



PRACTICAL INFORMATION FOR SPONSORS AND EXHIBITORS

**EBJIS 2018
6-8 SEPTEMBER 2018
HELSINKI, FINLAND**



1.	GENERAL INFORMATION	2
2.	TIMETABLE	3
3.	VENUE	4
3.1	HOW TO GET THERE.....	4
3.2	EXHIBITION ROOM.....	5
3.3	POWER SUPPLY	7
3.4	BUILDING RESTRICTIONS.....	7
3.5	INTERNET ACCESS	8
4.	STAND MATERIALS.....	8
4.1	SHIPMENT OF STAND MATERIALS	8
5.	PROMOTIONAL MATERIALS.....	9
5.1	ADVERT IN FINAL PROGRAMME	9
5.2	INSERT IN CONFERENCE BAGS	9
6.	REGISTRATION.....	9
6.1	EXHIBITORS	9
6.2	FREE PARTICIPANT/FULL REGISTRATION	10
6.3	REGULAR PARTICIPANT/FULL REGISTRATION.....	10
7.	ACCOMMODATION	10
8.	CONTACT INFORMATION.....	10

1. GENERAL INFORMATION

ORGANISER (Contact for booking of branding, meeting rooms etc. and general questions about the conference)	Organisation: European Bone and Joint Infection Society Conference organiser: CAP Partner Address: Nordre Fasanvej 113, 2. 2000, Frederiksberg Denmark Name: Att: Lea Malling Bernard E-mail : lmb@cap-partner.eu Phone number: + 45 7020 0305
NAME OF THE CONFERENCE	37th Annual Meeting of the European Bone & Joint Infection Society – EBJIS
DATES	6 – 8 September 2018
VENUE PLACE	Finlandia-talo Oy Mannerheimintie 13 00100 Helsinki Finland
CONTACT for the exhibition logistic at the venue	Name: Satu Vesterinen Phone number: +358 9 4024 432 E-mail: satu.vesterinen@finlandiatalo.fi

2. TIMETABLE

Set-up of traditional stands by external decorators	BARE STAND		
	Wednesday, September 5 2018	08:00 am – 9:00 pm	Set up of stands / traditional stands
Set-up of equipped stands by exhibitors	EQUIPPED STAND		
	Wednesday, September 5 2018	09:30 am – 19:00 pm	Set-up of equipped stands by exhibitors
Exhibition OPENING HOURS	Thursday, September 6 2018	08:00 am – 16:30 pm	
	Friday, September 7 2018	08:00 am – 16:30 pm	
	Saturday, September 8 2018	09:00 am – 14:00 pm	
Dismantle	BARE STAND & EQUIPPED STAND		
	Saturday, September 8 2018	14:00 pm – 19:00 pm	
	<i>All stands have to be cleared during this period. Finlandia Hall retains the right to take appropriate action to proceed at the liberation of spaces. Merchandise and installations not cleared by that time will be removed by Finlandia Hall. Finlandia Hall is not responsible for any lost or damaged.</i>		

3. VENUE

The conference is held at:
 Finlandia-talo Oy
 Mannerheimintie 13
 00100 Helsinki
 Finland

3.1 HOW TO GET THERE

Finlandia Hall is located in a park on Töölönlahti Bay in the centre of Helsinki, not far from main bus and railway station and easily accessed from Helsinki Airport. Tram and bus stops can be found right in front of the building.



PUBLIC TRANSPORT: Trams 4 and 10 stop on Mannerheimintie in front of Finlandia Hall (National Museum stop).

TAXIS: Finlandia Hall’s taxi stand can be found on Karamziniranta, in front of the K1 entrance. The K3 and K4 entrances on Karamziniranta have been combined and are clearly signposted by the venue to make them easy to find.

CAR PARKS AROUND FINLANDIA HALL:

Q-Park Finlandia 650 parking spaces	Direct connection with Finlandia Hall by underground walkway during Finlandia Hall’s opening hours. <i>Maximum height : 2.50 /4.50 m</i>
P-Eliel	750 m from Finlandia Hall <i>Maximum height: 2.40 m</i>
P-CityForum	1600 m from Finlandia Hall <i>Maximum height: 2.10 m</i>

3.2 EXHIBITION ROOM

Operating Heights

The international exhibition operating height of 2.50 m applies everywhere in Finlandia Hall, All stands higher than 2.50m must be approved by the conference organizer, please sent the stand too: Mi@cap-partner.eu

The area outside Veranda Hall 1 and 2 cannot be used for exhibitions.

Surface materials

The lobbies of the Main Building and Congress Wing are paved with travertine (limestone). The floors of the Foyers of the Main Building and Congress Wing are covered with a fitted blue-grey loom carpet. The other floors in the Congress Wing are covered with grey fitted carpet.

