

SHIPPING INSTRUCTIONS

ONS 20
26
24-27 AUGUST
STAVANGER NORWAY



BOOK NOW



OFFICIAL FREIGHT FORWARDER

INTRODUCTION

EFI Logistics are pleased to be once again appointed as Official Freight Forwarder and On-Site Handling Contractor for ONS 2026 by the Organiser, Stavanger Forum. For those exhibitors new to the ONS event we welcome you and to those returning we look forward to assisting you again in Stavanger.

In conjunction with our regional partners EFI can provide total shipping, transport, customs and onsite material handling services to exhibitors and contractors who are moving goods to and from Stavanger. **Please note EFI Logistics are the ONLY Company permitted to operate mechanical equipment at this event and to assist you with your requirements we urge you to contact us early so we can discuss your needs and offer solutions and cost-effective planning for your company.**

EFI can offer a complete door to stand service from anywhere in the world and domestically in Norway through our Network of Global Partners, for details of an agent near you please contact us. We do recommend you take advantage of our door to stand service.

Shipping to this event requires careful preparation. Please read and follow these instructions carefully and pass these to your contractor / agent if they are arranging your stand or shipment; international shipments should be consigned as below, please note there are surcharges for late bookings and late arrivals.

CONTENTS

- [Arrival Deadlines, Order Form, Required Shipping Documents](#)
- [International Shipments Consignment Instructions](#)
- [Commercial Invoice Information](#)
- [Customs Clearance, Dangerous Goods, Late Arrival, Packing](#)
- [Delivering Direct to Show Site](#)
- [Advance Receiving Warehouse](#)
- [Stand Builder Info & Empty Case Storage](#)
- [Courier Shipments, Heavy Lift, Material Handling](#)
- [Self Propelled Vehicles & Small Car Deliveries](#)
- [Contact Us!](#)



DOCUMENT & SHIPPING DEADLINES

Document Deadlines (when we need copy documents for prior checking with customs)

Seafreight	7 Days Before Arrival
Airfreight	2 Days Before Arrival
Roadfreight	2 Days Before Arrival

PLEASE SEND ALL DOCUMENTS FOR CHECKING BEFORE SHIPMENT

Shipment Arrival Deadlines:

Arrival of Seafreight exhibits at Stavanger Seaport:	FCL: 7 working days before required onsite. LCL: 10 working days before required onsite.
Arrival of Airfreight exhibits at Stavanger Airport:	3 working days before required onsite
Arrival of Roadfreight at Advanced Warehouse:	Latest 22 nd August 2024

ORDER SERVICES

All services must be booked in advance.

There are additional charges (see tariff) for late or on-site orders.

Please order services in advance of the deadline **Monday 27th July 2026**.

If you do not have full details of your shipment, don't worry, send your booking through and we can update these details closer to the event!

[Please click here to book](#)

DOCUMENTS REQUIRED

The following documents are required for all INTERNATIONAL shipments to ONS 2026

- 1 copy of Airway Bill / 1 original Bill of Lading or 1 copy of Express Bill of Lading
- T1 Form for Roadfreight
- 2 original and 3 copies of Combined Commercial Invoice & Packing List (FORMAT AVAILABLE)
- 1 copy of Insurance Policy (if insured)
- If goods are shipped under ATA Carnet, actual Original Carnet required with + 1 Copy of Power of Attorney with company stamp and signature.

The following documents are required for all DOMESTIC shipments to ONS 2026

- 2 original Packing List
- Waybill or Air waybill

NB! EFI can only issue T-1 documents for outbound transport after the exhibition if the consignment is sent via the company's own transport system.

CONSIGNMENT INSTRUCTIONS INTERNATIONAL EXHIBITORS – AIR/ SEA

All Master Airway Bill/ Bill of Lading must be consigned “Freight Prepaid” as follows. **Roadfreight shipments please see separate section below.** An Invoice Packing must be consigned as per details shown under COMBINED INVOICE / PACKING LIST on page 5 a format is available upon request. Surcharges will apply for wrongly consigned consignments.

Please do not send ‘Freight Collect’ shipments as additional charges will be incurred.

Consignee:

**Link Logistics
Moseidveien 13
NO 4033 Stavanger
Norway**

Notify / Place of Delivery:

**EFI Logistics
Exhibitor:
Stand No.:
ONS 2026**

Please send full pre-alert in advance to ons@efilogistics.com

CONSIGNMENT INSTRUCTIONS INTERNATIONAL EXHIBITORS – ROAD

All CMR must be addressed as follows and delivered to that address.

