

Puutuotealan kansainväliset erikoismessut  
International Exhibition for Wood Products Industry

Ilmoittautumisaika päättyy /  
Closing date for applications 30.09.2012

Palautusosoite / Return address

**Lahden Messut Oy**  
PL 106  
FI-15141 LAHTI, Finland  
Telefax +358 (0)3 525 8225

Lisätiedot / More information

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Allekirjoittanut varaa näyttelytilaa /The undersigned reserves standspace		Paikanvuokra / Space rental	
<input type="text"/>	<input type="text"/>	Sisätila / indoor space, 100 €/m <sup>2</sup> , 70 m <sup>2</sup> ylittävältä osalta / space exceeding, 75 €/m <sup>2</sup> Rekisteröintimaksu/yritys / Registration fee/company 200 € Hintoihin lisätään voimassaoleva arvonlisävero Current VAT will be added to the price	
Sisätilaa / Indoor space		Näyttelyalue / Exhibition area	
Toiminimi / Name of exhibitor		Laskutusosoite / Invoicing address	
Katuosoite / Street address		Y-tai henkilötunnus/CompanyID OVT-tunnus (sähköistä laskutusta varten)	
Postitoimipaikka / Town and postal code		Yhteyshenkilö / Person to contact Puhelin/Telephone	
Puhelin / Telephone Telefax		Yhteyshenkilön sähköposti / E-mail for contact person	
Toimitusjohtaja / Managing Director		www	
<p><b>TUOTERYHMÄT / PRODUCT GROUPS</b></p> <p><input type="checkbox"/> 1. Koneet, laitteet ja automaatio Woodworking machinery, equipment and automation</p> <p><input type="checkbox"/> 2. Helat, ruuvit, kiinnitystekniikka Fittings, screws, fixing technology</p> <p><input type="checkbox"/> 3. Terät ja terien huoltokoneet Woodworking industry blades and servicing machines</p> <p><input type="checkbox"/> 4. Työkalut ja paineilmakompressorit Tools and compressed-air equipment</p> <p><input type="checkbox"/> 5. Pintakäsittelykoneet Surface-treatment equipment</p> <p><input type="checkbox"/> 6. Maalit, liimat, lakat Paints, adhesives and lacquers</p> <p><input type="checkbox"/> 7. Pinnoitteet ja reunalistat Coating, edge strips</p> <p><input type="checkbox"/> 8. Levyt ja viilut, jalopuu Boards and veneers</p> <p><input type="checkbox"/> 9. Hiomatarvikkeet Sanding equipment</p> <p><input type="checkbox"/> 10. Pakkaustekniikka Packing technology</p> <p><input type="checkbox"/> 11. Alihankinta Subcontracting</p> <p><input type="checkbox"/> 12. Puukomponentit, rakenteet Components</p> <p><input type="checkbox"/> 13. Suunnittelu, muotoilu Design</p> <p><input type="checkbox"/> 14. Tutkimus ja tuotekehitys Research and product development</p> <p><input type="checkbox"/> 15. Puurakentaminen Timber construction</p> <p><input type="checkbox"/> 16. Ympäristö- ja energiaratkaisut Environment and energy solutions</p> <p><input type="checkbox"/> 17. Koulutus, rahoitus, konsultointi Education, financing, consulting</p> <p><input type="checkbox"/> 18. Muu Other</p>		<p><b>Valmisosastot / Ready-made stand</b></p> <p><input type="checkbox"/> Basic-osasto / stand <input type="checkbox"/> Haluamme tarjouksen Design-osastosta We are interested in Design-stand</p> <p><input type="checkbox"/> Economic-osasto / stand</p> <p><input type="checkbox"/> 4 m<sup>2</sup> <input type="checkbox"/> 10 m<sup>2</sup> <input type="checkbox"/> 18 m<sup>2</sup> <input type="checkbox"/> 25 m<sup>2</sup> <input type="checkbox"/> 6 m<sup>2</sup> <input type="checkbox"/> 12 m<sup>2</sup> <input type="checkbox"/> 20 m<sup>2</sup> <input type="checkbox"/> 30 m<sup>2</sup> <input type="checkbox"/> 8 m<sup>2</sup> <input type="checkbox"/> 15 m<sup>2</sup> <input type="checkbox"/> 21 m<sup>2</sup> <input type="checkbox"/> 9 m<sup>2</sup> <input type="checkbox"/> 16 m<sup>2</sup> <input type="checkbox"/> 24 m<sup>2</sup></p> <p>Huom! Näyttelytilan vuokra ei sisälly valmisosaston hintaan. Space rental does not include in the price of ready-made stand</p> <p><b>Maton väri / Carpet colour</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Blue Red Light grey Dark grey Green Muu väri / Other colour</p> <p><b>Otsalautateksti (sisältyy osaston hintaan)</b> Front panel text (includes space rental)</p> <p><input type="checkbox"/> Logotulostus otsalautaan (55 € / kpl) Logo printed on front panel (55 € / pc) Aineistotoimitettavavektorigrafikkanaviimeistä 2 viikkoa ennen tapahtumaa osoitteeseen: Material to be sent 2 weeks before the fair: tekninenpalvelu@lahdenmessut.fi</p> <p><input type="checkbox"/> Käytämme omia, yleisten osanottoehtojen mukaisia osastorakenteita We will use our own stand constructions described in the General Terms of Participation</p> <p>Maininta yli 1000 kg painavista tai yli 250 cm korkeista tuotteista. Käyttäkää tarvittaessa erillistä liitettä. Description of extra heavy or extra high exhibits. Please use enclosure if necessary.</p> <p><input type="checkbox"/> Olemme kiinnostuneita mainostamaan näyttelyluettelossa. We are interested in advertising in the exhibition catalogue.</p> <p>Tämä ilmoittautuminen on sitovaa allekirjoittamalla sen näytteilleasettaja sitoutuu noudattamaan Lahden Messut Oy:n järjestämien messujen yleisiä osanottoehtoja (kääntöpuolella). This application is legally binding and by signing it the exhibitor undertakes to abide by the enclosed General Terms of Participation for Fairs organized by Lahti Fair Ltd.</p>	
		Päiväys / Date Allekirjoitus / Signature	

