

TERMS AND CONDITIONS OF PARTICIPATION FOR INFRATECH 2011

1. EXECUTION

Organisers: INFRATECH, Asemapäällikönkatu 7, FI-00520 Helsinki, +358 (0)9 8689 010, yt@yhdyskuntatekniikka.fi, www.yhdyskuntatekniikka.fi

- Finnish Water and Waste Water Works Association (VVY)
- Infra, the Central Association of Civil Engineering (and Earth Moving) Contractors in Finland
- Finnish Solid Waste Association (JLY)
- Finnish Association for Municipal Engineering (SKTY)
- Finnish Road Association (STY)

Venue: Turku Fair and Congress Center, Messukentänkatu 9-13, FI-20210 Turku, Customer Service, tel. +358 (0)2 337 111, info@turunmessukeskus.fi, www.turunmessukeskus.fi.

Date: 18–20 May 2011

Opening hours:

Wednesday	18 May 2011, 9 a.m.-5 p.m.
Thursday	19 May 2011, 10 a.m.–5 p.m.
Friday	20 May 2011, 9 a.m.–2 p.m.

Admission: Sign up in advance or at the main entrance of the exhibition; the exhibition is free of charge for visitors. Advance registration online at www.yhdyskuntatekniikka.fi.

Opening ceremony: Wednesday, 18 May 2011 at 6 p.m. Event for invited guests and customers in the exhibition area from 7–9 p.m. Admission to the event only by opening ceremony invitation, which is extended to visitors by the exhibitors.

2. EXHIBITORS AND PRODUCTS

Exhibitors may be companies and their authorised representatives, private entrepreneurs, public administration, corporations and registered associations. Exhibitors may not, without the written permission of the organiser, lease forward or reassign their own stand or a portion thereof.

Only those products and services which have been mentioned in the registration form and which the organiser has approved may be placed on display at the exhibition. The organiser has the right to remove such exhibition items which may be considered to pose a danger or disturbance to other exhibitors or the exhibition visitors. The exhibitor is responsible for ensuring that any product displayed at the exhibition does not pose a health risk to the visitors or staff, that any required official permits necessary to display their products or services have been acquired and are valid, and that the displayed products or services do not violate any laws or third party rights.

The exhibition stand may only display the names of the exhibitor, its principals and representatives. Other names than those of the exhibitor, its principals and representatives are allowed to be displayed at the stand provided that the exhibition organiser has given permission thereto, in which case the minimum space rental is charged. At its own stand, the exhibitor may only distribute brochures of products and services that have been approved for the exhibition, unless otherwise agreed with the organiser.

3. SPACE RENTAL AND INVOICING

Indoors: Space rental: €100/m² + 23% VAT; as of 1 April 2011, €110/m² + 23% VAT. Increase for corner stand indoors: 10%; does not apply to stands of over 70 m².

Outdoors: Space rental: €50/m² + 23% VAT; as of 1 April 2011, €55/m² + 23% VAT.

Minimum space rental: €900 + 23% VAT; as of 1 April 2011, €990 + 23% VAT.

Space rental includes the stand, general security, general cleaning of the hall, general lighting, and inclusion in the exhibition directory and website as specified in section 6. The space rental does not include any structures, electricity, furnishings or cleaning required for the individual stand. Pricing for wall space, advertising space and other such requests are handled separately on a case-by-case basis. Turku Fair and Congress Center offers structure and fair services through its Extranet service. Enquiries: Tel. +358 (0)2 337 111/ Fair Service, messu-palvelu@turunmessut.fi.

Invoicing for space rentals: In connection with registration, we charge 30% of the overall space rental fee, however no less than €900 + 23% VAT. Registrations after 1 April 2011 will be charged a minimum of €990 + 23% VAT. The final 70% of the space rental fee will be invoiced after 6 April 2011. Participation in the exhibition requires that the entire rental fee has been paid in full before the exhibition begins.

Cancellation fee: If the exhibitor cancels its registration, the cancellation fee is 15% of the stand price, as long as the cancellation is made prior to 1 April 2011. The cancellation fee for any cancellations made after this date is 30% of the stand price.

Terms of payment: Payment is due within 14 days of the date on the invoice. Penal interest is charged in accordance with the Interest Act.

4. REGISTRATION

A binding registration can be made using the registration form on the organiser's website at www.yhdyskuntatekniikka.fi. Upon receiving the registration form, the organiser approves it by sending a signed confirmation to the exhibitor. The organiser has the right to reject a registration. The registration period ends on 6 May 2011.

The organiser's written confirmation is binding for both parties, as it regards the exhibition stand and space rental.

