



# IGF 2025 Exhibitors Manual

# About IGF

The Internet Governance Forum (IGF) is a global and inclusive platform for multistakeholder dialogue on digital public policy on internet related issues, with special emphasis on the complementarity between all stakeholders involved. It was established by the United Nations World Summit on the Information Society (WSIS) in 2006. The mandate of the forum is to bring together all stakeholders to address key challenges and opportunities in the digital era.

- Venue: NOVA Spektrum
- Date: 23th – 27th June, 2025
- Hybrid (In-person and Virtual)



[Home | Internet Governance Forum](https://www.igf2025.no/)

<https://www.igf2025.no/>



# Themes and Objectives

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The 20th annual meeting (IGF 2025) will be hosted under the overarching theme **Building Digital Governance Together** around four sub-themes that emerged from discussions at the First Open Consultation and Multistakeholder Advisory Group meeting.

## Key Themes:

- Digital Trust and Resilience
- Sustainable and Responsible Innovation
- Universal Access and Digital Rights
- Digital Cooperation



[IGF 2025 Themes | Internet Governance Forum](#)



# Why Exhibit at IGF?

- **Global Participation**
  - Expected attendance of thousands of participants from more than 170 countries.
- **High Level Networking**
  - Meet and engage with a diverse range of speakers and thought leaders.
- **Industry Exposure**
  - Showcase your services in the **IGF Village**, including the **Digital Norwegian Exhibition**, attended by decision-makers and industry influencers.



# General information

# Exhibitor support

## Exhibitor Team

Email: [Exhibitor@medvind.no](mailto:Exhibitor@medvind.no)

### Contact for:

General exhibitor inquiries, booth setup, and exhibitor guidelines.

## Logistics and Shipping

Email: [Logistics@medvind.no](mailto:Logistics@medvind.no)

### Contact for:

Shipping address, Shipping notification, warehousing, shipment handling

## IGF Registration and Access Focal Point

Name: Anja Gengo  
Email: [anja.gengo@un.org](mailto:anja.gengo@un.org)

### Contact for:

Badges, Registration and Access

## IGF Exhibition Focal Point

Name: Eleonora Mazzucchi  
Email: [eleonora.mazzucchi@un.org](mailto:eleonora.mazzucchi@un.org)

### Contact for:

IGF inquiries



# Registration

## Register for IGF Norway 2025

You need to register with the UN Accreditation System (INDICO) for both attending the conference in person and attending online in advance. Admission to the IGF Norway 2025 is free of charge.

For any technical issues please contact the support team by writing an email to: [support.accreditation@un.org](mailto:support.accreditation@un.org)

Register here: [IGF 2025 Registration](#)

1. Create a user account
2. Activate your account
3. Register for IGF Norway 2025
4. Bring the INDICO confirmation with the photo at the entrance

Please note that upon arrival at the venue you will be required to present a government-issued photo ID along with your UN conference badge.





# Travel information

# To and from NOVA Spektrum, Lillestrøm

The fastest and most convenient way to reach the conference venue, NOVA Spektrum in Lillestrøm, is by train. Travel time to Lillestrøm is approximately 12 minutes from both Oslo city centre and Oslo Airport. NOVA Spektrum is a 10-minute walk from Lillestrøm train station. Vy (regional trains) offers several departures per hour to Lillestrøm from both Oslo city centre and Oslo Airport. If travelling directly from Oslo Airport, you can also take the Flytoget (airport express train) to Lillestrøm.

- [Vy \(regional trains\) fares and timetables](#)
- [Flytoget \(airport express train\) fares and timetables](#)



# To and from Oslo Airport

Oslo Airport Gardermoen (OSL) is Oslo's main international airport, located 47 km from the city centre. The fastest way to travel from Oslo Airport to Oslo city centre is by train, either with Vy (regional trains) or the Flytoget (airport express train). Travel time to Oslo city centre is approximately 20 minutes.

- [Vy \(regional trains\) fares and timetables](#)
- [Flytoget \(airport express train\) fares and timetables](#)



# Public transport in Oslo

All public transport in Oslo and the surrounding areas is included in a unified ticketing system managed by Ruter. This covers city and regional buses, trams, metro, local trains, and ferries (note: ferries to Bygdøy are not included).

