



SHIPPING INSTRUCTIONS



OFFICIAL FREIGHT FORWARDER

INTRODUCTION

EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for OTD Energy 2025. We can offer a complete door to stand service from anywhere in the world. We recommend you take advantage of this service, and we look forward to offering our support.

EFI Logistics are the ONLY Company permitted to operate mechanical equipment at this event. We urge you to contact us early so we can offer advice and provide cost-effective planning for your company. Please ensure you read these instructions and pass to your stand contractor if you have appointed one.

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DEADLINES

All shipments for OTD Energy 2025 should arrive at the appropriate UK Port, Airport or directly into our advanced receiving warehouse **no later** than the dates shown below:

Documents sent for checking in advance of shipment	7 days prior to shipment arrival
Sea freight shipments to UK Port/ Terminal	7 days before required on-site
Air freight shipments to SVG	3 days before required on site
Road freight shipments (to Stavanger warehouse)	9 th October 2025

*Please contact us if you are having trouble meeting our published deadlines. We will make all efforts to expediate the on-time delivery, but no guarantee can be given. To cover additional out of hours charges, special transport etc. a late arrival surcharge of 50% will be applied to these shipments.

HEAVY/ OVERSIZED EXHIBITS

If you have a **single exhibit/ piece** exceeding any of the following specifications, please advise EFI ensure access to your area/ timely move-in and that the correct material handling equipment is available.

Gross weight: 1000 kilos

Dimensions: 250cms (L) x 150cms (W) x 150cms (H)

Exhibits exceeding above weight and dimensions **MUST** be delivered to site during heavy lift schedule.

Please contact EFI in advance to arrange this

ORDER SERVICES

We strongly advise booking services in advance.
There are additional charges (see tariff) for late or on-site orders.

Please order services in advance of the deadline **Thursday 18th September 2025**

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](#)

DELIVERIES

Unless otherwise agreed directly with EFI Logistics, all consignments must be delivered to the advanced terminal address indicated on page 5 of these instructions.

It is important that exhibition goods are delivered at the correct time, as agreed with EFI Logistics. Deliveries made directly to the exhibition area must be booked in advance, and delivered at the agreed time and date. The driver should report to the EFI Logistics exhibition office so that the consignment can be registered and an entry permit issued.

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 receipted. 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 when space becomes available in the area where it is due to be unloaded. Small consignments which can be carried by hand may be delivered directly to goods reception without queuing.

***Unless 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 at Stavanger.**

DELIVERIES – SELF UNLOADS

To comply with HSE regulations no self unloading will be allowed during build up or breakdown.

For Small Hand carry items, only (max 15 kilos per item, total max 100 kgs) the Organiser has put in place a free reception and delivery to stand service on the buildup of the event 13th & 14th only

Any item over the above maximum weight will not be suitable for this service and will be directed to EFI for mechanical unloading.

- **Exhibitors please ensure your stand contractors are sent this information prior to the show.**

MATERIAL HANDLING

All material handling 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 inside or outside the venue. This is in the interests of health and safety to all those working and visiting the show site.

Please advise us by 18th Sept 2025 that a service is required
Notifications received after the published date are subject to a 25% surcharge on all services

ADVANCED WAREHOUSE

All shipments under 5 cubic metres must be shipped via the advance receiving warehouse except for small hand carry items, detailed on page 2.

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 30th September until 9th October 2025 in advance of move-in to the show at our cargo Centre in Stavanger. All freight will be moved to the show site during tenancy and delivered to your stand pending your arrival at your stand. (Please see notes about deliveries direct to show site above)

Advance receiving warehouse address:

EFI / Link Logistics
Moseidveien 13
NO 4033 Stavanger
Norway
For: OTDENERGY 2025
Exhibitor Name /Stand Number

Please book shipments in advance and pre-alert EFI at otd@efilogistics.com

DIRECT TO SHOW SITE

DELIVERY DIRECT TO SHOW SITE DURING MOVE-IN TIMES ONLY

Only deliveries over 5 cubic metres will be accepted at the venue in accordance with the official move-in schedule as published by the Organizers 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. These shipments can be re-directed to the advance warehouse and transferred for an additional charge.

