

# Exhibition terms and instructions

Exhibition organiser:  
Finnmetko Oy  
Sitratie 7, FI-00420 Helsinki  
Business ID 0757675–8  
[www.finnmetko.fi](http://www.finnmetko.fi)  
changes

4.10.2023

The organiser reserves the right to make

## **Exhibition terms and instructions for exhibitors at FinnMETKO 2024 29.–31.8.2024**

### **Occupational and public safety**

Exhibitors undertake to comply with the occupational and public safety instructions in force for the exhibition. [Occupational and public safety instructions will be published in the exhibition guide available in June 2024, in edition 6/2024 of the Koneyrittäjä magazine, and on the \[www.finn-metko.fi\]\(http://www.finn-metko.fi\) website in summer 2024.](#) If official instructions change, any subsequent changes to the terms will be announced on the [www.finnmetko.fi](http://www.finnmetko.fi) website.

Terms and instructions for the safe implementation of demonstrations will be sent separately to exhibitors who will be carrying out demonstrations when they register for the exhibition.

Information events concerning occupational and public safety will be organised for exhibitors in 2023 and 2024 at Jämsä Gradia's facilities and the surrounding area at a date to be announced later on.

Disassembly and demonstrations carried out near to power lines will be separately assigned safety areas, written instructions and warning stickers. There are permanent yellow warning signs in several languages in the area.

Drones may not be flown in the exhibition area.

From 8.00am–6.00pm on exhibition days it is forbidden to drive motor and electric vehicles in the exhibition area.

The exhibition has its own safety organisation. The composition of the organisation is outlined in the Exhibitor information 2024 appendix.

**The consumer safety act (Kuluttajaturvallisuuslaki, 920/2011) requires that the public are provided with information. Exhibitors will receive safety instructions via the [www.finn-metko.fi](http://www.finn-metko.fi) website and our publications.**

### **The FinnMETKO 2024 exhibition**

#### **1. IMPLEMENTATION**

Organiser:

Finnmetko Oy, Helsinki, [www.finnmetko.fi](http://www.finnmetko.fi) Business ID 0757675–8

Exhibition site address:

Gradia Jämsä

Metsäoppilaitoksentie 14,

FI-42300 Jämsä

The exhibition contact person in the educational institution's area in August and September 2024 is Joonas Pahkala  
[joonas.pahkala@gradia.fi](mailto:joonas.pahkala@gradia.fi). Tel. 040 549 5959.

Date and time: 29.–31.8.2024, the exhibition will be open from Thursday to Saturday from 9.00am–5.00pm

Website: [www.finnmetko.fi](http://www.finnmetko.fi)  
E-mail: [tapio.hirvikoski@koneyrittajat.fi](mailto:tapio.hirvikoski@koneyrittajat.fi)

Telephone: +358 40 900 9410 (switch 8.30am–4.00pm)

## **2. EXHIBITOR industries**

EXHIBITOR main industries:

- a) Suppliers and service providers, manufacturers, importers and/or their authorised representatives in industries relating to the mechanised harvesting and transportation of timber and forest energy; the transportation by road of timber, soil, peat or machinery; forest amelioration; earthmoving; and energy production.
- b) Forestry, earthmoving, transportation and energy industry companies, organisations and public sector entities.
- c) Other entities and stakeholder groups involved in forestry, earthmoving, transportation and energy industry activities.

Only industry products and brands that are mentioned at registration and are approved by the organiser may be exhibited. 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 exhibition organiser.

Exhibitors do not have the right to represent other enterprises or display other enterprises' products at their stands without notifying the exhibition organiser in good time in advance. Exhibitors found guilty of doing so will be liable to pay a sanction of €1500.

Network marketing companies representing several equipment manufacturers will agree on stand pricing with Finnmetko Oy in good time in advance.

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

Exhibitors will be charged in advance for their exhibition stand. The price of a stand includes the exhibition space, general cleaning and guarding of the exhibition area and access routes, and the inclusion of the exhibitor's company information in the exhibition guide and on the website.

The stand price does not include stand cleaning or insurance for exhibited items.

