

## **MARINA CONGRESS CENTER (MCC) INSTRUCTIONS FOR EXHIBITORS**

### **Exhibiting and stand construction**

The exhibitor will be responsible for the erection, fitting and dismantling of his stand. The times for setting up and dismantling agreed with the organiser concern all exhibitors.

Approval must be obtained from MCC in advance for the following:

- the location of any object weighing more than 400 kg
- structures and fittings higher than 250 cm

No exhibits or publicity products may be mounted on the floor, walls, ceiling or columns. The exhibitor will be liable for any damage caused by him to the building or the exhibition area.

Raised floors, special structures and overhead decks, and the use of carpet tapes must be negotiated with MCC. Carpet and wall tapes must be removed after the event.

The time and place of any sawing, planing or polishing must be agreed with MCC.

Painting is prohibited on the exhibition stand.

The displaying of motor vehicles must be agreed in advance with MCC.

Dismantling of stands is allowed after closing the exhibition. Any garbage and material are not allowed to leave in the stands. The goods and material deliveries afterwards must always be agreed with Conference host/-ess or Floor Assistant. The garbage will be removed by exhibitor to the point shown for this purpose. The exhibitors must ensure the exhibition carpets are carried out. The carpets are hazardous waste and Marina Congress Center will charge starting from 100 € / carpet if the carpet is left at the Marina Congress Center for further treatment.

### **Catering services**

**Scandic Hotels Oy/Marina Congress Center has exclusive catering rights.**

Exhibitors may not serve any products brought to the stand themselves apart from their own company's sweets with the company logo.

The catering services will be ordered in advance from MCC Sales Department.

Please contact: tel +358 9 16661 (dial 3)

e-mail [sales.marinacongress@scandichotels.com](mailto:sales.marinacongress@scandichotels.com)

### **Transport and storage**

MCC has a loading dock and platform adjoining the goods lift. The internal dimensions of this service lift are as follows: door width 2500 mm, door height 2250 mm, lift depth 3600 mm. The carrying capacity of the lift is 5000 kg.

As a rule, MCC has no storage facilities for incoming exhibition goods or other materials.

In case material and goods will be delivered before the event, dates and times must be negotiated with MCC.

The shipment must include following information:

**Marina Congress Center**

**The name and date of event**

**The receiver/contact person of exhibitor and mobile number**

## **Katajanokanlaituri 6 FIN-00160 HELSINKI**

2 (2)

The exhibitor will be responsible for the reception, unpacking and storing of his goods and for their removal after the exhibition.

**Cleaning** MCC is responsible for the general cleaning of the exhibition areas. Cleaning includes vacuuming/cleaning the floor and emptying litter basket. Exhibitors can, however, agree with MCC about cleaning for the fee stated in the current tariff.

### **Fire precautions and other safety measures**

MCC is equipped with an automatic alarm and sprinkler system. Written permission must be obtained in advance for any work with a naked flame. The person conducting any unauthorised work will be liable for any damage caused. The current fire safety regulations and legislation must be observed at all times. Permission must be sought in advance from the fire authorities for the use of any equipment carrying a fire risk. The legislation and regulations on fire safety must be observed at all times.

The exhibitor must pay special attention to the following safety aspects:

- emergency exits
- fire safe building materials: carpets, textiles
- inflammable liquids or combustible gas, which may not as a rule be stored or used in the building
- the location of smoke and heat detectors and sprinkler nozzles
- open fire
- safe storage of material

### **Electric power supply and electrical installations**

MCC is responsible for the general lighting of the exhibition areas. The main electricity supply is alternating current at 220/380 V, 50 Hz. The exhibitor must order the electricity and any electrical installations required from MCC. MCC will not be responsible for any damage caused by a power failure. The exhibitor, in his capacity as owner, will be responsible for any electric appliances he has brought to the stand.

**Security** MCC is responsible for fire protection and general order, but not for any damage to or loss of goods, structures or other materials on the stands unless a separate security agreement is made with MCC.

**Insurance** The exhibitor must take out any liability and goods insurance he deems necessary at his own expense. MCC will not assume any responsibility for property stored or left on the premises unless a separate security agreement has been made with MCC.

The insurance policies held by MCC cover any damage caused to a third party by the actions of MCC's own employees or by any MCC devices or buildings.

### **Official and other permits**

The organisers of exhibitions and exhibitors must obtain any official permits required at their own expense.

Under the Copyright Act, the exhibitor must pay the copyright fees for any music performed by him on his stand.

Direct sales are permitted on the stand only by special agreement.

**Badges** Exhibitors must be badged also during setting up and dismantling days. Badges can be fetched from MCC Information Desk, 1<sup>st</sup> floor if not otherwise agreed with organiser.