# LAHTI FAIR LTD. - GENERAL TERMS OF PARTICIPATION

## 1. Exhibitors and products

Eligible exhibitors can be:

- manufacturers, importers and providers of the articles mentioned in the registration form, or their authorised representatives
- joint stands of the companies mentioned above and the public relations stands of their business line
- institutions of public services, organisations, associations along with cities and municipalities

Solely the products mentioned in the registration documents and approved by Lahti Fair Ltd. are allowed to be put on display. The organiser is entitled to remove any exhibits different to those mentioned and additionally the exhibits which might cause dangerous or disturbing situations to other exhibitors or public.

The name different to the company of the exhibitor, its principals and representatives may be mentioned on the stand with the organiser's consent only.

Solely the brochures on the exhibitor's own products may be distributed at the stand. The organiser reserves the right to limit the size of the stand or to refuse the registration without giving any reason for doing so. Any of the exhibited products may not be removed from the stand during fair.

## 2. Registration and exhibition agreement

Binding space reservation is made using a registration form. The organiser then accepts the registration by sending the exhibition agreement. The exhibitor is entitled to cancel his participation in writing within 14 days from the date of the exhibition agreement, however, not later than 30 days prior to fair opening day. The exhibitor is obliged to pay the charges became due already.

In case the space reservations exceed before registration closing date the total space available, the space will be allocated in the order of received registrations. The exhibitor is not entitled without organiser's written permission to sublet or assign his stand or any part of it. When arranging the fair, the organiser reserves the right to modify the site plans, if deemed necessary in respect of the whole of the fair.

Once having made an exhibition agreement, the exhibitor receives a user-id allowing access to free Extranet-service of Lahti Fair Ltd. Using this service, the exhibitor can handle the fair communications and fair arrangements electrically over the Internet. The exhibitor can also order a chargeable exhibition folder into which the organiser has gathered all the material included in the Extranet-service.

## 3. Cancellation of participation

The right to use the stand reverts to the organiser if the space rental is not paid on time. In the event of cancellation of the agreement in that way or in some other way caused by the exhibitor, the organiser collects the charges fallen due. The exhibition-specific participation fee will not be refunded.

## 4. Preparing the exhibits and constructing the stand

The consignments to the fair must be marked with the company name, with the stand number and with the name of the fair. The fair organiser can not sign for receiving the goods on behalf of an exhibitor and is neither in charge of unloading or storing the goods nor of dispatching those after the fair.

The exhibitor is liable for all the expenses, including subcontractors' expenses which his stand has incurred to the organiser. The exhibitor is in charge of building and decorating his own stand. The exhibitor is not entitled to advertise his own products outside his own stand.

The exhibitor is entitled to intervene in the construction and decoration of the stand in case the plans have not been accepted by the organiser in advance. If the exhibitor erects walls or any similar structures with external surfaces visible to adjacent stands or passageways, he is in charge of the tidy appearance of those surfaces (by painting, facing etc.).

If the stand is provided with a floor being in height more than 12 cm above the floor of the hall, the open sides of the stand must be stepped or fitted with a railing or an other guard.

A structure, decoration or an exhibit which exceeds the height of partition walls (standard height 250 cm), is subject to a prior permission of the organiser and must be positioned at least 1 metre from the border of the adjoining stand.

The weight of exhibition objects exceeding 1000 kg per sq.m. must be notified to the organiser in advance.

All kind of fixing on the roof, pillar and wall structures is strictly forbidden. The exhibitor is liable for any kind of damage to fair buildings or fairground caused by himself. The two-storey stand structures require a prior permission given by the organiser and proper authorities. The plans for this kind of stand must be presented to the organiser in three copies not later than 30 days before the opening day of the fair. Space rental for the upper level is 50 % of the floor area rental per sq.m.

