

Booking Contract

Oslo Congress Centre

Client: ISFW European Conference
Via Visit Oslo

Date: 06-08.10.2025

Booking no: 002155



Marius Grønnås
3. februar 2022

Visit Oslo AS
Marjun Persson
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0102 Oslo

Oslo, 3. februar 2022

Thank you for contacting Oslo Congress Centre. We are pleased to offer you the following booking proposal:

1. Venue, Conference Packages and Technician
1.1. Venue and conference packages

Expected number of delegates: 800

Venue:	Set-up:	Date:	Times:	Venue hire per day:
Congress Hall	Plenary	06-08.10.2025	08:00 – 16:00	Conference Packages
Hall A	Break-out	06-08.10.2025	08:00 – 16:00	Included
Hall B	Break-out	06-08.10.2025	08:00 – 16:00	Included
Hall C	Break-out	06-08.10.2025	08:00 – 16:00	Included
Hall D	Break-out	06-08.10.2025	08:00 – 16:00	Kr 18 000
Forum	Exhibition	06-08.10.2025	08:00 – 16:00	Kr 17 000
Meeting Room 1	Break-out	06-08.10.2025	08:00 – 16:00	Kr 9 500
Meeting Room 2	Break-out	06-08.10.2025	08:00 – 16:00	Kr 7 500
Meeting Room 4	Break-out	06-08.10.2025	08:00 – 16:00	Kr 9 500
Meeting Room 5	Break-out	06-08.10.2025	08:00 – 16:00	Kr 7 500
Odin	Break-out	06-08.10.2025	08:00 – 16:00	Kr 8 500
Foyer	Reception	06.10.2025	per agreement	Price per person
Congress Hall	Banquet	07.10.2025	19:00 – 02:00	Price per person

The Congress Hall can be separated into Hall A, B and C. Re-setting of the halls takes a minimum of 30 minutes and price starts at NOK 2900,- depending on size of reset of set-up and stages.

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Option 1 – Congress package

Price per person: NOK 710 per day

This price includes:

- Congress Hall with standard technical equipment (see section 1.3)
- Lier apple aperitif followed by a 2-course lunch and mineral water
- Refreshment/fresh fruit served in a break before lunch
- Assorted light bites served in afternoon break
- Coffee and tea available throughout the day
- Purewater available
- 1 Technician included in the Congress Hall
- Pen and paper available
- Welcoming package with apple and Isklar mineral water
- Staffed cloakroom

Option 2 – Conference package

Price per person: NOK 630 per day

This price includes:

- Congress Hall with standard technical equipment (see section 1.3)
- 2-course lunch of the day
- Refreshment/fresh fruit served in a break before lunch
- Assorted light bites served in afternoon break
- Coffee and tea available throughout the day
- Purewater available
- Pen and paper available
- Staffed cloakroom

Option 3 – Conference package “Mingle”

Price per person: NOK 595 per day

This price includes:

- Congress Hall with standard technical equipment (see section 1.3)
- Standing lunch buffet/tasty selection of assorted finger foods
- Refreshment/fresh fruit served in a break before lunch
- Assorted light bites served in afternoon break
- Coffee and tea available throughout the day
- Purewater available
- Pen and paper available
- Staffed cloakroom

Our designated lunch times are between 11:00am to 13:00pm. The specific lunch time can be agreed upon when booked.

NB. In cases of high demand, Oslo Congress Centre reserves the right to change the clients requested lunch slot. If this should happen, the client will be informed in good time before the event date.

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Please note: There must be a minimum of 400 delegates in Kongresshallen to get our conference day package without additional hire charges.

380-399 delegates NOK 4 100,- additional hire charge

360-379 delegates NOK 6 800,- additional hire charge etc.

1.2. Set-up

Our standard set-up in our halls and meeting rooms are classroom or theatre style, group tables or conference table. If you wish to have round table, there will be a need for tablecloth, upon which a cost of NOK 30 per person will be added.

