

## **GENERAL CONTRACTUAL TERMS FOR EVENTS ORGANISED BY TAMPERE TRADE FAIRS**

The event may be a fair, exhibition or other similar event organised by Tampere Trade Fairs. In these contractual terms, Tampere Trade Fairs will hereinafter be referred to as the organiser.

### **1. EXHIBITORS AND PRODUCTS**

The following may function as exhibitors:

- a) the manufacturers and producers of products in accordance with the profile and product groups of the event, or the representatives/retailers authorised by them
- b) joint departments of the aforementioned companies and public relations departments of the sector

Only the products mentioned at the time of registration and approved by the organiser may be exhibited, and only the joint departments and sector public relations departments defined in b) and approved by the organiser may be established. The organiser has the right to remove other products as well as those that may pose a danger or a disturbance to other exhibitors or the public.

The exhibitor is responsible for ensuring that the exhibited product does not endanger the health of the public or personnel. The exhibitor is responsible for ensuring that any official permits required for the exhibited products are valid and have been properly acquired. The exhibitor is also responsible for ensuring that no laws are broken and no third party rights are violated in the exhibition of the products.

The organiser has the right to limit the size of the stand or to refuse the registration without declaring a reason for this. The exhibited products may not be taken away from the stand during the event and the stands may not be emptied or taken down before the end of the event. Breaching this regulation is subject to a sanction of EUR 500.

### **2. BOOKING A STAND AND ORDER CONFIRMATION**

The booking of a stand is confirmed with an order confirmation sent by the organiser. This confirmation is binding on both parties. The order confirmation shall not be returned signed to the organiser. Any comments and changes to the order confirmation must be made within seven (7) days. All changes to the order confirmation must be done in writing.

The exhibitor may not sublet or transfer the stand or part of the stand to another party without the organiser's written permission. Companies other than those of the exhibitor or the clients or representatives of the exhibitor can only be mentioned on the stand with the consent of the organisers, in which case an additional exhibitor agreement will be concluded for this type of advertising and the current fee for additional exhibitors collected.

### **3. PLACEMENT OF THE STAND**

The organiser will submit a map of the stand location to the exhibitor, showing the measurements of the stand and its location at the event. The organiser determines the final placement of the stands, taking into consideration branch grouping and the appropriate use of exhibition spaces. The organiser reserves the right to make any changes to the layout of the event that are considered necessary for the event as a whole during the preparation of the event.

### **4. TERMS OF PAYMENT**

The fees in accordance with the order confirmation shall be paid in accordance with the terms of payment specified by the organiser in the order confirmation. The penalty interest is stated on the invoice. The organiser has, if necessary, the right to collect from the exhibitor various expenses, such as parking fees, printing costs for exhibitor cards, rent of seminar areas, etc. and other similar costs allocated to each exhibitor separately. The stand will be transferred to the exhibitor only after the fees in accordance with the order confirmation have been paid in full.

### **5. CANCELLATION AND DISSOLUTION OF THE ORDER CONFIRMATION**

The cancellation must be carried out in writing within seven (7) days of the order confirmation being submitted by the organiser. If the rent for the stand is not paid according to the terms of payment set by the organiser, the right of use of the stand is returned to the organiser. If the order confirmation is thus dissolved or dissolved for any other reason attributable to the exhibitor, the exhibitor must pay the due fees that, like the previously paid fees, will remain with the organiser.

When a stand is booked less than 30 days before the event, there is no right of cancellation.

## **6. TECHNICAL TERMS FOR THE STAND**

### **Exhibiting and structures**

The exhibitor is expected to build an appropriate stand on the site appointed by the organiser. The exhibitor is responsible for all costs relating to the building of the stand. The stand must be fitted with a non-fire spreading carpet (class L) suitable for exhibition use and covering the whole stand area. Attaching the carpet directly to the exhibition space floor is only allowed with NEC approved low tack adhesive tape intended for exhibition use. The sides of the stand must be fitted with wall structures with the exception of the sides bordering corridors, unless otherwise agreed in the order confirmation. The building height of the stand's wall structures is 250 cm.