The deviations from scheduled constructing and dismantling times are charged to the fair constructor 35 €/hour/stand.

## 5. Electricity and electrical work

The organiser is responsible for general lighting in the fair ground. The main supply on the fairground is 400/230 V, 50 Hz. via Extranet or using the particular form included in the exhibition folder, the exhibitor orders from the organiser the electrical supply needed, along with necessary installation work. The electrical installations are the responsibility of electrical installation company appointed by the organiser. After the fair, Lahti Fair Ltd. charges the exhibitor for the connection cost, electrical materials and installation work as well as the missing material owned by the exhibitor. Electrical materials of foreign origin have to comply with the regulations in force in Finland. Connection to the network and disconnection must always be carried out by an electrical installation company appointed by the organiser. Lahti Fair Ltd. is not responsible for any loss or damage to electrical materials. The organiser can not be held liable for possible disadvantages caused by electrical power failure. As an owner, the exhibitor is responsible for the electrical appliances which he has brought along to the stand.

## 6. Water, drainage and compressed air

Water, drainage and compressed air connections shall be ordered from the organiser, either via Extranet or by using the particular form included in the exhibition folder. The exhibitor pays the costs incurred by water and drainage connection and disconnection work as well as costs of water and compressed air consumption.

## 7. Fire precautions and other safety

Regarding fire safety, the general laws and statutes currently in force and the fire safety regulations of the exhibition area must be complied with. The passages to emergency exit must be kept free.

Displaying any devices and appliances possibly jeopardising the fire safety requires a prior permission of proper authorities.

Smoking is allowed in the particular smoking rooms only, not in the exhibition rooms.

Demonstration of machines and instruments must be carried out in compliance with the safety laws and regulations in force.

## 8. Security

The organiser is in responsibility for fire protection and general order within the fairgrounds, but, instead, not for possible damage to goods, structures etc. or for loss of materials.

## 9. Insurances

The organiser has taken a liability insurance for its obligation under the law in force to pay for damage caused by its actions. The amount to which the exhibitor is entitled as a compensation for the damage incurred, is limited to the amount payable by this insurance. The organiser can not be held liable for commercial or consequential damage, such as lost profits or interruption of business operations, incurred to the exhibitor. Correspondingly, the exhibitor is obliged to take and maintain at his own expense the risk insurance covering his own liability for damage. On request, the exhibitor is obliged to present the scope and liability for damages covered by his risk insurance. Further, the exhibitor has to take care of theft, fire or other insurance deemed necessary by himself.

## 10. Demonstrations

The exhibitor is responsible for proper preliminary inspection of movies, video presentations or other audiovisual programs and records to be performed within the organiser's facilities. The exhibitor must also attend to copyright fees regarding music or similar works to be performed at his stand. The presentations must not disturb the stands in the vicinity. The exhibitor must take care of the TV licences for the televisions being used at his stand. Sound volume on the stands is controlled and disturbing performances are interrupted. For demonstrations which are expected to attract a lot of spectators, a room separated with a partition wall from passageways must be provided.

## 11. Telephone, fax, ISDN- and WLAN

The order for the connection to the stand is placed via Extranet or by using the particular form included in the exhibition folder. The organiser submits this order to the operator. The operator will charge for the connecting and operating expenses according to the currently valid price list.

## 12. Passes

During construction and dismantling of the stand, the exhibitor's personnel and subcontractors must bear a pass given by the organiser. This pass must be kept clearly visible all the time. The exhibitors are provided with as many constructor's cards as they need.

The number of exhibitor's cards is determined by the floor area of the stand, 3 pcs/12 sq.m.

Passes for parking on the fair parking area are available free of charge 2 pcs/1 – 40 sq.m. During the fair, additional exhibitor's cards and parking passes are available for extra charge.

## 13. Catalogue information

Exhibitor's name and address along with the exhibits are included free of charge in the alphabetic catalogue of exhibitors. The information will be in Finnish and when necessary in Swedish and English. The exhibitor is responsible for translations needed.

## 14. Buyer's cards

Exhibitors may order for their customers Buyer's Cards entitling to one visit to the fair. After closing of the fair the cards are charged on basis of the number of the cards used, minimum charge for 20 cards, unless otherwise notified.

## 15. General regulation

It is forbidden to spread or distribute newsletters free of charge within the fair area or in its immediate vicinity. The organiser reserves the right to cancel or to postpone the fair in the event that due to Force Majeure the fair can not take place at the given time. Similarly, the right to cancel or postpone apply also to the cases when qualitative targets would, for ex. due to the small number of exhibitors, obviously not be achieved.

Lahti Fair Ltd markets events according to a marketing plan for each event. If the visitor objective is not met, Lahti Fair Ltd does not have any obligation to refund stand rent and cannot be held liable for any other costs incurred by an exhibitor on account of the event.

The Finnish-language version of the terms of participation shall take precedence in any case of interpretations. For both parties, the venue of legal proceedings is Lahti District Court. In signing the registration form, the exhibitor commits himself to comply with these terms of participation together with supplementary terms issued and instructions given by the organiser.