

We welcome all exhibitors to  
Rørosmartnan - the Røros Winter Fair  
February 19<sup>th</sup> to 23<sup>th</sup> 2019

Depending on availability, registration will last until opening day

**The Røros Winter Fair draws as many as 70000 visitors each year. For five days in February, the former mining town of Røros is transformed into a market place bursting with activity. In the streets, the market hall and the backyards, the trading and shopping go on all day long. The World Heritage Site Røros is the perfect venue for this kind of happening. The Winter Fair starts off with the arrival of eighty horse-drawn carriages that have traveled here from Norway and Sweden.**

#### Registration

You can register electronically at [www.rorosmartnan.no](http://www.rorosmartnan.no)

Until October 15<sup>th</sup>: NOK 1600,- + VAT

After October 15<sup>th</sup>: NOK 2200,- + VAT

The fee includes the traditional Exhibitor's Dinner for 2 people.

For the registration fee to be valid, please note that payment has to have been made during the registration process.

**Confirmation of your exhibition space will take place after registration.** If a space isn't available for you, your registration fee will be refunded.

#### **The road to Røros**

Røros is situated near the county road FV30, to the south-east in Sør-Trøndelag county, bordering on the counties Hedmark (N) and Jämtland (S). The capital Oslo is 400 km to the South. Trondheim is 150 km to the Northwest. Östersund (S) is 260 km to the Northeast of Røros.

#### **Accommodation**

In addition to commercial accommodations, private houses and apartments are also made available. A camp for motorhomes is set up near the market hall at Verket Røros.. All booking arrangements have to be made with the landlord directly.

You'll find a list of available accommodations at [www.rorosmartnan.no](http://www.rorosmartnan.no)

## **Exhibition spaces**

### **The market hall at Verket Røros**

The market hall has a total floor space of 4300 sqm. More than 100 exhibitors gather here. There is a coffee shop, entertainment and a warm atmosphere. Approximately 15 000 visitors were registered here last year. The market hall is 500 m from the center of town, with a large parking space and a camp for motorhomes nearby. The amusement park is right next door.

### **Inside the market hall**

The hall is equipped with white walls for the stalls. It is also possible to choose stalls without walls. The exhibitors can choose between different width and depth of their stands (in meters – min. is 2 x 2 meters). These sizes can be changed by the organizer if required. It is not allowed to use staples, nails or adhesive tape on the walls. The special type of tape that can be used, will be made available for purchase at the information point at arrival.

### **Outside areas**

Exhibition spaces near the entrance to the market hall.

### **Fire hazards**

All kinds of open fires, candles, grills etc. are prohibited indoors. Permission for outside stands have to be granted in writing: put a cross on the correct form and describe the type of heat source being used.

Flame-suppression equipment has to be placed close by in case of emergency.

### **Opening hours for the public**

Tuesday from 12am to 6pm. Wednesday to Friday from 10am to 6pm. Saturday from 10am to 5pm.

### **Assembly**

Assembly and set-up must be done on Monday, February 18<sup>th</sup> between 9am and 8.30pm, and Tuesday, February 19<sup>th</sup> between 8am and 11.45am. Disassembly on Saturday between 5pm and 8pm.

The rest of the time the market hall is available for exhibitors one hour prior to and after opening hours. See guidelines on the last page, section 7.

**Registration fee**

NOK 1600,- when registering within October 15<sup>th</sup>.

NOK 2200,- when registering after October 15<sup>th</sup>.

**Stand rental**

Per square meter, indoors, without stand walls NOK 490,-

Per square meter, indoors, with stand walls NOK 590,-

Corner stand, additional price per corner meters\* NOK 590,-

Per square meter, outdoors NOK 110,-

20% discount for indoor stands, stating at 60 sqm

\*Corner meters are the equivalent of the depth of the stand you require. For instance, if you have a depth of 3 meters, then it's the equivalent of 3 corner meters. If you require a corner stand with 2 open sides with a corresponding depth, it would add up to 6 corner meters.

**Power**

8 amp (max. 1600 watt) NOK 800,-

16 amp (1phase) NOK 1100,-

16 amp (3 phase) NOK 1500,-

32 amp (3 phase) NOK 2000,-

**All prices are excl. VAT****Admission - IDs and invitations**

Any person participating in the assembly and/or manning of the stands, has to carry their issued ID card with name of the holder and the company clearly visible. Invitations for exhibitors' clients can be ordered for NOK 20,-. These are valid for 1 day of free entrance.

## **The street – Røros town centre**

**The Røros Winter Fair in the center of town is the oldest part of it all. The covered stalls are placed along the streets in the middle of the town of Røros.**

### **Fire hazards**

Røros is a World Heritage Site with many listed buildings. The risk of fire is great, therefore you need permission before being allowed to use open fires and other heat sources. Put a cross on the correct form and describe the type of heat source being used. Flame-suppression equipment has to be placed close by in case of emergency. Open fires are not allowed in the lower half of Kjerkgata (the church street). Due to restrictions and fire codes, it is not allowed to camp in areas that are not regulated for this type of activity.