5. EXHIBITION STAND

The exhibition stands are assigned by the organiser, primarily in order of registration, while taking into account the grouping of exhibitors by field, the appropriate use of the space available, and the wishes of the exhibitors. In connection with the confirmation, the organiser shall send the exhibitor a layout drawing on which the location and size of the assigned stand is marked. The organiser has the right to confine the size of the exhibition stand. Maps of the exhibition area are available at www.yhdyskuntatekniikka.fi.

6. EXHIBITION DIRECTORY

Inclusion of the exhibitors and their products in the exhibition directory and online directory service is free of charge, as long as the information has been provided using the exhibition directory information form and to the extent specified therein. Information for the exhibition directory can be provided through the organiser's website. A fee of €1 + 23% VAT per character is charged for additional characters. Information received later than on 15 March 2011 will not be included in the directory.

The exhibitor may also opt to purchase additional space in the directory and online service for their own company's logo, brand names and the principal's logo, active links through the Internet service and advertising space. Further information is available online at www.yhdyskuntatekniikka.fi under the heading "Exhibitors" and "Exhibition directory", or by contacting Raija Sahlman at tel. +358 (0)40 705 9957 or raija.sahlman@amt.fi.

7. INVITATION CARDS FOR THE EXHIBITION AND OPENING CEREMONY

The exhibitor can order the desired number of exhibition and opening ceremony invitations through the Extranet service of the Turku Fair and Congress Center prior to 1 April 2011. The space rental includes the following number of complimentary exhibition and opening ceremony invitations:

Size of exhibition stand	Exhibition invitations	Opening ceremony invitations
under 20 m ²	100 cards	20 cards
20 – 49 m ²	200 cards	50 cards
over 50 m ²	300 cards	100 cards

Additional orders for exhibition and opening ceremony invitations will be invoiced in accordance with the price list posted on the Extranet service. Printing can be added to the invitations; in this case, the invitations must be ordered by 11 March 2011. The prices for printing are also listed in the Extranet service. **Note!** All exhibitors must also order the complimentary invitations.

8. BUILDING HEIGHT, GABLE BOARD, MOUNTING (indoors)

The height of the walls must be 250 cm. The front edge of the stand must be equipped with a gable or facing board that may contain the exhibitor's name and logo. The visible space on the gable board is 29 cm with its upper edge at the height of 250 cm. Permission shall be sought from the organiser for any assembly and design solutions that exceed the 250 cm height limit. Mounting to any of the hall's pillar, wall or floor structures is not permitted. If the weight of a specific exhibit item exceeds 1,000 kg/m², its placement shall be discussed with the organiser. Ceiling suspensions must be ordered separately from the Turku Fair and Congress Center.

Permission shall be sought from the organisers and authorities as concerns the construction of two-storey exhibit structures. Plans, including the strength calculations, for such structures must be presented to the organiser within 30 days from the start of the exhibition. In accordance with official regulations, the safe load of the second storey must be 400 kg/m² and the width of the emergency exit a minimum of 120 cm. The area rental for the second storey is equal to 50% of the floor space rental.

9. WALLS AND OVERHEAD STRUCTURES (indoors)

The exhibitor shall construct a rear wall and dividing walls to separate the stand from the neighbouring stands. The exhibitor may not, without separate agreement, take advantage of the existing separating walls constructed by another exhibitor. Exhibitors may not cover their stands with enclosed roof or canopy structures. If the stand is equipped with a floor that stands more than 12 cm above the height of the hall flooring, the open sides of the stand must be equipped with steps or the exhibitor must install railings or other safety devices.

10. OUTDOOR CANOPIES

Canopy tents or similar structures used in the outdoor exhibition area shall be located a minimum of 60 cm from the specific stand's dividing lines, unless otherwise agreed with the neighbouring stands. The exhibitor shall ensure that any rainwater that collects on top of the tent will not flow down onto the neighbouring stand.

11. ASSEMBLY AND DISASSEMBLY WASTE

The exhibitor shall ensure that all waste generated in connection with exhibit assembly and disassembly, packaging and other such rubbish are transferred from the exhibit stand and surrounding walkways to the rubbish dumpsters reserved for this purpose. In other cases, the

organiser shall arrange the cleaning at the expense of the exhibitor and shall invoice the exhibitor a cleaning fee increased by 100%.