If the exhibitor builds walls and other structures with exterior surfaces visible to the neighbouring stands or from the corridors, the exhibitor must ensure that the structures are neat and appropriate. Attaching anything to the ceiling, floor, pillar or wall structures, etc. of the halls is strictly forbidden. If the weight of an exhibition item exceeds 500 kg/m<sup>2</sup>, its placement must be negotiated with the organiser. If the stand is equipped with a floor whose height from the hall floor exceeds 12 cm, the open sides of the stand must be fitted with steps, a rail or another form of protection.

The permission of the organiser is required for all wall, decoration and exhibition item solutions exceeding the building height of 250 cm, and these are subject to a separate fee. The distance between the border of the neighbouring stand and a structure, decoration or exhibition item exceeding the height of the partitions, and for which permission has been granted, must be at least one (1) metre. The organiser has the right to intervene in the building and decoration of the stand if their plans have not been approved in advance.

Advance permits must be acquired from the organiser and the authorities for erecting two-storey exhibition structures. The plans for stands of this type must be presented to the organiser 30 days before the start of the event. The exhibition structures must comply with current building regulations. The organiser charges 50 % of the rental fee for the normal floor area per square metre for the second-floor area.

The exhibition spaces have fixed advertisements that the exhibitor may cover, if desired, as regards their own stand at the exhibitor's own expense.

The exhibitor may not advertise their stand or products or distribute promotional material in the general facilities and corridors of the event outside the stand without the permission of the organiser. Exhibiting must not cause unusual hold-ups in the corridors or disturb the neighbouring stands or the public. The organiser has the right to intervene in faults proved to be disturbances or safety risks also during the event. The exhibitor is responsible for any damage caused by the exhibitor to structures, buildings or the event area.

### **Lighting, electrical connections and electrical work**

The organiser is responsible for the general lighting of the area, otherwise the exhibitor shall arrange lighting at their own expense. The supply voltage in the event area is 380/230 V, 50 Hz. The exhibitor shall order the required electrical connections and electrical work from a subcontractor appointed by the organiser at their own expense. The organiser or subcontractor shall not be responsible for any damage caused by a power outage. Portable power supplies (e.g. a battery) must be approved by the organiser 30 days before the start of the event.

### **Plumbing, drainage, and compressed air**

The exhibitor shall order the required plumbing, drainage and compressed air connections, including their installation, from a subcontractor appointed by the organiser at their own expense.

### **Data connections**

The exhibitor shall order data connections at their own expense.

### **Suspension from the ceiling**

Suspension from the ceiling is always carried out by a subcontractor appointed by the organiser. The exhibitor shall order the suspension from the ceiling at their own expense. Plans for suspensions with suspension points and loads

must be submitted to the organiser for approval 30 days before the start of the event. The organiser will check whether suspension is possible at the location in question. The height of an extended suspension may be between 5 and 9 metres from the ground.

## **7. CLEANLINESS**

The organiser is in charge of the cleanliness of the indoor and outdoor public areas at the event. The exhibitor shall arrange the cleaning of their stand at their own expense. If the exhibitor's product, product demonstration or sales activities produce an excessive amount of waste, the exhibitor is responsible for the cleanliness of the stand and its surroundings for a 10-metre radius as well as for acquiring the necessary waste containers at their own expense. The exhibitor is obliged to arrange the cleaning of their stand after the dismantling of the stand. The organiser shall not be responsible for stand cleaning needs attributable to a third party.

## **8. FIRE AND OTHER SAFETY TERMS**

### **Fire safety**

The currently applicable general fire safety regulations must be followed, along with specific regulations applicable to the exhibition area. These are defined separately. To present potentially hazardous equipment, you must obtain permission from the fire officials in advance.

### **Occupational safety**

The requirements of the Occupational Safety and Health Act and its decrees must be observed in presentations, work demonstrations, etc. and when presenting machinery and other technical equipment.

