



# World Village Festival – Terms and Conditions for Exhibitors and Participants 2024

## 1. Exhibitors and other participants (advertisers and partners)

**1.1.** Suomalaiset kehitysjärjestöt – Finnish Development NGOs Fingo ry (“Fingo”) reserves the right without the cause to approve or reject individual exhibitors or other participants for World Village Festival (“festival”). Here, “exhibitor” refers to civil society organisations, educational institutions, government organisations, businesses as well as commercial food and bazaar vendors or other similar operators that register as exhibitors for the festival. “Other participants” refers to for example advertiser and partner who does not act as an exhibitor in the festival, but otherwise participate in the festival.

**1.2.** A stand at the festival will be confirmed only after the invoice has been paid by the due date or a written cooperation agreement has been signed with Fingo.

**1.3.** The exhibitor and other participant agrees to follow the terms and conditions stated in this document. Any breach of the terms and conditions will initially lead to a verbal notification from Fingo, after which, if necessary, a written notice is issued. Should the exhibitor or other participant or his/her representative not correct the matter despite receiving a second notice in writing, Fingo reserves the right to cancel without compensation the exhibitor’s activities at the festival and remove the exhibitor or other participant unilaterally. In this case the exhibitor or other participant has no right to claim back any paid rent, electricity or other pertinent payments made by the participant to Fingo.

In addition, Fingo reserves the right to remove or not to accept the exhibitor or other participant immediately, if the participant's operations break the law, collective labour agreements or human rights treaties, or if the participant represents such values which are not consistent with human rights treaties and values set by the festival, or if the values and actions of the removed or non-accepted exhibitor or other participant could cause harm for the other exhibitors or participants or Fingo. The values of the festival are diversity, inspiration, equality, responsibility, and communality.

## 2. Terms of Payment and Cancellation

**2.1.** Invoices issued for the participation must be paid by the due date. Otherwise Fingo reserves the right to cancel the participant’s registration and/or participation unilaterally.

**2.2.** Fingo is not responsible for any incorrect information in the online registration form. The exhibitor is bound to check the validity of the prices during the confirmation phase, and to notify Fingo of a possible incorrect information without delay.

**2.3.** Cancellation of participation must always be made in a written form according to the cancellation terms below. Leaving an invoice unpaid is not an adequate action for cancellation.



**2.4.** The exhibitor of the large tent stands and indoor space in Recycling World and Book World have the right to cancel their participation within seven (7) days counting from the date of the confirmation of the stand or partnership. The official confirmation will arrive within two weeks of the reservation. The cancellation must be made in written form by e-mail to [info@maailmakylassa.fi](mailto:info@maailmakylassa.fi) and [maria.hopponen@fingo.fi](mailto:maria.hopponen@fingo.fi). If the cancellation is made after this, Fingo will invoice the exhibitor or partner in accordance with the presented cancellation conditions in Section 2.6. The conditions for cancelling advertising spaces are explained in more detail in the media cards.

**2.5.** Exhibitors who have registered for a standard stand (food vendor, beverage and café product vendor or bazaar vendor, tent stand 3 x 3 m or 4 x 4 m, Market of Possibilities 2 x 2 m) through the online form and will not conclude a written agreement with Fingo, shall receive a message confirming their participation to the e-mail address given in their registration by 31 March 2024. The exhibitor mentioned in this Section 2.5. has the right to cancel its registration within seven (7) days of the date of the confirmation message, unless otherwise agreed. The cancellation must be made in written form by e-mail to [info@maailmakylassa.fi](mailto:info@maailmakylassa.fi) and [maria.hopponen@fingo.fi](mailto:maria.hopponen@fingo.fi)

**2.6.** If an exhibitor or partner cancels its stand after the cancellation time periods given in Section 2.4. and 2.5. but at the latest before forty (40) days before the festival's start date, Fingo has the right to collect half (50%) of the participation fee specified in the confirmed registration. If the first day of the festival is less than forty (40) days away, Fingo has the right to collect the participation fee in full as specified in the confirmed registration.

**2.7.** Both parties have, divergent from the terms and conditions, the right to cancel the collaboration immediately, should the other party substantially violate the duties detailed in these terms and conditions. Additionally, Fingo reserves the right to cancel the collaboration immediately, should the exhibitor's or other participant's operations reveal details or activities that are considered, following thorough consideration, to cause significant harm to Fingo's public image. Activities considered to cause harm to Fingo's public image include activities that do not correspond to the general instructions of World Village Festival, legislation pertaining to employment contracts and working hours or any other legislation, the terms of collective labour agreements or UN human rights treaties. Links in the activities of exhibitor or other participant to e.g. tax havens or tax evasion are also considered to constitute harm to Fingo's public image. Should Fingo cancel collaboration due to a material breach of the terms and conditions or harm caused to Fingo's public image, the exhibitor or other participant is not entitled to any compensation due to the termination of the collaboration.

