

INSTRUCTIONS FOR EXHIBITORS

OPENING TIMES Sat from 10.00 to 18.00
Sun from 10.00 to 17.00

SET-UP TIME Fri from 15.00 to 18.00
Sat from 8.00 to 10.00
Sun from 9.00 (entrance for Exhibitors only)

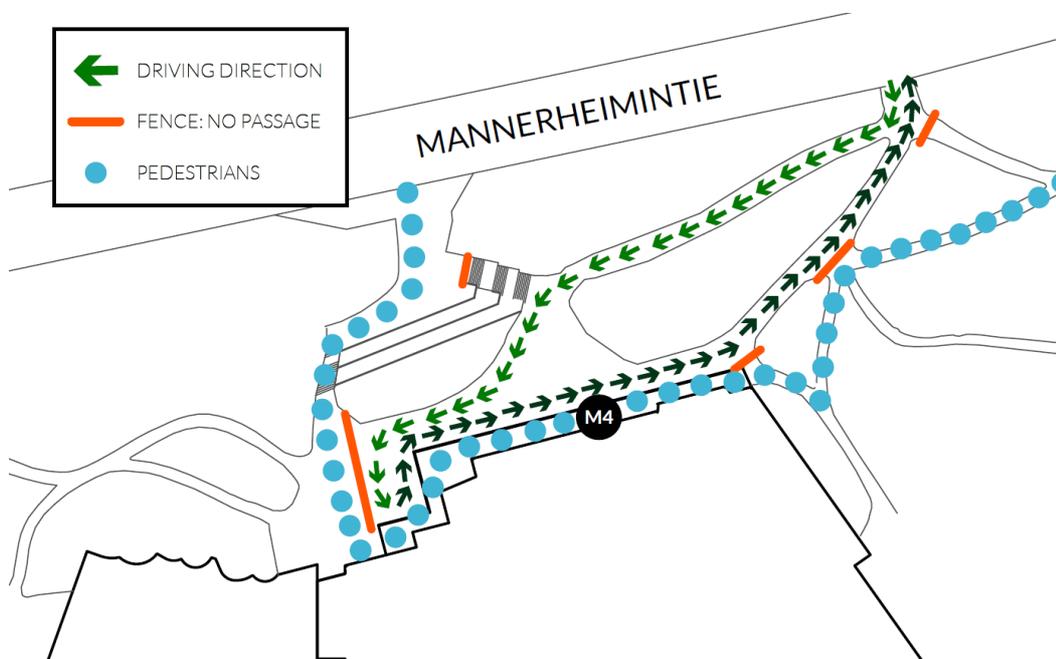
DISMANTLING TIME Sun from 17.00 to 19.00
All exhibitors have to leave at 19.00 the latest on Sunday
The times above are mandatory, and when exceeded might cause additional cost to the exhibitor in question.

DRIVING INSTRUCTIONS FOR DELIVERING GOODS FOR THE STANDS

All vehicles entering the yard need to be equipped with a sign on the windshield (in a visible place) with the following info:
”Minä Olen –exhibitor”, number of the exhibition stand (from/to which you are delivering/picking up goods from), and the phone number of at least one of the exhibitors present at the venue.

If you are arriving with your own vehicle, we recommend you bring all the exhibition goods in through the parking hall elevator, which leads directly into the entrance floor inside Finlandia hall. You can drive into the parking hall through Karamzininranta. There is a small personnel elevator in the entrance floor that you can use to reach the second floor. The exhibition area has a few small carts that can be borrowed to help transport the goods.

It is also possible to deliver goods through the front yard and the main door M4. To ensure the safety and to alleviate the possible traffic jams on the front yard, passage through the yard will be partly restricted and there will be security guards guiding the traffic. Please find the permitted route and driving direction on the map below. Please not that **it is not possible to park on the yard. The vehicle needs to be moved away instantly after unloading/loading of the goods. Failure to follow the rule might result in the vehicle being towed and any expenses will go to the exhibitor.**

