

# NORDIC3DEXPO

18-19th April 2018, Dipoli, FINLAND

## ORGANIZER

NORDIC3DEXPO /  
Sixth Dimension Oy

## TIME AND VENUE

18<sup>th</sup> –19<sup>th</sup> of April 2018  
Espoon, Dipoli  
Otakaari 24, 02150 Espoo, Finland

## OPENING HOURS

Wednesday the 18<sup>th</sup> time: 9am - 5pm  
Thursday the 19<sup>th</sup> time: 9am - 5pm

## BUILDING-UP

Tuesday the 17<sup>th</sup> time: 7am - 24pm

## MOVING-OUT

Removal of exhibits and dismantling may commence on Thursday 19<sup>th</sup>, at the earliest at 17. Exhibit space must handed over in the same condition as they were administering the exhibitor's use, on Thursday at 22 at the latest.

## RENTAL OF SPACE

47,50€ / m<sup>2</sup>  
Two-storey stands: the second floor's surface is charged 47,50€ / m<sup>2</sup>  
Minimum stand size is 4 m<sup>2</sup>

## TERMS OF PAYMENT

Invoice for the participation fee and rental for exhibition space or exhibition stand and fair services will be sent to the Exhibitor in two parts.

First invoice is the participation fee 145 € and it will be sent to the Exhibitor after receiving and accepting the properly filled Application Form or e-mail.

Second invoice (place / unit rental) in March 2018.

The date of payment is 18<sup>th</sup> of March

2018. Depending on the package the Unit Rent will include wall structures department, carpeting, electricity connection, basic lighting, concierge, brochure rack and bar stools. 2-5 pieces of customer invitation cards depending the size of the stand, as well as Wi-Fi internet connection. Any other structures and furnitures are not included to the rent.

Condition for participation is that the rental department has paid in full before the opening of the exhibition. Prices do not include 24% VAT. Interest rate on late deposit is 16%.

## TERMINATING THE CONTRACT

NORDIC3DEXPO general conditions of participation (attached).

## ADVERTISING OUTSIDE EXHIBITION STAND

Attaching exhibitors' own posters to corridors, lobbies, elevators and outdoor area structures is prohibited without the exhibition organizer's written permission.

Also, the distribution of promotional material is prohibited outside departments without prior permission.

Exhibitors must comply with the instructions of attaching posters, decorations and other structures inside the stand. Particular should be noted that it's absolutely prohibited to hang any objects or cover the sprinkler system .

Removing of any unauthorized material the organizer will charge € 250 as a lump sum.

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## INVITATION CARDS AND PASSES

Stand includes 2-5 pieces invitation cards for customers (depending the size of the stand)(Additional cards 9.50 € / pcs (incl. VAT 10%), billing depending on the ordered quantity). Number of passes (= exhibitor cards) is proportional to the size of the stand. The extra cost of 12 € / person (incl. VAT 10%). Exhibitors DO NOT have the rights to sell on any Invitation Cards or Passes.

## NOTE: JOINT STAND

Joint stands (other exhibitors or partners at the same stand) rental will always invoiced to the main exhibitor. Main exhibitor shall also give all the necessary information about the other exhibitors and partners at the same time when reserving the stand. Retail is prohibited.

## MARKETING

Event sales are permitted and free of charge.

## TEOSTO- JA GRAMEX-FEES

Included in the stand rental.

## OTHER TERMS AND CONDITIONS

The exhibitor agrees to abide by the rules of participation, as well as other issued supplementary instructions and NORDIC 3D EXPO's General Terms of Participation (separate attachment). The deviation of these terms can cause the stand closure. The exhibitor is responsible for any damage causing to the trade fair exhibition building, for

the exhibition area, for trade fair visitors or any materials.

## ADDITIONAL INFORMATION AND SALES

NORDIC3DEXPO /  
Sixth Dimension Oy -  
Tomi Andersson p. +358 50 387 4050,  
info@3dexpo.fi

## ACCOMMODATION

Hotelli Nuuksio ([www.hotellinuuksio.fi/](http://www.hotellinuuksio.fi/)) offers single or double rooms at a special rate for exhibitors. Booking code MESSUT18. Room reservations must be made directly at the hotel by e-mailing [myynti@hotellinuuksio.fi](mailto:myynti@hotellinuuksio.fi) or calling +358 9 867 971 Rooms have a limited number. Book your room in time!

