



EICF EURO Seminar 2019

Lectures & Suppliers Exhibition

“Alloy Melting and Pouring – Best Casting Practice”

By European Investment Casters' Federation
in cooperation with the Association of Finnish Foundry Industry

20 - 21 May 2019

Exhibitors Manual

Issue 2



PREFACE

This manual provides Exhibitors with information and details about the scope of services and accessories available for the exhibition to be carried out at Scandic Marina Congress Center, located at Helsinki

The format of the exhibition is "Table Top" within the established spaces (Fennia 2 Foyer; Nordia Foyer & Nordia Room , in addition an area for Posters presentation (Nordia Room) has been prepared.

- 1.- Table Top Configuration & Scope
- 2.- Poster Session Configuration & Scope
- 3.- Time-table for setting up of the Table Tops/ Posters and dismantling
- 4.- Exhibition Lay Out
- 5.- General Instructions for Exhibitors
- 6.- Venue address and contacts
- 7.- Extra services offered to Exhibitors by Marina Congress Center
- 8.- Exhibitors Badge
- 9.- Insurance
- 10.- Security
- 11.- Exhibition data forms

VENUE : MARINA CONGRESS CENTER - FLOOR 2

Marina Congress Center
Katajanokanlaituri 6,
00160 Helsinki,
Finland



ANY POINTS NOT COVERED IN THIS
MANUAL, OR FOR GENERAL ENQUIRIES, PLEASE
CONTACT julieboyce@eicf.org

1.- Table Top Configuration & Scope

Each Table top exhibition consists of :

- 1 Table 70 x 140 mm
- 1 Table cloth to cover table
- 2 Chairs
- 1 earthed electricity outlet with 3 sockets 10A max (1 kW)
- 1 Name Board

The below photo illustrates the configuration



Portable display stands and foldable exhibition equipment , must be located behind the table top, allowing full corridor clearance for the circulation of delegates

Should you need any additional elements of structural nature please contact :
<http://wsexpogroup.fi/?lang=en>

There are three exhibition areas within the second floor of Marina Congress Center

- Fennia 2 Foyer
- Nordia Foyer
- Nordia Room

Refreshments, coffee and lunches are planned to take place within the exhibition areas and therefore buffet stations and tables shall be placed within the areas.

2.- Poster Session Configuration & Scope

The Poster Session shall be held within the Nordia Room, where a Posters Area has been established.

Poster companies are responsible for supplying printed material within the poster size defined dimensions and to affix it to the Poster Board . (Poster is fixed with pins)

Scope for each poster : 1 Poster Board

Dimensions :

- Height 205 cm
- Poster Area : Pin Board width 95 cm x 128 cm.(Poster Size)

Poster exhibitors are responsible for having the posters area ready by the time exhibition is opened.



3.- Time-table for the setting of the Table Tops / Posters and dismantling

TIMETABLE

EXHIBITION GENERAL TIMEFRAME

	MONDAY 20	TUESDAY 21	
8:00		REGISTRATION	8:00
8:30			8:30
8:45			8:45
9:00		EICF SEMINAR SECTION I	9:00
9:15			9:15
9:30			9:30
9:45			9:45
10:00		EXHIBITION & COFFEE BREAK	10:00
10:15			10:15
10:30			10:30
10:45			10:45
11:00		EICF SEMINAR SECTION II	11:00
11:15			11:15
11:30			11:30
11:45			11:45
12:00			12:00
12:15			12:15
12:30			12:30
12:45			12:45
13:00		EXHIBITION & LUNCH	13:00
13:15			13:15
13:30			13:30
13:45			13:45
14:00	EICF BOARD MEETING	EICF SEMINAR SECTION III	14:00
14:15			14:15
14:30			14:30
14:45			14:45
15:00			15:00
15:15		EXHIBITION & COFFEE BREAK	15:15
15:30			15:30
15:45			15:45
16:00	EICF ANNUAL GENERAL MEETING	EICF SEMINAR SECTION IV	16:00
16:15			16:15
16:30			16:30
16:45			16:45
17:00			17:00
17:15			17:15
17:30		SEMINAR CLOSURE	17:30
17:45			17:45
18:00			18:00
18:15			18:15
18:30			18:30
18:45			18:45
19:00			19:00
19:15			19:15
19:30			19:30
19:45			19:45
20:00	CONGRESS CENTER EXHIBITION ASSEMBLY	EICF SEMINAR DINNER	20:00
20:15			20:15
20:30			20:30
20:45			20:45
21:00			21:00
21:15			21:15
21:30			21:30
21:45			21:45
22:00			22:00
22:15			22:15
22:30			22:30
22:45			22:45

**Coffee Breaks and Lunches at Exhibition Area*

EXHIBITION EXHIBITORS & POSTER SESSION SET UP

Exhibitors must set up their Table Top decoration during early morning of Tuesday 21 of May 2019 , between 7:30 to 10:00 h.

