

## GENERAL TERMS

### THE AUTUMN FAIR AT LAPLAND UNIVERSITY OF APPLIED SCIENCES CAMPUS 18 OCTOBER 2023

The Autumn Fair will be organised at Lapland University of Applied Sciences (Jokiväylä 11, Rovaniemi) on 18 October 2023 at 10–18 during the Food Craftsmanship FC 2023 competition. According to the artisan theme the event will present food, natural products and handicrafts.

The Vendor participating the Autumn Fair (later Event) commits to follow the general terms and other complementary rules and regulations given by Lapland University of Applied Sciences (later Organiser).

#### 1. REGISTRATION AS A VENDOR

Registrations are gathered by an electric registration form from Finland as well as from Northern Sweden (Norrbotten) and Northern Norway (Nordland, Finnmark, Tromssa). The last day of registration is 17 September 2023.

The sales stands are primarily given to entrepreneurs from food, natural products and handicraft sector, as well as our event sponsors in order of registration. Any remaining stands are available also for other businesses and organisations.

#### 2. VENDORS

The Organiser has the right to reject a registration if it seen that a product or a service is conflicting with the general look of the Event. The vendor is not allowed to rent or give up their sales stand or part of it to another without a written permission from the Organiser.

#### 3. THE VENDORS' PRODUCTS SERVICES AND THEIR MARKETING

The vendor is allowed to present only the product groups which the Organiser has accepted based on the information given on the registration form. The Organiser has the right to remove products which do not fulfil this condition. The same applies to all services the vendor might be marketing. The organiser has the right to remove products that might expose other vendors or the audience to danger.

In case any products or services are marketed in a way that disturbs other vendors or the Organiser, the Organiser can prohibit this kind of activity.

#### 4. PLACEMENT AND SIZE OF THE SALES STAND

The vendor is not allowed to enlarge or change the location of the sales stand without the Organiser's consent.

In case it proves necessary for the functionality of the event, the Organiser has the right to increase or decrease a Vendor's marketing area by 15% without hearing the Vendor.

## 5. TERMS OF CANCELLATION

The Organiser must be informed of any cancellations without delay. The notification must be given to the event coordinator via phone or email:

Henna Kukkonen  
puh. +358 40 585 2817  
email: [henna.kukkonen@lapinamk.fi](mailto:henna.kukkonen@lapinamk.fi)

## 6. THE LICENSE TO A SALES STAND RETURNING TO THE ORGANISER

A license to use a sales stand returns to the Organiser, if the Vendor:

- does not receive the sales stand on the day of the Event (18.10) by 10 o'clock, unless another agreement has been made between the Vendor and the Organiser
- considerably breaks the terms of participation and other complementary instructions given by the Organiser

In case a license to use a sales stand returns to the Organiser, the Organiser has the right to give the stand to another vendor or use it for any other way it considers suitable.

## 7. SETTING UP SALES STANDS

The Vendor is responsible for setting up, decorating, taking down and unloading their sales stand.

Setting up posters, handouts or any other material to the walls or other structures of the market place is strictly prohibited. The Vendor is responsible for any services or equipment they may have ordered or brought to their sales stand.

The Vendor is not allowed to extend their selling space outside their indicated sales stand. The Vendor must inform the Organizer before the Event, if they wish to present:

- a product or exhibit that weighs over 200 kgs
- a decorative or structural element that is over 2,5 metres tall
- a two-storey exhibition structure

The setting up of sales stands must be done on 18 October between 8.00 – 10.00 AM according to the instructions given by the Organiser. The Vendors must use the appointed passageways. The Vendors must also ensure not to block the passageways while setting up or unloading their sales stands. The passageways will be appointed in a map of the market area which will be sent to the Vendors no later than one week before the Event (11.10.2023).

## 8. UNLOADING SALES STANDS

The Vendors are not allowed to unload their sales stands before the official unloading time. The unloading time begins on 18 October at 6.00 PM.

Unless the Vendor unloads their sales stand by the end of the unloading time, the Organiser has the right to take care of the unloading and invoice the Vendor for the work.

## 9. INSURANCE AGAINST LOSS OR DAMAGE

The Vendor is responsible for any damage that might occur to their products, exhibition structures or devices due to breakage, theft etc.

The Vendor is also responsible for any physical or material damage caused by their products, exhibits, exhibition structures, devices or services to third parties such as customers, other vendors, market tent, furniture, the market area or the Organiser.

The Vendor must make sure they have valid personal, property, vehicle and third-party insurances.

The Organiser is responsible for any damage caused by its personnel, devices or services to the Vendors or customers.

## 10. ELECTRICAL POWER OR INSTALLATION

Lapland University of Applied Sciences is responsible for the general lighting and electrical power in the market area. The Vendor must inform the Organiser of their need for electrical power before the Event. The Vendor is responsible for any electrical devices they might bring to their sales stand.

Using electricity from electric plugs in the Lapland University of Applied Sciences premises is prohibited, without an agreement with the Organiser. The Organiser is not responsible for any damage caused by possible power cuts.

## 11. GUARDING, FIRE SAFETY AND OTHER SECURITY

Lapland University of Applied Sciences is responsible for fire safety and public order in the market area. The Organiser is not responsible for any damage or loss of the Vendors' products, exhibition structures or other personal property.

The Vendor must follow the fire safety instructions in regard to structures and materials of the sales stands. The Vendor must also observe the law and degrees, as well as follow the security directions given by the Organiser or Lapland University of Applied Sciences.

## 12. COPYRIGHT

The Vendor is responsible for the preliminary examination of copyright permissions and fees set in the law of copyright, if they wish to present any movies, videos, records, recordings or other works at their sales stand.

## 13. PRESS CONFERENCES AT THE EVENT

A permission must be obtained from the Organiser before the Event for any press conferences or interviews at the Autumn Fair. The Organiser has the right to refuse interviews during the Event at Lapland University of Applied Sciences.

## 14. FORCE MAJEUR

The Organiser reserves the right to cancel the physical Event in case it cannot be arranged at the appointed time due to overwhelming external circumstances. In such case, the Organiser is not responsible for delays, harm or damage caused by the cancellation of the Event. The overwhelming external

circumstances mean unforeseeable and irresistible events for which the Organiser cannot be held accountable.

These circumstances include, for example, jurisdictions, cuts in general energy production, fire or other respective circumstances which prevent the use of the market place, natural disasters, earthquakes, wars or riots, other pandemics or states of emergency or other reasons that could risk the security of vendors and customers. Strikes, lockouts, boycotts and other industrial actions are considered as overwhelming external circumstances also when the Organiser is not involved in them. The Organiser is discharged from liability also if its subcontractor has faced unforeseeable and unavoidable catastrophes.

#### 15. OTHER CONDITIONS

The Vendor must obtain the Organiser's permission before the Event, for serving of meals or arranging product tastings at their sales stand.