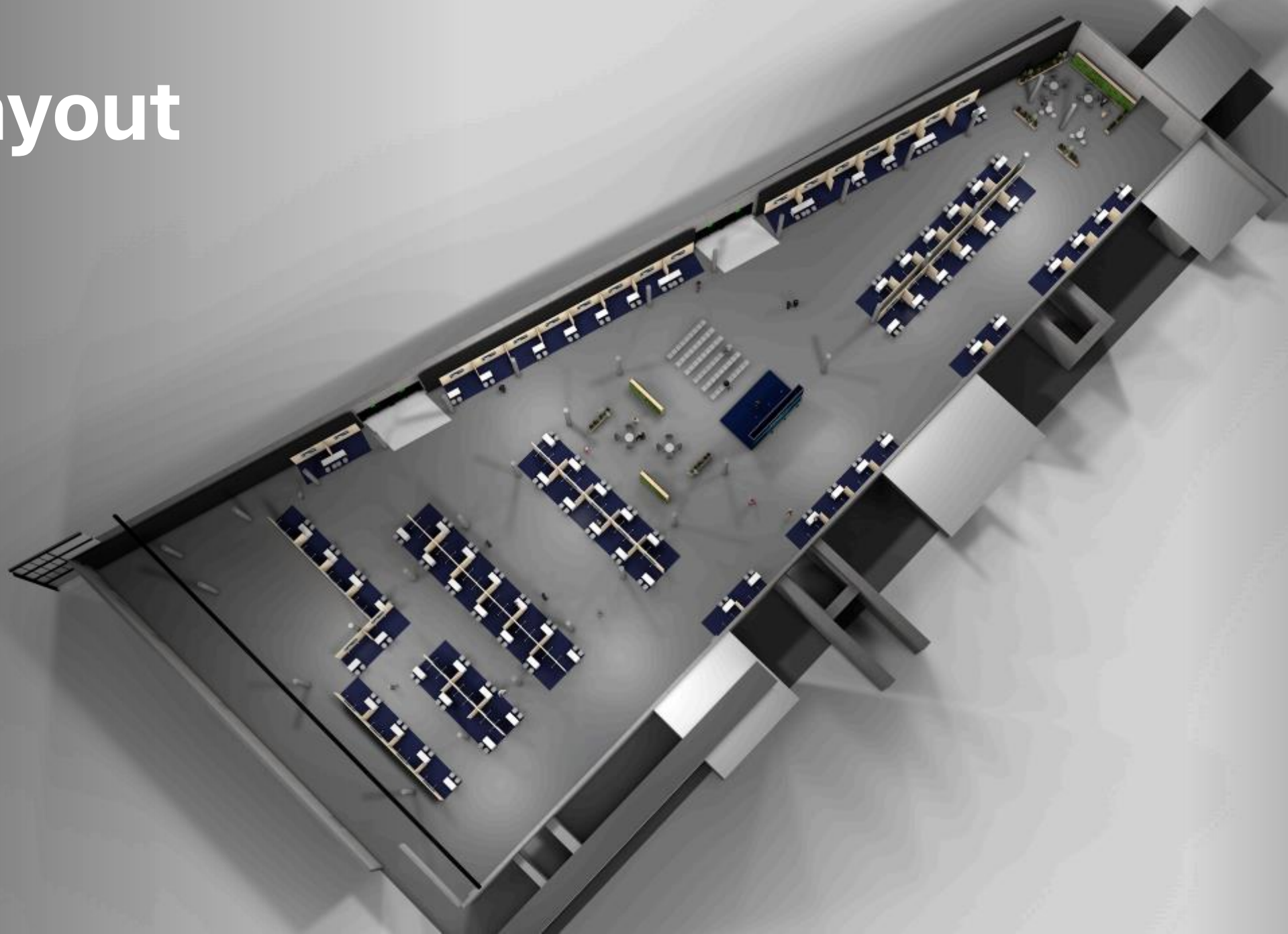
- [Ruter fares and timetables](#)
- Download the Ruter app: Download for [iPhone](#) / Download for [Android](#)
- **Taxi:** [Oslo Taxi](#) - [Norgestaxi](#) - [Bolt](#) - [Christiania Taxi](#)



# Exhibition and Booth Setup



# Layout







# Layout Allocation

The exhibition area is divided into two zones to ensure a clear and organized layout:

- Norwegian exhibitors are located in the area marked in green on the floor plan.
- International exhibitors are located in the area marked in blue on the floor plan.