Poster Session speakers must set up their Poster Assembly during early morning of Tuesday 21 of May 2019 , between 7:30 to 10:00 h.

EXHIBITION & POSTER SESSION OPENING

Exhibitors and Poster Session exhibitors must have Table Top and Posters ready for Exhibition opening at 10:00 h on Tuesday 21 of May 2019.

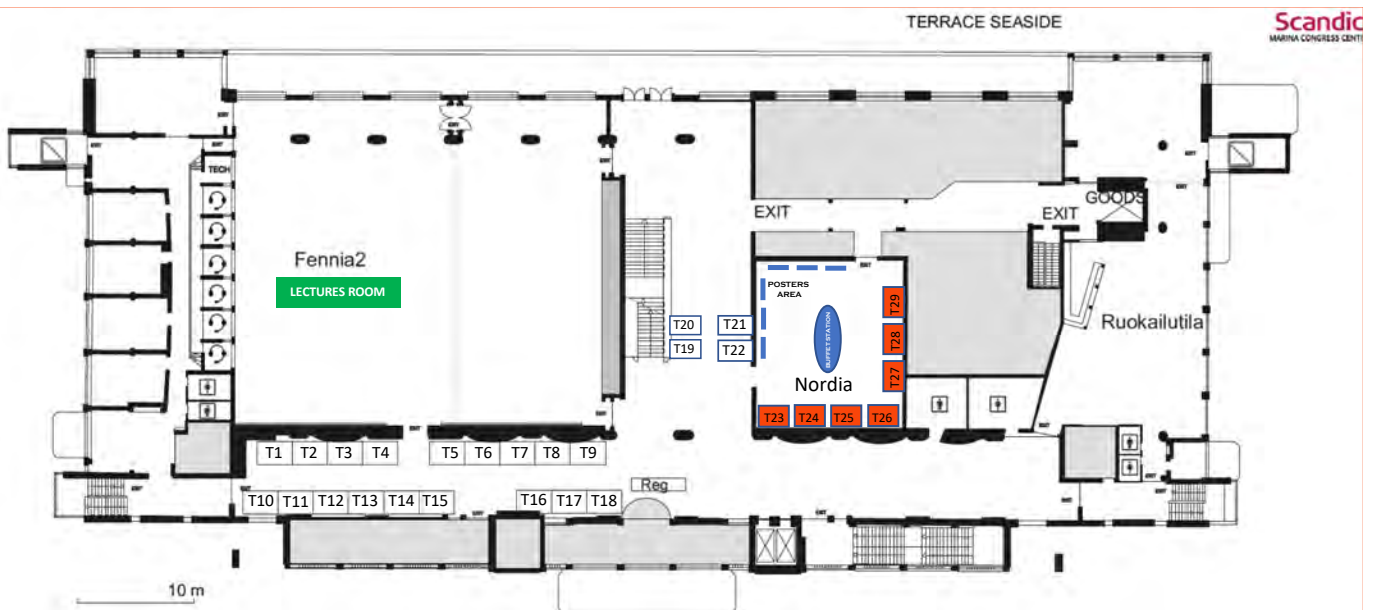
EXHIBITION & POSTER SESSION DISMANTLING

Exhibitors and Poster Session exhibitors must have Table Top and Posters dismantled by Tuesday 21 of May 2019 starting from 16:45 h.

4.- Exhibition Lay Out

Venue
Marina Congress Center
<http://marinacongresscenter.com/fi>

SECOND FLOOR



5.- General Instructions for Exhibitors

MARINA CONGRESS CENTER INSTRUCTIONS FOR EXHIBITORS

Scandic

1 (2)

MARINA CONGRESS CENTER (MCC) INSTRUCTIONS FOR EXHIBITORS

Exhibiting and stand construction

The exhibitor will be responsible for the erection, fitting and dismantling of his stand. The times for setting up and dismantling agreed with the organiser concern all exhibitors.

Approval must be obtained from MCC in advance for the following:

- the location of any object weighing more than 400 kg
- structures and fittings higher than 250 cm

No exhibits or publicity products may be mounted on the floor, walls, ceiling or columns. The exhibitor will be liable for any damage caused by him to the building or the exhibition area.

Raised floors, special structures and overhead decks, and the use of carpet tapes must be negotiated with MCC. Carpet and wall tapes must be removed after the event.

