

## 1. EVENT ORGANIZER AND PRODUCTS

The event can be organized by companies, entities and individuals (hereinafter the Customer) approved by Paviljonki (Jyväskylän Messut Oy Ltd, hereinafter Paviljonki) by agreement or confirmation. Only those products and services mentioned in the contract or confirmation and approved by Paviljonki may be exhibited. Paviljonki has the right to remove exhibits and services that may be a danger or disturbance to other event organizers or the public, or that are contrary to good manners.

## 2. AGREEMENT OR CONFIRMATION

Once the offer has been accepted, Paviljonki will confirm the reservation to the Customer in writing (email or separate confirmation / agreement). By signing the above document or confirming the event by e-mail, the organizer undertakes to comply with these delivery terms and the instructions and regulations issued to supplement them. The organizer is not entitled to rent or sublet the space or part of it to a third party without the written permission of the Paviljonki. After confirmation, the cancellation and other terms of the agreement are valid. Booking fees and advance payments must be made by the due date. Otherwise, the reservation is no longer valid. The booking fee will not be refunded if the event is canceled or rescheduled. Once the space reservation has been confirmed, an agreement will be drawn up stating the Customer's billing and other contact information, the premises to be used, the dates, as well as the known schedules and necessary services (hereinafter the Agreement). Only the contact person indicated in the agreement can negotiate and agree on possible changes to the agreement on behalf of the Customer.

## 3. RENTAL TERMS

Paviljonki will hand over the leased premises to the Customer on the day specified in the agreement, cleaned and in working order. The Customer shall hand over the premises to Paviljonki on the day specified in the contract in the same condition as when handed over. On both occasions, a handover inspection is carried out in the presence of the Paviljonki's and the Customer's representatives, and the Customer must immediately notify Paviljonki of any complaints on the space.

## 4. CANCELLATION AND TERMINATION OF THE AGREEMENT

The agreement is terminated and the right to use the premises is returned to Paviljonki, if the agreement or confirmation is not returned signed or confirmed, the rent is not paid on time or Paviljonki has receivables from the Customer. If the agreement is terminated as stated above or otherwise due to the Customer, Paviljonki will collect the fees already due, or at least the amount of compensation in accordance with the cancellation terms in the industry:

Time from the cancellation date to the event date / percentage of the charge: - 361 days / 10%, 360-181 days / 25%, 180-91 days / 50%, 90-31 days / 75%, cancellation of the event less than 30 days before the event, the total price specified in the contract (including personnel and other service costs) will be charged 100% to the Customer.

## 5. RESTAURANT ACTIVITIES AND DELIVERY TERMS

The Paviljonki Restaurants (hereinafter the Restaurant) is responsible for restaurant operations and alcohol serving licence in Paviljonki. Restaurant delivery terms: number of people less than 50 people = confirmation of the number of people and catering for billing 5 working days before the event, number of people 50 - 300 people = confirmation of the number of people and catering for billing 10 working days before the event, number of people over 300 people = confirmation of the number of people and catering for billing according to the agreement, no less than 10 working days before the event. Reductions in the number of people made after confirmation will not be taken into account in the invoicing. Any increase in the number of people after confirmation must always be discussed with the seller. A 10% post-order surcharge will be added to the number of people added after confirmation. We take into account serious food allergies that we have been informed about during confirmation. Serious food allergies are requested to be sent as a name list to the seller at the latest upon confirmation of the number of people. Restaurant cancellation policy: cancellation more than 30 days before the event = no charge, 30 days - 5 days before the event = charge 50%, less than 5 days before the event = charge 100% of the value of the event (value of the event = confirmed catering orders, invoiced according to the number of people stated at the time of cancellation).

## 6. PRECEDENCE OF DOCUMENTS

- 1. Written Agreement
- 2. Confirmation of space reservation in writing
- 3. Offer or cost estimate
- 4. Separate rental terms and conditions
- 5. General terms and conditions

## 7. VALUE ADDED TAX

The current VAT is added to all the prices in Paviljonki.

## 8. CUSTOMER'S RESPONSIBILITIES

The Customer always has production liability, liability for all damages to Paviljonki and third parties, and the final overall liability for its event.

The Customer is obliged to protect the rented space and equipment from damage. The Customer is liable for any damage caused by the performers, the Customer's staff (own / subcontractor) or the audience to Paviljonki's fixed or movable property. Temporary structures may be constructed, erected or attached only with the permission and supervision of Paviljonki. A separate fee will be charged for furnishing and other arrangement services provided by Paviljonki.