An Invoice Packing must be consigned as per details shown under COMBINED INVOICE / PACKING LIST on the following page a format is available upon request. Surcharges will apply for wrongly consigned consignments.

Please do not send ‘Freight Collect’ shipments as additional charges will be incurred.

Consignee:

**EFI Logistics
Ishockeyveien 11
4021 Stavanger
Norway
For: ONS 2026
Exhibitor Name /Stand Number**

Notify / Place of Delivery:

**EFI Logistics
Exhibitor:
Stand No.:
ONS 2026**

For Customs purposes all shipments excluding shipments on ATA Carnet, must have a TOLL PASS issued at the border and addressed as follows.

**Link Logistics
Moseidveien 13
NO 4033 Stavanger
Norway**

Please send full pre-alert and copies of all documents in advance to ons@efilogistics.com

COMMERCIAL INVOICE /PACKING LIST

We will require a special combined commercial invoice and packing list for the customs clearance of international shipments. For the format to complete and return for this purpose please contact us and we will e-mail you. **It is important this document is consigned correctly.**

While filling in the Combined Commercial Invoice and Packing List form, please take note of the following requirements:

- All entries must be in English.
- A full description of the item must be given. Brand name, model number, serial number and country of origin must be given for machine, computer, and hi-tech equipment.
- All values declared/ indicated on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonably low. "No Commercial Value" is not acceptable by Customs.



COMMERCIAL INVOICE / PACKING LIST

"Goods are for exhibition purposes to be used at ONS 2026 exhibition and will return to origin at the close of the show"

Page 1 of 1

Shipper:	Consignee:	Exhibitor:	
	Exhibit Freight International Ltd	Stand No.:	
	C/o Ardur Tax AS	EORI Number	
	Filipstadveien 5	Total No. of Pieces:	cartons/crates
	0250 Oslo,Norway	Total Gross Weight:	kilograms
Shipper EORI Number :			

ITEM NO.	NO. PCES	Description of Goods	Customs HS Codes	Weight (Kgs)	Dims (Meters)			CBM	Temp Import	Give Away	Origin	Value per Item (NOK)	Total Value (NOK)
					L	x	W x H						
								0					0
								0					0
								0					0
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The shipper hereby certifies that the above referenced goods are of _____ origin. Shipper authorizes EFI Logistics and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair market value.

TOTAL C.I.F. VALUE NOK: 0 _____

Authorized Signature: _____

Name: _____

Date: _____

**ONS 2026
24 - 27 August
Stavanger Forum**

CUSTOMS CLEARANCE

General Information

EFI Logistics is the sole official forwarding agent for the event and will carry out all customs clearance on behalf of exhibitors. Consignments arriving from abroad will be cleared temporarily by EFI under its own customs bond.

Arrival messages should be sent to ons@efilogistics.com before the shipments arrive. Arrival messages sent after the equipment has arrived will delay the shipment and incur additional handling charges.

As soon as the consignment has cleared customs, it will be collected from the arrival terminals as soon as possible and delivered to the Advanced warehouse terminal for intermediate storage. It will be delivered at the exhibition venue together with the other consignments as agreed with the Organiser consignments which have not received customs clearance cannot be opened without the consent of the customs authorities.

Exhibitors are recommended not to import alcoholic beverages. Should the exhibitor still wish to import such beverages, EFI must be contacted at least a month before the consignment is collected/sent.

Return T Docs from Stavanger can only be issued for Temporary Import shipments if the return transport is handled by EFI. Please ensure you check this with your carrier to see that they can do this. EFI will complete the Export Declaration

Re- Export

EFI will be on-site to assist with the re-export of your exhibit material, please contact us at the show or by e-mail with your return instructions before the closing of the show. During move-out EFI will return empty packing cases stored by EFI Logistics, once all empty cases have been returned, we will start to assist those exhibitors requiring re-packing and re-loading that evening. **If you need to have your shipment exported urgently after ONS please let us know before the show** so we can plan in good time.

LATE ARRIVAL

Please contact us in advance if you are having difficulty in meeting our published deadlines for the arrival of freight in Norway. EFI will make all efforts to expedite delivery on time, but no guarantee can be given. To cover additional out-of-hours charges, special transport etc. a late arrival surcharge of 50% on basic handling will be applied to these shipments.

DANGEROUS GOODS

Exhibitors need to send us a Dangerous Goods Shipping Declaration for dangerous goods. This should be provided by the Shipper 7 days in advance of shipment. A quotation will be provided upon receiving the request to handle dangerous goods. **Please note:** if shipping electrical goods via airfreight check with your carrier regarding current regulations/ restrictions on the handling of lithium batteries. These may need to be packed and shipped separately.

