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*The translations into English are provided to facilitate understanding of the contract and its annexes. They are not legally binding documents and are provided as is. The legally binding documents are the original Finnish documents.*

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## **A Occupational and visitor safety**

The occupational and visitor safety instructions will be published in the Fair Guide coming out in June 2018, in the 6/2018 issue of the Koneyrittäjä Magazine and at [www.finnmetko.fi](http://www.finnmetko.fi) in summer 2018.

The exhibitors that will carry out demonstrations will be provided with the terms and instructions concerning the safety of the demonstrations after they have registered for the Fair.

A briefing on occupational and visitor safety will be organized at Jämsä College in Jämsä in spring 2018. There will be a separate notice of the event.

There will also be separate written instructions and warning stickers provided for the demonstrations that will take place in the vicinity of power lines. The exhibitors concerned will also receive information on the vicinity zone.

The composition of the safety organization of the Fair will be described in the Information for Exhibitors 2018 Appendix.

### **1. IMPLEMENTATION**

Organizer:

Finnmetko Oy, Helsinki Finland

Venue:

Jämsä College (JAO),  
Metsäoppilaitoksentie 14, (P.O. Box 25)  
FI-42300 Jämsä, Finland

Contact person in August – September 2018: [mirva.revontuli@koneyrittajat.fi](mailto:mirva.revontuli@koneyrittajat.fi)  
tel. +358 40 900 9415 and [tapio.hirvikoski@koneyrittajat.fi](mailto:tapio.hirvikoski@koneyrittajat.fi) tel.+358 40 900 9417

Time: 30.8.–1.9.2018. Daily opening hours: 9.00–17.00.

Website: [www.finnmetko.fi](http://www.finnmetko.fi).

Email: [finnmetko@koneyrittajat.fi](mailto:finnmetko@koneyrittajat.fi) and [erkki.eilavaara@koneyrittajat.fi](mailto:erkki.eilavaara@koneyrittajat.fi).

Telephone: +358 40 900 9410

## **2. EXHIBITORS' INDUSTRIES**

The industries that the exhibitors are expected to represent are the following:

- a) Manufacturers, importers (and/or their authorized representatives) and providers of goods and services that are related to mechanical harvesting of wood and energy wood; road transportation of timber, soil materials, peat, and machinery; forest improvement; earthworks; energy production
- b) Companies, organizations, and public sector entities in the forest, earthworks and energy sectors
- c) Other entities and stakeholder/interest groups involved in forest, earthworks and energy related enterprises

The products and services exhibited at the Fair shall be restricted to the ones stated in the registration for and approved by the organizers. The visibility of a company name or brand other than that of the exhibitor, its client or representative on a stand requires permission from the fair organizers.

The exhibitors shall not have the right to represent other enterprises or show their products on their stands without advance notification of the matter to the fair organizers. An exhibitor that is guilty of fault shall be liable to a sanction of € 1 500. The network marketing companies that represent several device manufacturers shall agree with Finnmetko Oy on the pricing of the stand in advance.

## **3. STAND PRICES AND STRUCTURES IN THE FINNMETKO EXHIBITION HALL**

The stand prices will be charged to the exhibitors in advance. The price will include the stand, general maintenance of the exhibition area and driveways, general security services, and the company information in the Fair Guide and on the website of the Fair.

The price will not include the cleaning of the stand or insurance cover for the exhibits.

The stand prices, information, features and terms related to the use of the facilities included in the Fair Terms are available in print in the FinnMETKO 2018 Fair materials and also published on the FinnMETKO website. The Fair Map and the information it contains will be part of the Fair Terms. The stand prices in the price list will be valid until 31 May 2018.

As from 1 June 2018, the prices of vacant stands will increase by 5 % from the price list prices. Updated stand prices will be published at [www.finnmetko.fi](http://www.finnmetko.fi) in June 2018.

In the FinnMETKO Hall, the stand price will include the basic wall structures of the stand constructed by Lahden Messut Oy, the contracted construction company of the fair organizers. The wall structure will consist of a 2.5 m high wall, crossbeam with texts and necessary support structures. The exhibitors will be responsible for the rest of the structures and fittings. Additional furniture and fitting may be ordered from Lahden Messut Oy.

The exhibitors who have booked outdoor stands will be responsible for the construction of the stands. If a stand has an additional exhibitor that has been registered and accepted by the organizers, the exhibitor will be charged 25 % of the stand price as a fair charge, however no more than € 1 300 until 31 May 2018, and € 1 400 as from 1 June 2018. The participation fee shall be paid in accordance with invoicing, however, by 15 June 2018 at the latest. The availability of the stand will not be secured until the participation fee has been paid in full by the due date.

#### **4. REGISTRATION**

Registrations (Fair Agreement) will be accepted immediately after this Fair material has been mailed, and the stands will be distributed in order of registrations. If there are more than one booking for a stand, the stand will be sold by lot. The deadline for registration will be Friday, 31 May 2018 at 16.00.

