

WELCOME TO TAMPERE HALL AS AN EXHIBITOR!

EVERTIQ EXPO 26.3.2026

EXHIBITION ORGANIZER'S CONTACT PERSON

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CONTACT PERSON TALO EVENTS, AT VENUE TAMPERE HALL

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EXHIBITION BUILD-UP AND DISMANTLING TIMES

- Build-up March 25 from 4 pm to 7 pm
- Dismantling March 26 from 4 pm to 6 pm

For alternative build-up and dismantling times, a charge may apply and must be arranged in advance with the exhibition organizer and Talo Events contact person.

EXHIBITION OPENING HOURS

- 26 March from 9am to 4 pm

VENUE WLAN

- TampereHall, password: customernet

ORDERING EQUIPMENTS FOR EXHIBITION BOOTHS

Exhibitors can rent furniture, cleaning services, electrical connections, or fixed internet connection for their booths at Tampere-talo. Orders are placed through the extranet service with the event key.

www: <https://orders.tampere-talo.fi/>

Event key: Evertiq26

Please note that the booth package includes the following; these do not need to be ordered separately:

- One table (cm, Length x Width x Height): 150x50x72
- One white table cloth
- One electrical power outlet
- The system requires login for the first time, where you create your own credentials. With these credentials, you can log in again to change your order or make additional orders.
- The prices in exhibition order tool include the value-added tax. More information about the products to be ordered can be obtained from Tampere Hall contact person.



The final order date at the regular price is 10 days before the event. Orders made after this date will have an increased price +30%, if delivery is possible. The site for orders closes 3 days prior to the event. On-site inquiries for exhibition equipment are possible, but availability is not guaranteed.

- NOTE! Services related to hanging must be ordered **30 days** before the first construction day from Tampere Hall contact person.

CATERING AT EXHIBITION STAND

Catering for exhibition booths is ordered from the Tampere Hall restaurant, which has the exclusive right to sell alcohol and food products in our premises.

Food and beverage orders: Tampere Hall Restaurant ravintola@tampere-talo.fi
 Tampere Hall: [Pre-order catering for exhibition stands \(lyyti.fi\)](https://www.tampere-talo.fi/en/pre-order-catering-for-exhibition-stands)

DELIVERY AND SHIPMENTS

Exhibition goods can be sent/delivered to Tampere Hall no earlier than one day before the event build-up starts. Shipments must be labeled correctly:

Tampere-talo Oy / goods reception D-door
Viinikankatu 2 D, 33100 Tampere, Finland
Evertiq Expo and exhibition booth name and number.

If needed, you can include "Valvomo" as the contact person and "03 2434 111" as the phone number, puhelinvaihde@tampere-talo.fi.

- The driver must check in at the Door D "valvomo" upon arrival to get further information.

- **Label each shipped packages with** the event name, exhibitor company/booth number, company contact person name and number and the number of packages in the shipment.
- **Tampere hall does not accept shipments sent at other times** or store them, nor does it pick up packages from the post office.
- Forklift services must be ordered in advance, and the service is charged at 120 €/h, 0 % vat (including the driver) **14 days** before the first construction day.

Booths must be cleared and outgoing goods collected within the dismantling time.

- **Outgoing packages must be labeled with** contact person's name and number, pickup company name, quantity of packages, attach transport documents on top of the shipment. *(This is absolutely necessary.)*
- The pickup address is the same as the delivery address (above).
- Tampere Hall does not have storage spaces for exhibitions or other shipments.
- Tampere Hall is not responsible for storing goods left in the venue or for sending them further.

