

GENERAL INSTRUCTIONS

Jyväskylä Fair Ltd

Exhibitors and event organizers are responsible for the construction of the area rented by them as well as for safety matters. Jyväskylä Fair Ltd. controls the overall safety of the event and the compliance with the instructions. Please read the following general instructions and introduce them to the staff responsible for the design and construction of your stand. Any exception to these instructions is allowed exclusively by a written consent of Jyväskylä Fair Ltd.

Delivery of goods to the stands

Goods can be sent for delivery during the official construction time starting from the first construction day. The party paying the freight must be clearly indicated in the bills of carriage. See 'Exhibition forwarding'.

It is essential that the following information must be indicated in the arriving goods:

Jyväskylän Paviljonki / Event name
Exhibitor name and stand number
Exhibitor's contact person and telephone number
Messukatu 10, 40100 Jyväskylä, FINLAND

Parking

Parking in the Jyväskylän Paviljonki area is controlled by Jyväskylä-Parkki Oy. Parking is subject to charge.

Instructions for parking and information on advance ordering of parking cards for each event can be found from the service material.

Storing heavy-duty vehicles in the Paviljonki parking area is not possible during the event.

General

The location of the space reserved by the exhibitor is indicated on the map delivered with the exhibition contract.

The exhibitor is not allowed to utilize wall constructions built by another exhibitor without a separate agreement with the neighbouring stand.

All visible constructions, decorations, etc. must be tidy and in a flawless condition throughout the exhibition.

The timetable for constructing and deconstructing as well as the opening hours are indicated in the service material.

Any deviations from construction and deconstruction times are subject to charge and must be separately agreed upon in writing.

The deadlines for ordering services are indicated in the service material.

If items are still available, orders can be placed even after the deadline, but a higher fee is charged for the services.

Construction of the stand and the display of products must not disturb or present a risk to other stands or the public.

Fixed or movable property in the exhibition area must not be damaged and the exhibitor is liable for any damage caused by the exhibitor, their constructions, equipment, exhibits or sub-contractors' acts.

Floors

The floors in halls B2, C1, C2 and D are made of concrete and finished with a whitish grey colour.

In hall B1, the floor has a special coating; therefore the use of studded tyres is forbidden in this hall.

Hall A has a painted asphalt floor.

If the stand floor is lifted by over 12 cm from the hall floor level, all open sides must be provided with steps or with a railing.

Materials can be fixed to the hall floor only with a tape that can be detached from the floor without leaving marks. The renter of the space is responsible for removing the tapes.

For fastening, it is recommended to use Eurocel 704 (www.eurocel.it), which has been tested by us, or another tape with similar characteristics. Eurocel 704 tape can be ordered in advance from the technical department of Jyväskylä Fair Ltd. or purchased from the Paviljonki information point.

Vehicle traffic in the halls

Vehicle traffic in the halls is allowed only for transportation of goods. After unloading or loading, the vehicles must be removed from the halls without delay. Idle running of vehicles is forbidden in the halls. In hall B1, the floor has a special coating; therefore the use of studded tyres is forbidden in this hall.

Heavy exhibits

If the load caused by the exhibits exceeds 1 000 kg/m² or a vehicle weighs more than 15 000 kg, positioning will require a separate agreement with the Hall Manager.

Pillars

Constructions can be set up around the hall pillars inside the stand.

Fastening of materials to the pillars themselves or other hall constructions (ceiling and walls) is not allowed.

Information on pillar dimensions is available from the Hall Manager.

Cleanliness

The organizer takes care of cleaning of common indoor and outdoor areas.

The exhibitor shall order cleaning as deemed necessary, at his own expense, from a cleaning company selected by Jyväskylä Fair Ltd.

The exhibitor is responsible for delivering waste, packaging material, etc. generated during the stand construction and deconstruction to the waste collection points located in the halls.

Metal, glass, energy and biowaste must be sorted and put in appropriate containers as per the waste legislation. Other waste is subjected to final treatment at a waste treatment centre.

Woodworking machines and similar equipment used during the construction time must have a chip collection system.

Balloons

Air filled balloons are recommended inside the hall. If balloons filled with other gas than air are used, the Hall Manager must be informed of this one week before the event. It is recommended to use weights in balloons distributed to clients.

Released balloons are removed daily at the exhibitor's expense based on an hourly rate.

Rental terms for constructions and furniture

The price for rented constructions and furniture includes the rent, construction, maintenance during exhibition, deconstruction and transportation in Jyväskylän Paviljonki. Rental constructions are suitable for indoor use only. Decoration materials can be fastened to the wall elements with suspension hooks; decoration nails can be used for felt-surfaced wall panels. Exhibitors are responsible for removing all fastened materials from the elements before deconstructing the stand.

The exhibitor is liable for compensating for any lost or damaged constructions and furniture for their full value.

Constructions with excess height

No additional fee is charged by Jyväskylä Fair Ltd. for constructions with excess height as additional advertising space.

Authorization is required for all wall and decoration solutions higher than 250 cm. The stand plans must be delivered to Jyväskylä Fair Ltd. no later than 30 days prior to the start of exhibition.

Constructions or decoration elements higher than 250 cm must be located at a minimum distance of 100 cm from the neighbouring stand unless otherwise agreed upon in writing with the neighbouring stand. A copy of this agreement must be delivered to Jyväskylä Fair Ltd.

