OPERATIVE DAYS 2026
NOV 25 – 27, 2026

Information and instructions to builders

Please inform the designers and builders of your stand about these instructions. You can only deviate from these instructions with the written consent of the event organiser or Messukeskus.

Contents

Construction hours 2

Dismantling 3

Parking 3

Protecting the premises 4

Electrical installations and lighting at the stands 5

Suspensions 5

Plumbing, drainage, and compressed air 6

Helium balloons 6

Wireless microphones at the stands 6

Motor vehicles at the stand 7

Storage and shipments arriving at the stands 8

Fire safety 8

Please pay attention to security at your stand ....

Catering at the stands 10

Arrangement schedule

Construction hours

The event organiser is responsible for the general safety of the event; the organiser is also responsible for ensuring that the instructions are followed.

The event organiser is responsible for the overall safety of the event.

The exhibitor is responsible for the safety of the stand with regard to its structures, the exhibition items, and the activities at the stand.

The event builder is responsible for safety at the stand during construction, including liability for material damage and personal injury.

These instructions must be forwarded to the event designers and builders.

The information is based on the National Building Code of Finland and the legislation on rescue services.

Only the most important requirements of the regulations in the field have been collected into these instructions.

During the construction hours, the service doors used are door V11 and for light items, the Siipi entrance (see the map). Vehicles can use door V11 for quick unloading. When the items have been unloaded, the vehicle must be driven out of the service tunnel immediately. Do not keep the vehicle running inside the service tunnel.

A limited number of trolleys with rubber wheels are kept at door V11 and the Siipi entrance doors for moving items to the stands. If the transport requires it, please contact the forwarding service. The contact information of Niemi® Messupalvelut Oy can be found in the basic exhibition information.

The service lift at door V11 must be used for transporting all heavy items. Pallet trucks with rubber wheels must be used for transport. You can find them at door V11 (traditional nylon wheels cannot be used).

When using a trolley, you should move on hard floor surfaces. The trolleys must have soft wheels. Special care must be taken when moving on the premises; watch out for the walls and door jambs. Protect the floor, if necessary.

Dismantling

Dismantling the stands can only start after the event is over.
The premises must be in their original condition when they are handed back over to Messukeskus. The forwarding service (Niemi® Messupalvelut Oy) moves any items left in the area away after the exhibition's dismantling hours are over. The items can be retrieved from the forwarding service's storage within the month. Messukeskus charges the exhibitor for any costs incurred. Any other procedure must be agreed upon in advance with the event organiser.

Messukeskus does not compensate for items stolen from the stands.

Parking

<u>During construction and dismantling hours</u>
You can park your vehicle at the Messukeskus car park or parking facility.
Parking at the Messukeskus car park is always subject to a charge. Messukeskus has a barrier-free Autopay parking system by EuroPark.
Europark customer service: info@europark.fi

Parking at the loading and unloading area is prohibited.
More information: https://messukeskus.com/messukeskus/how-to-find-us/?lang=en

Instructions for designing the stands

The floor material in the exhibition area mainly consists of anti-static carpet intended for public spaces. In some parts of the area, the floor is made out of concrete and natural stone tiles. We do not recommend a separate piece of carpeting, because it will not stay properly attached to the carpet. If you use a separate carpet, please install it on a board.

Examples of approved tapes:
- For carpet tiles: Boxon 4108, Messuteippi 11735, or Stokvis N202056GR2550
- For carpet rolls: Boxon, Messuteippi 11744, or Stokvis 239110YE5050
- Or other equivalent low-adhesive tapes

Please note that high-adhesive tapes (such as duct tape, double-sided industrial tape, or masking tape) are not permitted. If such tapes are used to secure carpets or decorative materials, Messukeskus will charge the exhibitor afterwards for the additional cleaning costs incurred.

Recycling Exhibition Carpets Correctly
We are improving and streamlining the recycling of our exhibition carpets to ensure events are organised as responsibly as possible and that recycling runs smoothly. From 1 October 2025, only carpets ordered through Messukeskus may be left at the venue for recycling after an event.
If you use carpets not ordered from Messukeskus, please make sure to remove them from the premises once the event has ended.
Thank you for helping us promote more sustainable events!

The exhibition structures, furniture and electricity can be ordered via the eMessukeskus online service. Using the service requires a user ID and password.

The maximum floor load is 400 kg/m² of even load, or a maximum of 3,000 kg of single-point load. The floor drain covers at the premises cannot withstand a load.

Using the premises' existing furniture at the exhibition area is not allowed, and you cannot attach anything to the fixed structures at the exhibition area. The exhibitor will be invoiced afterwards for any repair costs incurred due to possible unauthorised suspensions and fixture marks.