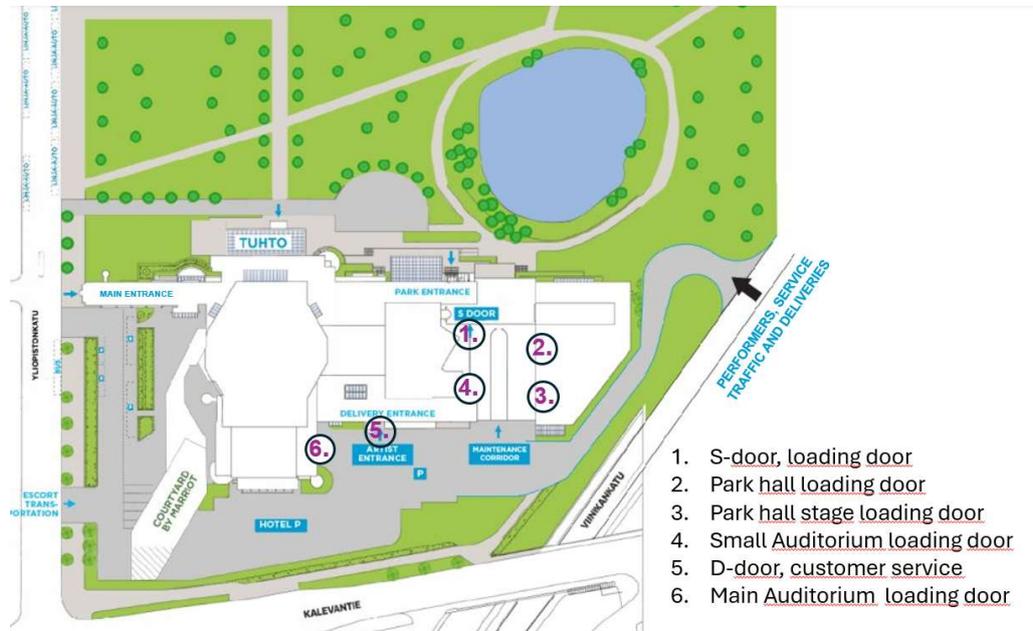
TAMPERE HALL CUSTOMER SERVICE

During construction and dismantling times, Tampere Hall customer service staff is available to assist exhibitors. Transport trolleys are available to borrow.

ARRIVAL



Access to exhibition area during construction and dismantling is through the S-door and overhead doors of Park Hall. Address Viinikankatu 2. Parking for short-term unloading is available near the S-door loading gate. After unloading, the car must be moved immediately to a paid parking area. More detailed information can be found at <https://www.tampere-talo.fi/en/visitors/arrival/>



EXHIBITION AREAS

Details of reserved areas for the exhibition are provided, including structure heights, electrical connections, and floor materials for various halls.

SORSAPUISTOSALI / PARK HALL, 1ST FLOOR

- Structure height low part 2500 mm, high part 5000 mm
- Electrical connection 63A 400V
- Floor material covered concrete
- Total area 1.320. m²
- Water, compressed air, microphone, and speaker connections
- Maximum permitted floor load at a height of 7000 mm is 1000 kg/m², under the balcony 400 kg/m²

ENTRANCE TO SORSAPUISTOSALI / PARK HALL, 1ST FLOOR

- Tampere hall's Sorsapuistosali / Park Hall is a separate building with covered access to the main building. During construction and dismantling, access to the hall is directly via the courtyard area.
- Cars can be driven to the loading doors (covered area) for short-term unloading. After unloading, the car must be immediately moved to the parking area.
- Car entry is prohibited.

- During construction and dismantling, a Tampere hall customer service staff is always present to assist in case of any issues.
- Overhead doors w 4800 x h 4400 mm

EXHIBITION TERMS / GENERAL INSTRUCTIONS

INSURANCE

Tampere Hall recommends that every exhibitor take out insurance against theft, damage and fire for his own exhibits for the duration of assembly, exhibition and dismantling. Tampere Hall Ltd disclaims all responsibility for the disappearance or damage of exhibits. It is suggested that exhibitors contact their own insurance companies regarding exhibition insurance.

OFFICIAL AND OTHER PERMITS AND LICENCES

The organizer of the exhibition is responsible for obtaining any licences or permits required by the authorities and rights for the public exhibition of works covered by copyright law.

