

Instructions for the event organizer / mall trader

This brochure should give you all the information you need for successfully plan an event for your client or enter the centre with your own products for mall trading and promotions. In case you need any additional information, we are happy to assist you.

Preparations before the event

Return a signed contract to Kamppi's office latest 21 days before the event.

To make sure that your event will be successful, check the premises by yourself or with your contact person's guidance advance.

If you need some special services from a janitor, a security guard, an electrician or a cleaner, you need to make a booking min. 21 days advance. Extra services will be charged separately according to their price lists.

Please notice, that the shopping center does not have resting rooms for event staff. Storages can be found only occasionally. A rent of a storage is 50 € + VAT / day. Inquire about these needs to be done advance.

The tenant should pick up the electric access key from the Customer Service Desk, 1st floor, advance. With the electric key can be entered to the maintenance hallways and yards.

The tenant can storage personal items, such as coats, purses etc., in the E-floor, Suutari / Shoemaker's storage for free.

If celebrities visit the event, the event organizer is required to ensure safety during the event. We recommend order security guards from Securitas Events Oy who is our co-operator partner.

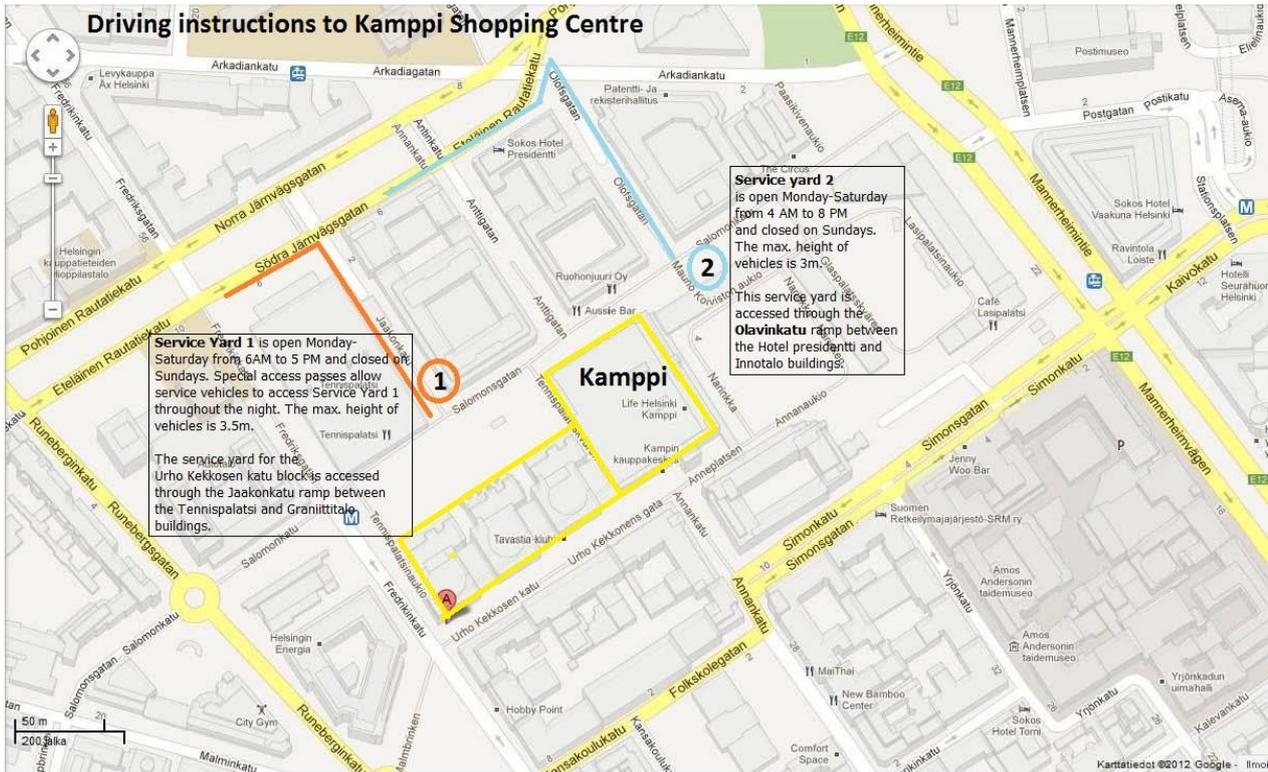
Please notice that Kamppi mall does not accept political, religious or face-to-face type of events.