The stand prices, information, features and terms relating to the use of the facilities included in the exhibition terms are available in print in the FinnMETKO 2024 exhibition material, and identical content will be published on the website. The exhibition map and related printed and published information are part of the exhibition terms. The stand prices given in the price list are valid until 31.5.2024.

After that date, the price of available stands will increase by 5% of the listed price. Updated stand prices will be published in June 2024 on the [www.finnmetko.fi](http://www.finnmetko.fi) website.

The price to rent a stand in the main gate area exhibition hall (36 x 64m) (FinnMETKO 2024 hall) includes basic wall structures constructed by the contracted exhibition constructor. The exhibition

constructor is KOKO Lahti Oy / Lahden Messut. In hall stands, the basic wall structure is a 2.5-metre-tall exhibition wall, a crossbeam with text, and the required support elements. Other structures and stand furnishings and carpets for the area are the responsibility of the exhibitor and can be ordered separately from the exhibition constructor, KOKO Lahti Oy / Lahden Messut.

Exhibitors are responsible for building outdoor stands themselves or having them built by another party. Additional exhibitors at the same stand that have been approved by the event organiser will be charged 25% of the stand price as an exhibition fee.

#### **4. REGISTRATION**

The exhibition agreement used for registration (included in the material and on the website) will be accepted immediately once this exhibition material is posted, and stands will be allocated in order of registration. Lots will be cast by the exhibition organiser for stands with overlapping bookings. The registration period ends on Tuesday 31.5.2024.

Previous exhibitors will be sent an enquiry about their wishes for locations (old location or a different location) around one week prior to this. We will take wishes and participation history into account where possible.

#### **5. EXHIBITION AGREEMENT AND STAND ALLOCATION**

Exhibition management allocates exhibition stands to exhibitors with consideration for the order of registration, the size of the stand, the overall exhibition and, where possible, exhibitors' wishes and history.

Once a stand has been allocated, registration confirmation will be sent to the exhibitor. This is part of the exhibition agreement. The exhibition management reserves the full right to make changes to exhibition stands if they are deemed necessary with regard to the overall exhibition or an external factor.

The exhibition organiser is not responsible for any damages caused to stands or stand materials by weather conditions.

An up-to-date and valid version of the exhibition map is available on the exhibition website [www.finnmetko.fi](http://www.finnmetko.fi).

It is absolutely prohibited to distribute advertisements and magazines outside of your own stand in the exhibition and related area. The exhibition organiser reserves the right to invoice exhibitors for littering. The distribution of advertising material outside of exhibitor stands will be deemed as a separate stand subject to a fee of €1500. The chargeable distribution of advertising materials, can be agreed on with the event organiser in advance.

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

**No service traffic cards will be distributed for service traffic; instead, service traffic will take place during permitted times using exhibitor cards.**

There are designated parking spaces for exhibitors near the main gate to the main exhibition area and some next to the demonstration areas. Exhibitors will have their own parking cards/stickers. **Service traffic is permitted in the mornings from 6.30am–8.00am and in the evenings from 6.00pm–8.00pm. Vehicles must exit the exhibition area before 8.00am. Service traffic is not permitted to stands on exhibition days between the hours of 8.00am–6.00pm.**

All vehicle traffic (including mopeds, quadbikes and electric vehicles) is absolutely prohibited during the exhibition for public safety reasons.

## **7. TERMS OF PAYMENT**

40% of the exhibition participation fee, a minimum of €1000, will be charged and invoiced around two weeks after registration. The remainder of the participation fee and other instalments to be invoiced in advance will be invoiced such that the last due date is 15.6.2024. Paying the entire participation fee by the due date will secure your stand at the exhibition.

**Stand payment includes a deposit of €350 + VAT, which will not be returned if the exhibitor cancels their stand location.**

If the stand payment is not paid by the due date stated on the invoice, the exhibition management has the right to allocate the reserved stand to another exhibitor.

The exhibition stand and required exhibitor cards will only be handed over to exhibitors who have completed payments as set out in the agreement. The number of exhibitor cards is determined in accordance with the stand size and number of people working at the stand.