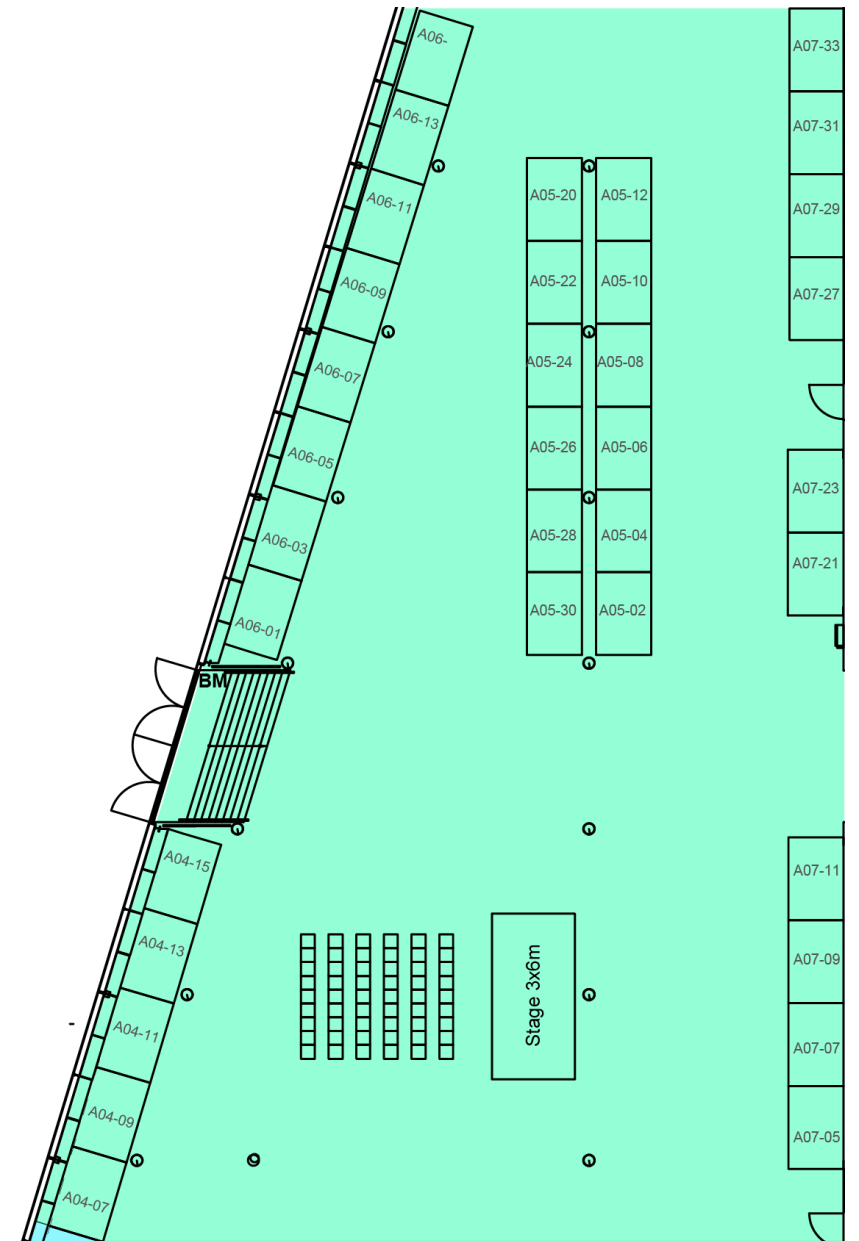
Stand numbers will be assigned to exhibitors on a rolling basis and communicated as they are confirmed.

