered to the hotel no earlier than Friday 17 April 2020.
- Important regarding customs regulations: the hotel is not the receiver of any shipments and will only act as the delivery address for any shipments.
- Please ensure all goods are clearly labelled on each package, as follows:

  Name of Event: SPE Norway Subsurface Conference
  Organiser’s Name: Society of Petroleum Engineers
  Contact name: Thomas S. Aarevoll
  Date of Event: 22 April 2020
  Delivery Location:
  Quality Hotel Edvard Grieg
  Attn: Konferanse avdelingen
  Sandsliåsen 50, 5254 Sandsli, Norway

All parcels that are not clearly labelled will not be accepted.

If you are leaving packages to be picked up after the event, please ensure they are labelled fully, and the courier is made aware of what they are collecting. It is your responsibility to ensure that your packages can be identified by your courier. **All goods need to be collected by Friday 24 April 2020**

- Please advise the Quality Hotel Edvard Grieg and give notice of time of collection including name of the company collection/collector of the goods.
- Items being collected need to be clearly marked/labelled and provide a contact number for the recipient.

Registration
Onsite registration will be located on the ground floor. Registration will be open at 08:00. Please be prepared to show photo ID to collect your badge.

Lunch, Coffee Breaks and Drinks Reception:
Every complimentary exhibitor registration and all booth personnel will have access to the lunch, coffee breaks and drinks reception. Lunch will be served from 12:30-13:30 with the morning coffee break from 10.30 to 11:00 and in the afternoon from 15:00 to 15:30. The drinks reception will take place in the exhibition area from 17:00 to 18:00.

Dinner (Optional):
There will be a three-course dinner available at an additional cost of NOK 950.

The conference dinner is a set 3-course meal that includes 3 drinks (wine/beer/mineral water). A paid bar will be open after dinner for those that wish to stay longer for networking and meeting with peers and colleagues. Please click here to book your place.

Internet
There is complimentary Wi-Fi available throughout the venue. Connect through Choice-guest for access.
Security
In the interest of security, please ensure that you take valuable items (such as laptops etc.) away with you when leaving the exhibition. SPE and the Hotel Edvard Grieg are not liable in the unfortunate event that something should go missing.

Alcohol
It is not allowed to serve your own alcohol in the exhibition area. The use and consumption of alcohol carries with it the requirement for all attendees to consume those beverages responsibly and in keeping with our professional code of ethics and conduct. We strongly oppose the abuse and misuse of alcohol.

Noise
During session times noise within the exhibition area must be kept to a minimum to avoid disrupting the conference sessions. For this reason, set-up and break down cannot take place during session times. The organisers will be monitoring noise levels throughout the event and reserve the right to request that exhibitors reduce noise levels if it is deemed to be impacting on sessions or neighbouring stands.

Copyright
Exhibiting companies shall not display, perform, or otherwise reproduce any copyrighted work of another without the express written consent of the copyright owner. The term “Copyrighted Work” includes literary works, musical compositions and performances, phonographs, audiotapes, videotapes, motion pictures, photographs, graphics, and all other works covered under the European Directive on Copyright protection. More specifically, exhibitors shall not display, perform, or otherwise reproduce, or cause to permit to be displayed, performed, or otherwise reproduced, any copyrighted musical composition or performance of another at the Exhibition without the copyright owner’s express written consent. This includes the reproduction of any radio or television broadcasts, audiotapes, videotapes, and/or motion pictures that include, in whole or in part, the music composition(s) of any other party.

Special Arrangements
If you have any additional requirements, such as mobility or dietary needs please contact the SPE London office team at formslondon@spe.org

For any other questions, please contact the SPE London office on +44 207 299 3300.