PACKING

Exhibitors are advised to use strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations for return. For main exhibits bolted returnable cases should be used. For cartons of brochures and or giveaways, use pallets and shrink-wrap to secure and protect the smaller boxes. All packing from outside the EC must be ISPM15 compliant, for more information on this please visit <http://www.ispm15.com>

For easy identification of exhibits, all packages must be marked as follows:

(EFI will provide a label format at time of booking)

ONS 2026

c/o EFI Logistics

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross/Net Weight : _____

Dimensions : _____

DELIVERY DIRECT TO SHOW SITE

GENERAL INFORMATION

Due to new structures being added to the outside area of the venue the unloading area at ONS 2026 has been significantly reduced. It is therefore important that exhibitors and their contractors take special note of these instructions as these will help reduce possible delays onsite to delivering or collecting vehicles.

Unless otherwise agreed directly with EFI Logistics, all consignments must be delivered to the advanced terminal address indicated below ready for delivery to stands for the move in schedule to avoid isles being blocked to help with targeted move in.

Please follow the arrivals process to receive the best service and avoid delays.

All shipments direct to the exhibition area must be pre-booked with EFI. A vehicle pass will be issued: the driver will need to have a copy of this.

The driver will report to the EFI Logistics office with the vehicle pass. The consignment will be registered, and the transport permitted to enter to the site.

Trucks arriving without a vehicle pass or booking will be placed in a holding area until the shipment can be processed. Details for vehicle pass will be sent seperately

This will delay entry to site. If the vehicle cannot be processed, entry will be refused.

Those who have not booked a time for delivery/collection, or who fail to arrive at the agreed time, will have to wait their turn. This can cause queuing at times. When entering, the driver will be directed to a suitable area where the consignment will be unloaded, and the delivery note signed. If the driver only has a handheld scanner, a separate delivery note will be issued which the driver signs. That applies to both incoming and outgoing consignments.

A vehicle which heads the queue may not necessarily be admitted first. This depends on when capacity becomes available in the area where it is due to be unloaded or reloaded.

Unless otherwise agreed in writing with EFI Logistics, all consignments smaller than five cubic metres and/or 3000 kilograms must be delivered to the EFI Logistics Terminal, these will then be transferred to the Exhibit halls and placed by the stand during the targeted move in due to isle space and access.

During the final days before the exhibition opens, it will be possible to deliver small consignments to a reception point. Such consignments can be left there for collection by the exhibitor, or the exhibitor can request delivery by EFI Logistics to the stand. Please note that all consignments are left there at the recipient's own risk.

SELF UNLOADS (Not Permitted)

To comply with HSE regulations no self-unloading will be allowed unless a valid permission to work permit is requested before arrival. Self-unloading permits will only be issued if a valid reason for not using mechanical handling is given. An economic reason will not be considered appropriate, only reasons of safe handling can be considered. Vehicles not in possession of a self-unload permit or an unloading booking will not be allowed onsite. Exhibitors, please ensure your stand contractors are sent this information prior to the show.

ADVANCED RECEIVING WAREHOUSE

From 10th August 2026

BE SMART! To avoid the congestion and the possibility of waiting time at the venue we recommend shipping via the advance receiving warehouse. Ship in advance and you have the assurance the goods are in our care. **EFI will receive freight deliveries from the 10th of August until 20th August 2026** in advance of move-in to the show at our cargo Centre. All freight will be moved to the show site during tenancy and delivered to your stand subject to targeted move in in order to not block the isles and pending your arrival at your stand. (Please see notes about deliveries direct to show site below)

Advance receiving warehouse:

EFI Logistics

Advanced Warehouse Terminal

Unit 9 EFI

Ishockeyveien 11

4021 Stavanger

Norway

For: ONS 2026

Exhibitor Name /Stand Number

Shipments must be booked in advance and pre-alert sent to ons@efilogistics.com

DELIVERY DIRECT TO SHOW SITE

All Shipments under 3000 kilos or 5 cubic metres must be delivered to Advanced Receiving Warehouse.

All deliveries direct to ONS 2026 must be made according to the official move-in schedule as published by the Organiser in the Exhibition Services Manual and after confirmation from EFI. Any shipments delivered directly to the show site before the official move-in will be refused. Deliveries between 10th and 20th August will be re-directed to the advance receiving warehouse and transfer rates will apply as per the EFI Tariff.

Any shipment that remains at the show after the official dismantling /break-down times will be transferred to our warehouse at the cost of the exhibitor.