Arriving to Kamppi and unloading the truck

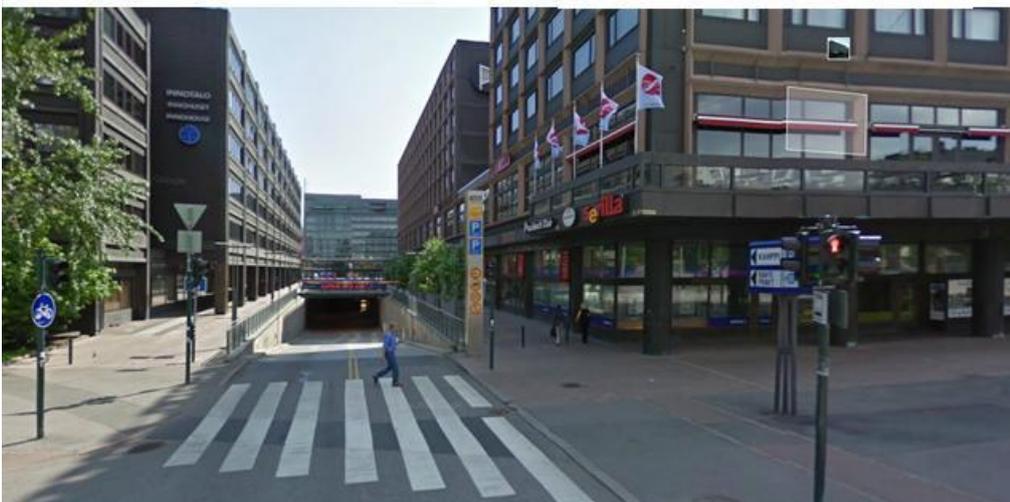
The event organizer can start building the promotion at 3:30 AM, when maintenance yard's doors open. You need an electric access key to (be able to) walk in the maintenance hallway and yards.

The service needs of the shopping centre are handled through two service yards. The service yard (**Service Yard 2**) located in the basement of the Hotel Presidentti building facilitates the servicing of tenant spaces on the Kamppi market square (Narinkka) side. Items are transported through service corridors to service lifts. This service yard is accessed through the Olavinkatu ramp between the Hotel Presidentti and Innotalo buildings.

The service yard (**Service Yard 1**) for the Urho Kekkosen katu block is located under the shopping centre west of the long-distance bus terminal. The building is equipped with four service lifts and service corridors run behind tenant spaces on each floor for the transportation of goods into stores. The service yard for the Urho Kekkosen katu block is accessed through the Jaakonkatu ramp between the Tennisalatsi and Graniittitalo buildings.



Huoltopiha 1, sisääntulo / Maintenance Yard 1



Huoltopiha 2, sisääntulo / Maintenance Yard 2

These service yards are accessible during the following hours:

Service yard 1 is open Monday through Saturday from 6 AM to 5 PM and closed on Sundays. Special access passes allow service vehicles to access Service Yard 1 throughout the night. The maximum height of vehicles accommodated by Service Yard 1 is 3.5 metres.

Maintenance vehicles are able to drive to maintenance yard 1 through to night with a certain kind of access keys. It is the transport companies' responsibility to order these access keys advance.

Service yard 2 is open Monday through Saturday from 3.30 AM to 7.30 PM and closed on Sundays. The maximum height of vehicles accommodated by Service Yard 2 is 3 metres.