1.3 Standard technical equipment

Standard technical equipment in the Congress Hall, Hall D and Forum:

- 1 screen, 1 projector, 1 presentation clicker, Rostrum with fixed microphone and Panel table (size and type by agreement) with up to 4 seats and 2 wired microphones, 2 wireless microphones, 1 flipchart, 1 whiteboard and wireless internet access

Standard technical equipment in Meeting Room 1, 4 and Odin:

- 1 screen, 1 projector and 2 wireless microphones
- 1 flipchart, whiteboard and wireless internet access

Standard technical equipment in Meeting Room 2 and 5:

- 1 screen, 1 projector, 1 flipchart, 1 whiteboard and wireless internet access

Additional technical equipment and services are available to order and will be charged separately.

1.4. Technical services in addition to the Conference package

When hiring the Congress Hall a congress technician will be present to quality ensure the event. The congress technician is in charge of sound, light and microphone as well as assistance if anything unforeseen should happen in the specific venue.

The speaker conducts the presentation by his own PC at the rostrum.

The technical service charges are based on the following:

Monday-Friday

NOK 930 per hour 8am-4pm (min. 4 hours)

NOK 1 200 per hour after 4pm (min. 4 hours)

NOK 6 500 8am-4pm

NOK 7 550 4pm-11pm

NOK 1 300 per hour 11pm-6am (min. 4 hours)

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AV package

Our professional technicians can support you with the following solutions as far as rental of AV packages are concerned:

- To receive and open all kinds of presentations/movies
- The speaker conducts the presentation from the scene with a presentation remote control
- Possibility to connect own PC/MAC at the rostrum, if the speaker wish to do so
- Monitor on the scene with presentation devices, notes and count-down watches
- A machine destined to play music/movies as well as show the presentations
- Seamless transition between presentations/video

A rental of AV package is priced at NOK 6 500 (inclusive two PCs + one MAC) in addition to cost of technician. NOK 3 250 from day 2.

1.5. Food and drink

Oslo Congress Centre continuously works hard to offer the best overall product and experience for all our guests. Therefore, our plenary venue hire, service, tablecloths, lights and staffed cloakroom are all included in our menu prices. Security is contracted accordingly for each event requirement and number of guests and costs from NOK 840 / Saturday-Sunday NOK 920 per security guard per hour. Rate may vary depending on time of day.

Our three-course banqueting menu starts at NOK 690 per person.

Drinks prices:

Sparkling wine	from	NOK 540 per bottle
Red/white wine	from	NOK 540 per bottle
Mineral water		NOK 55 per bottle
Floral decorations	from	NOK 350 per table
Coffee/tea		NOK 45 per person

Bar:

If you would like we can offer to set up a bar for your guests. We can also offer your guests individual "bank" cards with a minimum NOK 200 credit on it, equivalent to two glasses of wine, that will be invoiced after the event on consumption only.

If you wish to have a logo, motto or picture on the cards, this effective detail can be added for only NOK 20 per card.

2. Definitions

OKS refer to the Oslo Congress Centre.

The client refers to the person/company/organization that is responsible for the payment of the invoice for the event.

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Order value is based on the sum of minimum number of delegates in the designated venue multiplied with the agreed price per delegate per day, with any additional service costs on top of this.

3. Catering

All catering orders, information and details must be submitted 2 weeks, at the latest, prior to the event taking place.

Oslo Congress Centre strives to deliver the very best quality service and catering, and therefore reserves the right to change ingredients depending on accessibility and quality. The client will always be made aware of any substantial changes.

Oslo Congress Centre actively works to meet the needs and requirements of all its clients' allergies and intolerances. We also reserve the right to invoice for overproduced food which is a result of lack of registration and notification within the given deadlines.

We also do not allow any outside food or drink, due to our food and drink licenses given to us by Oslo Council.

4. Exhibition and Entertainment

To consider all clients, fire licenses etc. Oslo Congress Centre must approve all exhibitions and entertainment before the event itself. The client is expected to deliver a written schedule with timings, sound level and placement of the entertainment four weeks prior to the event. The client must be open for any adjustments recommended by technical staff. This is so all of our guests can have an optimal and enjoyable experience with equal respect for all parties involved.

In the case of music performances a Tono license must be produced. The client is responsible for acquiring this license and not the venue, in this case Oslo Congress Centre. Tono contact number: +47 22 05 72 00 or <http://www.tono.no/en/contact/>

Exhibitor package in the Foyer

Our exhibition package cost NOK 1 200 per stand, this includes 2 tables or 1 posser table with table covers, 2 chairs and an electricity outlet (16amp, 230volt) and 2,5x2m space. The price of the package is reduced to NOK 800 per exhibition from the second day. Additional equipment is available to order and will be charged separately.