Direct delivery address for show site Stavanger Forum:

ONS 2026

c/o EFI Logistics

Exhibitor Name /Booth Number

Ishockeyveien 11

4021 Stavanger

***Should any consignment under 5 cubic metres or 3000 kilos be routed direct to the ONS site the freight will be unloaded by EFI and placed into intermediate storage. A separate charge will be made to deliver the freight to the stand.**

SPECIAL NOTE FOR CONTRACTORS/ STAND BUILDERS/ PROJECT MANAGEMENT COMPANIES LOOKING AFTER MULTIPLE STANDS

We appreciate that some of you may be handling multiple stands and dealing with multiple shipments, and we wish to work with you to make this as seamless as we can from ordering to that final delivery. We would appreciate it if you could adhere to the following.

- I. An order form must be completed for each stand /exhibitor with details of responsible person to be invoiced, if the exhibitor is responsible for on-site costs, we also require person responsible for the event and contact details, phone number e-mail for their accounts department.
 - II. Direct /Full Loads containing multiple shipments, it is imperative that a clear manifest is supplied to EFI in advance of delivery, this must indicate the truck number, the number of pieces, weights and dimensions, cubic metres or loading metres **to be delivered to each individual stand.**
- I. A traffic pass will be needed for a truck to enter the exhibition area , please see Page 7
 - I. We need to be able to allocate each delivery and on-site work carried out to each order we receive from you. Alternatively, you make a blanket order for all the stands you are handing, whereby all deliveries to a particular stand will be for the account of that contractor or exhibitor.

Direct loads with multiple shipments may be delayed if we do not have complete pre-alert in advance.

ASSEMBLY AND DISASSEMBLY

Please refer to the Assembly and Disassembly schedule as this covers the Build Up, Duration of the Show and Breakdown and shows access dates to the various halls. This is available online or you can request a copy from EFI

EMPTY CASE STORAGE

EFI will remove all empty packing materials from the halls prior to aisles and stand cleaning. Please make sure your cases are labeled with EFI empty case labels, available from our customer service team on site. All items stored with EFI will be returned to stands after close of show and once the halls are cleared of visitors. We offer four types of service 'Emergency', 'Priority', 'Standard' and Equipment service. Emergency cases will be returned first, followed Priority/Equipment and then Ordinary. Please ensure you book and place the correct label for the service you require, we are unable to upgrade once the cases are in store.

Emergency, returned within 2 hours of the start of operations.

Priority begins after the Emergency deliveries are complete and returned within 5 hours.

Standard, begins after the priority deliveries are complete and will be returned latest AM the next day.

Deferred, a service for non-urgent cases for return during the next day.

EFI can also offer an **accessible storage** option for items that need to be accessed during the show days, this will be quoted on a requirement basis so please contact us in advance. This must be booked in advance of the show.

For Health and Safety Reasons empty packing materials cannot be stored on or around the exhibitor's stands, any packing material found in these restricted areas will either be destroyed or removed and stored by EFI at the cost of the exhibitor. Storage of empty packing on the show floor is strictly forbidden.

COURIER SHIPMENTS

EFI will operate a Courier Reception Centre for the final few days before the show as below for companies that need to send small items up to max 45 kgs per shipment, max 15 kgs per item.

This service will operate from Wednesday 19th to Friday 21st August 2026

Shipment must be pre-booked with an order form and pre-alert tracking sent.

Specific labels must be added and provided by EFI upon booking.

Delivery Address

ONS 2026

c/o EFI Logistics (COURIER POINT)

Exhibitor Name /Booth Number

Ishockeyveien 11

4021 Stavanger

We do not recommend the use of couriers for shipping materials to trade shows.

If you do decide to use a courier to ship your goods **you must** ship to the consignee as outlined in these instructions. **Remember to send EFI tracking details via e-mail.**

EFI cannot clear shipments that are not consigned to us.

If you do use a courier company, please make sure your on-site representative has...

- tracking details
- contact number for the local courier office.

EFI are unable to assist with tracking shipments not consigned to us.

Shipments arriving un-booked will incur surcharges as per tariff.

MATERIAL HANDLING

All material handled on site must be via the official contractor.

This refers to all mechanical handling, forklifts, heavy lifting, and crane work at the venue.

Electrical pallet trucks and Hiab trucks are NOT ALLOWED to operate inside or outside the venue.

This is in the interests of health and safety for all those working and visiting the show site.

Please advise us by 27th July 2026 that a service is required.

Notifications received after the published date are subject to a 25% surcharge on all services or if booked direct on site a 50% surcharge will apply.