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## GENERAL CONDITIONS OF PARTICIPATION

By signing the registration or sending an electronic registration the exhibitor agrees to participate in the event and to abide NORDIC3DEXPO General Terms of Participation, as well as established any supplementary conditions or instructions.

**1. Exhibitors and products:** The exhibitor may be the manufacturers mentioned in the event product categories of products and services, producers, sellers or their authorized representatives, as well as industry organizations and publications. Only those products and services that have been approved by NORDIC3DEXPO (hereinafter referred to as "The Organization") may be exhibited. The organizer has the right to remove other items as well as products or services that may cause a threat or inconvenience to other exhibitors or the public.

**2. Registration as an exhibitor:** Binding registration as an exhibitor is made by sending an electronic registration (or in writing) to the Organizer. The registration receipt Organizer accepts the exhibitor's registration and confirm it in writing or electronically to the exhibitor or in writing or in an electronic registration. The organizer has the right to cancel the registration. The exhibitor may not, without the written permission of the Organizer, sublet or transfer a stand or part of it .

**3. Booth layout:** The organizer will determine the final location of stands, taking into consideration the effective use of halls, exhibition-specific and, where possible, exhibitors' wishes . The organizer has the right to increase or decrease of reserved space by a maximum of 10% without consulting to the exhibitors. The Organizer can also change the location of the stand if the event location changes from the original plan.

### 4. Cancelling or reducing the size of a stand and handing it over in to the use of The Organizer:

**4.1.** Exhibitors are entitled to cancel his participation or decrease the exhibition space reserved within seven (7) days of receiving confirmation from the Organizer. Cancellation or change of stand size must be made in writing . If the exhibitor cancels his participation or decreases the size of the exhibition space later, the Organizer shall be entitled to charge participation fees in accordance with the registration as set out in full. If the enrollment is made closer than thirty (30) days prior to the start of the event, booking is binding on the date of registration. These cancellation and payment terms upon registration are also apply to the exhibition stand as a whole.

**4.2.** Use a stand shall revert to the Organizer:

- If the exhibitor cancels the registration or
- if the exhibitor fails to pay participation fees within the prescribed period or the event-specific terms of participation or
- if the exhibitor fails to take space at the latest on the day preceding the opening day at 18 o'clock, if nothing else is agreed or
- exhibitor otherwise materially breaches the terms of participation or any supplementary instructions.

If the exhibition space is returned to the Organizer in accordance with this section 4.2. the organizer reserves the right to charge participation fees in full accordance with the registration confirmed by the Organizer. The organizer has the right to resell the exhibition space or to use it for other purposes.

**5. Stand construction:** The exhibitor is responsible for building his own stand, decorating, dismantling, removing and cleaning and waste management.

Attaching anything to ceiling, pillar or wall structures is prohibited. Stand rented from the Organizer includes building and dismantling. The exhibitor is responsible for all the stand orders, works and supplies, or other costs caused by his stand to the Organizer, including subcontractors etc. The organizer is entitled to invoice the exhibitor for services ordered before the event. The organizer has the right to limit the size of the stand. The following measures always require prior approval by the Organizer :

- More than 1,000 kg of exhibition item weighing
  - 250 cm height exceeds the structural and decorative solutions
  - Two-storey stand constructions; on the second floor surface area per square meter will be charged 50% of the floor space Basic rent.
- The exhibitor must apply for the above-mentioned steps to the Organizer in writing no later than 45 days before the event in question.

### 6. Set to exhibit:

The exhibitor must approve the following measures in advance from the Organizer:

- For all other than the exhibitor, his principals and representatives of names indication of the stand. Such advertising is subjected to a registration fee or minimum participation, unless it is the time of registration agreed with the Organizer of a joint stand or if event-specific terms of participation is otherwise stipulated;
- Distribution other than the exhibitor's own products or marketing material, and
- All distribution and other activity outside of the exhibitor's own stand.