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:

OTDENERGY 2025
c/o EFI Logistics
Exhibitor Name /Booth Number
Ishockeyveien 9
4021 Stavanger

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

INTERNATIONAL SHIPMENTS

CONSIGNMENT INSTRUCTIONS INTERNATIONAL 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 next 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:	Notify / Place of Delivery:
Link Logistics Moseidveien 13 NO 4033 Stavanger Norway	EFI Logistics Exhibitor: Stand No.: OTD

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

DOCUMENTS REQUIRED

The following documents are required for all INTERNATIONAL shipments

- 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
- 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

- 2 original Packing List
- Waybill or Air waybill

CONSIGNMENT INSTRUCTIONS INTERNATIONAL 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, 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:	Notify / Place of Delivery:
EFI Logistics Ishockeyveien 11 4021 Stavanger Norway	EFI Logistics Exhibitor: Stand No.: OTD

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 otd@efilogistics.com

NB! EFI can only issue T1 documents for outbound transport after the exhibition if the consignment is sent via EFI's own transport system.

CUSTOMS INVOICE

Norwegian customs require a combined commercial invoice for customs clearance of international shipments.

This document must be completed and e-mailed to EFI for pre-checking at least 3 days prior to shipment.

For a copy of the template [Click Here](#)

Please take note of the following requirements:

- All entries must be in English
- Shipper's address and EORI Number must entered
- Exhibitor and stand number shown
- Quantity, weight and size of items to be indicated
- A full description of the items must be given. Brand name, model number, serial number and must be given for machines, computer and hi-tech equipment.
- 10 Digit Customs harmonized tariff code must be indicated against each item.
- Origin must be shown against each item
- 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
- Items must be marked for temporary /Permanent import
- Unit value and total value shown against each item
- If more that one page required, please indicated page 1 or 3, 2 of 3 etc.

Once approved the document can be printed, date, signed and returned in PDF format.



COMMERCIAL INVOICE / PACKING LIST

"Goods are for exhibition purposes to be used at OTD 2025 exhibition and will return to origin at the close of the show"

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Shipper: Shipper EORI Number :	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

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: _____

**OTD 2025
15 - 16 October
Stavanger Forum**

EMPTY CASE STORAGE

EFI will remove all empty packing materials from the halls prior to final cleaning. Please ensure your cases are labeled with EFI empty case labels, available from our 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 two services 'priority' and 'standard' service. Priority cases will be returned first, standard service starts once the priority service is completed. Please ensure you label your material; accordingly, we are unable to upgrade standard service to priority once the cases are in store.

For Health and Safety Reasons empty packing materials cannot be stowed 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.

***Any untagged empty cases will be removed and stored at the priority rate.**

For those exhibitors requiring re-packing of exhibits at the close of the show, this will be started once all exhibitors are in receipt of their empty packing material after close of show.

RESTRICTED GOODS

The shipper is responsible for providing EFI with relevant hazardous goods declaration forms or copies of export /import license documents if applicable. We cannot complete these forms on your behalf. Failure to declare such goods may result in penalties or claims, which will be for the account of the shipper. Hazardous or restricted goods must be packed according to IATA /carrier regulations. Please note that lithium batteries are restricted on aircraft, these restrictions currently vary per airline.

INSURANCE

We recommend that you have your goods fully insured against loss or damage for transit and the duration of the show. EFI is only covered for your goods under our BIFA 2021 Terms and Conditions which is limited and may not provide the full cover you expect.

We therefore recommend that you insure your goods fully or extend any cover you may currently have to include transit and duration of the event.

CUSTOMS CLEARANCE

EFI Logistics is the sole official forwarding agent for OTDENERGY 2025 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 otd@efilogistics.com before the shipments arrive. Arrival messages sent after the equipment has arrived will delay the shipment and incur additional handling charges.

Once cleared through Norwegian Customs your consignment will be collected from the arrival terminals and delivered to the terminal for intermediate storage. All shipments will then be delivered to the exhibition venue for delivery to your stand.

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.

PAYMENT

All invoices are payable on receipt. If you do not have an account with EFI we request credit card details to guarantee payment. 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 Order Form by the deadline, orders received late or on-site carry a 50% late booking surcharge.

VAT

Current VAT @ 25% will be charged on all services performed onsite at OTDENERGY 2025, unless EFI are contracted to handle Customs clearance. If EFI complete the Importation of your goods into Norway, then VAT can be zero rated on all freight related services.

TERMS

EFI Logistics does not accept responsibility for

- Exhibits prohibited by the organizer or Customs to be sold or displayed in fair site
- Any tax/duty for sold exhibits

All business of whatsoever nature shall solely be conducted in accordance with BIFA 2021 standard trading conditions. These conditions have clauses that may limit or exclude our liability. [Click here for a copy](#)