 **Norwegian exhibitors**

 **International exhibitors**

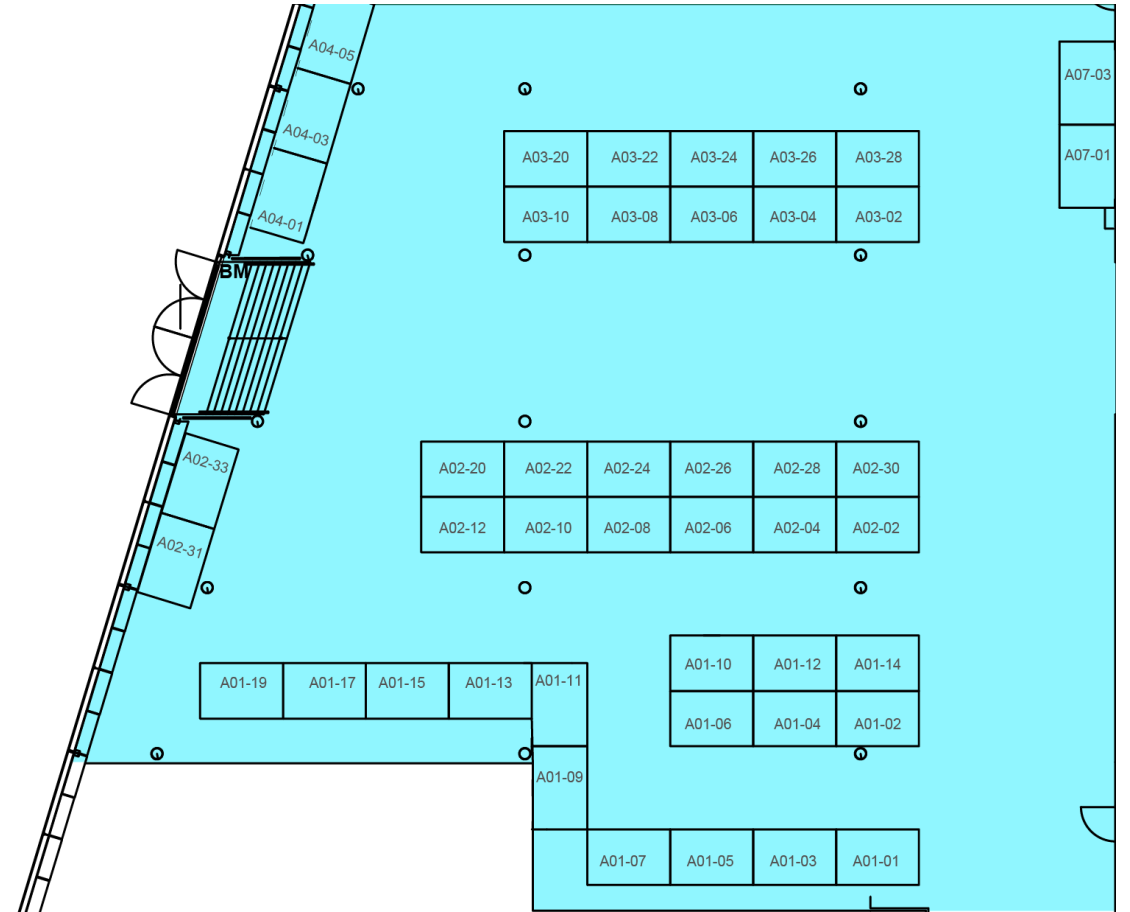


# Norwegian exhibitors



A04-07	A04-09	A04-11	A04-13	A04-15	A05-02	A05-04	A05-06	A05-08	A05-10
A05-12	A05-20	A05-22	A05-24	A05-26	A05-28	A05-30	A06-01	A06-03	A06-05
A06-07	A06-09	A06-11	A06-13	A06-	A07-05	A07-07	A07-09	A07-11	A07-21
A07-23	A07-27	A07-29	A07-31	A07-33					

# International exhibitors



A01-01	A01-02	A01-03	A01-04	A01-05	A01-06	A01-07	A01-09	A01-10	A01-11
A01-12	A01-13	A01-14	A01-15	A01-17	A01-19	A02-02	A02-04	A02-06	A02-08
A02-10	A02-12	A02-20	A02-22	A02-24	A02-26	A02-28	A02-30	A02-31	A02-33
A03-02	A03-04	A03-06	A03-08	A03-10	A03-20	A03-22	A03-24	A03-26	A03-28
A04-01	A04-03	A04-05	A07-01	A07-03					