In good time before the event, the Customer agrees with Paviljonki for arranging security services (security officers, traffic control and cloakroom services).

## 9. CONSTRUCTION AND DECORATION OF THE EVENT

The Customer is responsible at his own expense for the construction, decoration, demolition, removal and, if required by the event, for the cleaning and waste management during the event.

The use of suspension points in Paviljonki's premises must be agreed in advance with Paviljonki. The Customer must check the maximum loads per point from Paviljonki's space-specific suspension diagram, which also shows the locations of the points. The Customer must always use Paviljonki's suspension points for suspension.

## 10. TELECOMMUNICATIONS AND ELECTRICITY

Paviljonki is responsible for the property's local area network and wireless telecommunications connections. The organizer has no right to build its own telecommunication networks without the written permission of Paviljonki. The distribution voltage in Paviljonki is 400/240 V. 50 Hz. Paviljonki is responsible for the general lighting, heating and adequate electricity supply of the premises. The Customer orders the electrical connections he needs from Paviljonki. An electrician authorized by Paviljonki will perform the installation of electrical connections on the basis of a separate offer. Paviljonki is not responsible for any damage caused by a power outage. The Customer is responsible as the holder for the electrical equipment they bring into the premises. The Customer is also responsible for the compliance and safety of the electrical installations and telecommunication connections he has built (or possibly built by his customers). If necessary, the electrician authorized by Paviljonki will check the Customer's electrical installations at the Customer's expense.

## 11. FIRE AND OTHER SAFETY

With regard to safety, the general laws, regulations and safety instructions must be followed. As a general rule, the authorities carry out a prior security check. The introduction of equipment which may endanger fire and personal safety and the use of additional upholstery or decoration materials must be authorized in advance by the fire authorities. Working with fire requires a fire work permit issued by Paviljonki. Smoking is only allowed in the designated areas of Paviljonki. The Customer is responsible for the product safety and legality of the products, machines, equipment and services displayed or used.

## 12. SECURITY

Paviljonki is responsible for the general supervision and guarding of the event premises, but not for any damage or loss of the Customer's goods, structures, etc. The organizer of the event is always responsible for the general order (see point 14). The Customer or his / her authorized representative is always responsible for receiving and signing for exhibits in the area.

## 13. DAMAGES

The Customer is liable for all personal injury and property damage caused by its own structures, equipment, exhibits, or activities and subcontractors, as well as financial damage that may be caused to a third party, the organizer or Paviljonki.

## 14. INSURANCE AND PERMITS

The Customer undertakes to take out liability or other similar insurance for the rental period, unless otherwise agreed, which will cover the following damages:

- all damages caused to the participants, the audience and the Customer's staff;
- all damages caused by the participants, the audience of the event and the staff of the Customer; and
- All damage to Paviljonki's movable and immovable property and all damage to any private person's property.

The Customer undertakes to provide the number of the above-mentioned liability insurance valid during the event and the name of the insurance company to Paviljonki's contact person as an appendix to the signed contract or no later than the 15th day of the month preceding the event.

If the Customer does not provide the above-mentioned insurance information by the due date, the Paviljonki has the right to terminate the contract and receive compensation for the damage from the Customer caused by such termination.

The Customer must do a notification of a public event

to the police no later than seven days before the event, unless otherwise agreed in the booking confirmation.

The liability insurance taken out by Paviljonki only covers any damage caused to a third party by the measures or equipment and buildings of Paviljonki and its own staff.

#### 15. PERMITS

The lighting of an open fire or the use of pyrotechnics always requires the permission of Paviljonki and the authorities and must meet the requirements set by law and the authorities. The permit application must be submitted to Paviljonki with its operational and safety structure reports 30 days before the start of the event.

The Customer is responsible for the Teosto and Gramex fees required for the performance of the music, as well as any other permits and costs.

#### 16. ACCESS

Persons holding a Paviljonki ID card and their guests have unobstructed access to Paviljonki's premises, unless otherwise agreed.

#### 17. STAFF

In accordance with the agreement, Paviljonki will make the necessary number of staff available to the Customer. Paviljonki has the right to determine on a case-by-case basis a minimum need of staff based on its experience and official regulations. The use of the staff will be charged according to the valid prices, with any Sunday and other surcharges in so far as the staff is not included in the rental agreement or booking confirmation.

