

## **Exhibition Opening Hours**

September 29-1.10 October, 2026

Tuesday: 9:00 AM- 5:00 PM

Wednesday: 9:00 AM – 5:00 PM

Thursday: 9:00 AM – 4:00 PM

Exhibitors can access the halls on exhibition days in the morning at the start of service time with presenter badges. After exhibition days, exhibitors have an hour for booth maintenance after the closing time.

## **Construction Schedule**

September 24-28th, 2026

Thursday to Sunday 8:00 AM – 10:00 PM

Monday: 8:00 AM – 10:00 PM (No vehicle access inside the exhibition halls)

All structures ordered through the organizer will be ready at the booth on Monday at 8:00 AM unless otherwise agreed with Expotec Oy.

Decorating Ready-Made Stands: Monday, September 28th, 8:00 AM – 10:00 PM. Stands can still be decorated on Tuesday morning September 29th between 7:00 AM and 9:00 AM before the exhibition opens.

## **Dismantling Schedule**

October 1-3th, 2026

Thursday: 4:00 PM – 10:00 PM

Friday: 8:00 AM – 10:00 PM

Saturday: 8:00-4:00 PM

Ready-made booths must be cleared of exhibit items by 10:00 PM on Thursday, October 1st . Exhibitor booths with custom walls and structures can be dismantled on Friday October 2nd from 8:00 AM to 10:00 PM and Saturday October 3rd from 8:00 AM to 4:00 PM.

## **Vehicle Access During Construction and Dismantling**

Vehicle access inside the hall is prohibited on the final construction day, Monday 28th of September. Vehicles may access the loading/unloading area at the service doors, where items can be unloaded, after which the vehicle must be moved to the parking area.

During dismantling, exhibitors may drive personal vehicles into the hall for small item pickup with permission from the security guard at the entrance.

## **Service Doors**

Large service doors in the halls are available during construction, dismantling, and maintenance times:

Hall A: A2, A8, and A9

Hall E: E3 and E6

Hall C: C17 and C21

Hall D: D25 and D28

## **Exhibition Office**

The Exhibition Office is located in the main lobby and will serve exhibitors during construction and exhibition times.

Thursday 24.9.: 8:00 AM – 4:00 PM

Friday 25.9.: 8:00 AM – 4:00 PM

Saturday 26.9.: 9:00 AM – 3:00 PM

Sunday 27.9.: closed

Monday 28.9.: 8:00 AM – 8:00 PM (No vehicle access inside the exhibition halls)

September 29.9-1.10 October, 2026

Tuesday: 7:00 AM- 5:30 PM

Wednesday: 8:00 AM – 5:30 PM

Thursday: 9:00 AM – 4:30 PM

The Exhibition Office phone number is +358 207 701 222. When the Exhibition Office is closed, the on-duty hall manager can be reached at +358 50 351 6500.

The Exhibition Office is closed during dismantling.

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### **Exhibitor and builder badges**

The exhibitor's access pass will be printed upon your arrival at the trade fair. All team members working at the stand must be added in advance. Before the event, each person will receive a QR code via email, which can be used to print the access pass on-site.

Builders can collect their builder passes from the information desk in the main lobby. Parking is free at construction time.

### **Deliveries**

Items for your booth can be delivered to the Exhibition Center only once the construction period has begun, so please plan your schedule accordingly. Tampereen Messut Oy and the Tampere Exhibition and Sports Center are not responsible for receiving deliveries, so a designated receiver must be present to sign for any shipments.

To avoid lost shipments, ensure the following information is clearly marked on deliveries: the name of the exhibition event, the company name, the booth number, and the contact person's phone number.

**Deliveries to the Exhibition Center should be addressed as follows:**

Tampere Exhibition and Sports Center

Subcontracting 2026

Company Name and Booth Number

Company Contact and Phone Number

Ilmailunkatu 20

33900 Tampere

**NIEMI Event Services** is the official logistics partner and event services expert of Tampere Sports & Expo. We provide event organizers and exhibitors with all logistics services related to events and trade fairs, including goods reception and shipping, event transportation, storage (before, after, and during the event), forklift services, and personnel services. You can order services by email: [expotampere@niemi.fi](mailto:expotampere@niemi.fi).

**Please note** that our services are available by advance order. Niemi Services does not reserve personnel, storage space, or equipment in advance without an order.

**Billing Procedure**

The standard billing procedure for Tampere Exhibition contracts includes billing the original exhibition agreement in three installments. The first installment is 50% of the contract value, and the second installment is 45%, both billed before the event, allowing exhibitors to participate. These are referred to as advance invoices. After the event, a final invoice will be sent, covering the remaining 5% of the original contract value, plus any additional charges for modifications to the agreement or extra orders made during the exhibition. This billing method enables flexibility for modifications and additional orders in the agreement.