

Dear IMWA 2017 Congress exhibitor

Welcome to Holiday Club Saimaa, the IMWA 2017 Congress venue and hotel. We have gathered some important information to help you to prepare for the congress.

LOCATION

Holiday Club Saimaa is located in Rauha area, 35 km from downtown Lappeenranta. The closest airport is in Helsinki (250 km) and the closest train station in Imatra (7 km).

Address: Rauhanrinne 1, 55320 RAUHA, Finland, tel. +358 30 686 1000

PARKING AND TRANSPORTATION

There is a large parking area next to the hotel, which can be used free of charge by all hotel guests and exhibitors.

EXHIBITION AREA

The exhibition area is located on the reception floor of the main hotel building. Booth areas are marked with your company name sign. In your exhibition area you will find tables and chairs, and electric outlets. The exhibition area is bright, surrounded by big windows. The ceiling is 280 cm high (partly 320 cm, above booths 1,2 and 18). Behind the booths 1,18 and 2-7 there is a 100 cm high glass wall. In case you have special requests regarding your exhibition area, please let us know prior to starting your construction work. Please note that the exhibition area is located in a public zone, so you should not leave any valuables in the exhibition area over night. Note also that due to Finnish legislation alcoholic beverages from outside the hotel are not allowed.

DELIVERY OF EXHIBITION MATERIAL ON CONSTRUCTION DAY

Exhibition material should be delivered through the loading bay, which is located at the backyard of the hotel. Temporary parking during off-loading and repacking is allowed, as long as other traffic is not disturbed. The loading bay is an emergency exit, so permanent parking is not allowed. There is a lift from the loading bay to the reception floor. Please note that a key is required to operate the lift. A key will be on site during construction and dismantling of the exhibition area. At the lift, choose floor "- 2". Outside the agreed construction and dismantling days, you may get the key from the hotel reception. The width of the lift door is 110 cm, and the height is 210 cm. Maximum load of the lift is 1250 kg. If you are bringing equipment that exceeds these limits, please let us know in advance.

DELIVERY OF EXHIBITION MATERIAL VIA DELIVERY SERVICE & STORAGING

In case you need short term storage for your exhibition material before or after the exhibition, please inform us in advance and provide us with the following information: number of packages, approximate date of delivery, delivering company and your contact information. You may do this via e-mail. Contact information is at the end of these instructions.

Mailing address: Holiday Club Saimaa, LASTAUSLAITURI, Kylpyläntie, 55320 Rauha, Finland. On a clearly visible place on each of the packages write, "IMWA 2017 EXHIBITION AREA".

CONSTRUCTION

Main construction day is **Thursday June 22nd**, and construction work may continue until Sunday June 25th. Please note that Midsummer is an important holiday time in Finland, especially the Friday night, 23rd June.

DISMANTLING

Dismantling the exhibition area is scheduled starting on Friday, June 30th, and dismantling should be finished on Monday, July 3rd.

INTERNET AND ELECTRICITY

Wireless internet is available free of charge everywhere in the hotel area. No password is required. If you need to use e-mail using an e-mail program (e.g. Outlook), check with your IT support for correct settings for an open WLAN network. Use of webmail doesn't require special settings. Electricity is provided with extension cords. The voltage in Finland is 220-240 V / 50 Hz.

FURNITURE & STANDS

Tables 45 x 183 cm and chairs with red cushions are available. Table cloths are available at an extra fee of 8 €/table. If you need to attach some material - e.g. posters - to the walls, you may do so using masking tape. Please avoid using duct tape or blue-tack, as these may cause damage or leave stains on the walls. If you need customized stands or additional stand structures or fittings, contact Mainos Visitor Oy, Ms. Anita Reittu, tel. +358 40 52 0847, anita.reittu@mainosvisitor.com

CLEANING

Holiday Club Saimaa is responsible for cleaning the public areas. The exhibitor is responsible for disposing of packing material and other trash, either into trash bins inside the hotel, or in case of larger trash, into the trash press at the loading bay.

SECURITY

Holiday Club Saimaa is not responsible for the damage or loss of property in the public areas of the hotel.

CONTACT INFORMATION**Holiday Club Saimaa**

Tel +358 (0)30 686 1000, hotelsales.saimaa@holidayclub.fi

Contact person at Holiday Club Saimaa is Mr. Veli-Matti Soronen

IMWA 2017

Tel. +358 (0)50 327 2726, info@IMWA2017.info

Contact person is Congress organizer Ms. Jaana Ryyänen

Congress website: www.IMWA2017.info

We warmly welcome you to Holiday Club Saimaa and IMWA 2017 Congress!