EXHIBITION GUIDELINES

INTRODUCTION
Thank you for joining us in Helsinki! We are committed to work with you to ensure you get a rewarding experience for you, your company and your visitors.

This manual provides essential information regarding the exhibition in Helsinki. We invite you to read this carefully and contact us in case you should have any questions.

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Congress organiser:</th>
<th>Society for Environmental Toxicology and Chemistry Europe vzw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person:</td>
<td>Barbara Koelman (<a href="mailto:barbara.koelman@setac.org">barbara.koelman@setac.org</a>) Tel: + 32 2 772 72 81</td>
</tr>
<tr>
<td>Venue:</td>
<td>Messukeskus Southern Entrance Messuaukio 1 00520 Helsinki - Finland</td>
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<tr>
<td>Contact information:</td>
<td>Customer service (<a href="mailto:customer.service@messukeskus.com">customer.service@messukeskus.com</a>) Tel: +358 40 450 3250</td>
</tr>
<tr>
<td>Deliveries:</td>
<td>It is possible to deliver goods to Messukeskus well before the construction time, if you make a service agreement with the Messukeskus’ logistic partner, Niemi Event Services. tel. +358 20 554 5670, <a href="mailto:expo@niemi.fi">expo@niemi.fi</a></td>
</tr>
<tr>
<td>Set-up time:</td>
<td>Sunday 26 May – 12:00 – 17:00</td>
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<td>Dismantling:</td>
<td>Thursday 30 May – 15:00 – 17:00</td>
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eMessukeskus

eMessukeskus, [https://www.emessukeskus.com/#/events/list/?lang=en](https://www.emessukeskus.com/#/events/list/?lang=en), is the online shop for exhibition orders at Messukeskus Helsinki, Exhibition and Convention Centre, for use of the exhibitors and the construction companies. You are free to look around eMessukeskus, the event calendar, stand solutions, services and prices without a user ID and password. When your data is in our customer information system, you automatically have your own account at eMessukeskus. Your username is an email address. You can decide the password yourself. To create a password, order a link via Login button > Request new password.

You will order all the products and services to your stand (e.g. AV, furnishings, cleaning) via eMessukeskus and you will also find all the important information on deliveries, parking, catering etc. at eMessukeskus.
DELIVERIES AND COLLECTIONS

For items delivered to the stand, the delivery address should be marked as follows:
Messukeskus Helsinki / SETAC 2019
Name of the exhibitor, stand number
Contact person and tel. number
Messuaukio 1
FI-00520 HELSINKI
FINLAND

GENERAL INFORMATION

LAY OUT OF SINGLE BOOTH

White walls and fascia board, profile structure
15A 3,0kW Power
420 Metal halide spotlights, 3pcs
Carpet roll, different color options
330 table
338 black chair, 2pcs
SB500 Fascia board text in black
Please note that signage of the booth, carpet, one table, 2 chairs and electricity are already included in your booth rental.

INFO ON ORDERING ADDITIONAL FURNITURE

Please place your furniture order via eMessukeskus.