FIRE SAFETY

Fire safety regulations prohibit the use of spaces between exhibition stands or between stands and walls for storing objects. Exits and fire stations must be kept clear. The minimum width for passageways is three meters. Vehicles in the interior area of the Hall shall if possible, have their ignition disconnected or the cables disconnected from the battery. The use of naked flames is forbidden. Naked flames are considered to be produced by devices such as hot-air blowers, gas stoves, gas burners, oil lamps, candles and the like. The use of indoor tents or sheds require permission from Tampere Hall.

CONSTRUCTION INFORMATION

Assembly and dismantling times

The times for the assembly and dismantling of stands are stated in the event-related instructions. Assembly and dismantling at any other times is subject to a separate charge and prior agreement with Tampere Hall. Exhibitors are responsible for informing subcontractors about assembly and dismantling times. The stand must be designed and constructed in such a way that the structures are prefabricated before being carried into Tampere Hall. Painting and welding in the exhibition area are prohibited. Assembly must be carried out without causing any disturbance to neighbouring stands or encumbering the passageways.

Construction heights and attachment of structures

The permitted heights of stands are stated in the Extranet. It is not permitted to construct two-story or roofed stands without separate permission. It is prohibited to attach anything to walls or pillars. Hanging objects from roof structures requires prior agreement. Light adhesive tape should be used for attaching mats and must be removed by the exhibitor or constructor on dismantling the stand. Any cleaning expenses incurred for the removal of adhesive will be charged to the exhibitor.



PARKING, VEHICLE ACCESS

Exhibitors are permitted to drive into the courtyard of Tampere Hall only for loading and unloading operations of brief duration. It is prohibited to park or store transport vehicles in the courtyard. There is paid parking available in the immediate vicinity of the Hall for exhibitors and customers in the following locations: Tampere Hall's car park is located on the other side of Kalevantie Road. There are indoor car parks in Tullinaukio Square and on the corner of Pinninkatu and Åkerlundinkatu. Driving directions are available at <https://www.tampere-talo.fi/en/visitors/arrival/>

DELIVERIES AND FORWARDING

Tampere Hall is not responsible for the reception, unloading, storage or post exhibition forwarding of goods. Goods may be delivered to Tampere Hall only at the assembly times agreed with the exhibition organizer. Deliveries must be marked with the names of the exhibition, the exhibition assembly company and the contact person in that company, and the number of the stand. Goods still remaining in the exhibition area after the end of the agreed dismantling time will be transported by Tampere Hall's forwarding agent to its own storage facility at the expense of the exhibitor.

REFUSE COLLECTION AND DISPOSAL

During assembly and dismantling, the exhibitors or stand constructors are responsible for collecting and sorting into waste disposal bags any refuse produced by them and taking the bags to a designated waste collection point in the exhibition area. There are waste collection points for the following categories of waste: paper, cardboard, other combustible waste, miscellaneous waste and, if needed, biodegradable waste. The exhibitor will be charged for expenses incurred by the Hall for the disposal of unsorted waste from stands and of stand structures and mats left behind after the exhibition.

CLEANING

Tampere Hall Ltd is responsible for the cleaning of passageways and public areas. Cleaning for stands may be ordered separately. Stand cleaning includes vacuuming the floors every morning for the duration of the exhibition before the public is admitted. Cleaning in Tampere Hall is performed by SOL Palvelut Ltd.

ELECTRICAL CONNECTIONS, WATER, DRAINS AND COMPRESSED AIR, LIFTING SERVICE

The rental charge for exhibition space includes general lighting. Tampere Hall's Exhibition Technical Department is in charge of the electricity supply for stands. Lighting, electrical connections and night lighting for individual stands can be ordered in advance. Installations required by exhibitors must be limited to the actual stands and must be within the power requirements ordered for the stand. Lifting service and the delivery and positioning of heavy exhibits must be agreed on in advance at the latest **30 days** before the first construction day.

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