# Stand Classification

## Features:

- 50 – Inch Screen
- Reception Counter
- Table / 2 chairs

3 meter

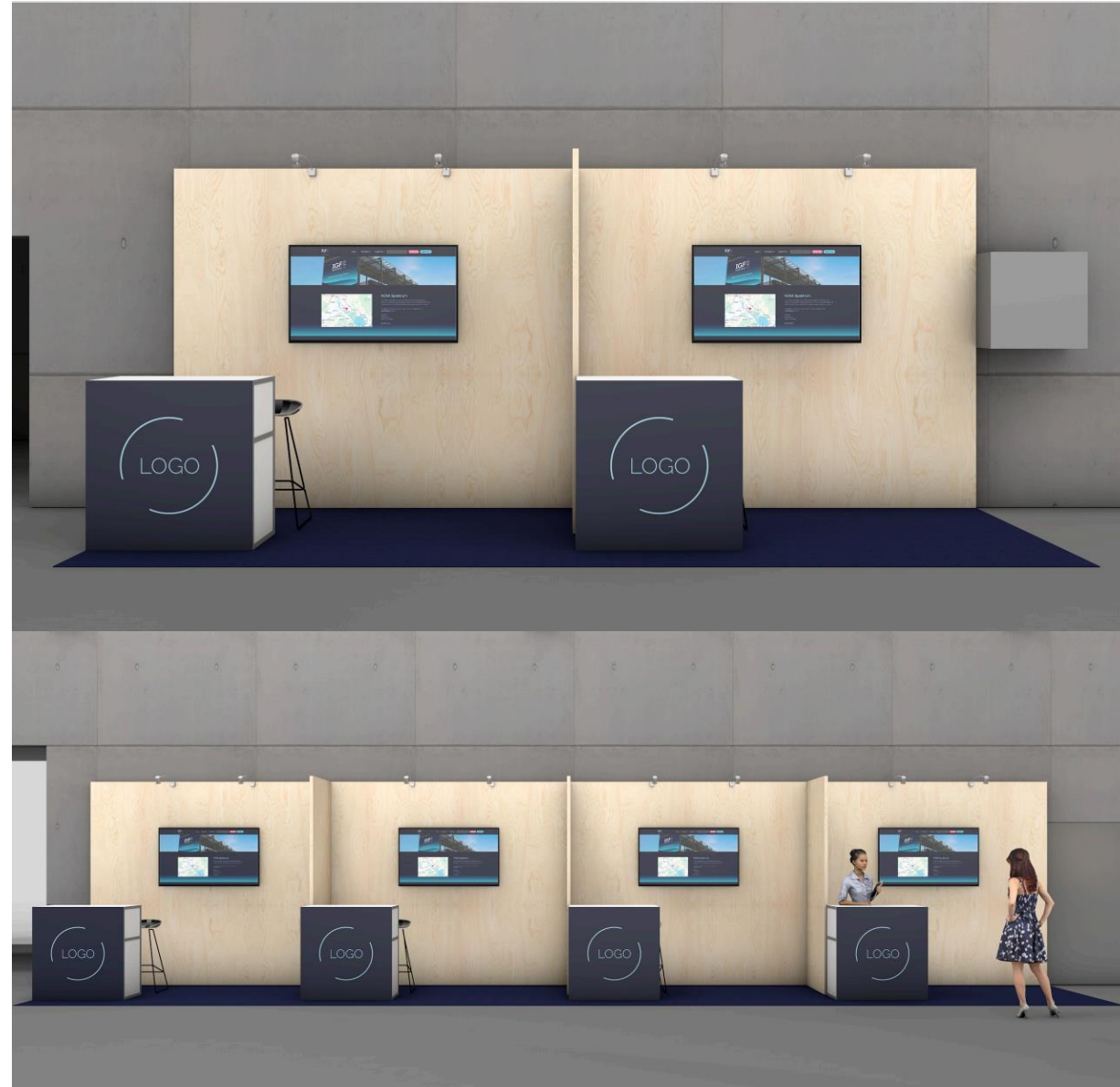
2 meter

Booth  
Dimensions

All booths are of a standard design and cannot be branded.