**2.8.** Fingo reserves the unilateral right to make changes to the "Terms and Conditions for Exhibitors and Participants 2024", in which case Fingo shall immediately inform the exhibitors and other participants about the changes.

### 3. Force Majeure and cancellation of the event

If the festival or a part of it is cancelled for reasons that are exceptional and beyond Fingo's control (including but not limited to pandemic, order or regulation of any authority, war, natural disaster, strike, interruption of public transport or data communication, interruption of energy distribution, or economic impossibility), the payments of e.g., rent, electricity, furniture or other fees related to the festival will not be refunded to the other participants or exhibitors.



If the festival is cancelled only partly due to the pandemic, e.g. COVID-19-, Fingo reserves the right to review all the exhibitor stand reservations and decide at its discretion which exhibitors will join the festival. Fingo will inform all the exhibitors with confirmed reservations regarding the choices been made.

#### 4. Electricity

The exhibitor shall order the required amount of electricity while filling in the online registration form. Electrical installations on the festival site shall be performed by an electric contractor authorised by Fingo. Fingo is not responsible for any loss of business due to an electrical failure. Exhibitors are not allowed to produce their own electricity, for example with a generator.

#### 5. Construction and Dismantling of Exhibitor Stands

**5.1.** Exhibitors are allowed to start constructing their stands on separately announced times by the festival.

**5.2.** At the festival, only tents suitable for public events and intended for such use can be used. Tents intended for consumer use (such as garden canopies or other lightweight canopies) are not allowed to be used or brought into the area. Exhibitors participating with their own tents are responsible for ensuring that their tents are suitable for public events. Exhibitors are obliged to verify the purpose and classifications of their tents according to the manufacturer's instructions.

Those participating with their own tents are also responsible for its adequate and secure anchoring in all conditions. The weights used in the tent must be appropriate for the type of tent and in accordance with the manufacturer's instructions. The weights must be structurally locking or, for example, tied to the tent with a load strap and shackle. Open loops, S-hooks, or knots may come loose and are therefore not a sufficient way to securely fasten structures. Exhibitors must provide a sufficient number of weights or stakes to guarantee the safe erection of their own tents in any conditions.

The required number of weights depends on the wind exposure area of the tent, which is dependent on the number of wall elements and the prevailing wind conditions. Generally, a recommendation for tents under 3m x 3m is 15kg/foot, for 4m x 4m tents, the weight should be doubled, but the final required weight depends on the prevailing conditions. The use of ground pegs to anchor the tent is prohibited.

The festival monitors exhibitors' safe construction and anchoring on the premises and may require additional effort from exhibitors. The festival observes the prevailing conditions and will communicate any necessary changes. Exhibitors are responsible for any damages caused to themselves or others by the inadequate erection of their own tents.

**5.3.** The dismantling of the exhibitor stands shall take place on Sunday 26 May between 19.00–21.00. For security reasons the festival site can be accessed by car on Sunday only after the festival ends, approximately at 19.15–19.30 at the earliest as allowed by the overall public safety situation in the area. The event security organization and traffic controllers organize the entry of cars into the area. Packing and loading must be conducted swiftly so that the cars will not block regular driving routes.



Exhibitors must organise their own parking outside the festival site at their own expense, as Fingo cannot arrange for parking spaces or cover the costs arising from them. Fingo shall be entitled to tow away incorrectly parked vehicles at the expense of the vehicle's owner.

## 6. Exhibition (programme and products)

**6.1.** The exhibitor shall keep their stand open during the opening hours of the festival, Saturday 25 May 11.00–21.00 and Sunday 26 May 11.00–19.00.

**6.2.** Exhibitors may not give their stands away for the use of any third party without Fingo's written consent. Neither shall exhibitors admit a third party to use their stand without Fingo's written consent.

**6.3.** All fundraising and/or material distribution activities shall take place only inside the exhibitor's own stand unless otherwise agreed upon in writing.

**6.4.** The programme and/or other activity taking place at the exhibitor's own stand must not disturb the neighbouring stands. Performing live music or using a sound reinforcement system is forbidden at exhibitor stands unless otherwise agreed upon in writing.

**6.5.** Exhibitors may only sell products, food and/or services agreed upon in advance with Fingo. These products must be announced beforehand when filling in the online registration. Any changes must be agreed upon in writing with Fingo prior to the festival.