The floor material in Café Veranda and Veranda Lobby upper floor is black granite. In Veranda Halls the floor material is dark-grey concrete which has been covered with light-grey carpet. **The carpet will not be removed for exhibitions.**

In exhibitions and other events where the carpet is expected to get dirty or will be worn a lot, the carpet must be properly protected. Protection can be ordered from Finlandia Hall Event Coordinator or from another supplier. The surface must be protected according to the instructions.

Protection of surfaces

The exhibition organizer is responsible for protecting the floor surfaces. Finlandia Hall will cover delivery routes to exhibition area with a protective cover.

It is forbidden to attach anything directly to floor surfaces and fitted carpets. The floor must first be protected with a cover and then attach material to the cover. The cover may not be attached directly to the floor by tape or equal.

The exhibition structures must be painted before they are brought to the premises. It's forbidden to handle paints in the exhibition area.

Signs and other material can be hung from poster stands, exhibition stands or similar structures. Fixing exhibition materials on the walls is strictly forbidden. This equals to fixed technical walls in Veranda which has been covered with perforated plate. Using tape that is hard to detach from the floor is forbidden. After the exhibition, all tape must be removed from the floor. The only allowed tape for Veranda carpet is weak-adhesive tape (orange tape).

Hanging things from the ceiling must be agreed upon separately with Finlandia Hall Event Coordinator. There are fixed supporting points on the ceiling which can be used for hanging materials. An elevating platform and a driver can be ordered from Finlandia Hall Event Coordinator. The hanging of the materials must be done by a professional decorator; this is to ensure all security issues are taken into consideration. Finlandia Hall does not provide decoration services.

Delivering and unloading of exhibition materials

Finlandia Hall does not have the facilities for preparing or storing exhibition structures and items.

Exhibition materials may be delivered to Finlandia Hall only when the exhibition is being set up. If the materials are delivered to Finlandia Hall beforehand, a proper storage space for the materials must be rented from Finlandia Hall Event Coordinator. Please contact:

Name: Satu Vesterinen

Phone number: +358 9 4024 432

E-mail: satu.vesterinen@finlandiatalo.fi

The exhibitors ensures that all the materials associated with the exhibition are removed from Finlandia Hall immediately after the exhibition, within the time allowed for dismantling of the exhibition.

Exhibition material to Main Building can be brought by the lift by entrance K5.

The lift for wheelchairs and goods by entrance K5:

- Door height 2.10 m
- Door width 1.10 m
- Cage depth 2.60 m
- Load 1.000 kg.

Exhibition material to the Congress Wing can be brought through entrance O on the Helsinki City Museum side. Door height 2.00 m and width 2.40 m

The use of entrances and lifts must be agreed with Finlandia Hall Event Coordinator. Please see page 2 for contact details.

Waste management and cleaning

Finlandia Hall takes care of the general cleaning of the exhibition premises. Exhibition stand cleaning will be charged separately and it must be booked at latest 21 days before 6 September 2018. Cleaning of the stands includes wiping and/or vacuuming the floor or free table surfaces, emptying of the waste bins and removal of the waste.

The exhibitor must take care that during the set-up and dismantling of the exhibition there is a sufficient number of waste containers and roller cages for cardboard in the exhibition area. The exhibitors must deliver their waste to refuse sacks and on the waste platform. The exhibitor is responsible for the removal of the construction and exhibition waste. Any waste left for Finlandia Hall to take care of will be charged separately.

Finlandia Hall organizes recycling sets for set-up and dismantling of the exhibition. Also a waste skip can be arranged With Finlandia Hall. Finlandia Hall is committed to ISO 14001 environmental program and therefore we also expect our clients to follow it.

Fire safety

The exhibitor must take care of fire safety of the exhibition and construction materials. Fire-safety certificates on exhibition materials must be presented to Finlandia Hall Security Manager.

Construction materials:

- The carpet must be fire-resistant, class L
- The materials used at the stand need to be fire-classified, class SL-1, or they must be flame-proofed.
- Flame-proofing must be certified in writing.
- All material that doesn't have SL-1 classification must be flame-proofed and they must be reported to the exhibition organizer. A certification of fire-proofing must be presented to fire authorities upon request.

The exhibition stand must not be located in front of an emergency exit and the exit must not be covered with fixed or heavy structures. The exit must always be free and available for use. Finlandia Hall Security Manager or fire inspector may order the stand to be removed before the exhibition opens. More information on fire safety from Helsinki City Rescue Department, phone +358 9 393 6400.