The time and place of any sawing, planing or polishing must be agreed with MCC.

Painting is prohibited on the exhibition stand.

The displaying of motor vehicles must be agreed in advance with MCC.

Dismantling of stands is allowed after closing the exhibition. Any garbage and material are not allowed to leave in the stands. The goods and material deliveries afterwards must always be agreed with Conference host/-ess or Floor Assistant. The garbage will be removed by exhibitor to the point shown for this purpose. The exhibitors must ensure the exhibition carpets are carried out. The carpets are hazardous waste and Marina Congress Center will charge starting from 100 € / carpet if the carpet is left at the Marina Congress Center for further treatment.

Catering services

Scandic Hotels Oy/Marina Congress Center has exclusive catering rights.

Exhibitors may not serve any products brought to the stand themselves apart from their own company's sweets with the company logo.

The catering services will be ordered in advance from MCC Sales Department.

Please contact: tel +358 9 16661 (dial 3)

e-mail sales.marinacongress@scandichotels.com

Transport and storage

MCC has a loading dock and platform adjoining the goods lift. The internal dimensions of this service lift are as follows: door width 2500 mm, door height 2250 mm, lift depth 3600 mm. The carrying capacity of the lift is 5000 kg.

As a rule, MCC has no storage facilities for incoming exhibition goods or other materials.

In case material and goods will be delivered before the event, dates and times must be negotiated with MCC.

The shipment must include following information:

Marina Congress Center

The name and date of event

The receiver/contact person of exhibitor and mobile number

Katajanokanlaituri 6 FIN-00160 HELSINKI

2 (2)

The exhibitor will be responsible for the reception, unpacking and storing of his goods and for their removal after the exhibition.

Cleaning MCC is responsible for the general cleaning of the exhibition areas. Cleaning includes vacuuming/cleaning the floor and emptying litter basket. Exhibitors can, however, agree with MCC about cleaning for the fee stated in the current tariff.

Fire precautions and other safety measures

MCC is equipped with an automatic alarm and sprinkler system. Written permission must be obtained in advance for any work with a naked flame. The person conducting any unauthorised work will be liable for any damage caused. The current fire safety regulations and legislation must be observed at all times. Permission must be sought in advance from the fire authorities for the use of any equipment carrying a fire risk. The legislation and regulations on fire safety must be observed at all times.

The exhibitor must pay special attention to the following safety aspects:

- emergency exits
- fire safe building materials: carpets, textiles
- inflammable liquids or combustible gas, which may not as a rule be stored or used in the building
- the location of smoke and heat detectors and sprinkler nozzles
- open fire
- safe storage of material

Electric power supply and electrical installations

MCC is responsible for the general lighting of the exhibition areas. The main electricity supply is alternating current at 220/380 V, 50 Hz. The exhibitor must order the electricity and any electrical installations required from MCC. MCC will not be responsible for any damage caused by a power failure. The exhibitor, in his capacity as owner, will be responsible for any electric appliances he has brought to the stand.

Security MCC is responsible for fire protection and general order, but not for any damage to or loss of goods, structures or other materials on the stands unless a separate security agreement is made with MCC.

Insurance The exhibitor must take out any liability and goods insurance he deems necessary at his own expense. MCC will not assume any responsibility for property stored or left on the premises unless a separate security agreement has been made with MCC.

The insurance policies held by MCC cover any damage caused to a third party by the actions of MCC's own employees or by any MCC devices or buildings.

Official and other permits

The organisers of exhibitions and exhibitors must obtain any official permits required at their own expense.

Under the Copyright Act, the exhibitor must pay the copyright fees for any music performed by him on his stand.

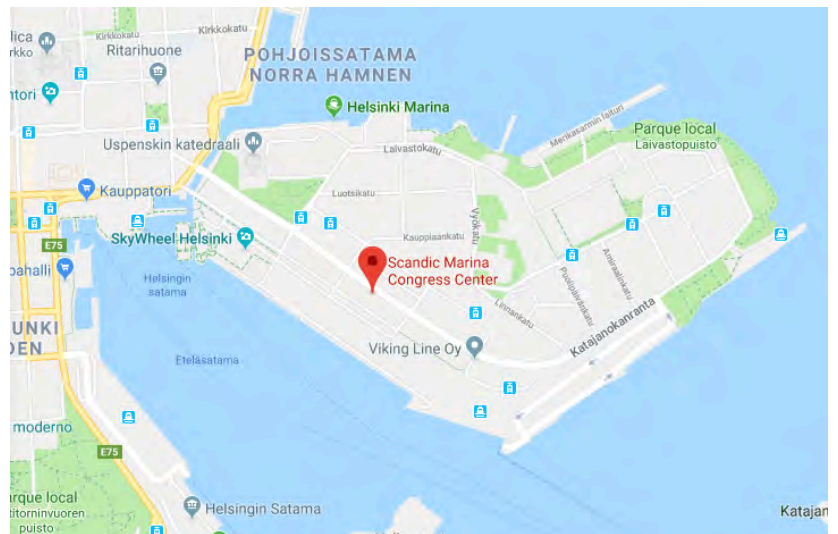
Direct sales are permitted on the stand only by special agreement.