Stands may not be emptied or dismantled before the official dismantling time. The organizer announces the official dismantling times for each event separately. The exhibitor who violates the above terms shall be liable to pay the organizer a contractual one thousand (1000) Euros . If the exhibitor does not dismantle within the declared dismantling times, the Organizer shall be entitled to dismantle the stand on behalf of the exhibitor and invoice the unloading and storage costs.

**7. Damage and insurance:** The exhibitor shall be responsible for structures, equipment, exhibition items and other. Property through breakage, theft, etc. Damage. .

The exhibitor is responsible for all damages caused by his stand's structures, equipment, exhibition items or activities or by his subcontractors personal or material damages to third parties (such as visitors or other exhibitors), the Organizer, the exhibition halls and / or the exhibition grounds. The exhibitor is responsible for proper insurances to cover personal injuries, properties and vehicles and liability. The organizer is responsible for its own personnel measures or devices, and the organizer to exhibitors or third parties for any damage caused.

**8. Electricity and electrical work:** The organizer is responsible for general area lighting. The exhibitor shall order electricity as well as the necessary installation work for his stand from the Organizer. The exhibitor is responsible for electrical equipment brought by him/her to the stand. Electrical installations at the Dipoli shall be performed by an electric contractor authorized by the Organizer. The Organizer shall not be responsible for any damage caused by a power outage.

**9. Security, fire and other safety:** The Organizer shall be responsible for fire security and general order at the Dipoli, but not for any damage to or loss of the exhibitor's goods, structures, etc. With regard to fire safety and the structures and materials used at the stand, exhibitors must comply with current legislation and decrees as well as the Dipoli security guidelines. Permission must be obtained from the fire department or law enforcement authorities in advance to display any equipment, structures or performances which are subject to permission. In demonstrating machines and other technical equipment, exhibitors must comply with the provisions of the Occupational Safety and Health Act and Dipoli security guidelines.

**10. Demonstrations:** The exhibitor shall be responsible for the appropriate advance inspection of films, video programmes, other graphic programmes and recordings which he presents in the Organizer's facilities as well as fees required by the Copyright Act for music and other works which he presents. The Organizer shall pay the Teosto and Gramex fees on behalf of the exhibitors. Presentations may not disturb neighbouring stands. The exhibitor must ensure that television sets used at the stand are covered by a valid television licence .

**11. Passes:** The exhibitor's staff and subcontractors must have personal passes provided by the Organizer during construction and dismantling work as well as during the fair itself. Passes must be visibly displayed.

**12. Force majeure:** The Organizer shall not be liable for delays and damages caused by cancellation or postponement of the event due to force majeure. Force majeure conditions include all circumstances beyond the Organizer's control which the Organizer could not have reasonably anticipated at the time of signing the Agreement and whose consequences the Organizer could not have reasonably avoided or overcome. Force majeure conditions include, amongst others, interruptions in general power supply, fire or other event preventing normal use of the venue facilities, natural disasters, earthquake, terror, acts of war or riot. Strikes, lockouts, boycotts and other labor disputes are considered force majeure even when the Organizer itself is the target of or a participant of said actions. Force majeure conditions affecting a subcontractor hired by the Organizer shall also be grounds for absolution of the Organizer's liability ..

**13. Other terms and conditions:** Retailing is forbidden at the fair unless otherwise specified in the event terms of participation . Dipoli restaurants have the exclusive right to provide catering services at Dipoli. Prices specified by the Organizer are subject to value added tax. NORDIC3DEXPO will send invoices to foreign exhibitors without value added tax, provided that the exhibitor has indicated their VAT number on the registration form. If the client company does not have a VAT number or the VAT number has not been indicated, the invoices will be sent inclusive of VAT under the Finnish tax base. Interest on overdue payments shall be charged at 16%. The Finnish version of these terms of participation shall take precedence in case of any difference in interpretation. Any disputes arising from these terms that cannot be resolved through negotiation shall be resolved by the Helsinki District Court. The Organizer shall also have the right to file suit in a lower court in the defendant's domicile. These terms of participation are governed by Finnish law.