### **Machinery and equipment on display**

The exhibitor should ensure that, when presenting machinery and equipment at the event, they comply with the Act on the Conformity of Certain Technical Devices to Relevant Requirements (1016/2004) and Government Ordinance on Machinery Safety (400/2008):

- There are no obvious deficiencies in the safety of the product.
- The product is accompanied by appropriate instructions in Finnish and Swedish.
- The product has a conformity marking and documents indicating its conformity are available, for example: the product bears a CE marking, the product is accompanied by an EC Declaration of Conformity (in Finnish and Swedish), the markings indicating the dangers of the machinery are in Finnish and Swedish or expressed with easily comprehensible, unambiguous symbols or pictograms.
- A product that does not meet all of the relevant requirements at the exhibition stage is accompanied by a notice, for example, "prototype" or "demonstration of machinery operation without the associated protective structures". In addition, the exhibitor of a product of this type must ensure that the product is safe while on display.

### **Smoking**

Smoking (incl. electronic cigarettes) is prohibited indoors.

### **Vehicles**

The power of a vehicle located at an indoor stand must be switched off at the main power switch outside the opening hours of the event.

### **Open fire**

The use of open fire is forbidden at events. Open fire refers to a situation where a fire or a flame is burning outside the device, such as gas stoves, cookers, oil lamps, and candles. The organiser may grant an exceptional permit if the safety terms are deemed to be met. An exceptional permit may be granted for welding, flame cutting, other cutting, or other such spark-inducing activity or presentation. Applications for permits must be submitted to the organiser 30 days prior to the start of the event and must be accompanied by a report on operations and safety structures.

### **Hot work**

There is no permanent hot work site in the exhibition spaces during building. All hot work in the exhibition spaces is subject to permission. Please contact the technical manager of the organiser, who issues hot work permits. Hot work operators must hold a hot work licence. Hot work is governed by the safety regulations regarding hot work and roofing.

### **Consumer safety**

Exhibitors providing consumer services in accordance with the Consumer Safety Act (920/2011) must prepare a safety document with regard to their activities, including a plan for identifying hazards and managing risks and communicating them to those involved in providing the service. If an exhibitor produces these consumer services in the exhibition spaces, the exhibitor is obliged to prepare a safety document and submit it to the organiser 30 days before the event.

### **Animals in the exhibition spaces**

Bringing animals to the exhibition spaces always requires prior notice to the organiser at least 30 days before the event and the organiser's written consent. The exhibitor is responsible for the official regulations pertaining to the animals and the safe and appropriate presentation of the animals with regard to both the public and the animals. The animals must be suitable for and accustomed to public events. When transporting animals in the exhibition spaces, arrangements must be agreed upon with the organiser in advance.

## **9. SECURITY AND INSURANCE**

The organiser is responsible for security and public order in the event area. The organiser is not responsible for any damage to or loss of goods, structures etc. or any accidents at the stand.

The organiser has liability insurance for their operations. According to the general insurance terms and conditions, personal injuries and material damages, detected during the term of the insurance and which the insured party is liable for according to the legislation in effect at the time, caused to another party during the insured operations taking place within the area of validity of the insurance, will be compensated for. Each exhibitor is in charge of insuring their own exhibition items and structures and any other liability, etc. insurance policies that they consider necessary.

## **10. FOOD SALES**

Food sales are only allowed to take away, not for consumption in the exhibition spaces. The exhibitor is responsible for the legal permits, product labels, food safety, etc. of their products in accordance with food legislation.

Exceptions regarding food sales for consumption in the exhibition spaces must be agreed upon with the sole licence holder of the venue under licensing legislation at least 30 days before the event. The exhibitor must report the products intended for sale to the organiser 30 days before the event to be communicated to the authorities.

## **11. DELIVERY OF GOODS TO THE EXHIBITION AND RETURNING THEM FROM THE EXHIBITION**

The exhibitor shall deliver their goods to the venue and stand at their own expense. All deliveries must have a recipient who accepts the receipt of the delivery by signature and who, if necessary, can transfer goods in the event area as required by general smooth working conditions. If the exhibitor or a representative of the exhibitor is not present at the time of delivery, the delivery will be received and delivered to the stand by a subcontractor appointed by the organiser on behalf and at the expense of the exhibitor. Similarly, after the event, the subcontractor will transfer the delivery on behalf and at the expense of the exhibitor if their representative is not present.