#### 18. MARKETING AND COMMUNICATIONS

The Customer is responsible for the communication related to the event. Announcements must state the name of the event, the responsible organizer, the ticket price, the ticket sales place, the venue and time. Cancellations and schedule changes must also be notified by the Customer in an appropriate manner, and in the event of last-minute cancellations, guidance must be provided to the audience by the Customer.

The Customer undertakes to use the name and logo of Paviljonki in all communications and advertising activities related to the event or the use of the premises. Paviljonki has the right to prohibit the use of advertisements that are contrary to instructions, the law or good manners, or that Paviljonki believes are otherwise inappropriate. Paviljonki also has the right to use the event in its own marketing.

Paviljonki maintains a calendar of events on its website. If the Customer wants his event to appear on the website, he must send the completed text and the marketing image of the event and other relevant

material to Paviljonki by e-mail.

Paviljonki strives to highlight event information in its own marketing where applicable.

#### 19. PUBLIC SERVICES

Paviljonki is responsible for the cloakroom services of the event and charges the public for the compensation in accordance with the price list valid at the time.

If the Customer wants the cloakroom guarded during the event to be free of charge, the Customer will pay compensation in accordance with the price list valid at the time.

With regard to restaurant services, the following must be taken into account: Catering for the event must be agreed with Paviljonki's restaurant partner. The restaurant partner has the exclusive right to catering and licence for serving alcohol.

With regard to ticket sales, the following must be taken into account: before starting ticket sales, the Customer must submit a signed Agreement to Paviljonki contact person. The Customer must enter into a ticket sales agreement with Paviljonki (see ANNEX: YTL\_Paviljonki).

#### 20. COMPLAINT

All complaints regarding the arrangements for which Paviljonki is responsible must be made in writing as soon as they appear and no later than 7 days after the end of the event. Paviljonki must be reserved the right to rectify any inconveniences and shortcomings for the organizer during the event.

#### 21. LIABILITY AND LIMITATION OF LIABILITY FOR PAVILJONKI

Paviljonki is not responsible for any restrictions or deficiencies in electricity, heat, air conditioning, water distribution or telecommunications connections, if they are caused by reasons beyond Paviljonki's control.

Paviljonki is not liable for any indirect or consequential damages. This limitation of liability does not apply to damage that Paviljonki has caused by maladministration or gross negligence.

Paviljonki is not responsible for any loss or damage of property to the persons employed by the Customer, the Customer's subcontractors or the public, or for any personal injury caused to them, but the Customer is responsible for these.

In all situations, Paviljonki's possible liability to the Customer under this agreement shall not exceed the

amount of space rent agreed.

The Agreement defines the entire Agreement and the understanding between the parties about their relationship, and it supersedes all other oral and written agreements previously entered into between the parties to the Agreement. Amendments to the Agreement shall be drawn up in written form and the authorized representatives of the parties shall confirm the changes by e-mail.

## 22. DATA PROCESSING AND DATA PROTECTION

Paviljonki has the right, in accordance with applicable data protection legislation, to disclose the contact information of the Customer and / or their representatives to parties closely involved in organizing the event, such as clients, subcontractors and media partners, and to process and use the contact information in sales and marketing. The Customer is responsible for the proper and lawful processing of personal data received from Paviljonki in accordance with applicable data protection legislation.

## 23. GENERAL REGULATIONS

Force Majeure: Paviljonki cannot be considered in breach of the Agreement if the failure to comply is due to a reason beyond the reasonable control of Paviljonki and not due to Paviljonki's own actions or negligence. Such causes include storms, floods,

other natural phenomena, fires, explosions, riots, wars, strikes, public transport disruptions, energy grid disruptions, and labor shortages.

Force majeure: Paviljonki reserves the right to cancel or reschedule the event if the event cannot be carried out within the specified time due to insurmountable obstacles. The event can also be rescheduled if Paviljonki's own trade fair event falls at the same time.

Retail sales are permitted within the limits permitted by law and at the location designated by Paviljonki. Distribution of printed products is only allowed in the space rented by the Customer.

If any part of these terms and conditions is or becomes invalid or otherwise unenforceable due to legislation or amendments to legislation or for other reasons, the terms and conditions of the contract are still valid in other respects. The Parties undertake to negotiate, by mutual agreement, the replacement of such a term with a valid and enforceable term having the same purpose.

Disputes arising out of or in connection with this Agreement shall be settled primarily by negotiation between the Parties. If no agreement is reached between the parties, disputes are handled in the first instance, in Finnish, in the District Court of Central Finland. Finnish legislation applies to this agreement.