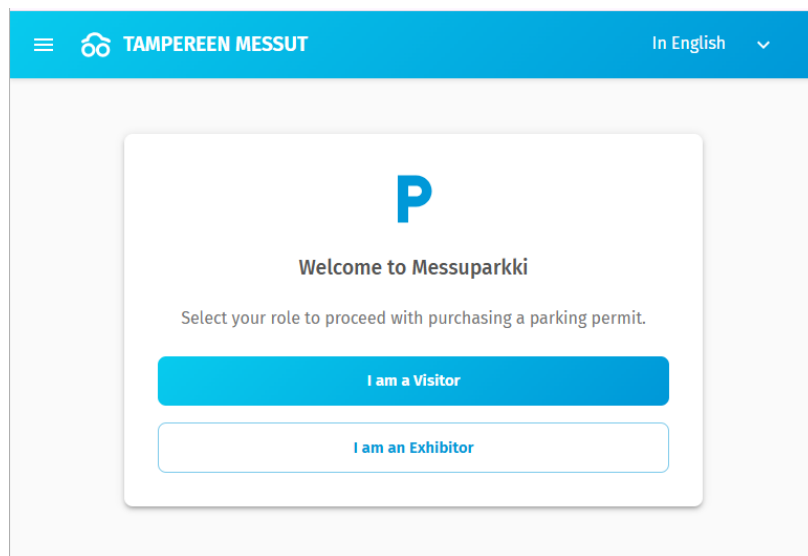


# Exhibitor instructions – Purchasing of parking permits

## 1. Start

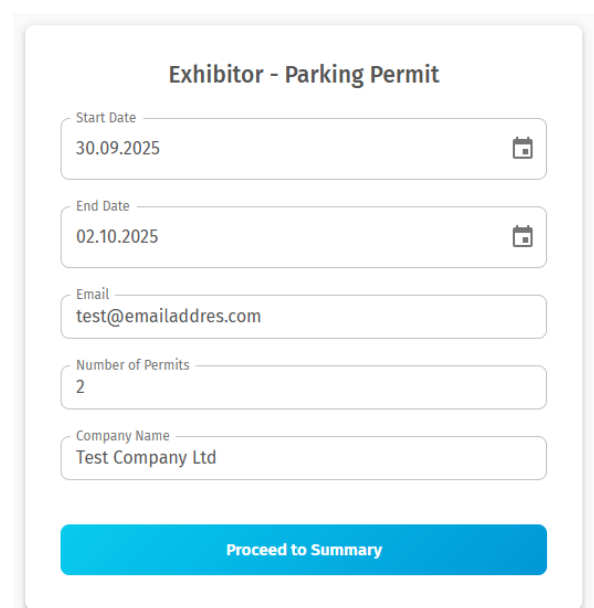
- Go to <https://parking.messujaurheilukeskus.fi/> and if necessary change language to English from the top right corner
- Choose “I am en Exhibitor”



The screenshot shows the Tampereen Messut website interface. At the top, there is a blue header with the Tampereen Messut logo and a language selector set to "In English". Below the header, a central white box contains a large blue "P" icon, the text "Welcome to Messuparkki", and the instruction "Select your role to proceed with purchasing a parking permit." There are two buttons: a solid blue button labeled "I am a Visitor" and a white button with a blue border labeled "I am an Exhibitor".

## 2. Fill in the details

- Start date and End date of parking. If you are purchasing parking for just one day, put the same date to both fields.
- Your email address. Both the receipt and a link to manage your parking permits is sent to this address.
- Your company's name.
- Click Proceed to Summary




The screenshot shows the "Exhibitor - Parking Permit" form. It contains the following fields: "Start Date" with the value "30.09.2025", "End Date" with the value "02.10.2025", "Email" with the value "test@emailadres.com", "Number of Permits" with the value "2", and "Company Name" with the value "Test Company Ltd". At the bottom of the form is a solid blue button labeled "Proceed to Summary".

