

Safety and building events at Messukeskus Helsinki

The event organiser is responsible for the general safety of the event; the organiser is also responsible for ensuring that the instructions are followed.

The **event organiser** is responsible for the overall safety of the event.

The **exhibitor** is responsible for the safety of the stand with regard to its structures, the exhibition items, and the activities at the stand.

The **event builder** is responsible for safety at the stand during construction, including liability for material damage and personal injury.

These instructions must be forwarded to event designers and builders.

This information is based on the National Building Code of Finland and the legislation on rescue services. Only the key requirements from the regulations for the sector have been included in these instructions.

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1. Construction materials and interior decoration

Requirements for materials:

- the construction materials must meet the requirements set for public spaces
- the floor material must be fire-resistant (at least class D_{f1}-s1)
- The use of EPS insulation (such as expanded polystyrene) in meeting facilities is allowed. The material must always be of S grade. A certificate of material quality and a testing certificate of the fire classification must be delivered to the Hall Manager's Office.
- The fabric used for covering, coating and decoration must primarily be a material with a fire classification, class SL-2 (B-s1, d0). In other cases, it must be fire proofed on site.
- when using pyrotechnology or performing hot work, the materials in the proximity must be of class SL-1 (A2-s1, d0). Proximity is always assessed on a case-by-case basis.
- unusual construction materials and props (e.g., paperboard, cardboard and hay bales) that do not meet the requirements of SL-2 (B-s1, d0) must be fire-proofed on site.
- a reliable report on fireproofing must be presented.

A fire classification certificate must be provided for the materials. If an item of interior decoration or other material does not have a certificate, it must be fire-proofed on site.

If interior decoration material has been fire-proofed elsewhere, a record of this must exist and the material must have an identifier so that it can be recognised. Such materials include, for example, canvas used for interior decoration.

Upon order, VTT provides classifications for materials for which no classification certificate exists.

Accounts of the fire classifications of interior decoration must be sent to the Hall Manager of The Finnish Fair Corporation at least 45 days before the event for approval.

2. Pavilion

Messukeskus has an automatic water sprinkler fire extinguisher system, which imposes limitations on covering the stand. The exhibition stand or other cover must not compromise the operation of the fire extinguishing system.

Fire-classified gauze or a non-combustible latticework covering fulfil these requirements. The hole structure in the latticework covering must be regular across the area to be covered.

Tents do not fulfil the requirements of a gauze or latticework ceiling; they are solid coverings.

Accounts of the fire classifications of the covering must be sent for approval to the Hall Manager of The Finnish Fair Corporation at least 45 days before the event. The Hall Manager decides on the primary extinguishing equipment and number of fire alarms required by a covered stand. The smallest acceptable fire extinguisher is power class 27A144BC.

3. Building a two-storey stand

An exhibition stand may also be built on two levels under the following conditions:

- The Finnish Fair Corporation will comment on the construction of the stand, but the builder is responsible for the safety of the stand and construction work, and for organising the work.
- the clearance of the base of a two-storey stand is at most 2,500mm and at least 2,200mm.
- the number of persons on the second storey is at most 60 persons, at least 1 m² per person.
- if the second storey exceeds 99 square meters or, for some other specific reason (e.g., fire load etc.), the stand must be equipped with sprinklers or the exhibitor must arrange for fire guarding at the stand during hours outside the exhibition's opening hours. The minimum training of the fire guard is voluntary fire brigade or other applicable training
- the height of the railings on the second storey or the walkways to it is 1,100mm from the edge of the straight level to the top edge of the handrail. There may be a maximum gap of 100mm both horizontally and vertically between the structures of the upper floor's railing. It must not have horizontal structures that can be climbed. Horizontal rails must be mounted in the railings of the walkways so that the mutual distance between the rails or the distance from the steps does not exceed 500mm.
- the primary fire extinguishing equipment of a two-storey stand must include at least one manual extinguisher of class 27A144BC on the bottom floor and one on the upper floor. In addition, fire alarms specific to each space must be installed. The Hall Manager will decide on the primary extinguishing equipment and number of fire alarms required by a two-storey stand.
- no later than 45 days before an event, drawings of the stand's structures and strength calculations must be sent for comments to the Finnish Fair Corporation's customer service.

Details on the design load specifications and requirements for handrails and railings can be found in the Finnish Building Code valid from time to time.

4. Special structures and Programme areas

Special structures include

- climbing racks
- docks
- elevated floors and performance platforms (12cm or more)

Test and experiment areas

Test and experiment areas are areas reserved for the customers, where testing is done independently or with guidance;

- in particular, testing of sports equipment
- testing of various sports and other equipment (golf, rollerblading etc.)
- testing of tools or equipment

Vehicles used in performances and vehicles that the audience can test drive must have valid motor liability insurance.