Please see the terms of participation for exhibition-specific instructions on structures exceeding 250 cm in height and charges for additional advertising space. All structures higher than the standard height of 2.5 m must be placed at a distance of at least two (2) metres from the neighbouring stand, unless the exhibitor personally makes an agreement with the neighbouring stand in writing on the issue. This does not apply to exhibition items.

Any goods exhibited are the exhibitors' responsibility. We recommend you acquire the insurance needed and keep easily movable goods / items locked up when stand is unattended.

Protecting the premises

The structures must already be painted and treated when they are brought on site.

It is not possible to carry out painting or similar work at the exhibition area. The carpets must be carefully protected, if there is a risk that they may be stained. No items are to be set leaning against the walls.

Electrical installations and lighting at the stands

A designated partner is responsible for the electrification of exhibitions and all electrical installations at the Messukeskus premises.

The exhibitor is responsible for any electrical equipment they have brought to the stand. The equipment must fulfil the requirements of the standard SFS 6000-7-711. Socket groups below 20 A must be furnished with 30 mA faulty-current circuit breakers.

We ask you to note especially that electricity must be ordered separately for each stand that uses electrical equipment. This prevents the risk of overloading. The fixed sockets at Messukeskus (on walls or pillars) are not available to the exhibitors. If the stand has taken electricity from another stand or directly from fixed sockets, we will invoice the exhibitor in question for the price of the socket (16 A 230 V 3.6 kW) with an added technology price increase of 50%.

Place your order for truss and light bar suspensions with SVV Sound, Vision & Video Projection, tel. +358 40 450 3258, svv.myynti@messukeskus.com. For more information on hall-specific suspension options, please also contact SVV Sound, Vision & Video Projection. Any suspension materials etc. that may be necessary will be invoiced separately.

Suspensions

Messukeskus is responsible for any suspension installations from the ceiling at the premises. When ordering a suspension, deliver the information and the necessary drawings to the Technical sales manager at least 7 days before the event starts. Suspension is possible at the Siipi in limited areas (see the map). All suspensions must be confirmed in advance on site. A banner must not hide emergency exits or fire extinguishers from view.

We will be pleased to provide a quotation for light suspensions under 15 kg/point and heavier suspensions over 15 kg/point based on the customer's request for quotation. The customer should deliver the materials at least 5 days before the event, so that the furnishing service can ensure that they have everything they

need to complete the suspension.

Banners must have channels at the top and the bottom as well as rods to be placed inside the channels. The cords, lines, cables and locks used for the actual suspensions are provided by Messukeskus. The fabric used for decoration must be primarily out of a material with a fire classification, class SL-2 (B-s1, d0), and it must have a fire classification certificate.

Otherwise the fabric must be fireproofed. A reliable report on the fireproofing must be presented.

Plumbing, drainage, and compressed air

Plumbing, drainage and compressed air connections are not available at the exhibition area.

Helium balloons

Helium balloons can only be used as decoration at the stands, they cannot be handed out to visitors. If necessary, we will invoice the exhibitor afterwards for the costs incurred by cleaning and removing helium balloons after the exhibition (such as the costs of the lifting equipment needed to remove balloons from the ceiling structures).

Wireless microphones at the stands

If the customer's own wireless microphone system and/or data communication is used at the event, an agreement on this must be made with Messukeskus' av-partner Suomen Videoviestintä Svv Oy in advance.

You must inform Suomen Videoviestintä SVV Ltd about your microphone frequencies 7 days before the first construction day at the latest.

Please send an email to: svv.myynti@messukeskus.com, and attach to following details: The name of the event, the stand number (if you have one), how many microphones are used, which brand and model the microphones are and which frequency range the microphones use. I.e: Book Fair, 6p100, 5 pcs Shure, ulxd g51, 470-534MHz.

SVV Ltd will contact you before the event opens and informs which frequency range you can use during the event.

The wireless microphones must be reported to SVV Ltd to ensure a succeeding event for everyone and to prevent frequency overlaps during the event. There is a limit of how many wireless microphones can operate at the same frequency range and therefore, it is essential that you inform SVV Ltd about your wireless microphones.

If a non-reported sound system with wireless microphones is discovered during an exhibition or event, SVV Ltd has the right to change the frequency of the microphones or swop the microphones for wired ones if possible.

If you would bring wired microphones with you, you do not need to report them to SVV Ltd.

Further information: tel. +358 40 450 3258, email: svv.myynti@messukeskus.com

Motor vehicles at the stand

The vehicles, means of transport and machines (later referred to as equipment) placed at the exhibition or meeting area for presentation must have their power turned off at the main switch or the battery clamp must be removed.
The power can be turned on if the following conditions are met, however:

- the presentation requires that the power must be turned on
- the equipment is new and unused
- the ignition keys are kept out of reach of the public
- dry powder fire extinguishers of at least class 27A144BC or foam or liquid fire extinguishers of at least class 21A 144B are placed in the presentation area as follows:
- number of equipment: 1–3 pcs, 1 fire extinguisher
- number of equipment: 4–7 pcs, 2 fire extinguishers
- the Messukeskus Hall Manager's Office is notified of the presentation needs and number of equipment at least 45 days before the event begins.
- If the stand has motor vehicles, carpet rolls are used as rental carpets.