No refunds will be given for exhibitor cancellations after 1.6.2024. If an exhibitor cancels their participation after 3.8.2024, they will be charged in full for all exhibitor payments.

All prices set out in these terms are exclusive of VAT and the exhibition organiser will add VAT at the valid rate to prices.

## **8. THE EXHIBITION GUIDE AND LIST will be published in late June 2024 in edition 5B 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 exhibition guide and the exhibition website, provided that the information has been submitted to the exhibition organiser. The exhibition management will not be responsible for any direct or indirect damages caused by errors in the guide or other printed exhibition material. There will be a separate 2024 media card of the exhibition guide available in the material and on the [www.finnmetko.fi](http://www.finnmetko.fi) website, and will contain a schedule and price list.

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

Contact information related to orders for commercial announcements will be given in the exhibition material and on the website. Finnmetko Oy sells advertising space in the exhibition's publications, bags, digital signage, the website, buses, exhibition structures and the exhibition area by separate agreement. The contact person is Tapio Hirvikoski, +358 (0)40 900 9417 or [tapio.hirvikoski@koneyrittajat.fi](mailto:tapio.hirvikoski@koneyrittajat.fi).

## **10. EXHIBITING**

Unless otherwise agreed, exhibitors are responsible for constructing and furnishing their stand. The following instructions must be observed when constructing stands:

– depending on the area, the construction of outdoor stands may begin on Mon. 19.8.2024, if separately agreed.

- the construction of stands on asphalt fields may begin at 8.00am on Sat 24.8.2024 and they must be empty by 6.00pm on 2.9.2020
- indoor stands in the hall may be equipped with exhibitors' goods from 8.00am on Mon 26.8.2024
- Stands must be complete when the exhibition opens. The schedule for demonstration stand construction can be agreed separately.
- Exhibition disassembly can begin after the exhibition closes at 6.00pm on Sat 31.8.2024. Stands must be disassembled and the exhibited goods and supplies removed from the exhibition area no later than 4.00pm on Mon 6.9.2020. If required, more construction or disassembly time can be agreed with the event organiser.
- The event organiser has commissioned KOKO Lahti Oy / Lahden Messut Oy to construct stand walls in the FinnMETKO hall.
- The exhibition spaces or the immovable or movable property within them may not be damaged. It is forbidden to drill holes, hammer nails, or mount brackets onto building walls, asphalt fields or floors. Interior structures must be self-supporting. The surroundings at outdoor stands must not be damaged and demonstrations must be carried out at designated sites. Exhibitors may not furnish their stands or present their products in a way that causes congestion in the aisles or causes disruption or danger to the adjacent stands or the public. The periodic use of loud or noisy equipment at stands will only be allowed with the permission of the event organiser.

The FinnMETKO hall floor and asphalt surface may not be damaged or drilled.

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

Each exhibitor must take out insurance for its exhibits and personnel. The event organiser will provide general security services from 8.00am on 26.8.2024 until 4.00pm on 2.9.2024, but shall not be held responsible for lost or damaged goods or for any accidents that occur at the stands.

When exhibiting machinery and other technical equipment, due care must be taken and activities must comply with the regulations and requirements outlined by the event organiser, authorities and decrees on the basis of the Occupational Safety Act. The use of heavy machinery outside the exhibition area's demonstration sites is strictly forbidden.

Special attention shall be paid to fire safety, and exhibitors must comply with the valid rules and regulations and fire safety instructions for the exhibition area. Advance permission from the event organiser and fire authorities must be obtained for the demonstration of equipment that may pose a fire hazard. Exhibitors are responsible for the safety and supervision of their demonstrations. Exhibitors are liable for damages they cause to trees or fixed structures in their demonstration area.

If wood cutting instructions are not observed, the exhibitor carrying out the demonstration will be liable for damages caused to the forest owner. Exhibitors are liable for any personal or material damages caused through their actions or negligence. If necessary, the event organiser has the right to prohibit any work that poses a safety hazard in the exhibition area.

