



The 17th Nordic Geotechnical Meeting
CHALLENGES in NORDIC GEOTECHNICS
Reykjavik Iceland
25th - 28th of May 2016

Reykjavik 20th of February 2015

Information to Exhibitors

The Exhibition Organizer is Athygli Conferences on behalf of NGM 2016. The venue is Harpa, Concert Hall and Conference Centre, Reykjavík – Iceland, **May 26 – 27, 2016**.

1. Opening hours

The preliminary opening hours are:

| | |
|--------------|---------------|
| May 26, 2016 | 09:00 – 17:00 |
| May 27, 2016 | 09:00 – 17:00 |

Please note that these are preliminary opening hours and may be subject to change.

Stand size

Stands are available in a minimum size of 4m²

Space rental and exhibitor register

Application for floor space is made on the Application for the Floor Space form, enclosed.

The form should be returned to Athygli Conferences, tobba@atconferences.is.

Every effort will be made to accommodate exhibitors' request for space and position. The floor spaces are assigned on a „first come – first served“ basis.

- a) Exhibit space 4m² ISK 250.000
- b) Exhibit space 6m² ISK 300.000
- c) Exhibit space 9m² ISK 390.000
- d) Exhibit space 12m² ISK 450.000
- e) Exhibit space 18m² ISK 540.000

Spaces include: Standard wall division (white plastic coated & alu. framed), electricity outlet 230v/1000W earhted (plug with 3 connections) and WiFi.

All staff at the stands must register for the Conference. List of names should be provided before May 1st, 2016 to Athygli Conferences to tobba@atconferences.is.

Staff badge ISK 32. 000. Included: Refreshments and lunches during breaks and Get-Together party.

Hotel reservation made through the NMG 2016

In order to secure your hotel reservation we strongly advise to book your hotel as early as possible and decidedly before March 1, 2016. Athygli conferences has pre-booked accommodation and you can book through us by sending an e-mail to tobba@atconferences.is

2. Terms of payment

The space rental will be invoiced upon the Organizer's receipt of the "Order for Exhibition Space". The terms of payment are: 50% of total stand rental upon order of the exhibition space. Credit card number need to be provided on the order form. 50% of total space rental to be paid no later than March 1, 2016. Exhibitors ordering exhibition space after March 1, 2016 will be invoiced the total stand rental by Athygli Conferences. In the event that the Exhibitor does not adhere to the terms of payment, the Organizer shall be entitled to demand from the Exhibitor the outstanding part of the space rental in addition to all attending expenses for immediate settlement of - or to cancel the agreement with the Exhibitor without the Organizer being obliged to repay the rental already paid. No Exhibitor will be allowed access to his exhibition space for build-up if the Organizer has not received the total stand rental.

3. Allocation of stands

The chronological order receipt of "Orders for Exhibition Space" and the following payment of rental fees establish the stand allocation priority.

4. Alteration of allocation, area and periods of exhibition besides cancellation

The Organizer shall be entitled to alter the placing given to an Exhibitor and to undertake limitation of the area rented. Such limitation can only be made against a corresponding reduction of the space rental, but shall not render the Organizer liable to pay compensation.

5. Transport/Forwarding agent

The official forwarding agent of the exhibition will be:

Jónar Transport
Baldur Steinn Helgason
Tlf: +354 5358000; Email: baldur@jonar.is

The forwarding agent will receive the name and address of every contracted Exhibitor, and should be contacted for further arrangements regarding transportation, storage of goods before and after the exhibition, etc. The forwarding agent will be solely in charge of all dealings with the Customs Authorities.

6. Set-up and mounting/decoration of stands

The Exhibitors may build and arrange their stands on:

May 25, 2016 15:00 – 18:00 hrs.

Please make sure that all invoices are paid before arrival. Build-up is not allowed with a balance due. Should there be any doubt, please supply us with a copy of your bank transfer. All notified articles shall be displayed and the stand ready for exhibition no later than May 26 2016 at 08:00 hrs. Alterations may occur. No Exhibitor may allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces. The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, etc. The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition. The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls). No inflammable decorations or exposed flames may be used at any time. It is the responsibility of each exhibitor to find

suitable space for the storage of potential empty wrapping during the days of exhibiting. Please contact your forwarding agent or make arrangement with the official forwarding agent Jónar Transport.

7. Removal of articles exhibited

No exhibited article may be removed from the Exhibitors' stands until the exhibition is closed. The hours of the dismantling of exhibition stands are:

May 27, 2016 17:00 – 20:00 hrs.

The Organizer shall be entitled, at the risk and expense of the Exhibitor, to remove all articles, exhibition material, etc. which have not been removed by the Exhibitor before the expiry of the time limit, i.e. May 27, 2016 at 20:00 hrs.

Sales and publicity

The Exhibitor shall be obliged to observe the provisions fixed by the Organizer and the Authorities concerning sales, taking of orders, delivery of samples, etc. The placing or handing out of publicity material, samples, etc. outside the area of the stand is not permitted. Exhibitors may only hand out samples, etc. for Companies represented on the stands. Political propaganda is prohibited. The Exhibitor must not from his stand promote companies, who are not notified and have not been recognized in writing as an Exhibitor. Cash sales or on-site sales to prospective purchasers within the confines of the exhibition space are prohibited. (For Exhibitors selling books: Please contact Athygli Conferences for specific instructions). Use of loudspeakers and exhibition film, slides, video etc. may only take place after obtaining permission from the Organizer and must never constitute a nuisance to the surrounding stands and lecture halls.

8. Transfer of space

Exhibitors are not permitted to sublet their stand or lend it to a third party, either in part or as a whole. No changing of stands among the exhibitors may take place without the written consent of the Organizer.

9. Responsibility

The Exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the Exhibitor, his staff or his exhibited articles and exhibition material. The Exhibitor shall not be entitled to repair any such damage himself.

10. Claims

Any complaint shall be made forthwith and no later than at the closing of the exhibition and shall be sent by registered letter to the Organizer.

11. Cancellation

The Organizer must receive notification of cancellation of exhibition space in writing. The refund policy is:

50% refund for cancellations received before April 1, 2016

After April 1, 2016 no refund will be made.

Special arrangements

Special arrangements, if any, between the Organizer and the Exhibitor, which are not included in the agreement, shall only be binding when accepted in writing by the Organizer.

12. Insurance and Security**Insurance**

It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate. Neither the NGM 2016 Exhibition, nor the Conference Venue will offer the exhibitor any kind of insurance protection.

Security

General guard service will be supplied by the Conference but in no instance will guarantee the Exhibitor against loss or theft of any kind. The safekeeping of the exhibitor's property is the responsibility of each exhibitor. Exhibitors are advised to add on their existing insurance a portal-to-portal rider, protecting them against loss/damage to their materials by fire, theft, accident and the like.

Your Contact:

Þorbjörg Þráinsdóttir

Tel.: +354 568 2800 / gsm: +354 862 4752

E-mail: tobba@atconferences.is