The customer service must be informed of special structures at least 45 days before construction begins. The structures must be built according to the building code and be safe for users.

The notice must state the following:

- general arrangements for the area (limitation and walkways of the area)

- planned measures for ensuring safety
- contact persons and contact information

5. Exits

Exits from the hall premises must be designed according to the following general principles:

- the exit doors in the halls must have clear and sufficiently wide corridors
- when using only part of the hall space, during floor design it must be ensured that exit routes run through empty spaces
- the hall corridors must be at least 2,000mm wide (corridors separating stands).
- All exits must be marked with official exit markings by the builder.

Stands built in one level must have sufficient alternative exits leading to the stand corridors

The number of exits is determined by the surface area of the stand

- up to 20m² for one 900mm exit
- 20m² to 50m² for two separate 900mm exits
- 50m² to 100m² for two separate 900mm exits and one 1,200mm exit
- 100m² to 200m² for two separate 1,200mm exits
- Exits for stands of 200m² and above are specified separately for each case.

Instructions for the exits of stands with two floors

The distance to the nearest exit staircase in the second floor may be a maximum of 20m.

The number of exits is determined by the surface area of the second floor:

- up to 20m² for one exit of at least 900mm
- 20m² to 50m² one 1,200mm or two 900mm exits
- 50m² to 100m² one 1,200mm and one 900mm exit
- Exits for stands of 100m² and above are specified separately in each case.

A spiral staircase is possible if the stand has several exits and at least one of them is a straight path.
(Building Code F2: item 2)

6. Hot work

Hot work refers to work where sparks are present or a flame or other heat which poses a fire hazard is used. This includes:

- gas and arc welding
- flame and arc cutting
- disc cutting and metal grinding
- use of gas burners or hot air burners

A person performing hot work during construction and dismantling must obtain a HOT WORK CARD and a written HOT WORK PERMIT from the Hall Manager's Office.

Persons engaged in hot work or pyrotechnic performances during the opening hours of exhibitions are not required to have a hot work card.

The performance space or hot work site must meet the requirements set for a PERMANENT HOT WORK SITE. The spread of flames, spatters and sparks to other exhibition premises and corridors must be prevented.

Gas welding devices and liquid gas equipment must be equipped with regulatory safety devices.

A written account of a hot work or demonstration site and primary extinguishing equipment and safety measures must be submitted to the Hall Manager's Office no later than 45 days before the event.

Details:

Finance Finland's Hot work safety instructions 2014

Rescue Department, Helsinki,
Fire inspectors, tel. +358 9 310 31203

7. Pyrotechnical effects and fire shows

Performances with fire include

- torch shows
- fire-eating
- use of open fire

Pyrotechnical devices include

- fireworks
- theatrical effects
- distress rockets
- flares
- signal flares and smoke used for distress signals, which generate fire or heat when fired

Packages of pyrotechnical items in public spaces must be empty and the packages must be clearly labelled empty.

The packages must be placed in display cases, especially after filled packages have been emptied and residues of the substance have been left in the package.

We recommend that new and empty, factory-made packages are used.

The use of pyrotechnic equipment and performances involving fire must be announced to the rescue authority using the form on its website. A copy of the form data must be submitted to the Hall Manager's Office. The report must be filed 45 days before the event at the Hall Manager's Office at The Finnish Fair Corporation.

8. Candles

We recommend that LED candles be used.

Only safety candles will be accepted in exhibition spaces. No other type of candle may be used.

The case of a safety candle is made of non-combustible material and its fuel is mineral oil. Safety candles must be placed so that the audience cannot come into contact with them.

9. Liquid gas, other flammable liquids and gases, hazardous materials and heating devices

Chemicals legislation imposes restrictions on the use of liquid gas indoors. Devices must be suitable for indoor use. Restrictions may arise due to ventilation and noise generation.

When planning use, the following must be considered:

- the quantities are limited by a fire compartment (hall/fire compartment), which means that an application made in time makes it easier to get a permit
- the size of liquid gas bottles is 5kg (steel) or 6kg (composite); we recommend that composite bottles are used
- liquid gas bottles must be placed in a ventilated space
- spare or used bottles must not be stored indoors
- liquid gas devices and hoses must comply with the related regulations and their condition must be checked in advance
- the minimum protective equipment is one smothering blower and one 27A144BC powder extinguisher
- you must apply for a permit from the Hall Manager at least 45 days before the exhibition if you intend to use liquid gas

The above substances may be used in the fair and exhibition spaces only with the special permission of the Hall Manager's Office.