### **Practical information, space allocation and assembly**

The space allocation for your stall is decided by the regulations for the street, the size of the stall, power needs, and in some cases seniority. In Kjerkgata, wooden stalls are given priority. The maximum stall length per registration fee is 10 meters. Any awning in the front needs to have a free height of 2.5 meters. All exhibitors need to bring their own tools, for instance screwdriver, hammer, screws and/or nails if you wish to hang products inside your stall. If your stall is rented from us, all screws and nails have to be removed before departure. Tip: Bring a snow shovel. **Attention: It is not allowed to permanently affix the stall to the ground or the wall of a building.**

### **Assembly**

The allocation of your space and assembly happens from Monday, February 18<sup>th</sup> at 9am and Tuesday, February 19<sup>th</sup> between 8am and 11.45am.

Disassembly on Saturday between 5pm and 8pm.

See guidelines on the last page, section 7.

### **The Røros Winter Fair opening hours**

Tuesday from 12pm to 5pm. Wednesday to Saturday from 10am to 5pm.

### **Registration fee**

(Per stall, maximum stall length 10 meters)

NOK 1600,- when registering within October 15<sup>th</sup>..

NOK 2200,- when registering after October 15<sup>th</sup>.

### **Stall rental**

NOK 450,- per meter (containing sales area)

For the sale of food in food stalls an additional NOK 600,- per meter (containing sales area).

### **Power**

8 amp (max. 1600 watt)                      NOK 800,-

16 amp (1 phase)                                NOK 1100,-

16 amp (3 phase)                                NOK 1500,-

32 amp (3 phase)                                NOK 2000,-

**All prices are excl. VAT**

## **Stall and booth rentals**

### Wooden, covered stall

Pitched roof and front-facing opening – no floorboards. Tarpaulin is kept rolled up on the roof during opening hours, and unrolled and affixed to the front of the stall at closing time. The stalls are without shelves or tables. You can bring your own as needed.

Two sizes available:

3x2 meters NOK 1500,-

6 x 2 meters NOK 3000,-

### Wooden booth

Booth with lock. Entrance from the side. Has a front hatch that can be opened and closed. The booth is without shelves or tables. Bring your own shelves and tables, as well as your own padlock as needed.

Size:

2.8 x 2.3 meters NOK 1500,-

### **The “Best Stand” competition**

We always hope for the best stands and booths, as well as kind and polite exhibitors. The best stand in the market hall and the best stall in the street will be awarded 1<sup>st</sup> prize according to these premises:

The decoration of the stand: exhibition, presentation, harmony of the product and other types of materials used to shape the stand.

Order and cleanliness, environment and resource usage.

Service-mindedness and general demeanor of the exhibitors.

The 1<sup>st</sup> prize(s) will be awarded on Thursday, and consists of free admittance for the exhibitor for next year’s Røros Winter Fair, a diploma, a gift and free mention in the media.

### **Do you wish to reach more customers?**

Why not take out an advertisement at [www.rorosmartnan.no](http://www.rorosmartnan.no) now, or on one of our big screens during the Røros Winter Fair.

Mark the box “More information” on the registration form, or get directly in touch with us.

For advertisements in the Røros Winter Fair newspaper, get in touch with Arbeidets Rett either by phone at (+47) 72 40 64 00 or send an e-mail to [annonser@retten.no](mailto:annonser@retten.no)

### **Contact information for The Røros Winter Fair**

Visit Røros AS, Peder Hiortgata 2, 7374 Røros, Norway

Tel.: (+47) 72 41 00 00

E-mail: [post@rorosmartnan.no](mailto:post@rorosmartnan.no)

Homepage: [www.rorosmartnan.no](http://www.rorosmartnan.no)

#### **Office hours**

Monday to Friday                      8am to 4pm

#### **During the Winter Fair**

Monday                                      9am to 9pm

Tuesday to Saturday                      9am to 6pm

## Rules and regulations for participation in the Røros Winter Fair 2019

Visit Røros AS has permission from the Police department to arrange the annual Røros Winter Fair (Rørosmartnan). This permission is dependant on certain regulations for this type of activity. One of these regulations determines that the organisers have to determine and enforce their own rules and regulations in the areas used for Rørosmartnan.

### 1. Allocation of sales space

The organizers decide who can participate in Rørosmartnan. Placement of exhibitors is by determination of the organisers. Sales, exhibition, moving or extending a stall is only allowed with permission from the organisers of Rørosmartnan. If you are not allocated a space after registering and paying, your registration fee will be refunded in its entirety. If your registration is declined for any reason, no appeals are possible. In case of non-payment at the date of expiration, your space will be deleted.