Two-storey stands

No separate rent per square meter is charged by Jyväskylä Fair Ltd. for the second storey area of a two-storey construction.

Two-storey constructions require a prior consent of Jyväskylä

Fair Ltd. and authorities. Plans including strength calculations must be sent to the Organizer no later than 30 days prior to the event. The Organizer will deliver the plans in three copies to the building inspection authority of the city of Jyväskylä.

Stand ceiling construction

Jyväskylän Paviljonki has an automatic fire extinguishing system and therefore it is possible to use only ceiling constructions made of latticework, gauze or similar with a minimum permeability of 50%. Fabrics must be fire-proof.

In case other types of ceiling constructions are used, the stand must be equipped with a fire detector and a hand extinguisher. A description of the construction type must be provided to Jyväskylä Fair Ltd. no later than 30 days prior to the start of exhibition.

Hanging fixtures

Hanging fixtures and decorations is possible and it must be agreed upon in advance. Hanging points are always installed by Jyväskylä Fair Ltd. Only devices approved by the relevant authorities can be used for hanging.

Jyväskylä Fair Ltd. reserves the right to disapprove hanging constructions until such hanging fulfils the safety norms.

Water and compressed air

Water and compressed air connections are installed by the technical department of Jyväskylä Fair Ltd. The availability of a drainage point must be ensured in connection with the space reservation.

Restaurant services

All restaurant services in Paviljonki are provided by Paviljonki Restaurants.

The Jyväskylän Paviljonki area has been granted the necessary licences for serving alcohol and food. Paviljonki Restaurants is responsible for the serving and compliance with the food hygiene regulations and the related supervision. According to the regulations on serving, taking away drinks from the serving area is not allowed.

According to the regulations, serving alcoholic beverages purchased by the exhibitors from elsewhere than Paviljonki Restaurants is allowed only in a closed backroom of the exhibition stand. Serving own food products requires a hygiene permission from the respective city authority.

Electrical works and connections

Electrical works and connections are carried out by Tekmanni Service Oy.

The stands must be ready for electrical installations seven hours before the end of the construction time. Otherwise, in addition to the products ordered, the company has to charge for the working hours, including overtime.

During the exhibition, electricity at the stands will be switched off overnight. Night-time electricity needs (e.g. computers, fridges) must be indicated in the electricity order form.

Telecommunication connections and wireless telecommunication equipment

Telecommunication connections are carried out by InMics Oy. The stands can be equipped with a permanent Internet connection or a wireless WLAN connection for each computer. The connections are made separately for each event and PC. An installation drawing must be enclosed to a permanent connection order.

For ensuring flawless operation of the WLAN network, setting up own wireless networks always requires authorisation from the Hall Manager.

Use of wireless telecommunication equipment, such as wireless microphones or radio transmitters, always requires authorisation from the Hall Manager.

Exhibition forwarding

Exhibition forwarding, coordination of logistics and lifting and lift truck services are provided by Suomen Messulogistiikka Oy. These include, for example, reception of goods in Paviljonki (in case the exhibitor or his representative is not yet present), vehicle unloading and delivery to the stand, pick-up from the stand, and loading, storing of empty packing boxes, and auxiliary staff required at the stands during constructing and deconstructing.

Display of machines

According to the Council of State Decree 1314/94 a machine or a safety component not meeting the requirements of the machine safety decree can be displayed at a fair, exhibition, presentation and other similar events, if it is clearly stated in a visible plate that it does not comply with the requirements. It cannot be made available until the machine or the safety component has been made compliant with the requirements. During the presentation, sufficient measures shall be taken for ensuring personal safety.

Fire safety

According to the fire safety regulations, areas between adjoining stands or areas between stands and walls must not be used for storing.

Free access to the fire hydrant connections and switchboards must be ensured.

If a vehicle is present at an indoor stand, it must be ensured that electricity is switched off from the mains switch.

Vehicle keys must be delivered to the Paviljonki information centre for night-time storage.

Fire-proof materials must be used for stand constructions.

Open fire, combustible liquids and gases

Use of open fire during the events is forbidden. "Open fire equipment" refers to any devices with a burning fire or flame outside the device, such as gas stoves, cookers, oil lamps, candles etc.

A permit can be granted for welding, flame cutting, cutting or other similar demonstrations that generate sparks.

Authorisation is also required for the storage of combustible liquids and gases.

Applications for such permits must be delivered to Jyväskylä Fair Ltd. including descriptions of operation and safety system no later than 30 days prior to the start of the exhibition. Granting of a permit is always subjected to agreement with the Fire Department.

Working with fire

The halls are not equipped with a permanent site for working with fire. All hot works carried out in the halls must be authorised by Jyväskylä Fair Ltd. The person carrying out hot work must have a relevant permit.

Safety inspection

Jyväskylä Fair Ltd. carries out safety inspection with the respective authority prior to each event.

Further information:

Hall Manager, tel. +358 14 334 0025

Jyväskylä, November 5, 2009

Jyväskylä Fair Ltd.

P.O. Box 127, FIN-40101 Jyväskylä, Finland
puh. +358 14 334 0000, fax +358 14 610 272
e-mail: info@jklmessut.fi
www.jklpaviljonki.fi