**6.6.** Exhibitors that are not registered as food vendors or beverage and café product vendors may serve individually wrapped snacks such as cookies, candy, etc. (Section 8 determines the rest of the terms concerning food vendors). For large exhibitor spaces, coffee service or other sales activities are always agreed upon separately.

**6.7.** Exhibitors are obligated to provide the customer with a receipt for purchased products.

## 7. Recycling

Exhibitors must sort all their waste at the recycling point. Food vendors must first sort their waste at their own stands (see Section 8.8.) and then transport the sorted waste to the festival's recycling and waste points.

## 8. Food Vendors

**8.1.** Exhibitors must inform Fingo of any food vending when reserving their stands. Food vending is allowed only in designated tents (4 x 4 m) or food trucks/wagons and with permission from Fingo.

**8.2.** Each preliminarily selected food vendor must have at least one representative at the Training for Food Vendors organised in April in Helsinki. The preliminarily selected food vendors will be invited to the training approximately two weeks in advance. If a food vendor does not have at least



one representative at the Training for Food Vendors, Fingo reserves the right to unilaterally terminate the food vendor's right to sell food.

**8.3.** If an exhibitor wishes to serve food, the type of food is to be agreed upon in advance. Any changes must be announced in writing to Fingo prior to the festival.

**8.4.** Each food vendor is committed to provide only vegetarian food. From spring 2024 onwards, the festival will have a vegetarian-only food policy, which means it will not be permitted to sell meat, poultry, or fish. Meals containing dairy products and eggs are allowed. Each food vendor is committed to provide at least one vegan food in their menu. Fingo recommends food vendors to offer entirely vegetarian food.

**8.5.** The food vendor is committed to replace so-called "normal" products with Fair Trade products used in the preparation and sales of food wherever possible. Additionally, Fingo recommends the use of organic and locally produced products and prefers these food vendors in its stand selections.

**8.6.** Exhibitors agree to abide by the food product regulations set by the City of Helsinki. All tableware (plates, cups, cutlery etc.) used at the festival must be biodegradable. Failure to comply with this rule will result in the closure of the stand and Fingo will not be liable for any costs caused by the closure nor be responsible for any lost profits. All bottled/canned soft drinks that are for sale must be recyclable and refundable.

**8.7.** Each food vendor stand must have a hand-washing point required by the food safety authority.

**8.8.** Food vendors must sort their waste in advance at their own stands and recycle it at a recycling point.

**8.9.** Food vendors commit to collecting the food grease produced in their own operations and recycling it at the indicated recycling points.

**8.10.** Food vendors are not allowed to practice fundraising or material distribution at their stands.

**8.11.** Liquefied petroleum gas (LPG) bottles weighing max. 11 kg are allowed. Exhibitors must make sure their stands contain no more than 25 kg of LPG at a time. All LPG bottles must be attached to the appliances in use. Fingo is not responsible for the proper storage of LPG bottles or their filling, but the exhibitor is responsible for these. The exhibitor shall declare the amount of LPG appliances used at the stand while filling the online registration form. Exhibitors using LPG must be prepared to put out a fire in case of an emergency and have a fire blanket and/or a fire extinguisher at the stand. All food vendors are recommended to procure at least a fire blanket and learn how to operate it.

## 9. Security

A professional security service will guard the festival site at night 23 May–27 May. However, Fingo is not responsible for any property or belongings left on the premises by the exhibitors and vendors.

## 10. Deposit (only concerns food vendors)

Fingo's representative will collect a € 100 (one hundred euros) deposit from each exhibitor during



the morning of Saturday 27 May. The deposit must be paid in cash and will be refunded on Sunday evening after the festival if the following conditions are met:

- 10.1.** The stand area is left neat and tidy, and all waste has been brought to the appropriate locations.
- 10.2.** The exhibitor's vehicle has not damaged lawns, flower beds or the surroundings in general.
- 10.3.** Fingo has not been obliged to interrupt business due to a breach of the terms and conditions (see Section 1.3.).

## 11. Compliance with Collective Labour Agreements, Laws and UN Human Rights

The exhibitor and other participant agrees to comply with the appropriate provisions of national or otherwise applicable collective labour agreements, UN human rights treaties as well as Finnish law.

## 12. Limitation of liability

Fingo shall not be liable for any indirect or consequential damage. Indirect or consequential damage shall mean, inter alia, loss of profits or damage caused due to decrease or interruption in turnover or production. Fingo's liability is limited in all cases at most to the amount what exhibitor or other participant paid Fingo.

## 13. Applicable Legislation and Disputes

These terms and conditions are governed by Finnish law. All disagreements should primarily try to be resolved by amicable negotiations between the parties involved. If this proves unsuccessful, the matter is to be solved by the District Court of Helsinki.

**For further information, contact [production manager](#).**