



LIBER 2026

Trondheim 1-3 July



Thomas Høstad / NTNU

SPONSORS' AND EXHIBITORS' INFORMATION

55th LIBER Annual Conference

NTNU Conferences
liber2026sponsors@konferanser.ntnu.no

We would like to thank you for becoming a sponsor of the LIBER Annual Conference 2026 – and by that a part of making the conference a place for delegates to be inspired, learn, and thrive.

Conference Venue

The LIBER Annual Conference 2026 is held at [The Natural Sciences Building_\(Realfagbygget\)](#) at [Gløshaugen Campus](#) in Trondheim.

Please respect faculty and students working in the building and keep high noise to a minimum (i.e., no loud music playing). The use of candles or the presence of open flames is strictly forbidden in the building, as well as any objects that fly upwards (such as balloons) as they can disturb the fire detectors.

[More information on the Venue](#) and [how to get here](#).

Important Dates and Times

Now – 31 May	Register your sponsor representatives
16 June – 23 June	Materials for booth and goodie bags should have arrived in Trondheim
30 June: 12:00 – 16:00 or 1 July: 08:30 – 10:00	Set up booth/exhibition
1 July – 3 July	Conference dates (<u>see programme</u>)
3 July: 14:30 – 16:00	Take down booth and prepare material for shipping

Conference opening dates and times

1 July: 08:00 – 18:00
2 July: 08:00 – 18:00
3 July: 08:00 – 14:30

Exhibition opening dates and times

1 July: 10:30 – 18:00
2 July: 08:00 – 18:00
3 July: 08:00 – 14:30

LIBER 2026 sponsor staff will be available to help you with any issues arising throughout the exhibition hours.



Register Sponsor Representatives and Book Accommodation

Around the same time as you receive this information, you have received an email with a link to register your representatives during the conference. **Please register no more than the number of representatives that is included in your sponsor package as soon as possible and at the latest by 31 May.**

During the representative(s) registration, it is possible to book accommodation at the conference negotiated rates. You may find choices and prices on liberconference.eu/accommodation/

If you prefer, you may book accommodation directly from your preferred hotel– if you need help in choosing a location, please get in touch.

Sponsor/Exhibitor Badges

You'll receive your name badge at the registration desk upon arrival at the conference. Please make sure to keep your badge on at all times, as this is proof that you are permitted to engage in sales with the delegates.

Exhibition

Assigning booths

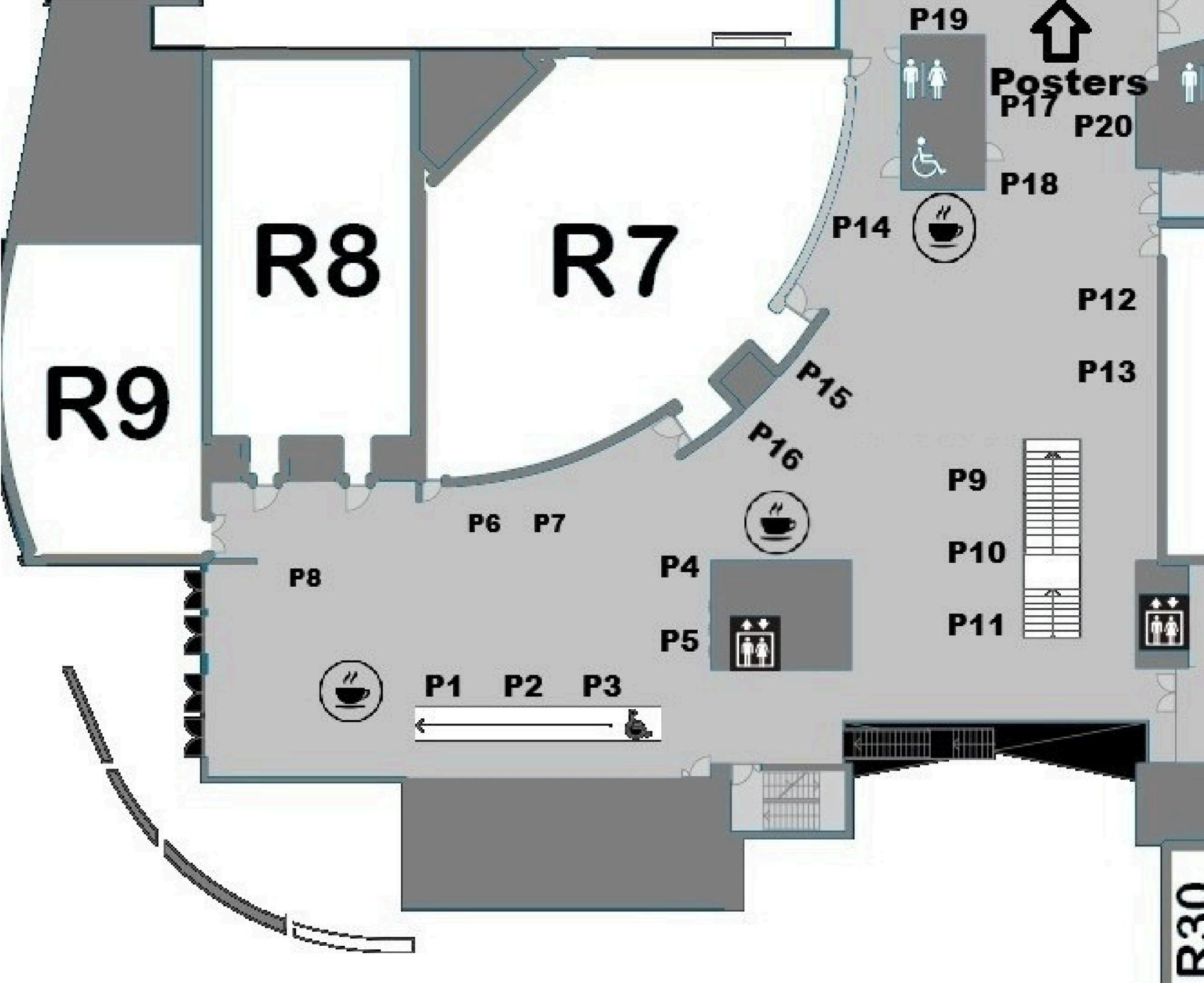
On the next pages, you will find the floor plan for the exhibition area(s). You should **send us your pick for 2-3 preferred places** as soon as possible. We will get back to all exhibitors with your final placement by the end of May. Booths will be assigned based on sponsor level/package and the date of sending your order for sponsorship.