Should your goods be received onsite without a prior booking or notification the materials will be unloaded by EFI and placed into intermediate storage. A separate charge and late booking surcharge will be made to deliver the freight to the stand once the necessary documentation has been completed.

HEAVY LIFT – FULL LOADS

For those exhibitors with heavy or oversized exhibits we urge you to contact us early, these types of exhibits need to be handled with care and precision and require careful planning. We are here to help and can assist in the transportation and safe on-site handling of your exhibits with our specialist team.

The dates for installation of these items will be confirmed nearer the show. Please contact us so an appropriate date can be set.

If you have a **single exhibit/ piece** exceeding any of the following specifications, please let us know as soon as possible.

Gross weight: 3000 kilos Dims: 250cms (L) x 150cms (W) x 150cms (H)

SELF PROPELLED VEHICLES

Due to the nature of the exhibition site and according to Health and Safety rules, all vehicles arriving and departing that are to be used as an exhibit on your stand will have to be marshaled from outside the hall until placed on your stand and vice versa. Please ensure you contact us with full details, with arrival, departure dates and times so they can be added to the schedule.

SMALL CAR DELIVERIES

Friday 21st and Saturday 22nd August 2026 Until 12.00

For these 2 days, you will be able to deliver in small cars to the show site subject to space and availability on a first come first served basis during the exhibition build up opening hours.

A vehicle which heads the queue may not necessarily be admitted first. This depends on when capacity becomes available in the area where it is to be placed.

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport, from and during the exhibition. All goods are handled subject to our standard trading conditions BIFA 2025, which may limit our liability.

PAYMENT TERMS

All invoices are payable on receipt and before the delivery of freight to the stand. If you do not have an account with EFI we request credit card details with the order. We will not charge the card unless you ask us to do so. On receipt of your invoice from EFI you can either pay via bank transfer or request payment to be taken from your card.

All services must be ordered in advance using the Freight Service Order Form.

TARIFF OF CHARGES

EFI Logistics will send all exhibitors a Full Tariff of all services for this event. We are also happy to offer complete quotations to exhibitors to suit their requirements, please e-mail us with details of your shipment.

EARLY BOOKING & PAYMENT DISCOUNT

There is an opportunity to receive a discount on parts of the Onsite Handling Tariff Only. To qualify for an extra reduction of 7.5% all services MUST be booked and paid for in full by 1st June 2026.

TERMS AND CONDITIONS

All business is only transacted in accordance with our Standard Trading Conditions (BIFA 2025).

A copy is available upon request or to download at www.efilogistics.com

Furthermore, EFI Logistics will not accept responsibility for goods delivered to the stand prior to your arrival and for goods left on the stand before collection after the show. EFI cannot accept any responsibility for the handling and transportation of unpacked items. If EFI are to re-pack the items left on the stand this is completed at owner's risk

VAT

Current Vat @ 25% will be charged on all services.

VAT can prove to be a significant proportion of the costs if you are not registered for VAT in Norway. You can avoid paying VAT on our fee's if your materials are imported into Norway and the Custom's entry process is handled by EFI. Be aware if your regular shipper handles the import entry process for you we will by law have to Invoice 25% VAT on all our services even if you are an International company.

FREIGHT ORDER FORM

All orders must be pre-booked in advance with EFI by completing and returning the Freight Order Form. **The Order Form must be returned by 27th July 2026**; late orders are subject to additional 25% surcharge on all services after this date or if booked onsite the surcharge will be 50%

Please indicate the service you require including specifications for your shipment. Your company details for invoicing purposes and if your company does not hold a current account with EFI Logistics credit card details must be completed. Please indicate if the card is to be used to settle the charges or a bank transfer will be used. In all events payments must be received prior to delivery of freight.

Main Contacts

Colin Huckle

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Tony Byrne

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jake.head@efilogistics.com

susan.barton@efilogistics.com

tony.byrne@efilogistics.com

- International Freight and Customs

- Domestic Transport, Warehouse/Onsite Handling

- Domestic Transport, Warehouse/Onsite Handling

EFI LOGISTICS

Tel: + 44 1444 871314

Email: ons@efilogistics.com

web: www.efilogistics.com



Thank you for taking the time to read these instructions, we are here to assist with your planning and welcome your call at any time. We can offer rates on all services and discuss the best option for your needs.

We look forward to working with you in Stavanger to create a successful event.

All work is undertaken by EFI Logistics in accordance with our standard Trading Conditions (BIFA 2025).

A copy of is available upon request or can be downloaded at www.efilogistics.com

Published by EFI Logistics.