At events where the total quantity of goods to be delivered is great, the organiser reserves the right to decide on an arrangement whereby a subcontractor appointed by the organiser will receive, unload and deliver all deliveries to the stand on behalf and at the expense of the exhibitor, in accordance with the currently valid price list for logistics services. Similarly, after the exhibition, the subcontractor appointed by the organiser will collect all deliveries from the stands and load them to the transportation units of transport companies. The organiser and/or the subcontractor appointed by the organiser will provide information about this arrangement on an event-specific basis.

The organiser's personnel cannot sign goods for receipt on behalf of the exhibitor or transfer the delivery for transportation. The subcontractor appointed by the organiser operates under the responsibility of the freight forwarder and complies with the General Conditions of the Nordic Association of Freight Forwarders (NSAB 2015).

## **12. DEMONSTRATIONS AND LOTTERIES**

The exhibitor is responsible for all obligations resulting from the presentation of material protected under the Copyright Act and for ensuring that the presented material is in accordance with good taste and the law. The volume at the stand

in the corridor must not exceed 75 dB. Music performances and demonstrations may not disturb neighbouring stands. The volume is monitored and performances causing a disturbance at the stand are suspended. A space isolated from the corridor by a wall must be reserved for demonstrations attracting a large audience. Lotteries with a charge covered by the Lotteries Act (1047/2001) are prohibited, also including, for example, lotteries with an indirect charge included in the event entrance fee price.

### **13. DATA PROCESSING AND DATA PROTECTION**

The organiser has the right, in accordance with the applicable data protection legislation, to disclose the contact details of the exhibitor and/or their representatives to parties closely involved with organising the event, such as clients, subcontractors and media partners, and to process and use the contact details in the sales and marketing of the Tampere Trade Fairs group. The exhibitor is responsible for the appropriate and lawful processing of personal data received from the organiser in accordance with the applicable data protection legislation.

### **14. IDENTITY CARDS**

The exhibitors will receive the number of exhibitor cards they have ordered once the rent for the stand has been paid in full. The number of free-of-charge exhibitor cards intended for the stand personnel is determined on an event-specific basis. You must display your exhibitor card at all times while on the event site.

### **15. COMPLAINTS**

The organiser reserves the right to rectify during the event any hindrances or defects detected by the exhibitor that the exhibitor has pointed out to the organiser. Any complaints regarding arrangements that are the responsibility of the organiser must be submitted in writing immediately as they arise and at the latest before the end of the event.

### **16. GENERAL PROVISIONS**

The organiser reserves the right to cancel or reschedule the event if it cannot be held at the agreed time due to the grounds reported by the organiser. The organiser shall refund the stand rents paid by exhibitors for events cancelled for reasons attributable to the organiser.

Deviation from the contractual terms may lead to the closing of the stand. The Finnish version of the terms of participation (including these general contractual terms) shall take precedence in case of any difference in interpretation.

If the exhibitor neglects their duties under the contractual terms or is held liable for any other reason, the organiser has the right of lien and retention to the property in the event area.

### **17. PARTIAL NULLITY OR INVALIDITY OF THE CONTRACTUAL TERMS**

If some of these contractual terms are or become invalid or unenforceable due to legislation or changes thereof, the contractual terms shall still be valid in other respects. The parties undertake to negotiate, in good agreement, the replacement of such a term with a valid and enforceable term involving a corresponding meaning.

### **18. APPLICABLE LAW AND DISPUTE RESOLUTION**

These contractual terms are governed by Finnish law. Any disputes arising from the contract shall primarily be resolved through negotiation. The disputes shall finally be resolved by arbitration in accordance with the arbitration rules of the Finland Chamber of Commerce. The number of arbitrators shall be one, the language of the proceedings shall be Finnish and the seat Tampere. The organiser also has the right to bring an action for, in their opinion, a non-disputed claim before the General Court with the Pirkanmaa District Court as the court of first instance.

Valid from 1 March 2018