There might be some changes in the actual placement of booths to adjust i.e., for keeping emergency exit ways open or developing a better experience of booths and posters.

Setting up and taking down the booth/exhibition

The exhibition area will be open for setting up your booth/equipment **between 12:00 – 16:00 on Tuesday, 30 June and between 8:30 and 10:00 on Wednesday, 1 July.** LIBER 2026 sponsor staff will make sure parcels/materials sent will be present in the exhibition area by 12:00 on Tuesday, 30 June. Please note that all booths should be completed and staffed on Wednesday, 1 July, before 10:30.

Exhibition Area



[View the full floor plan here](#)

Included in your price for sponsoring the LIBER Annual Conference 2026 is:

- Exhibition area according to your sponsor level (Northern lights; up to 3 x 2 m, Midnight sun and Nacreous clouds; up to 2 x 1,5 m)
- Tables (each is 60 x 80 cm) and chairs to cover the need of the number of representatives you have (up to the number included in your sponsor package).
Note that booths will be without walls.



- Access to power outlets. Please contact us if you have special requests or concerns regarding your booth's access to a socket. Please bring your own adapter if your equipment can't use EU sockets (type F, C and E).
- WiFi: either access through EDUROAM, NTNU Guest access (see: [Wireless network for visitors](#)) or the conference network (name: NTNUkonferanser; password: konferanser)
- Coffee/tea/snacks at coffee breaks, lunch on all days, and the social programme of Wednesday evening, 1 July (Organ Concert and Conference Reception).

Please note that the University does not allow any nails, screws, or other fixtures to be driven into any part of the premises, including floors, and it is prohibited to use tape on the walls. Nor may any part of the premises be damaged in any way. Should any damage occur, the exhibitor will be invoiced for any reparation charges incurred.

Lunch for exhibitors will be available 30 minutes to 1 hour before the delegates, so you can be present at the exhibition at these important times.

The building is open to the public during regular working hours. We recommend not leaving valuables unattended on the stand. The host disclaims all responsibility for any loss, theft, damage, or destruction of the sponsor's materials for the LIBER Annual Conference 2026. The sponsor is solely responsible for the security and supervision of their property during the exhibition. However, there will be security on site to guard the exhibition area outside exhibition times (during evening/night-time) between 17:30 on 1 July and to the start of the programme on 3 July. **If you bring extra valuable equipment, we may store it in the Secretariat during evenings/nights.**

Workshops, the Conference Dinner (2 July) and other activities with a limited number of places will not be open to sponsor representatives.

Materials for Exhibition and Goodie bag

We recommend that you send your **exhibition material** well in advance and mark the parcel with “**LIBER 2026 Exhibition**” and include the **sponsor’s name** in this reference.

Sponsor package **Northern Lights** allows to add up to 2 items, and **Midnight Sun** allows to add 1 item, to the **Goodie bag** distributed to the conference participants. When you are considering what item(s) to choose, we hope you’ll place consideration on sustainability. Please make sure the item(s) are sent well in advance and in a separate parcel (not packed together with the exhibition material) and marked “**LIBER 2026 Goodie bag**”.

Shipping address and instructions

All materials for the conference should be sent well in advance and should be with us at NTNU **by Tuesday 23 June (earliest date we can receive material will be 16 June)**. This to ensure that if we suspect a sponsor is lacking materials, we can get in touch to check.

All parcels to the LIBER Annual Conference 2026 should be sent to:

NTNU-Gløshaugen, Realfagbygget
Høgskoleringen 5
Varemottak 1 (DU4)
NO-7036 Trondheim
Norway

The goods receipt in the building is open weekdays (except Tuesdays) 08:00 – 14:00. The shipping company may contact technical staff at +47 918 97 378 for delivery/goods receipt.

Parcels will be kept in the room DU4. Sponsor staff will ensure that parcels are brought to the exhibition area by 12:00 on 30 June, ready for you to set up your stand.

The sponsors/exhibitors are responsible for getting equipment sent to, and picked up from, the LIBER Annual Conference 2026. Please make arrangements with your shipping company for when they should pick up your parcel after the conference. Sponsors are responsible for all, and correct, documentation and marking of parcels that are being sent to/from LIBER Annual Conference 2026, including handling of any customs declarations and payment of VAT claims from the Norwegian government.

Exhibition must be taken down by 16:00 on Friday, 3 July. If parcels are not picked up by then, they can be kept in DU4 and picked up by your shipping company on 6 or 7 July.



Any question regarding your sponsorship, the exhibition, or your stay in Trondheim can be directed to liber2026sponsors@konferanser.ntnu.no. For more information about the conference, please visit the [LIBER 2026 website](#).