#### **5. FAIR AGREEMENT AND ALLOCATION OF STANDS**

The fair organizers will allocate the stands to the exhibitors, taking into consideration the order of registrations, stand sizes, overall character of the Fair and, if possible, the wishes of the exhibitors.

When the stands have been allocated, the exhibitors will receive a registration confirmation, which also serves as a Fair Agreement. The fair organizers reserve the full right to make changes to the stands if the changes are considered necessary in view of the character of the Fair or due to an external factor.

The fair organizers shall not be held responsible for damages to the stands or stand materials caused by weather conditions.

The exhibitors will only be allowed to distribute advertising material at their own stands. It will be strictly forbidden elsewhere in the exhibition area. The fair organizers reserve the right to charge exhibitors for littering. The distribution of advertising materials outside the stand will be interpreted as a separate stand subject to a charge of € 1500. Chargeable distribution of advertising material can, however, be agreed with the fair organizers in advance.

#### **6. SERVICE TRAFFIC AND PARKING IN THE EXHIBITION AREA**

Service traffic to the stands will be allowed outside opening hours. Be prepared to show your exhibitor pass. There will be no separate service traffic passes available. The exhibitors will also have marked parking areas in the main exhibition area near the main gate (see the map) and next to the demonstration sites (see the map). Service traffic will be allowed in the morning from 6.30 to 8.00 and in the evening from 17.30 to 20.00. All vehicles must leave the exhibition area by 8.00 in the morning. No service traffic will be allowed during the opening hours 9.00–17.00. To ensure visitor safety, all vehicle traffic (including mopeds and ATVs) during the opening hours will be absolutely forbidden.

## **7. PAYMENT TERMS**

Thirty (30) percent of the participation fee, however, a minimum of € 900, will be invoiced in about two weeks from registration. The rest of the participation fee and other items to be charged in advance will be invoiced in such a way that the due date will be 15 June 2018.

If the price of the stand has not been paid by the due date, the fair organizers shall have the right to allocate to stand to another exhibitor. The stand and exhibitor pass will only be granted if the contractual prices and fees have been paid. The number of exhibitor passes will depend on the stand size and the number of persons working on it.

If participation is cancelled after 1 June 2018, the payments made until then will not be refunded. If participation is cancelled after 1 August 2018, all prices and fees will become payable in full.

All the prices in these Fair Terms are given without VAT. The fair organizers will add the current VAT to them.

## **8. The FAIR GUIDE AND CATALOGUE will be published at the end of June 2018 as a special issue of the Koneyrittäjä Magazine**

Information on each exhibitor that has registered by the due date and its products to be exhibited will be shown in the Fair Guide and the on the FinnMETKO web pages, if the information has been submitted to the fair organizers. The fair organizers shall not be held liable for any direct or indirect damages caused by possible errors in the Fair Guide or other printed fair materials. There will be a separate media kit available of the Fair Guide in the materials and on the FinnMETKO 2018 web pages.

## **9. COMMERCIAL ANNOUNCEMENTS AND ADVERTISING SPACES IN THE EXHIBITION AREA AND DIGITAL SIGNAGES IN THE RESTAURANT TENTS**

Contact information related to orders for commercial announcements is available in the fair materials and on the FinnMETKO web pages. FinnMETKO sells advertising space by separate agreement in the fair publications, bags, digital signages, FinnMETKO web pages, fair structures and exhibition area. Contact person: Tapio Hirvikoski, Tel +358 40 900 9417 or tapio.hirvikoski@koneyrittajat.fi.

## **10. EXHIBITIONS**

With the exception of the stands in the FinnMETKO Exhibition Hall, the exhibitors will be responsible for the construction and fitting of their stands unless otherwise agreed. The following instructions shall be observed in the construction of the stands:

- The construction of outdoor stands can be started on August 2018 if agreed separately.
- The construction of the stands on the asphalted fields can be started on 25 August at 8.00.

- The indoor stands in the FinnMETKO Hall can be equipped with the exhibitors' goods on 27 August, starting at 8.00.
- The stands must be ready by the time the Fair opens. The construction schedule of the stands in the demonstration sites can be agreed separately.
- The dismantling of the stands can be started after the Fair is closed on 1 September 2018, starting at 18.00. The stands must be dismantled and the exhibits and other items in them shall be removed from the exhibition area by 16.00 on 10 September 2018.
- If a longer construction or dismantling time is required, it shall be agreed separately with the fair organizers.
- The fair organizers have commissioned the construction of the stand walls in the FinnMETKO Hall to KOKO Lahti Oy / Lahden Messut Oy.
- The exhibition spaces or the immovable or movable property in them shall not be damaged. Boring holes in or hammering nails on the walls or floors of the buildings or in the asphalt fields or mounting brackets on the walls in the exhibition area will be strictly forbidden. Interior structures shall be self-supporting. The surroundings of the outdoor stands must not be damaged and the demonstrations shall be carried out in the sites reserved for them. The exhibitors must not furnish their stands or demonstrate their products in a way that causes congestion in the aisles or disturbs the adjacent stands or the public. The use of loud devices in the stand will only be allowed by permission from the fair organizers.