Badges Exhibitors must be badged also during setting up and dismantling days. Badges can be fetched from MCC Information Desk, 1st floor if not otherwise agreed with organiser.

6.- Venue address and contacts

Marina Congress Center

Katajanokanlaituri 6,
00160 Helsinki,
Finland



Should you need any additional data (goods shipment or storage) or any other information from the Congress Center you can contact (referring to the EICF Seminar 21 of May 2019)

Julia Packalén
Tapahtumakoordinaattori
Scandic Grand Marina, Marina Congress Center

Scandic

Call +358 (0) 9 4272 2521

E-Mail sales.helsinki@scandichotels.com

Web scandichotels.fi

7.- Extra services offered to Exhibitors by Marina Congress Center

Should Exhibitors might require additional items or services outside of the identified scope please refer to the Congress Center as per the below list of products or services

Scandic

PRICE LIST FOR EXHIBITIONS 2019

Scandic Marina Congress Center

CATERING FOR THE EXHIBITION STANDS

Scandic Marina Congress Center retains exclusive right to provide catering within the facilities.

Exhibitors are not allowed to serve any own products at the stands.

Coffee / tea will be charged based on consumption.

All opened bottles will be charged for.

Food products and orange juice will be charged as pre-ordered.

BEVERAGES

Coffee / tea	12,70 € / liter
Smoothie	4,30 € / bottle (0,25l)
Novelle still water (minimum order 24 bottles)	3,50 € / bottle (0,5l)
Novelle mineral water (minimum order 24 bottles)	3,50 € / bottle (0,5l)
Novelle plus drink (minimum order 24 bottles)	3,50 € / bottle (0,5l)
White wine (Fattoria di Vaira Bianco Organic Bio Vegan)	43,00 € / bottle (0,75l)
Red wine (Fattoria di Vaira Rosso Organic Bio Vegan)	43,00 € / bottle (0,75l)
Sparkling wine (Maschio dei Cavalieri Prosecco Extra Dry)	41,50 € / bottle (0,75l)

FOOD

Something salty

Parrots Nuts 'n' Berries 55g bag (minimum order 10 portions)	3,50 € / portion
Taffel potato crisps 35g bag (minimum order 35 portions)	1,60 € / portion
Smoked ham pie (about. 3x3cm, minimum order 20 pieces)	3,00 € / piece
Cheese and spinach pie (about. 3x3cm, minimum order 20 pieces)	3,00€ / piece
Reindeer in rieska wrap (minimum order 20 cocktail wraps)	3,60 € / cocktail wrap
Cold-smoked salmon in rieska wrap (minimum order 20 cocktail wraps)	3,60 € / cocktail wrap
Blue cheese petit chou (minimum order 20 pieces)	2,60 € / piece
Smoked salmon petit chou (minimum order 20 pieces)	2,60 € / piece
Cheese plate 1 kg	61 € / kg
Salt sticks and crisps	21,00 € / kg

Something sweet

Whole fruit	1,00 € / piece
Fruit salad (minimum order 20 portions)	2,50 € / portion
Alpen bar (fruit, chocolate or nuts, minimum order 50 pieces)	1,00 € / piece
Fazer wrapped chocolates	20,00 € / kg
Fazer Marianne wrapped sweet	20,00 € / kg
Fazer Suffeli bar (minimum order 80 pieces)	1,00 € / piece
Fazer Geisha bar (minimum order 35 pieces)	1,50 € / piece
Fazerina bar (minimum order 35 pieces)	1,50 € / piece
Macaroons 2 pieces	4,90 € / 2 pieces
Brunberg's kisses (selection of flavours)	1,00 € / piece
Vanilla ice cream pop stickle (minimum order 36 pieces)	1,60 € / piece

FURNITURE & TECHNIQUE

Chair	10 € / item
Table 45 x 125 cm	20 € / item
Table 70 x 140 cm	20 € / item
High table, diameter 60 cm	20 € / item
Bar stool	15 € / item
Table cloth	10 € / item
Poster stands (95cmx128cm, 68cmx108cm)	45€ each / event
Plasma monitor LCD screen 47 " with stand	250 € each / day (electricity needed)

ELECTRIC SUPPLY

Power supply 10A (standard) max 1kW (1 x 16A)	125 € / unit
Power supply 16A max 3kW (1 x 16 A)	175 € / unit
Power supply 3 x 16A max 10 kW	275 € / unit
Power supply 3 x 32A max 16 kW	425 € / unit
Power supply 3 x 63A max 39 kW	665 € / unit
Additional extension cord / Power supply 10A	25 € / unit

STAIR TAPING

To add visibility for your services/ products, we offer a possibility to buy advertisement space in the stair case.