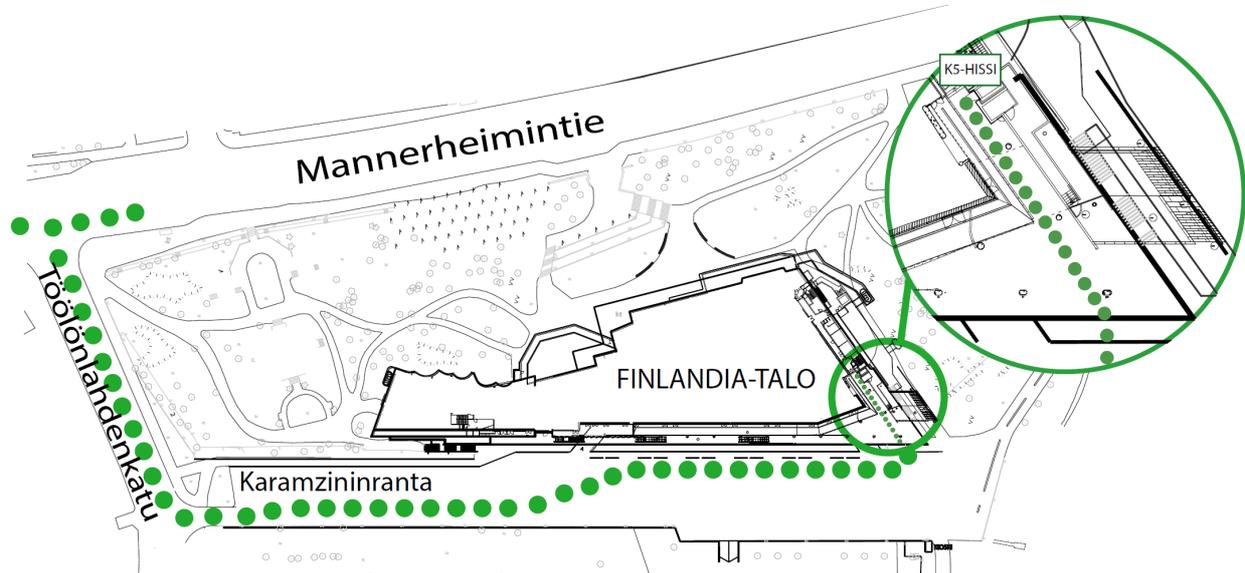


Bringing heavy goods to the second floor can be done through the service elevator at the K5 door.

Instructions to reach the service elevator can be found on the map below. Lift size: height 2.09 m; door width 1.05 m depth 2.60 m, weight restriction max 1000kg at once. Please note that due to the large number of exhibitors, the elevator might be congested, resulting in longer wait times.

Please note that parking is not permitted on the lower yard either, but the vehicle needs to be moved away immediately after unloading/loading of the goods.

Route to the service elevator/K5:



PARKING

There is no parking allowed on the outside premises or yards of Finlandia Hall.

The only parking lots closeby are paid lots.

Next to Finlandia-Hall there is Q-Park Finlandia, from where there is a lift directly into Finlandia-Hall.

Maximum vehicle height / width 2,5 m / 4,5 m.

<https://www.q-park.fi/fi-fi/cities/helsinki/q-park-finlandia/>

Price for Exhibitors 25 € / 24 h (norm 36 e / 24 h) for continuous parking.

Tickets available for purchase at the EXPO INFO.

Entry to park hall through Karamziniranta. Discount tickets are required only on exit. Further instructions at EXPO INFO.

<https://www.finlandiatalo.fi/en/are-you-a-visitor/how-to-get-here>

Europark-Eliel only on Sunday 1 € /h

www.europark.fi/pysakointitalot/hki-eliel/

Hotels nearby will offer their own parking lots.

TRANSPORTING HEAVY GOODS ON THE SECOND FLOOR - FLOOR PROTECTION FOR SET UP ONLY ON FRIDAY

Finlandia Hall is a protected building, so they require extra caution with floor materials and carpets. The carpet will be protected with special panels for the set up on Friday. Moving heavy goods (trolleys, cases, etc.) is only allowed on the panels. On Saturday the use of trolleys is forbidden.

STAND CLEAN UP

Exhibitors are responsible for cleaning and waste management of their own stand.

Finlandia –Hall provides waste bins for the exhibitors. Check the locations of the waste bins on the map or from the EXPO INFO. There is an extra charge of 60€ for extra clearance and waste collection by the organizer.

RESTAURANT AND COFFEE SHOPS

Lunch buffet – basement floor (0)	sat 11-17	sun 11 - 16
Coffee shop – second floor (2)	sat 8 -18	sun 9 - 17
Cafe Veranda – basement floor (0) pe 9-19	sat 8 -18	sun 9 - 16

Price for lunch 14,00€ (if purchased in advance through Lyyti-palvelu 12,50€ / only for Sat and Sun).

Available until 7 Feb.

<http://www.lyyti.com/fi/>

On Friday and Saturday from 8 to 10 you can visit the cafe to purchase food coupons in advance in order to avoid additional queues.

EXHIBITION STAND

Any kind of construction without consultation with the EXPO management is forbidden. The corridors in front of the stands must be left free for visitors to move around.

Signs and other material can be hung from poster stands ordered specifically for this. Fixing exhibition materials on the walls, floors or furniture is strictly forbidden.

If you have reserved an exhibition stand with furnishing, it should be ready for you when you arrive for the set up. Should you notice any furniture missing, please contact the Finlandia Hall info (Service point is located next to main doors M4)

It is possible to also rent furnishing at the venue during set up. Please note that the selection is limited to remaining available items. Price for items rented at the venue is higher than if ordered beforehand. The additional furnishing will be paid at the service point and delivered only after the payment to your stand. Please note that the delivery time can change from minutes to over an hour depending on the current line of orders being delivered.

Any candles, open flame devices or sent lanterns are strictly forbidden.

INVOICES

Invoices must be paid before the EXPO.

EXPO program and the base map:

www.minaolenmessut.fi

***Warm welcome to Minä Olen EXPO!
Let us make the fair together with joy and happiness!***