

GENERAL INSTRUCTIONS

Jyväskylä Fair Ltd.

General

The exhibitors and event organisers are responsible for the mounting of the area rented by them as well as for safety. Jyväskylä Fair Ltd. controls the overall safety and compliance with the instructions during the event. The exhibitors are obliged to carefully read the general instructions and inform their stand design, mounting and dismantling personnel of the rules, etc. related to stand mounting. Deviating from the instructions is only permitted based on a written consent of Jyväskylä Fair Ltd.

The location of the space reserved by the exhibitor is indicated on the map enclosed with the confirmation of contract.

The exhibitors are not allowed to use wall constructions built by another exhibitor without a separate agreement with the neighbouring stand.

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

The timetable for mounting and dismantling as well as the opening hours are indicated in the service material. Any deviations from mounting and dismantling times are subject to charge and must be separately agreed upon in writing. After the daily opening hours, one (1) hour is reserved for service (unless otherwise agreed) after which all persons must leave the halls.

Service booking times are indicated in the service material. If products are still available, orders can be placed even after the deadline, but a higher fee will be charged for the services.

Stand mounting works and the display of products must not disturb and/or present a risk to other stands or the public.

Fixed or movable property in the exhibition area must not be damaged; the exhibitors are liable for damage caused by them.

Floors

The floor material in hall A is painted asphalt.

The floor material in halls B1, C1, C2 and D is painted concrete. In hall B2, the floor is colour-conditioned concrete.

Restrictions apply to the use of vehicles with studded tyres in all halls depending on the event.

If the stand floor is elevated by over 12 cm from the hall floor level, all open sides shall be provided with steps or a handrail. Materials can only be fixed to the hall floor using tape that can be detached from the floor without leaving marks. The lessee is responsible for removing the tape. The lessee will be charged the costs for the removal of any tape remaining on the floor after the dismantling time. Suitable tape can be ordered in advance from the Technical Department of Jyväskylä Fair Ltd. or purchased from the Paviljonki Information Desk.

Pillars

Constructions can be set up around the hall pillars located inside the stand. If the pillar is provided with a switchboard, a water tapping point, etc., free access to these must be maintained at all times.

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

For pillar dimensions, please contact the Hall Manager.

Rental terms for constructions and furniture

The price for rental constructions and furniture includes the rent, mounting, maintenance during the exhibition, dismantling and transportation in Jyväskylä 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. The exhibitors are responsible for removing all materials fastened to the elements before dismantling the stand. The exhibitors shall compensate for any lost or damaged constructions and furniture for their full value.

Constructions with excess height

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

Authorisation is required for all wall and decoration solutions higher than 250 cm and the stand plans shall be delivered to Jyväskylä Fair Ltd. not later than 30 days prior to the start of exhibition.

Constructions or decoration elements higher than 250 cm shall 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 shall be delivered to Jyväskylä Fair Ltd.

Two-storey stands

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

Two-storey constructions require a prior consent of both Jyväskylä Fair Ltd. and the relevant authority. Plans including strength calculations shall be sent to Jyväskylä Fair Ltd. not later than 30 days prior to the exhibition; Jyväskylä Fair Ltd. will deliver the plans to the Building Inspection Authority of the City of Jyväskylä.

Stand ceiling construction

The Paviljonki building is provided with an automatic fire extinguishing system, which means that only ceiling constructions made of latticework, gauze or similar with a minimum permeability of 50% are allowed in the stands. The roofing fabric must be fire-proof.

In case other types of ceiling constructions are used, the stand shall be equipped with a fire detector and a hand extinguisher. A description of the construction type shall be delivered to Jyväskylä Fair Ltd. not later than 30 days prior to the start of exhibition.

Suspending

Suspending is possible and shall be agreed upon in advance. Suspending points are always installed by Jyväskylä Fair Ltd. Only devices approved by the relevant authorities can be used for suspending.

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

Heavy exhibits

If the load caused by the exhibits exceeds 1.000 kg/sq.m or a vehicle weighs more than 15.000 kg, positioning always requires a separate agreement with the Hall Manager.

Display of machines

A machine or a safety component not meeting the requirements of the machine safety decree, can be displayed at a fair, exhibition, display and other similar events provided that it is clearly stated in a visible sign that the machine or safety component does not comply with the requirements and is not made available until the machine or the safety component has been made compliant with the requirements. During the display, sufficient measures shall be taken to ensure personal safety. (Government Decree 1314/94)

Vehicle traffic in the halls

Vehicle traffic in the halls is allowed only for transportation of goods. After unloading or loading, the vehicles shall be removed from the halls without delay. Idle running of vehicles is forbidden in the halls. Restrictions apply to the use of vehicles with studded tyres in all halls depending on the event.

