

# EXHIBITOR GUIDELINES

***Finlandia Hall Ltd cannot be held responsible for any damage caused to the property of exhibitor or any third party during installing, exhibition or dismantling.***

***The exhibition organizer must ensure that these guidelines are forwarded to exhibitors and exhibition builders.***

## Exhibition timetables and supervising

The exhibition organizer must agree on the times of installing and dismantling of the exhibition and opening times with Finlandia Hall Event Coordinator.

The exhibition organizer must draw up and submit exhibition layout drawings to Finlandia Hall Event Coordinator for approval. Finlandia Hall Security Manager approves the drawings. This must be done before the marketing of the event is launched and at least 21 days prior the exhibition. The drawing must show the locations, sizes, heights and electronic needs of the exhibition stands. This way it can be assured that exhibition stands meet all regulations with size, location and other restrictions (eg. fire safety).

There is a property security when Finlandia Hall is closed. An exhibition security can be arranged with an additional cost. Exhibition security must be ordered from Finlandia Hall Event Coordinator at least 21 days prior exhibition.

## Operating Heights

The international exhibition operating height of 2.50 m applies everywhere in Finlandia Hall, except in the following premises which have a recommended operating height of 2.20 m. Your Event Coordinator may provide you with more detailed maximum heights.

- Halls A and B under the technical floor
- Congress Wing Entrance Floor
- Congress Wing Conference Room ja Foyer Level
- Terrace Hall
- Veranda Lobby outside Veranda 3 and 4
- Finlandia Hall Entrance Floor
- Finlandia Hall Balcony Foyer

The Galleria Veranda opposite Veranda Hall 1 and 2 cannot be used for exhibitions.

Exhibition stands may not be covered due to the automatic sprinkler system. The floor loading is max. 400 kg/m<sup>2</sup>. The weight of the exhibition structures and items must be evenly distributed.

## Surface materials

The lobbies of the Main Building and Congress Wing are paved with travertine (limestone). The floors of the Foyers of the Main Building and Congress Wing are covered with a fitted carpet.

The floor material in Café Veranda and Veranda Lobby upper floor is black granite. In Veranda Halls the floor material is dark-grey concrete which has been covered with light-grey carpet. The carpet will not be removed for exhibitions.

## Protection of surfaces

The exhibition organizer is responsible for protecting the floor surfaces. In exhibitions and other events where the carpet is expected to get dirty or will be worn a lot, the carpet must be properly protected. Protection can be ordered from Finlandia Hall Event Coordinator or from another supplier. Finlandia Hall will cover delivery routes to exhibition area with a protective cover. The surface must be protected according to the instructions.

It is forbidden to attach anything directly to floor surfaces and fitted carpets. The floor must first be protected with a cover and then attach material to the cover. The cover may not be attached directly to the floor by tape or equal. The only allowed tape for carpet is weak-adhesive tape (orange tape).

Signs and other material can be hung from poster stands, exhibition stands or similar structures. Fixing exhibition materials on the walls is strictly forbidden. This equals to fixed technical walls in Veranda which has been covered with perforated plate. Using tape that is hard to detach from the floor is forbidden. The only allowed tape for Veranda is weak-adhesive tape (orange tape). After the exhibition, all tape must be removed. Also note that

Hanging things from the ceiling must be agreed upon separately with Finlandia Hall Event Coordinator. There are fixed supporting points on the ceiling which can be used for hanging materials. An elevating platform and a driver can be ordered from Finlandia Hall Event Coordinator. The hanging of the materials must be done by a professional decorator; this is to ensure all security issues are taken into consideration. Finlandia Hall does not provide decoration services.

The exhibition structures must be treated before they are brought to the premises. It is forbidden to handle paints in the exhibition area.

The exhibition organizer is liable for the cost of any damage.

## Delivering and unloading of exhibition materials

Finlandia Hall does not have the facilities for preparing or storing exhibition structures and items. Exhibition materials may be delivered to Finlandia Hall only when the exhibition is being set up. If the materials are delivered to Finlandia Hall before set-up has begun, a proper storage space for the materials must be rented from Finlandia Hall Event Coordinator.

Delivery of goods is via loading platform at underground service area. From the service area there is a lift connection to both Congress Wing and Main Building. Alternative routes can be discussed with Event Coordinator. All deliveries must be agreed in advance as Finlandia Hall only accepts agreed deliveries. Please note that Finlandia Hall staff does not declare goods for the customs.

Exhibition goods to Main Building can usually be delivered via lift by door K5. If there is an event ongoing in Veranda Hall 4, one should pay extra attention and reduce all noise. Preferably in this case deliveries should be done via underground service area.

Lift by door K5:

- Door height: 2,09 m
- Door width: 1,05 m
- Depth: 2,60 m
- Load: 1000 kg

Exhibition goods to Veranda are delivered via door V4 next to door K5. Width of door V4 is 1,45m and height 2,40m. Exhibited vehicles in Veranda are delivered via door V14. The door V14 width is 2,35m and height 2,60m.

Delivery of exhibition goods to Congress Wing is via Villa Hakasalmi end of the building, via door O. The door width is 2,00m and height 2,40m.

