

MARINA CONGRESS CENTER (MCC) INSTRUCTIONS FOR EXHIBITORS

Exhibiting and stand construction

The exhibitor will be responsible for the building, 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 4272 2521

e-mail sales.marinacongress@scandichotels.com

If exhibitors have made a separate order for stand catering the products need to be paid to our meeting host at the information desk. The credit card number asked when booking the products is only to guarantee the order.

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

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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. Special cleaning of exhibition stands and post-cleaning is the responsibility of the exhibitor. However, exhibitors can arrange a special cleaning with Marina Congress Center for an extra charge based on a separate offer.

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, 1st floor if not otherwise agreed with organiser.