3.3 POWER SUPPLY

Every exhibition stand has a 1.5 kW (7A/230V) electric plug. If you require additional power supply, please contact:

Paul Franzén

Phone number: +358 41 537 0101

E-mail: paul.franzen@wsexpogroup.fi

Website: <http://wsexpogroup.fi/?lang=en>

Electricity and telephone installations (lights, power supply and telecommunications links) must be ordered on order forms (2 copies). Finlandia Hall Event Coordinator will provide the order forms. These forms must be returned to the Technical Manager at Finlandia Hall no later than 16 August 2018. For orders made later than 21 days before the exhibition Finlandia Hall reserves right for 50% surcharge.

All orders will be charged from the exhibition organizer. All other exhibitor-billing addresses must be agreed with Finlandia Hall Event Coordinator and there is a separate billing fee.

3.4 BUILDING RESTRICTIONS

General instructions

Finlandia Hall cannot be held responsible for any damage caused to the property of exhibitor or any third party during installing, exhibition or dismantling.

Exhibition stands may not be covered due to the automatic sprinkler system.

The floor loading is max. 400 kg/m². The weight of the exhibition structures and items must be evenly distributed.

You can book shell scheme and stand materials from the exhibition builder WS Expo Group. The stands can be tailored at your own cost according to your needs. If you are interested in ordering additional furniture, customized stand constructions or other structures, please contact:

Paul Franzén

Phone number: +358 41 537 0101

E-mail: paul.franzen@wsexpogroup.fi

Website: <http://wsexpogroup.fi/?lang=en>

Order forms: [Press this link](#).

3.5 INTERNET ACCESS

FinlandiaHall (no password needed).

Catering

Catering must be ordered via Finlandia-restaurant. For any information, please contact them:

Maija Syvänen

Sales Consultant

Finlandia-restaurant Mannerheimintie 13 e, 00100 Helsinki

Tel + 358 (0)400 717 104

maija.syvanen@finlandiatalo.fi

www.finlandiatalo.fi

4. STAND MATERIALS

4.1 SHIPMENT OF STAND MATERIALS

DSV Solutions A/S is appointed as the official logistics partner at EBJIS 2018.



Henrik Glendorf

Tel.: + 45 43 20 38 53

E-mail: expo@dk.dsv.com

Following information are available on the EBJIS website:

Please click here for:

- [Shipping instructions](#)
- [Handling tariff](#)
- [Shipping labels](#)
- [Bag insert labels](#)

5. PROMOTIONAL MATERIALS

5.1 ADVERT IN FINAL PROGRAMME

an advert in the final programme, please send a pdf copy to the conference secretariat: Lea Malling Bernard at E-mail: lmb@cap-partner.eu

Deadline: 1 August 2018

For Platinum and Gold Partners one full page colour advertisement is included in the partnership package.

Advert specifications:

Full page: border-to-border, 170 mm (w) x 240 mm (h) (+ 3 mm bleed, cropmarks)

5.2 INSERT IN CONFERENCE BAGS

If you have booked a insert in the conference bags, please send it directly to the venue please mark your inserts with EBJIS 2018.

Finlandia-talo Oy

Mannerheimintie 13

00100 Helsinki

Finland

Deadline for receipt of inserts: 4 September 2018 at the latest.

For Platinum Partners one insert is included in the partnership package.

6. REGISTRATION

6.1 EXHIBITORS

Each exhibiting company has two free exhibitor registrations per 9-sqm stand.

Please sent name, country and email to the conference secretariat:

Amina Von Eitzen, ave@cap-partner.eu

If you wish to register additional exhibitors the registration fee is € 155 per person (incl. 24% VAT). The maximum total number of exhibitor badges per company (free + paid) may not exceed 4 badges.

6.2 FREE PARTICIPANT/FULL REGISTRATION

(incl. in Platinum, Gold and Silver Partnerships)

Please forward the name, institution, country and email to the conference secretariat:

Amina Von Eitzen, ave@cap-partner.eu

6.3 REGULAR PARTICIPANT/FULL REGISTRATION

Please use the online [registration here](#).

Deadline for company registrations: 20 August 2018

7. ACCOMMODATION

CODAN CONSULTING has been appointed the official hotel booking agent for the EBJIS 2018 and will be happy to assist you with your hotel reservation or other related arrangements. Hotel rooms of different categories at reduced rates are available for the participants at EBJIS 2018.

Please contact Codan Consulting directly:

Codan Consulting
Provaznicka 11
110 00, Praha 1
Czech Republic

Tel: +420 251 019 366
Fax: +420 251 019 361
Email: info@codan-consulting.com
Contact person: Michaela Srbova

8. CONTACT INFORMATION

For questions regarding partnership and exhibition, please contact:

Jesper Laier, Sales Manager
E-mail: Mi@cap-partner.eu
Tel: +45 70 20 03 05