A heating device that runs on lamp kerosene, petroleum, diesel or gas must be suitable for indoor use. The type of fuel used must be indicated. There must be a containment bund underneath any device using fuel. In addition, the operator must be prepared to handle liquid spills with absorption material.

A permit for use and storage must also be obtained for pressurised containers containing non-combustible gases (e.g., gases for filling balloons).

The pressurised container must be fixed in such a way that it cannot tip over. Exercise caution when moving the pressurised container.

Empty gas bottles must be clearly marked with the label "empty." Only so-called factory empty bottles can be labelled in this way.

An account of the use and storage of the above substances must be submitted to the Hall Manager's Office 45 days before the exhibition at the latest. Based on this account, the Hall Manager will assess whether a permit must be sought from the Rescue Department.

Also familiarise yourself with the legislation on hazardous substances.

10. Motor vehicles

All vehicles, means of transport and machines (later referred to as equipment) placed at the exhibition or meeting area for presentation must have their power turned off at the main switch, or the battery terminal must be removed.

The power can be turned on if the following conditions are met, however:

- the presentation requires that the power must be turned on
- the equipment is new and unused
- the ignition keys are kept out of reach of the public
- dry powder fire extinguishers of at least class 27A144BC or foam or liquid fire extinguishers of at least class 21A 144B are placed in the presentation area as follows:
 - quantity of equipment: 1–3 items, 1 fire extinguisher
 - quantity of equipment: 4–7 items, 2 fire extinguishers
 - quantity of equipment: 8–10 items, 3 fire extinguishers
 - quantity of equipment over 10 items, to be determined
- the Hall Manager's Office of the Finnish Fair Corporation's must be notified of the presentation needs and number of equipment at least 45 days before the event begins.

The Hall Manager's Office gives permission to keep the power turned on in the case of used equipment or equipment constructed by the exhibitor.

The power must be switched off in the case of equipment stored in lobbies or gallery spaces.

The event organiser will monitor that the regulations are followed.

Equipment that does not comply with regulations can be moved out of the premises at the cost of the owner.

11. Occupational safety

Messukeskus requires that ladders and scaffolding and safe working methods compliant with the Building Decree VNa 205/2009 are used during exhibition set-ups.

When using tools, the user must have protective gear compliant with the operating instructions of the tools.

The driver of a forklift truck or personnel hoist must have the written permission of his or her employer to use such equipment. Before giving such permission, the employer must ensure that the driver has the capabilities and skills required for using the tool.

The employee must always use a fall arrest and helmet within the man cage of telescopic or articulated boom lifts. Use of these is recommended when using articulated jacks.

Additional material on occupational safety is available from the Hall Manager's Office.

If a dangerous working method or inadequate tools are being used, we will interrupt the work until the shortcomings have been rectified.

Further details are available from Jari Hallamaa, Occupational Safety Manager, and the Hall Manager's Office during construction/dismantling.

12. Operational machine demonstrations

If an operational demonstration requires hot work, see section 6.

All demonstration activities must be performed in such a manner that they do not pose a hazard to outsiders.

Items that may pose a danger of clamping or cutting must be protected using fixed safeguards, in such a manner that anyone in the proximity of a demonstration cannot touch such items with their hands or

feet. Alternatively, the demonstration area can be cordoned off with a fence at least 2m tall (e.g., a net), if no material or sparks are flying from the demonstration.

Details:

OSH Division at the Regional State Administrative Agency of Southern Finland, tel. +358 295 016 000

13. Heavy exhibition items

If the load due to exhibition items in halls 1, 2, 3, 6 and 7 exceeds 10kN/m² (1,000kg/m²) or 7 kN/m² (700kg/m²) in halls 4 or 5, their placement must be separately agreed upon with the head of the facility unit.

14. Electrical safety

All electrical installations for an installation must meet the requirements of standard SFS 6000-7-711 (EXHIBITIONS, PERFORMANCES AND STANDS)

Details on the required standards are available from the Finnish Standards Association SFS (www.sfs.fi)

- if you are using your own site or other substations, ensure that all sockets of 32A or less are equipped with a 30mA fault-current guard.
- devices used at stands must have a connection cable with a plug
- only ready-made, earthed extension cables equipped with a plug and extension sockets may be used at stands
- No connections may be performed at Messukeskus/The Finnish Fair Corporation. If necessary, a connection can be ordered for a separate charge.
- if the electric installations at the stand must be reviewed by Messukeskus, a separate charge will apply.
- halogen lights, heaters and other devices that produce a high level of heat must not be installed, without appropriate protection, in such a way that it is possible to be burned or they pose a fire hazard when switched on.
- cables on corridors and walkways must be fixed/protected so that they do not pose a risk of tripping. Cables may be routed over a corridor via an overpass trough. In such a case, the height of the walkway must be at least 2,100mm.