Basic Wi-Fi access will be available to all exhibitors





# Logo Classification

## Logo and Ratio:

Exhibitor logos will be applied to the reception counters. To ensure clear visibility and proper branding, the logo should follow the dimensions given. Logos will be applied and centered by the event managing company.

## Material:

The logo will be printed in high-resolution by die cutting and applied to the counter.

## Logo Submission:

Email to the exhibition team: [Exhibitor@medvind.no](mailto:Exhibitor@medvind.no) (IGF Logo Submission – Stand name)

**Deadline for logo submission: May 4, 2025**



### Size and bleed

Files must be saved in 10% scale. Maximum file size is 1 GB and not over 30.000 pixels. Regular banners should have 5 mm bleed with no crop marks. Fabric in frame should have 14 mm bleed.



### CMYK Colour profile

ICC profile Coated FOGRA39



### Image Resolution

Use the following resolution at full size (100%).

Viewing distance 0,5-5m: 150-100 dpi.  
5-10m: 100-70 dpi.  
10-50m: 50-20 dpi.

DPI is multiplied by 10 when the file is 10% size.



### Vectorizing and file type

All text needs to be vectorized (outline). The same goes for lines with stroke effect. Any linked images must be embedded in the file. Save as EPS or PDF (no compression).



### File name

Save all files with names according to the following standard:

*NOVA Spektrum\_D03-17\_bannerA\_1pcs\_12000x1500mm.pdf*



Company Name Stand Number Description Quantity Dimensions (100%)

# Screen Classification

## Resolution and aspect Ratio:

The screen is a 50-inch display with a 16:9 aspect ratio.

Ensure that all content is optimized for a 1920x1080 resolution (Full HD) to prevent distortion or pixelation.

## File Format for USB playout:

- Accepted formats for **videos**: MP4, MPEG, AVI
- Accepted formats for **presentations**: PPT, PDF
- Accepted formats for **images**: JPG, PNG, BMP



# Screen Classification

## USB Content Delivery:

Exhibitors must bring their own USB flash drive to present their content at the stand.

HDMI cable is not included in the stand package.

## Content Testing:

It is highly recommended to test your content in advance on a similar device to ensure everything runs smoothly when plugged into the booth screen.



# Shipping and logistics

# Shipping and logistics

IGF 2025 Warehouse address:

Shipments to the venue are addressed to:

Company name  
IGF Village  
Booth Number  
c/o NOVA Spektrum  
Messeveien 14  
N-2004 Lillestrøm  
Norway

All shipments must have shipping documents, including courier shipments. Remember to bring a copy of the shipping document.

**Support:** [Logistics@medvind.no](mailto:Logistics@medvind.no)

## Shipments (International & Domestic):

All shipments must be delivered to the venue's warehouse address by the specified date, between **June 11th** and **June 18th**, in preparation for the event.





# Shipping and Logistics

## Addressing an invoice:

All international shipments must be accompanied by an invoice, if the ATA Carnet is not used.

Shipments that are to be used temporarily and shipments that are to be imported ordinarily (given away / consumed / sold) cannot be sent on the same invoice.

The invoice must show the sender's full name and address, the actual contents of the shipment, value, shipping conditions and whether the goods are to be imported temporarily.

## Shipments that arrive before assembly time:

Shipments arriving before the assembly time will be put into storage and placed at the stand on the day the assembly starts. Shipments arriving during the assembly time will be delivered directly to the stand.





## Shipment Notification Procedure

Once your shipment has been dispatched, please send an email with the following details to the logistics team:

Email Subject:

IGF 2025 – Shipment Notification – [Your Company Name and stand number]

### Information to Include in the Email:

Exhibitor Name

Booth Number

Shipping Carrier

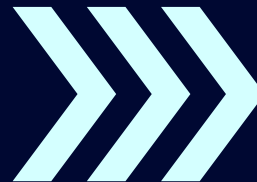
Tracking Number

Number of Packages

Estimated Delivery Date

Contact Person for Shipment

Packing list



## Post Receiving email

After your email is received, the logistics team will acknowledge receipt and provide you with any additional instructions if necessary.

Without prior notification, there may be delays in processing your shipment, which could affect the timely delivery of your materials to the exhibition venue.



