



EXHIBITOR'S MANUAL

42nd Nordic Hematology Spring Meeting
Wednesday May 4th to Friday May 6th 2011

Venue: [Scandic Hotel Bergen City.](#)

Address: Haaksongaten 2, N-5015 Bergen, Norway
Contact person organizer: Paal Wollan, Travel Planners of Scandinavia PCO
Tel: 47 55 23 00 70
E-mail: conferences@travelplanners.no

Rigging: Tuesday May 3rd 2011 from 09:00 to 18:00hrs.
Down rigging: Friday May 6th 2011 from 13:00 to 18:00hrs

Click [here](#) for scientific program and more details on conference hours.

Logistical information:

Stand equipment and/or materials **cannot** be shipped directly to the conference venue as the hotel do not have any warehouse capacity.

All advance shipments of freight and materials in connection with the Spring Meeting **must** be coordinated and arranged with TL LOGISTIKK AS. They are contracted to handle all logistical needs in connection with the exhibition.

All stand material shipments must be sent to TL logistikk and they will transfer all received materials/goods to the Scandic Bergen City Hotel on May 03rd and distribute it to the right stand locations by 09:00hrs.

In addition, all stand boxes and shipment material must be stored off-site during the conference and this storage must also be coordinated with TL Logistikk in advance. TL logistikk will then arrange for the retrieval of all material after rigging on May 3rd and return it to the hotel on May 4th in time for the down rig. TL Logistikk will also be in charge of coordinating the return shipment of all materials/goods after the meeting.

All these logistical requirements must be booked in advance directly with TL Logistikk, see below for contact details. Contact TL logistikk by e-mail and quote your Stand number and 'Spring Meeting at Scandic Bergen May 4-6 2011. See below for information on your stand allocation.

Shipment Address: TL Logistikk, Liamyrane 16, N-5132 Nyborg, Norway,
Contact: Mr Stein Tvedt.
E –mail: stein@tllogistikk.no
Telephone: +47 55 19 55 50
Fax: +47 55 19 55 15
Mobile: +47 953 01 169

We encourage all exhibitors to use TL Logitikk for all shipment and storage needs, so that we this way can quality control this vital part of the Exhibition build. The alternative is that you bring the material in person when you travel to Bergen.

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Travel Planners of Scandinavia Ltd
Appointed Professional Congress Organizer
42nd Nordic Hematology Spring Meeting
Conrad Mohrsvei 11
N-5068 Bergen, Norway
Tel: +47 55 23 00 70
e-mail: conferences@travelplanners.no
Produced: 3/22/2011



Stand Details & Fittings:

The Exhibition Stands will each have access to 2 tables and white cloths and fitted with electricity 1-fas 16 amp 230 volt with two outlets. There are no stand walls or other fittings included. The tables and cloths will be made available to exhibitors in the exhibition area, but the exhibitors will have to position and dress the tables themselves.

In case you need to order any other furniture and/or Av equipment, please contact us for individual ordering on conferences@travelplanners.no

Stand Sizes:

The Gold sponsor stands are 3x4 meters = 12 sq. meters.

The Silver sponsor stand is 3x3 meters = 9 sq. meters.

The Bronze sponsor stands are 2x3 meters = 6 sq. meters.

Exhibition Location:

The exhibition area is located in the ground floor (street level), just to the right of the hotel lobby. The exhibition area is embedded in the coffee break / lunch area. The Plenary meeting room is located on the 1st floor, steps up from the Exhibition area in the Dragefjellet Congress Hall. There is complementary WLAN throughout the hotel.

Click [here](#) to see an interactive model of the area.

(In Norwegian only, but click on the map online; Resepsjon = lobby, Utstilling = Exhibition.)

Stand Allocation & Map:

Click [here](#) to view the Stand Allocation and Map. Find your stand and number. Remember to quote you stand number when arranging your freight shipment.

Participation Registration & hotel accommodation:

All participants (including exhibitor staff, sponsor staff, representatives from industry etc) to the 42nd Nordic Hematology Spring Meeting in Bergen in May 2011, must register their names through the [online registration platform](#)

Here – you will be able to register all your participants online and you will receive a automatic confirmation per e-mail. Your sponsorship contract will tell you how many persons you can register free of charge. For additional participants, the cost is NOK 3,000.-

All this is self explanatory on the platform.

On-site Exhibition Assistance:

Travel Planners of Scandinavia will be onsite to assist the exhibitors during the rigging period.

Contact:

Please contact Travel Planners of Scandinavia Ltd if you have any questions by e-mail to conferences@travelplanners.no