More information about the service yards and docking stations from the Kamppi's contract person.

With these opening times the doors open automatically, when a car is driven close to the doors, both incoming and outgoing.

On Sundays and weekdays after 7.30pm, when the maintenance yards are not open, you can use the doors next to the Restaurant Memphis in the E-floor, to remove promotion furniture from the stand to your truck etc.

Implementing the event

The contract concerns a specific event sites, so please make sure that your implementing isn't bigger than the given area. Maximum height for stands in every promotion sites is 2,5 meter. If you are planning a higher stand, please send an illustration to Kamppi for approval.

The event sites are mainly for events. If you are planning to sell something at the same time, please contact us first and we can discuss about it.

Promotions/ events must build so that it is ready at the latest 8 AM, because the traffic is highest between 8 AM and 9 AM. If you are not able to build it by that time, you can start building an event at 9 AM.

You are able to get normal electricity (16A) and power current (32A) to the main promotion site, Event A. You will get electricity by lifting a movable top on the floor. You'll get power current (32A = 7,7kW) from the ceiling, from the red plug. If you need an electrician or a lifting apparatus to help you, please inform us in advance.

On top of the Event A, it is possible to hang a banner, size 10m x 2,5m to support the event. We recommend you to contact our co-partner Wahlström Image Oy, Robert Savander.

There is a free WLAN in our event sites for you to use.

It is possible to use sound system, as long as we have discussed about it before and you will make sure that it will not bother local stores nor customers. The maximum decibel is 75. If decibel goes higher and you won't shut it, is real estate deputy able to shut the electricity off. A tenant can rent sound system. The price is 200€ + VAT/day.

If you wish to have sound systems we recommend you to contact our co-partner Tuotantomajakka Oy, who is handling all the Kamppi's own campaign and events, and that way knows the building.

A tenant must bring its own recycling bins and recycle if it is giving flyers or other brochures. Cleaning must be taken care of all the time.

It is forbidden to give helium balloons. It is only possible to give balloons with a stick.

If it is necessary to have water, a tenant must get it from the e-floors toilets with it`s own bucket.

If a car includes in an event, it must be pushed in from the Narinkkasquare doors 1) before shopping centres shops opens 2) with an empty tank 3) and call to Securitas tel. 09 6150 0888, so they will come and open the doors properly. A tenant must inform Kamppi in advance if it is bringing a car inside the shopping centre.

It is necessity to put a carpet under the cars tyres. That way it will protect the floor. The maximum width of the Narinkkasquare`s main doors is 183cm and height 222cm.

After the event

You can start unloading the event after the busiest traffic hours, after 7.30 PM.

An event organizer is responsible of collecting all the rubbish around the event area. The recycle bins are in the maintenance hallways and yards. Mixed garbage goes to maintenance yard 1. Other collection points (such as plastic and cardboard) are located in the maintenance yard 2.

If a tenant has used strong tape for carpets etc. it must be cleaned properly with a specific detergent.

Shopping centre is entitled to charge an event organizer if the cleaning hasn`t been proper. An event site must be as clean as it was when a tenant started to use it.

CONTACT INFORMATION

ISS Palvelukeskus / maintenance, cleaning and lifting rent, tel. +358 200 155 00 (24h), email. kamppi@iss.fi

Customer Service Desk, tel. +358 40 567 0939, email. asiakaspalvelu@kamppi.fi

Shopping centre security Securitas, tel. +358 9 6150 0888

Securitas Events Oy / extra event security, email. events@securitas.fi

Sound system, Tuotantomajakka, Kimmo Oksanen, tel. +358 400 853 659.

Banner production and installation / Wahlström Images Oy, email. robert.savander@wahlstrom.inet.fi

Event info, Sales / Kamppi (Mon-Fri), Leea Pacheco, tel. +358 40 1899 125