Parking

Parking in the Jyväskylä Paviljonki area is controlled by Jyväskylä Parkki (www.jyvas-parkki.fi). Parking is subject to charge. For instructions on parking during each specific event, refer to the relevant service material.

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

Delivery of goods to the stands

Goods can be delivered to the stands starting from the first official construction day. The party paying the freight shall be clearly indicated in the bills of carriage.

The following information is obligatory for the arriving goods:

Jyväskylä Paviljonki / Event name
Exhibitor name and stand number
Exhibitor's contact person and telephone number
Lutakonaukio 12
FI-40100 Jyväskylä, Finland

Exhibition forwarding

The exhibitors shall book any forwarding services required from either our service partner or other organisation at their own expense. Empty packaging boxes will be stored exclusively by our service partner.

Restaurant services

All restaurant services in the Paviljonki building are provided by Paviljonki Restaurants. The Jyväskylä Paviljonki area has been granted the necessary licenses for serving alcohol and food. Paviljonki Restaurants is responsible for serving and compliance with the food hygiene regulations and the related in-house control. According to the regulations on serving alcohol, it is not allowed to take away drinks from the serving area. According to the regulations, serving alcoholic beverages which the exhibitors have purchased elsewhere than from Paviljonki Restaurants is allowed only in a closed backroom of the exhibition stand.

Cleanliness

The exhibitors shall book the necessary cleaning services from our service partner at their own expense. The event organiser takes care of cleaning in the common indoor and outdoor areas. The exhibitors are responsible for delivering waste, packaging material, etc. generated during the stand mounting and dismounting to the waste collection points located in the halls. Energy, landfill and carton/paper waste shall be sorted and put in separate containers as defined by the Waste Act. Other waste will be subjected to final treatment at a waste treatment centre. Woodworking machines and similar equipment used during the mounting time shall have a chip collection system.

Water and compressed air

The exhibitors shall order the necessary water and compressed air connections from the Technical Department of Jyväskylä Fair Ltd. at their own expense. The availability of a drainage point shall be ensured upon stand reservation.

Electrical installation works and connections

The exhibitors shall book the necessary electrical installation works and connections from our service partner at their own expense. The stands shall be ready for electrical installations seven hours before the end of the construction time. Otherwise, in addition to the products ordered, the organiser is entitled to charge for the working hours, including any overwork. During the exhibition, electricity at the stands will be switched off overnight. Night time electricity (e.g., computers, fridges), if required, shall be separately ordered.

Data communication connections and other wireless communication equipment

The exhibitors shall book the necessary data communication services from our service partner at their own expense. The stands can be equipped with a fixed Internet connection or a wireless PaviljonkiPRO WLAN connection. The Paviljonki building provides a free wireless local area network, PaviljonkiFREE WLAN; however, it is recommended that the exhibitors use the chargeable PaviljonkiPRO WLAN connection or fixed connections, which offer a higher capacity. Orders for fixed

connections shall have installation drawings enclosed with the order form.

To ensure perfect operation of WLAN, setting up one's own networks always requires authorisation from Technical Manager (Ahti Impola, Tel. +358 (0)50 918 9225, ahti.impola@jklpaviljonki.fi).

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

Balloons

Balloons inside the hall should be filled with air. The Hall Manager shall be informed of balloons filled with other gases one week before the event. Balloons distributed to clients should be provided with weights. Escaped balloons will be removed daily at the exhibitor's expense based on an hourly rate.

Fire safety

According to the fire safety regulations, areas between adjoining stands or between stands and walls must not be used for storing. Free access to the fire hydrant connections and switchboards shall be ensured. For vehicles at indoor stands, it shall be made sure that the power is switched off from the mains switch. Vehicle keys shall be left at the Paviljonki information centre for night-time storage. Stand construction materials must be fire-proof.

Open fire, combustible liquids and gases

Use of open fire during the events is forbidden. Devices with open fire refer to any devices with a burning fire or flame outside the device, such as gas stoves, cookers, oil lamps, candles or the like. A permit can be granted for welding, flame cutting, cutting or other similar work demonstrations generating sparks. Authorisation is also required for storing combustible liquids and gases. Applications for permits including functional and safety system descriptions shall be delivered to Jyväskylä Fair Ltd. 30 days prior to the start of the exhibition. Permits are always subject to the approval of the Fire Department.

Hot work

The halls are not equipped with a permanent site for hot works. All hot works carried out in the halls require authorisation of Jyväskylä Fair Ltd. Persons carrying out hot work need a hot work permit.

Safety inspection

Jyväskylä Fair Ltd. conducts the safety inspection with the relevant authority prior to each event.

Further information:

Hall Manager, Tel. +358 (0)14 334 0025,
hallimestari@jklpaviljonki.fi.

Jyväskylä, 18 June 2012