

EXHIBITION TERMS / GENERAL INSTRUCTIONS

INSURANCE

Tampere Hall recommends that every exhibitor take out insurance against theft, damage and fire for his own exhibits for the duration of assembly, exhibition and dismantling. Tampere Hall Ltd disclaims all responsibility for the disappearance or damage of exhibits. It is suggested that exhibitors contact their own insurance companies regarding exhibition insurance.

OFFICIAL AND OTHER PERMITS AND LICENCES

The organizer of the exhibition is responsible for obtaining any licences or permits required by the authorities and rights for the public exhibition of works covered by copyright law.

FIRE SAFETY

Fire safety regulations prohibit the use of spaces between exhibition stands or between stands and walls for storing objects. Exits and fire stations must be kept clear. The minimum width for passageways is three meters. Vehicles in the interior area of the Hall shall if possible, have their ignition disconnected or the cables disconnected from the battery. The use of naked flames is forbidden. Naked flames are considered to be produced by devices such as hot-air blowers, gas stoves, gas burners, oil lamps, candles and the like. The use of indoor tents or sheds require permission from Tampere Hall.

CONSTRUCTION INFORMATION

Assembly and dismantling times

The times for the assembly and dismantling of stands are stated in the event-related instructions. Assembly and dismantling at any other times is subject to a separate charge and prior agreement with Tampere Hall. Exhibitors are responsible for informing subcontractors about assembly and dismantling times. The stand must be designed and constructed in such a way that the structures are prefabricated before being carried into Tampere Hall. Painting and welding in the exhibition area are prohibited. Assembly must be carried out without causing any disturbance to neighbouring stands or encumbering the passageways.

Construction heights and attachment of structures

The permitted heights of stands are stated in the Extranet. It is not permitted to construct two-story or roofed stands without separate permission. It is prohibited to attach anything to walls or pillars. Hanging objects from roof structures requires prior agreement. Light adhesive tape should be used for attaching mats and must be removed by the exhibitor or constructor on dismantling the stand. Any cleaning expenses incurred for the removal of adhesive will be charged to the exhibitor.

DELIVERIES AND FORWARDING

Tampere Hall is not responsible for the reception, unloading, storage or post exhibition forwarding of goods. Goods may be delivered to Tampere Hall only at the assembly times agreed with the exhibition organizer. Deliveries must be marked with the names of the exhibition, the exhibition assembly company and the contact person in that company, and the number of the stand. Goods

still remaining in the exhibition area after the end of the agreed dismantling time will be transported by Tampere Hall's forwarding agent to its own storage facility at the expense of the exhibitor.

PARKING, VEHICLE ACCESS

Exhibitors are permitted to drive into the courtyard of Tampere Hall only for loading and unloading operations of brief duration. It is prohibited to park or store transport vehicles in the courtyard. There is paid parking available in the immediate vicinity of the Hall for exhibitors and customers in the following locations: Tampere Hall's car park is located on the other side of Kalevantie Road. There are indoor car parks in Tullinaukio Square and on the corner of Pinninkatu and Åkerlundinkatu. Driving directions are available at <https://www.tampere-talo.fi/en/visitors/arrival/>

CATERING SERVICES

Exhibitors and assemblers can dine in the staff canteen of Tampere Hall (2nd floor). Catering for exhibition booths is ordered from the Tampere Hall restaurant, which has the exclusive right to sell alcohol and food products in our premises. **Bringing your own food or drink products to exhibition booths is not allowed, except for company-branded products.** More information: Tampere Hall Restaurant womex.catering@tampere-talo.fi

REFUSE COLLECTION AND DISPOSAL

During assembly and dismantling, the exhibitors or stand constructors are responsible for collecting and sorting into waste disposal bags any refuse produced by them and taking the bags to a designated waste collection point in the exhibition area. There are waste collection points for the following categories of waste: paper, cardboard, other combustible waste, miscellaneous waste and, if needed, biodegradable waste. The exhibitor will be charged for expenses incurred by the Hall for the disposal of unsorted waste from stands and of stand structures and mats left behind after the exhibition.

CLEANING

Tampere Hall Ltd is responsible for the cleaning of passageways and public areas. Cleaning for stands may be ordered separately. Stand cleaning includes vacuuming the floors every morning for the duration of the exhibition before the public is admitted. Cleaning in Tampere Hall is performed by SOL Palvelut Ltd.

ELECTRICAL CONNECTIONS, WATER, DRAINS AND COMPRESSED AIR, LIFTING SERVICE

The rental charge for exhibition space includes general lighting. Tampere Hall's Exhibition Technical Department is in charge of the electricity supply for stands. Lighting, electrical connections and night lighting for individual stands can be ordered in advance. Installations required by exhibitors must be limited to the actual stands and must be within the power requirements ordered for the stand. Lifting service and the delivery and positioning of heavy exhibits must be agreed on in advance at the latest **30 days** before the first construction day.