## **12. ELECTRICITY**

An electrical connection is available for all stands. Only single-phase electric power is available for indoor stands in the hall. Combustion engine-powered generators may only be used with event organiser's permission. Exhibitors must state their electricity-related needs on the registration form. Connection fees (excl. VAT), which include electricity consumption, are as follows:

	<b>Indoor stand</b>	<b>Outdoor stand</b>
	<b>Demonstration site</b>	
1. 220 V/10 A, normal	€240	€420
2. 380 V/16 A, three-phase power €940	not provided	€520
3. 380 V/32 A, three-phase power €1850	not provided	€980
4. 380 V/63 A, three-phase power €3650	not provided	not provided

Exhibitors are responsible for internal stand electrical connections, such as for additional sockets. They are also responsible for the functionality of their electrical equipment. It is not permitted to transfer power to other stands.

If you order more than one power supply, you will be invoiced according to the next connection size, e.g. 2 x electricity No. 2 = electricity No. 3. Larger electricity packages (63 A and up) will be priced in advanced on a case-by-case basis with the exhibitor. All extension leads and electrical products used outside must have a minimum protection level of IP44. Products with a lower protection level will be removed for general electrical safety reasons. Power will be supplied to the rear side of stands, from where the exhibitors will transfer electricity to the necessary places at the stand using their own cables. Jokiwatti Oy is responsible for supplying electricity to the entire exhibition area and for related on-call services, [jarkko.arola@jokiwatti.fi](mailto:jarkko.arola@jokiwatti.fi)

Electricity will be connected to stands from 12 noon on Wednesday 28.8.2024. The electricity will be disconnected at 6.00pm on 31.8.2024. Additional electricity supply time must be agreed with Jokiwatti Oy and will be invoiced by use.

### **13. CUSTOMER INVITATION**

Exhibitors can send their customers invitations, which entitle the customer to visit the exhibition. The price of a customer invitation is €17. Exhibitors are invoiced for customer invitations according to the number of invitations used. VAT will be added to the value of the customer invitation in accordance with the valid rate.

### **14. CLEANING**

The event organiser will take care of the cleanliness and tidiness of public passageways and aisles, but each exhibitor is responsible for keeping its own stand and the immediate surroundings tidy, and for taking any rubbish and waste to the waste collection containers provided by the event organiser. Exhibitors can also order a separate cleaning service for their stand. For enquiries, please contact E. Salminen Oy / Jussi Konttila, tel. 040 546 1746, send orders to [pilvi.konttila@erkkisalminen.fi](mailto:pilvi.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 must be left in the same condition it was in upon reception, and waste materials must be taken to the waste collection containers in the exhibition area.

## **15. RESTAURANT OPERATIONS**

The event organiser will have sole rights to restaurant, café, barbecue and kiosk operations, and for serving alcohol in the exhibition area. With regard to serving alcoholic beverages, the party applying for and holding the permit may be a company authorised by Finnmetko Oy.

It is prohibited to serve alcohol at stands.

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

By signing the registration and exhibition agreement form, the exhibitor agrees to comply with these participation terms and any additional instructions issued by exhibition management. Any disputes concerning the exhibition or exhibition agreement shall be settled at the Helsinki District Court. The event organiser reserves the right to postpone or cancel the exhibition, relocate the stands and reorganise the exhibition area if necessary

## **17. POSSIBLE COMPLAINTS**

Any possible complaints should be submitted in writing to Finnmetko Oy by 4.00pm on Monday 2.9.2024. No deviations from this deadline are permitted.

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

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

Tapio Hirvikoski, exhibition management, Koneyrittäjä magazine, exhibition guide and exhibition area announcements, tel. +358 (0)40 900 9417

Mirva Revontuli, stand sales and enquiries, tel. +358 (0)40 900 9415

Tiina Rajaniemi, exhibition guide layout and preparation of advertisements, tel. +358 (0)40 900 9420

Sirpa Heiskanen, media relations, press centre and communications, tel. +358 (0)40 900 9423

## **19. CONTACT INFORMATION FOR THE EXHIBITION MANAGEMENT TEAM:**

Finnmetko Oy  
"FinnMETKO 2024" Management team  
Sitratie 7  
FI-00420 HELSINKI