The event organizer ensures that all the materials associated with the exhibition are removed from Finlandia Hall immediately after the exhibition, within the time allowed for dismantling of the exhibition. Please note that Finlandia Hall does not order deliveries for goods.



## Waste management and cleaning

Finlandia Hall takes care of the general cleaning of the exhibition premises. Exhibition stand cleaning will be charged separately and it must be booked at latest 21 days before the event. Cleaning of the stands includes wiping and/or vacuuming the floor or free table surfaces, emptying of the waste bins and removal of the waste.

The exhibition organizer must take care that during the set-up and dismantling of the exhibition there are enough recycling bins and roller cages for cardboard in the exhibition area. Recycling sets and a waste skip for exhibition set-up and dismantling can be ordered from Finlandia Hall Event Coordinator. This service includes waste management fee. Should you have food catering in your stand, kindly order bio waste bins from Finlandia restaurant (see restaurant services).

The exhibitors must deliver their waste to recycling bins. The event organizer is responsible for the removal of the construction and exhibition waste. Any waste left for Finlandia Hall to take care of will be charged separately.

***Finlandia Hall is committed to ISO 14001 environmental program and therefore we also expect our clients to follow it.***

## Network connections, electricity and exhibition furniture

There is a free wifi in Finlandia Hall. This network is not recommended for exhibition use as it may slow down during high demand. On exhibition stands we recommend a separate network connection. If there are electrical appliances on the stand, an electricity outlet must be ordered. Electricity outlets on the wall

are not to be used for exhibition stands. In addition to electricity and network it is also possible to order furniture and stand packages from Finlandia Hall.

Event organizer orders all electricity, network connection and furniture from Finlandia Hall Event Coordinator. On the order there should be stand number, exhibitor name and the name and amount of the ordered product/service. All orders must be placed 21 days prior the beginning of the exhibition. Orders made after this are subject to a surcharge of 50%.

All orders are charged from exhibition organizer. Possible other exhibitor invoicing must be agreed with Finlandia Hall Event Coordinator and an additional invoicing fee will be applied.

## Fire safety

The exhibition organizer must take care of fire safety of the exhibition and construction materials. Fire-safety certificates on exhibition materials must be presented to Finlandia Hall Security Manager.

Construction materials:

- The carpet must be fire-resistant, class L
- The materials used at the stand need to be fire-classified, class SL-1, or they must be flame-proofed.
- Flame-proofing must be certified in writing.
- All material that doesn't have SL-1 classification must be flame-proofed and they must be reported to the exhibition organizer. A certification of fire-proofing must be presented to fire authorities upon request.

The exhibition stand can not be in front of an emergency exit and the exit can not be covered with fixed or heavy structures. The exit must always be free and available for use. Finlandia Hall Security Manager or fire inspector may order the stand to be removed before the exhibition opens. More information on fire safety from [Helsinki City Rescue Department](#).

If, during or after fire safety inspection, the Helsinki City Rescue Department requires the presence of a fireman at the exhibition, Finlandia Hall will charge the exhibition organizer for this.

## Car exhibition

In car exhibition the organizer must take care of protection of the car delivery routes and the stand floor with an oil-resistant material. The material must protect the floor from getting dirty or get stains from oil or rubber.

Car may be driven in (Terrace Hall or Veranda) but the engine must be switched off inside. The car can only be moved by pushing. Vehicles that can't be moved by pushing (e.g. automatic gear) may be driven carefully to the exhibition stand. Finlandia Hall employees may not drive the car. Moving of the vehicle must be done by the exhibitor. The exhibitor is liable for the cost of any damage.

During the exhibition car battery cables may be attached but it is recommended to remove the cables if possible. This applies especially to older vehicles. The battery cables must be removed for the night or other unsecured time (e.g. weekend).

The car should have as little fuel as possible. For a case of an emergency the car keys must be available at Finlandia Hall Servicepoint (especially when no exhibitor is present).

During car exhibitions there must be enough fire extinguishers in the exhibition area.

## **Exhibitor car parking**

Finlandia Hall official parking area is at Aimo Park Finlandia which is under Finlandia Hall. There is a direct lift connection from Aimo Park to Finlandia Hall. It is not allowed to park cars or other vehicles on Finlandia Hall yard. Parking is allowed only for a short period of time during loading and unloading of car.

Finlandia Hall does not have a possibility to reserve parking area or give free parking tickets from Aimo Park Finlandia. All parking arrangements should be agreed directly with [Aimo Park](#).

## **Restaurant services**

Finlandia Restaurant has an exclusivity to all Finlandia Hall catering. All event catering, including exhibition stand catering, must be agreed with restaurant sales office. Please note that all event set-up and dismantling staff catering must be ordered prior the event.

Telephone: +358 9 404 500 (Mon-Fri 09:00-16:00)

E-mail: [ravintola@finlandiatalo.fi](mailto:ravintola@finlandiatalo.fi)

## **WS-Expogroup Oy**

For exhibitions we recommend our partner WS-Expogroup Ltd. They have a good knowledge of Finlandia Hall premises, and they are a leading professional on exhibitions.

[WS-Expogroup Oy](#)

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