### 2. Registration and invoice

Your registration is valid when a correctly filled out form and the registration fee have been received by us. **Confirmation of your space will commence after registration.** Invoice for the stall rental will be sent to you. If more than one company share one sales space, then each company must pay the registration fee.

### 3. Cancellation of sales space

If you cancel your sales space later than 3 weeks before the start of Rørosmartnan, you forfeit your entire fee, which must be payed in full. If you cancel your sales space earlier than this, you will be refunded the entire amount minus the registration fee. All cancellations are dependant on an approved cancellation reason (illness or similar) and have to be tendered in writing.

### 4. Placement

Rørosmartnan retains for itself the right to decide which exhibitors are allowed to participate and where they are to be placed – regardless of what the exhibitors preferences might be. During the placement of stands and stalls the size, types of products and other technical factors will be taken into consideration. Seniority may also be taken into consideration. Allocated spaces cannot be traded, switched, exchanged or sold.

### 5. Sales restrictions

You can only sell the products that are mentioned on the form during registration. Some illegal products (but not limited to) are piratcopies, softguns, spring-loaded and/or compressed air weapons, throwing stars (shuriken), el-sigaretts, helium balloons, swords, switchblade knives, fireworks etc.

### 6. Foodstuffs/Documented cash sales

All sales of foodstuffs at Rørosmartnan must be reported to the organisers on the registration form. Any and all who produce and/or sell foodstuffs must be

registered and accredited with The Norwegian Food Safety Authority (Mattilsynet). Get in touch with your local office on (+47) 22 40 00 00 or via [www.altinn.no](http://www.altinn.no). Register your menu and how the food will be prepared prior to sale. Mattilsynet will get in touch with exhibitors before Rørosmartnan starts, if necessary. Exhibitors who have not registered the sale of foodstuffs prior to Rørosmartnan, can be denied sale of their products by Mattilsynet. Every exhibitor must have a cash register or the equivalent as stated in the guidelines by the Norwegian Tax Administration (Skatteetaten).

#### 7. Arrival/Parking/Departure

Exhibitor must visit the organizer's office. Exhibitors with sales spaces in the streets go to the Tourist Information office, while exhibitors with stands in the market hall go to the reception desk at the entrance to the hall. Here you will be allocated your spaces, get your exhibitor's ID, parking permit and general information. **Do not go to your sales space without permission from an organiser.** Spaces that have not been used by 2pm on opening day can be freely repurposed by the organizers, unless otherwise agreed upon. Illegally parked cars will be towed. Any fees incurred through the towing must be paid by the owner of the vehicle. Walls in stalls must be cleared of tape and glue residue before departure. All the stalls must be cleared by 8pm on Saturday, unless otherwise agreed upon. **Attention: No stall shall be packed, emptied of products or left before Rørosmartnan officially closes on Saturday at 5pm.**

#### 8. Transport

Because of large numbers of visitors, all transport of goods must occur in the morning before 10am or in the evening after 5pm.

#### 9. Appearance

Exhibitors, representatives and sales personnel must strive for a polite and service-minded tone while at Rørosmartnan. No intoxicated people may be at a stand or stall in a working capacity. Salespeople and/or exhibitors must follow the rules and regulations given by representatives of Rørosmartnan, for instance when confronted with too high sound levels at stands.

#### 10. Waste

Waste near stalls, indoors and outdoors, must be cleared and put in waste bins by the exhibitor. All cardboard boxes must be flattened. If the exhibitor does not comply in this manner, then the exhibitor may be invoiced for expenses incurred for waste management.

#### 11. Liability

Rørosmartnan is not liable for theft of or damage to products, exhibited objects, equipment, vehicles etc. The exhibitor must insure their own property and equipment. It is not allowed to physically affix a stand or booth to the ground or the wall of a building. Destruction of property will result in an invoice of damages incurred, sent to the exhibitor.

#### 12. Accommodation

It is not allowed to camp in areas that are not regulated for this type of activity.  
(F.eks sleeping in cars in the centrum of Røros)

#### 13. Fire safety

All outdoors stalls must have powder fire extinguishers nearby (min. 6 kg powder). When using propane (gas) for heating, grilling etc., documentation for control of the equipment (control of gas bottle, regulator and hose) must be supplied and made available by the exhibitor.

#### 14. Sanctions in case of regulations violations

Violations of the regulations put forth here, will result in immediate expulsion from Rørosmartnan. Such expulsion does not give the right to any refund of paid fees or refund for loss in revenue. Rejection for participation in future Rørosmartnan may also be considered. Additionally, regulations for Norwegian law enforcement are applicable, such as Politiloven §11, 4-7 and the duty of anyone to follow instructions given by police officers at any and all times for the sake of peaceful and orderly conduct, outside as well as inside the area designated for Rørosmartnan, according to Politiloven §§5 and 7.