The Hall Managers gives the permission to keep the power turned on for used equipment or equipment constructed by the exhibitor.

The event organiser monitors that the regulations are followed. Equipment that does not comply with the regulations can be moved out of the premises at the owner’s cost.

Electric cars/motorcycles, hybrid vehicles, etc., cannot be placed in the Conference Centre.

Storage and shipments arriving at the stands

If you have the need for storage before, during or after the event, please contact Niemi® Messupalvelut Oy, the forwarding service operating at Messukeskus. which The forwarding service staff takes care of shipping and signing for the items. In that case, the address is as follows:

Niemi® Messupalvelut:
Niemi Palvelut Oy
Name of the event
Name of the exhibitor + stand number/name or number of the meeting room
Messuaukio 1
FI-00520 HELSINKI

The service is subject to a charge, and it must be ordered in advance.

If you deliver shipments to the stands via suppliers, the shipping address is as follows:

Messukeskus/ Conference Wing
Name of the event
Name of the exhibitor + stand number/premises
Messuaukio 1
FI-00520 HELSINKI

Please make sure you are present to receive the shipment, Messukeskus staff cannot sign for your shipments.

Fire safety

Messukeskus has an automatic sprinkler fire extinguisher system, which poses limitations on covering the stand. The exhibition stand or other cover must not endanger the operation of the fire extinguishing system.

The materials used to cover, drape and decorate the stand must be fire classified, class Sl-2 (B-s1, d0), or fireproofed. Fire-classified gauze or non-combustible latticework covering fulfil these requirements. The structure of holes in the latticework covering must be regular over the area to be covered. Tents do not fulfil the requirements of a gauze or latticework ceiling; they are solid coverings.

A report on the covering must be delivered to the technical advisor at Messukeskus at least 45 days before the event for approval. The Service supervisor decides on the primary extinguishing equipment and number of fire alarms required by a covered stand.

Expanded polystyrene can be used, if it is of the fire resistant S grade and a classification certificate has been submitted.
The instructions are based on the National Building Code of Finland and fire and rescue legislation. More detailed information can be found in this folder under the heading “Instructions on stand construction and fire safety”. For stands where flammable materials are used, even if they are fireproofed, we recommend placing a dry powder fire extinguisher of at least class 27A 144B C at the stand. The use of corrugated cardboard for stand decoration is completely prohibited.

The areas between the stands, such as technical facilities or areas behind the stands, cannot be used for storage due to fire safety regulations. Fire hydrants must be kept free.

* The use of EPS insulation (such as expanded polystyrene) in meeting facilities is allowed. The material must always be of S grade. A certificate of material quality and a testing certificate of the fire classification must be delivered to the Service Supervisors Office.

Please also read the attached instructions: Exhibition construction and safety at Messukeskus. For further information about fire safety issues, please contact the Service Supervisors Office, tel. +358 40 450 3253

Please pay attention to security at your stand

The Messukeskus facilities are always monitored by trained security staff.
Our control room operates 24/7, but you can easily improve the security at your own stand with simple choices. Do not leave valuables in sight when the day ends. Take out appropriate insurance and consider whether you need additional equipment, such as glass cases, locks or safety cables for computers or displays. We also have the capabilities to meet any specific security needs at your stand. Our security services partner Securitas will help you with all your security needs. For further information, please contact: Securitas/Tommi Sihvonen, tel. +358 40 196 2711, tommi.sihvonen@securitas.fi

Cleaning

SOL cleaning services look after the cleaning of general areas between event days. Messukeskus operates an advanced waste recycling system and all exhibitors have the possibility of leaving stand waste generated during construction and dismantling to be sorted by our cleaning staff.

There will be large waste containers for packaging refuse.

Exhibitors are responsible for the cleanliness of their stands. For stand cleaning related services contact SOL Cleaning services tel. +358 (0)40 561 7848, sol@messukeskus.com

Catering at the stands

Messukeskus Restaurants & Event Catering has the exclusive right to provide catering services and related retail at Messukeskus. Due to this exclusive right, Messukeskus Restaurants & Event Catering is responsible for all permanent and temporary restaurants and licenced premises at Messukeskus, including catering at the stands. The exhibitor can bring non-perishable goods (e.g. sweets and refreshments) to the stand.

Further information: tel. +358 40 715 2785, messukeskus@noho.fi