No floor or asphalt surfaces must be damaged.

## **11. INSURANCE, SECURITY AND DEMONSTRATION SAFETY**

Each exhibitor shall provide insurance cover for its exhibits and staff. The fair organizers will provide general security services from 8.00 on 27 August 2018 to 16.00 on 5 September 2018 but shall not be held responsible for lost or damaged goods or accidents that may take place on the stands.

When machinery and other technical devices are demonstrated, the operators shall observe due care and the regulations and requirements issued by the fair organizers and relevant authorities on the basis of the Occupational Safety Act. The use of heavy machinery outside the demonstration sites in the exhibition area will be strictly forbidden.

Special attention shall be paid to fire safety, and the valid rules and regulations and fire safety instructions shall be observed at the stands and in the exhibition area. Advance permission from the fair organizers will be required for the demonstration of devices that may pose a fire hazard. The exhibitors will be responsible for the safety and supervision of their demonstrations. The exhibitors will be liable for the damages they cause to trees or fixed structures in the exhibition area.

If the cutting instructions are not observed in wood harvesting demonstrations, the demonstrator concerned will be liable for the damage caused to the forest owner. Exhibitors will be liable for any personal or material damages caused by their actions or

negligence. The fair organizers shall, if necessary, have the right to interrupt and forbid any operations that pose a safety hazard in the exhibition area.

## 12. ELECTRICITY

Electricity connections will be available to all the stands. For the indoor stands located in the FinnMETKO Hall, the only alternative will be 1-phase electricity. A combustion engine powered generator can only be used by permission from the fair organizers. Electricity related needs must be stated in the registration form. The connection fees (without VAT), which include the consumption of electricity, are the following:

	Indoor stand	Outdoor stand	Demonstration site
1. 220 V/16 A, normal	200 €	370 €	380 €
2. 380 V/16 A, three-phase power	Not provided	440 €	620 €
3. 380 V/32 A, three-phase power	Not provided	720 €	1100 €
4. 380 V/63 A, three-phase power	Not provided	Not provided	3 450 €

The requirements concerning large fuse sizes or electricity needs must be agreed separately well beforehand. The exhibitors will be responsible for the electric connections, devices and safety within their stands. The exhibitors will not be allowed to transfer electricity to other stands without permission from the fair organizers. Electricity distribution period: 29 August 2018 starting from 12.00 – 1 September 2018 until 20.00.

Additional electricity will be invoiced based on the consumption.

## 13. CUSTOMER INVITATION CARDS

The exhibitors can order customer invitation cards for distribution to their customers. The cards entitle the holders to visit the Fair. The price of the customer invitation card is € 13. The customer invitation cards will be invoiced based on the number of returned cards. The currently valid VAT will be added to the price of the card.

## 14. CLEANING

The fair organizers will maintain the tidiness of the public passageways and aisles, but each exhibitor will be responsible for keeping its own stand and its immediate surroundings tidy and take any rubbish and waste to the waste collection containers

provided by the fair organizers. The exhibitors may also order separate cleaning services for their stands: E. Salminen Oy / Jussi Konttila Tel. +358 40 546 1746  
jussi.konttila@erkkisalminen.fi.

If the stand and its immediate surroundings are left untidy, the exhibitor concerned will be liable for the cleaning costs incurred. The general rule is that the stand should be left in the same condition as it was received and the waste materials taken to the waste collection containers in the exhibition area.

## **15. RESTAURANT OPERATIONS**

The fair organizers will have sole rights to the restaurant, cafeteria and barbecue kiosk and operations, and to serving alcoholic beverages in the exhibition area.

## **16. GENERAL RULES AND REGULATIONS**

By signing the registration form (Fair Agreement), the exhibitor agrees to observe these participation terms and any additional instructions issued by the fair organizers. Any disputes concerning the Fair or the Fair Agreement shall be settled at the Helsinki District Court. The fair organizers reserve the right to postpone or cancel the Fair, relocate the stands and reorganize the exhibition area if necessary.

## **17. POSSIBLE COMPLAINTS**

Any complaints concerning the Fair shall be addressed to Finnmetko Oy by 16.00 on 3 September 2018. No deviations from this deadline will be accepted.

## **18. BOOKINGS, INQUIRIES, ANNOUNCEMENTS AND MEDIA RELATIONS**

Email: [firstname.lastname@koneyrittajat.fi](mailto:firstname.lastname@koneyrittajat.fi)

Mirva Revontuli, stand sales and inquiries, Tel +358 40 900 9415

Tapio Hirvikoski, advertisements in the Koneyrittäjä Magazine, Fair Guide and exhibition area, Tel. +358 40 900 9417

Tiina Rajaniemi, Fair Guide layout and preparation of advertisements, Tel +358 40 900 9420

Sirpa Heiskanen, media relations, Pressroom and communications, Tel. +358 40 900 9423

## **19. MANAGEMENT TEAM OF THE FAIR, CONTACT INFORMATION**

Finnmetko Oy "FinnMETKO 2018"  
Sitratie 7  
FI-00420 Helsinki, Finland