12. ASSEMBLY TIMETABLE

Exhibit assembly:	Saturday	14 May 2011, 8 a.m.–8 p.m.
	Sunday	15 May 2011, 8 a.m.–8 p.m.
	Monday	16 May 2011, 8 a.m.–8 p.m.
	Tuesday	17 May 2011, 8 a.m.–10 p.m.
Exhibit disassembly:	Friday	20 May 2011, 2 p.m.–10 p.m.
	Saturday	21 May 2011, 8 a.m.–8 p.m.
	Sunday	22 May 2011, 8 a.m.–8 p.m.
	Monday	23 May 2011, 8 a.m.–12 noon

The exhibition stand may not be emptied or disassembled prior to the start of the official disassembly date under penalty of a 500 euro fine.

13. OTHER SERVICES

The exhibitor shall order and pay for any structures (walls, lighting, furnishings), electricity, water and drainage, phone, Internet, cleaning or other necessary services required for the individual stand. These services can be ordered through the Extranet service of the Turku Fair and Congress Center. Enquiries, tel. +358 (0)2 337 111/Fair Service, messu-palvelu@turunmessukeskus.fi. Necessary structures for the stand area can also be ordered from an external supplier as desired.

The restaurant and catering services available at the Fair Center are provided exclusively by Restel Ravintolat Oy, tel. +358 (0)400 366 512 or ravintolat.turunmessukeskus@restel.fi. Any alcoholic beverage or food services provided in the exhibition areas shall be handled through the restaurant.

14. FIRE SAFETY AND OTHER PRECAUTIONS

In terms of fire safety, exhibitors shall comply with all valid fire safety regulations and all instructions and stipulations issued by local fire authorities. Permission shall be sought in advance from the Turku Fair and Congress Center as concerns the presentation or display of equipment that may pose a potential fire hazard. Smoking is only permitted in areas that have been designated by the organisers for this purpose. The exhibitor shall comply with all stipulations specified in the Occupational Safety and Health Act and Decree when presenting or displaying machinery or other technical items.

15. SECURITY AND INSURANCE

The organiser is responsible for ensuring general order and security within the exhibition areas. Each exhibitor shall independently undertake to insure its exhibit items and structures against damage, fire and theft. The organiser is not liable for the possible damage or disappearance of goods, structures, etc. or for any accidents occurring within the exhibit areas. The organiser's liability insurance covers damages or injury to third parties that have been caused by the activities of the organiser's personnel, or by the organiser's own equipment and structures. Any damage caused by the exhibitor's equipment and structures is not covered by the organiser's liability insurance, so the exhibitor shall independently undertake to acquire liability insurance and other insurances (fire, theft, etc.) that are deemed necessary.

16. ID CARDS AND PARKING PASSES

Exhibitors are given as many assembly and disassembly access passes, exhibitor ID cards and parking passes as requested. The passes and cards can be ordered through the Extranet service of the Turku Fair and Congress Center. Access passes shall be kept visible at all times.

17. DEMONSTRATIONS

Activities taking place at a particular stand may not disturb neighbouring stands or obstruct walkways. The exhibitor shall ensure the relevant prior inspection of any films, video programmes, and other photographic materials, as well as the acquisition of all permits and fees required by virtue of the Copyright Act for all music and other materials presented at the stand. Exhibitors shall notify the Finnish Composers' Copyright Society Teosto and the Gramex copyright society regarding any music utilised at a particular stand or advertising music broadcast generally over the fair radio.

18. INFORMATION SESSIONS

Exhibitors can hold information sessions on topics that suit the themes of the public lectures for a fee of €80/20 min + 23% VAT. The themes are "The decade of community infrastructure maintenance" (Weds. 18.5 and Thurs. 19.5) and "Community development services for isolated areas" (Fri. 20.5). Reservations should be made through the Extranet service of the Turku Fair and Congress Center prior to 15 March 2010. The information session timetable will be published both online at www.yhdyskuntatekniikka.fi and in the exhibition directory.

19. CONSIGNMENT OF EXHIBIT ITEMS

Exhibitors shall transfer their exhibit items and materials to the exhibition site at their own expense and, at the earliest, on the first day of the assembly period. The organiser is not liable for the reception, unloading or storage of the materials, or for the dispatch of the materials after the end of the fair.

20. EXHIBITION CANCELLATION

The organiser assumes no responsibility for any delays or damages caused by the exhibition being cancelled or adjourned to a later date due to a force majeure.

21. OTHER RULES AND REGULATIONS

The serving of alcoholic beverages at any stand is prohibited without relevant authorization.

The distribution of printed materials is permitted only at the specific exhibition stand rented by the exhibitor.

Exceptions to these terms and conditions of participation are allowed only by permission of the organiser. The Finnish-language terms and conditions of participation shall serve as the primary document in case of any interpretation disputes.