[Logistics@medvind.no](mailto:Logistics@medvind.no)

For international exhibitors, it is essential to follow Norwegian customs regulations to avoid delays. Below are the required documents and procedures for customs clearance.

### Required Documentation

For international exhibitors, it is essential to follow Norwegian customs regulations to avoid delays. Below are the required documents and procedures for customs clearance.

Required Documentation:

1. **Commercial Invoice:** Include detailed descriptions of the contents, value, and intended use of all goods.
2. **Packing List:** A breakdown of each package's contents, including weight and dimensions.
3. **Certificate of Origin:** This may be required for certain goods, particularly manufactured items.
4. **HS Codes:** All goods should be classified using the correct Harmonized System (HS) codes for customs processing.

### Prohibited Items

Certain items are prohibited from being imported into Norway, including:

- Alcoholic beverages
- Weapons and explosives
- Other restricted substances or items (refer to Norwegian customs regulations for more details).

Customs Declaration: [Declaration of goods into Norway - Tolletaten](#)



All customs duties, taxes, and fees are the responsibility of the exhibitor. Ensure all documentation is accurate to prevent delays.

## Required Documentation

All shipments must be sent to the NOVA Spektrum warehouse.

Once your materials arrive at the warehouse, they will be stored until the event move-in period.

## Delivery to Venue

The event organizers will manage the transportation of all materials from the warehouse to the exhibition venue.

All shipments will be delivered directly to the respective booths, before the exhibitor move-in period.

## On-Site Assistance

On-site logistics staff will be available to assist with any issues regarding delivery, setup, or missing shipments.

# Ordering Additional Products

If you require additional products or services for your stand, these can be ordered directly from Nova Spektrum's Service Center.

Please note: Additional products are **not included** in the standard stand package and will be **invoiced separately** to the exhibitor.

**Contact for orders:**

[service@novaspektrum.no](mailto:service@novaspektrum.no)

Tel.: +47 400 00 796

**Order deadline: May 14, 2025**

We recommend placing your order as early as possible to ensure availability.



**Espresso machine, 1020w,**  
incl. 50 pods + 30 cups  
Product number: 5670  
NOK 2,180.00 excl. VAT.



**Brochure stand black,**  
5 vertical A4,  
w:25cm h:158cm  
Product number: 5808  
NOK 766.00 excl. VAT.



**Bar stool, white**  
cushion/chrome. sh:80cm  
Product number: 5185  
NOK 470.00 excl. VAT

FAQ

# Frequently Asked Questions (FAQ)

1. *How do I submit my booth logo?*

**Answer:** To submit your booth logo, please email it to the exhibition team at [Exhibitor@medvind.no](mailto:Exhibitor@medvind.no) with the subject line: *IGF Logo Submission – (Stand Name)*

2. *Can I bring small amounts of exhibition materials that I have personally transported to the venue?*

**Answer:** Yes, materials that are small in size or quantity, and that could be personally transported through airport security can be brought into the venue.

3. *What are the move-in and move-out times?*

**Answer:**  
TBA

4. *Can I brand my own stand?*

**Answer:** To maintain the theme of the event all stands must keep the same design, exhibitors are not permitted to brand or decorate their own stands, however they can use the screens to showcase their branding.

5. *How many power outlets are included with the stand, and how much electricity is provided?*

**Answer:** Each stand is equipped with 2 power outlets. The voltage is 220V per outlet, with a combined total power supply of 600W.



# General Rules

## Booth Setup and Decoration:

- Do not hang any banners or external signage to the booth walls.
- All booth setup must be completed within the allocated time frame. Exhibitors should not start setting up their booth outside the designated times.
- Do not place any materials, signage, or promotional items in the aisles or outside your booth space. The pathways must remain clear for safety and access.

## Safety and Compliance:

- All electrical equipment used within the booth must comply with safety standards. If additional power is required, it must be ordered through the official event contractor and paid for at the exhibitor's own expense.
- Flammable materials such as open flames, candles, or any other fire hazards are not allowed within the booth space.



For any further clarification on the rules or general inquiries, please contact: [Exhibitor@medvind.no](mailto:Exhibitor@medvind.no)



Thank you