### 3. Check summary


- **Pay special attention to checking the days of Parking period!**
- Company name
- Number of parking permits
- Email address
- Price (number of permits x price per day x number of days)
- If information is correct → "Proceed to Payment"
- If information is incorrect → "Edit details"

### Summary




Parking Period

30.09.2025 - 02.10.2025




Company Name

Test Company Ltd




Number of Permits

3




Email


test@emailaddress.com



Price

135.00 € (3 × 15.00 € × 3 days)

 Edit Details

 Proceed to Payment

### 4. Payment

- Payment is handled through Paytrail
- You can choose from a variety of payment methods such as credit card, Apple or Google Pay etc.
- Follow web page instructions to finish payment process

fi | sv | en

Paytrail

by nets

Payee

Moovy

Moovy Oy (3375902-1)

Payment service provider

Paytrail Oyj

## Choose payment method

Bank payment methods

OP

Nordea

Nordea

Danske Bank

PANKKI

POP

omasp

Aktia

ÅLANDSBANKEN

Mobile payment methods

MobilePay

Apple Pay

Google Pay

Card payment methods

VISA

MasterCard

Invoice and instalment payment methods

OP Lasku

OP Tililuotto

Walley

Walley

By selecting a payment method, you agree to our [payment service terms & conditions](#).

Cancel payment

Payment service provider executes the following payment methods as a Payment Initiation Service: Aktia, Ålandsbanken, Danske Bank, Nordea, Oma Säästöpankki, OP, POP Pankki, S-Pankki, Säästöpankki.

✓

Payment Successful

Thank you for your purchase! Your permit has been processed.

Your order ID is: a2ef4381-10ac-4b8a-ab23-0f09c1abc1d2

Manage Your Order

You can view and manage your order using this link:

[https://\[REDACTED\]/permit/a2ef4381-10ac-4b8a-ab23-0f09c1abc1d2](https://[REDACTED]/permit/a2ef4381-10ac-4b8a-ab23-0f09c1abc1d2)

Back to Home



## 5. After payment

- You will see "Payment successful"
- If you want you can immediately add licence plate numbers to the Parking Permit Management portal by clicking the link under "Manage Your Order"
- You will receive the payment receipt as well as a link to manage your parking permits through email. Email is sent from Tampereen Messut [no-reply@kuittipalvelu.com](mailto:no-reply@kuittipalvelu.com)
- Parking permits are managed through the link sent via email

**NOTE! You can share the link by sending it forward to other people in your organization**

## 6. Adding licence plate numbers

- To add license plate numbers to your parking permits, open Parking Permit Management page by clicking the link you received via email or directly after paying in the portal "Manage your order"
- On the management page you can see:
  - Number of permits purchased
  - Activated permits (licence plate number added) and remaining permits
- Add a licence plate number to each permit by writing one licence plate number at a time under Activate Parking Permit
- Click "Activate" → Permit is linked to a specific vehicle



TAMPEREEN MESSUT

In English ▼

Parking Permit Management

Permit Details

Email: [REDACTED]

Creation Date: 02.09.2025

Permits Purchased: 3

Parking Time: 30.09.2025 - 02.10.2025

Company: Test Company Ltd

Permits Activated: 0

License Plate Management

Manage exhibitor parking permits

No license plates

Activate Parking Permit

Remaining permits: 3

Format: ABC123

Activate

**Activate Parking Permit**

Remaining permits: 2

License Plate \*  
ABC123

Format: ABC123




**Activate**

## 7. Modifying licence plate numbers

- If there is a need to change the licence plate number of a certain permit, you can modify it from the permit portal
- In Parking Permit Management page you can see a list of activated permits and licence plate numbers
- Klick the pen symbol next to the license plate number you want to modify → Modify and Save → Permit is now linked to the new vehicle

**License Plate Management**

Manage exhibitor parking permits

License Plate #1 CDE345	
License Plate #2 BCD234	
License Plate #3 ABC123	

### In case of problems!

If you have questions regarding the parking permits, please contact Tampereen Messut customer service: [asiakaspalvelu@tampereenmessut.fi](mailto:asiakaspalvelu@tampereenmessut.fi) / 020 770 1222.