15. Laser devices

The Radiation and Nuclear Safety Authority (STUK) provides instructions concerning and monitors the use of laser devices in public events.

STUK does not inspect small-powered laser devices on-site when they are of less than 5mW radiation power and used at public events. They must, however, have:

- a professional purpose
- for devices whose power source is a battery, accumulator or mains power (less than 50V voltage), approval from the Occupational Health and Safety department at the Ministry of Social Affairs and Health
- for other devices, the approval of an EU or ETA country
- compliant warning, type and approval labels
- compliant installation, caution and operating instructions in Finnish and, if necessary, in Swedish.

For high-powered laser devices in safety class 3B or with radiation power over 5mW, always contact STUK regarding the use and presentation.

Details:

STUK, tel. +358 9 759 881.

16. Lobbies and galleries

When designing advertising and other areas in lobbies and the gallery, consider the special instructions regarding them. No flammable liquids or gases may be placed in the lobbies or gallery. Battery terminals must be removed from motor vehicles or the power must be switched off using the main switch. When designing the activity or stand's location, contact the event's customer service.

17. Consumer safety

According to the Consumer Safety Act ([920/2011](#)), the service provider is responsible for the safety of services. Consumer service refers to a service intended for the use or mainly used for private consumption. Service provider refers to a natural person or private or public legal entity that produces, makes available for sale, offers, sells or otherwise provides or commissions consumer services. Services offered by associations and organisations do not fall within the scope of the law if services are only offered to members and not as a business.

The operator must notify the supervising authority (Tukes) if a product used in the rendering of a service damages someone's health, or causes an accident, hazard or serious near miss situation. The form and the instructions for the notice can be found on Tukes's Consumer Safety site.

18. Other considerations

- bench rows in the auditorium must conform to the provisions of building code F2 (operative safety of buildings, provisions and instructions 2005)
- when making food, be sure to add protection to any hot surfaces to which the public is exposed. The minimum requirement at cooking points is a smothering blanket and, on a case-by-case basis, a powder extinguisher of at least 27A144BC or higher class. Also take account of the requirements of the Environment Centre.
- use of a deep fryer is possible, if the following issues are taken into account:
 - use of a deep fryer requires the same protective measures as applied in restaurants.
 - the oil from a deep fryer must be disposed of appropriately.
 - a placement and protection plan must be submitted for approval to the Hall Manager's Office 45 days before the start of the event.
- saunas and stoves made be used for demonstrations (with electricity connected to the stove) if the following issues are taken into account:
 - if the stove is powered on, the place must be continuously guarded. Guarding must continue for one hour after the power is switched off.
 - no brochures or other easily flammable material must be placed inside the sauna or close to the stove.
 - the product being demonstrated can only be viewed under supervision, and sufficient railings must be used to prevent contact with hot surfaces.
 - stoves and devices must be announced to and approved by the Hall Manager. The Hall Manager must be notified at least 45 days before the beginning of the event. The notification must include a blueprint of the sauna and the location of the stove.
- temporary accommodation at Messukeskus

- notices and permits must be applied for in advance from the Rescue Department The Hall Manager's Office at The Finnish Fair Corporation must be informed at least 45 days before the event.
- instructions on preparing an accommodation and rescue plan and the related forms can be found on the Rescue Department's website.

19. Timetables of items to be announced in advance

Item	Deadline	Recipient of notice
Interior decoration fire classification and fabrics, advertising banners	45 days before the event	Hall Manager
Pavilion	45 days before the event	Hall Manager
Two-storey stand	45 days before the event	Customer Service
Special structures and programme areas	45 days before the event	Customer Service
Exits for stands of more than 200 square metres	45 days before the event	Hall Manager
Hot work	45 days before the event	Hall Manager
Pyrotechnical effects and fire shows	45 days before the event	Hall Manager
Use of liquid gas	45 days before the event	Hall Manager
Flammable liquids and gases	45 days before the event	Hall Manager
Non-flammable gases and pressurised containers	45 days before the event	Hall Manager
Hazardous substances (chemicals)	45 days before the event	Hall Manager
Demonstration of the use of heating devices	45 days before the event	Hall Manager
Demonstration power of motor vehicles on	45 days before the event	Hall Manager
Use of deep fryers	45 days before the event	Hall Manager
Saunas and stoves for demonstrations	45 days before the event	Hall Manager
Temporary accommodation	45 days before the event	Hall Manager

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We reserve the right to make changes.

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