Exhibitors are responsible for taping and removing the tape themselves.

Stairs must be left clean, otherwise extra cleaning will be charged.

Stair area, max 13 m²

Stairs 32 steps

Attachment area: width 336 cm, height 13 cm +/- 1 cm

Price 8 € / stair

All stairs 250 € (32 steps)

Prices include VAT.

We reserve the rights to make changes in prices. Charge for the delayed orders is +20 %

Orders will be made in the Internet, we will send a link for your event's orders.

Exhibitors will get a written confirmation by email for their orders. All exhibitors will be asked to register at the information desk, 1st floor on arrival, when also all the orders should be paid for.

If you have an invoicing agreement with Scandic, please inform it on the "address" field. We will charge 15€ invoicing fee.

For more information:

Scandic Marina Congress Center

tel: +358 (0)9 16661 (dial 3)

sales.marinacongress@scandichotels.com

To order additional furniture / telecommunications / catering :

https://www.lyyti.fi/reg/EICF_Euro_Seminar_2019_2298

8.- Exhibitors Badges

Exhibitors' badges shall be available from the organizers at the SEMINAR registration desk. Please indicate FULL names of Table Top personnel on Form 2, whether "Delegates" or "Exhibitors only"

9.- Insurance

You are strongly advised to take out insurance to cover any loss or damage to the Table Top you are hiring and to cover public liability. EICF will not be responsible for any damage or injury howsoever caused.

10.- Security

Marina Congress Center has its own security associated to the event.

11.- Exhibition data forms

The Manual includes three forms.

- **Form 1:** Asks for information for your company's Name Board.

*Please return this form to Julie Boyce at the latest by **30th March 2019** to ensure that your name is correctly displayed on the board.*

- **Form 2:** Asks for the designation of Delegates & Exhibitors Only associated to the table

*Please return this form to Julie Boyce at the latest by **30th March 2019** to ensure that your name and designation is correctly displayed on the Badges, this should be returned by all exhibitors.*

- **Form 3:** Asks for payment details

THESE FORMS SHOULD BE RETURNED BY ALL EXHIBITORS TO JULIE BOYCE BY 30th March 2019.

ORDER FORM 2 : ID BADGES

For Table Top personnel please identify those attending the Seminar as delegates, and those attending the exhibition as "exhibitors only". Refreshments and lunches are available as per Seminar agenda

Please fill in the names of your Table Top personnel and return to EICF to enable badges to be produced.

PLEASE INDICATE ANY SPECIAL DIETARY
REQUIREMENTS.....

TABLE TOP PERSONNEL

Full Delegate
Name.....

Exhibitor only
Name:.....

Full Delegate
Name.....

Exhibitor only
Name:.....

NB: Details about the Welcome Reception and Seminar dinner are given in the Event web site

<https://www.eicf.org/events/helsinki-2019/welcome/timetable-agenda/>

**PLEASE RETURN YOUR COMPLETED ORDER FORM 2 AND FORM 3
PAYMENT to by 30th March 2019:**

EICF SECRETARIAT

Julie Boyce
Holly Cottage
Gorcott Hill,
Beoley,
Redditch,
B98 9EW
UK

Tel: +44 (0) 1564 743077
Fax: +44 (0) 1564 742080
Email: julieboyce@eicf.org

FORM 3: PAYMENT

Payments can only be accepted by DIRECT BANK TRANSFER or by CREDIT CARD.

Card Number (Please fill in below) State VISA / MASTERCARD

Card Expiry Date:/...../.....

Security No:

Signature:

.....

Name as it appears on the card:

.....

Table Top number:

.....

Company:

.....

Address:

.....

.....

EICF SECRETARIAT

Julie Boyce
Holly Cottage
Gorcott Hill,
Beoley,
Redditch,
B98 9EW
UK

Tel: +44 (0) 1564 743077
Fax: +44 (0) 1564 742080
Email: julieboyce@eicf.org

EICF – Santander UK Plc (EURO ONLY)	
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IBAN	BIC
GB43ABBY09022210575824	ABBYGB2L