

Instructions for Exhibitors at the Felasa / Scan-LAS 2010 symposium

Venue:

Marina Congress Center (MCC)

Katajanokanlaituri 6

FI-00160 HELSINKI

FINLAND

www.marinacongresscenter.com

Location of the Exhibition

The exhibition area is located on two floors at the congress center. Please see the enclosed floor plan of the exhibition. Coffee and lunch will be served in the exhibition areas during the congress breaks.

Exhibition opening hours

The exhibition is open during the congress as follows:

Monday, June 14 th , 2010	at 13.00 – 18:00	The Scientific Program starts at 13.00.
	at 18.00 - 22.00	Exhibitors evening
Tuesday June 15 th , 2010	at 08.30 – 18:00	
Wednesday June 16 th , 2010	at 08:30 – 18:00	
Thursday June 17 th , 2010	at 08.30 – 11.00	

Stand set-up and dismantling

The exhibition area and the stands are open for set-up on Sunday, June 13th from 18.00 to 22.00 and Monday, June 14th from 07.00. to 13:00. Kindly notice that the exhibition area should be ready and final installation completed latest by 13.00. The Scientific Program starts at 13.00.

PLEASE NOTE: Stand set-up is free of charge during the times specified above. If you need more time e.g. on Sunday evening after 22.00 please contact Marina Congress Center sales.marinacongress@scandichotels.com to find out the expense of additional set-up hours. The Congress Organizer is not responsible for the payment of these additional hours.

The exhibition dismantling time is on Thursday, June 17th from 11.00 to 18.00.

The stand should be completely cleared by this time.

The exhibitor is responsible for the installation and dismantling of his own stand materials.

Stand

The price of the stand includes floor space only. All electricity, furniture and extra decorations or facia are to be ordered separately from WS-Expogroup Oy Ltd. (Contact information further on.)

Making a reservation

In order to book a stand the exhibitor is requested to complete the on-line reservation form and indicate the preferred stand number/s on the form. All reservations will be handled on a "first come – first served basis".

If you have any questions concerning the form kindly contact: felasa2010@confedent.fi

Invoicing and Cancellation policy

The exhibition stand will be invoiced/charged in two parts.
50% of the total payment will be invoiced in January 2010 and
the other 50% in February 2010.

If you wish to pay the stand in full with one invoice please send us an e-mail to
felasa2010@confedent.fi

All cancellations must be made in writing to Confedent International at felasa2010@confedent.fi

Any possible refunds will be made after the event at the exchange rate of the refund date. The Organizers or the Felasa 2010 secretariat cannot be held responsible for any loss caused by alterations in exchange rates.

If cancellation of the stand reservation is received by or on March 31st, 2010,
50% of the total stand fee will be refunded.

If cancellation of the reservation is received after March 31st, 2010,
the stand will be charged in full and there will be no refund.

There will be no refund for no-shows.

RENTAL OF ADDITIONAL EXHIBITION FURNITURE AND DECORATIONS

The stand price includes floor space only.

Any additional structures, electricity, furniture and decorations can be ordered from WS-Expogroup Oy Ltd.

Sari Kallio

Phone + 358 9 6844 5355

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sari.kallio@wsexpogroup.fi

Exhibitors are also free to bring additional decoration materials and booth furniture themselves.

Use of exhibition space

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.

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 or other similar products. Any extra catering services should be ordered in advance from the MCC Sales Department.

Please contact: tel. +358 9 166 6400 or e-mail sales.marinacongress@scandichotels.com

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 5000kg.

MCC has limited space for storing incoming or outgoing exhibition goods or other materials. There is NO space for storing large boxes or crates. Thus all exhibition material is to be delivered to MCC earliest on Sunday 13th June 2010 when the construction of the exhibition begins.

All Exhibitors who have booked a stand will be sent more specific information on construction times after the first 50% payment of the stand has been received by the Conference secretariat.

When shipping material to Marina Congress Center please use the shipping information below.

The shipment must include following information:

Marina Congress Center

The name and date of the event

The receiver/contact person of the exhibitor+mobile number

Katajanokanlaituri 6
FIN-00160 HELSINKI
FINLAND

For more specific information or special requests please e-mail

sales.marinacongress@scandichotels.com

The exhibitor will be responsible for the ground handling, reception, unpacking and storing of his goods and for their removal after the exhibition. The exhibitor is responsible for all possible costs related to their material handling and storage.

If you use a transport, forwarding or courier service to deliver materials make sure there is someone to receive the goods at your stand. The personnel of MCC or Confedent International cannot sign material on your behalf.

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 has been made with MCC.

Insurance

The exhibitor must take out any liability and goods insurance he seems 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.

Parking

During setting up and dismantling days guest parking is free of charge for exhibitors. During the event parking will be charged.

Stand personnel & name badges

During the congress days stand personnel must wear congress name badges which are to be obtained on-site from the congress registration desk. **All representatives manning the stand are required to register for the congress in advance by filling in the registration form on the conference web site.**

Accommodation

The congress organizers have reserved room blocks from the hotels near the congress venue for congress delegates and exhibitors. Please refer to the Accommodation Information page on the congress website for more details. Kindly make the room reservation using the registration form or contact the local congress secretariat Confedent International Ltd for room reservation.

E-mail: felasa2010@confedent.fi

Additional information

Additional information concerning the exhibition can be obtained from the local congress secretariat:

CONFEDENT INTERNATIONAL LTD.

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email: felasa2010@confedent.fi