Exhibitor package in Forum

Our exhibition package cost NOK 450 per stand, this includes 2 tables or 1 posser table with table covers, 2 chairs and an electricity outlet (16amp, 230volt) and 2,5x2m space. The price of the package is reduced to NOK 425 per exhibition from the second day. Additional equipment is available to order and will be charged separately.

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Marketing package

Are you interested in marketing yourselves while you are here? Oslo Congress Centre can offer a marketing package for only NOK 13 000 (half price from the second day). The price includes:

- 3 marketing screens in the Foyer
- 1 marketing screen (LED wall) at the main entrance
- 15 flagpoles
- Outdoor banner space (405 x 320 cm)
- 4 posters by the cloakroom
- An array of profiling opportunities in the Foyer and main room

NB! Production costs will be an additional cost.

5. Price

5.1. Validity

External legislative changes regarding pricing and tax can lead to changes of price. The client will be made aware of any changes at the latest within 8 weeks of the first event date.

5.2 VAT

The venue hire is not subject to VAT, however all other costs include 25% VAT.

6. Payment

Prices are based on invoice following the event and paid within 15 days. Legally regulated penalties shall apply for late payment.

OKS reserves the right to obtain credit information and request advance payment (or bank guarantee) for the total value of the order in cases when such measures are deemed suitable. An invoice for the advance amount will be sent after order confirmation. If prepayment is not made within the given timeline, the order will not be legally binding for OKS.

7. Cancellation details

7.1. Validity:

The following outlined rules are to be upheld, unless other written agreements have been made.

7.2. Conference Packages

Cancellation deadline for the Congress Hall:

The cancellation deadline for the Congress Hall is 16 weeks prior to the initial event date.
25% of the total fee will be invoiced if cancelled up to 12 weeks prior to the initial event date.
50% of the total fee will be invoiced if cancelled up to 8 weeks prior to the initial event date.
100% of the total fee will be invoiced if cancelled within 8 weeks prior to the initial event date.

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In the case of the event being booked within 8 weeks in advance of the initial event date, the cancellation deadline will be 2 weeks prior to the event date. If cancelled within these 2 weeks, full payment is required.

7.3 Venue

The cancellation deadline for Hall A and Hall B+C is 12 weeks prior to the initial event date, and 8 weeks for all other halls, Auditorium and Forum. When cancelling by 4 weeks prior to the initial event date there will be an invoice of 50% of the overall fee, and 100% within 4 weeks of the initial event date.

The cancellation deadline for the meetings room are 4 weeks prior to the initial event date. When cancelled by 2 weeks of the event there is a 50% charge of the total and 100% charge when cancelling within 2 weeks of the initial event date or in the case of the client being absent on the event dates.

When booking the venue within 8 weeks of the initial event date the cancellation deadline is 2 weeks prior to the event. When cancelling within 2 weeks of the initial event date an invoice for the full amount will be sent.

7.4. Reduction of numbers

Expected number of delegates is to be delivered to us 2 weeks prior to the initial event date at the latest. After this, within the 2 weeks, the number of delegates can drop 10% until 6 working days prior to the initial event date. Any cancellations or drop of numbers within 6 days of the event will result in a 50% charge of the full price per delegate. All changes, cancellations and change of number of delegates made on the day of the event will result in a 100% charge per person.

OKS hold the right to change the venue of the event if the number of delegates drop below the minimum requirement of the chosen venue.

8. Damages

The client is responsible for any damages to OKS through negligent or willful behavior by any guests attending the event. If a deposit has been agreed and paid, this can be used towards the damages, however only after being discussed between OKS and the client.

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9. Force Majeure

In the case of incidents out with Oslo Congress Centers control, such as strikes, fire etc., we reserve the right to cancel the contract and agreement without the payment of compensation.

All prices listed in this offer are prices for 2022 and will be subject to normal annual adjustments. Prices for 2025 will be sent when they are set during 2024.

With kind regards

Oslo Congress Centre

Marius Grønnås

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