

International Practice Enterprise Trade Fair Helsinki-Finland 2012

The Key to your business's success

Helsinki Business College, Business Campus Rautatieläisenkatu 5 00520 Helsinki Finland
Tel.. +358 (0)9 1489 0200 Fax. +358 (0)9 140 321

Basic Information

**International Practise Enterprise Trade Fair on 7th of February
2012**

**by Helsinki Business College and FINPEC (Finnish Practice
Enterprises Centre)**

**Venue: Helsinki Business College, Business Campus,
Rautatieläisenkatu 5, 00520 Helsinki**

Organizational Staff: Celina Rellahan
 Kaisu Luukka
 Arttu Hautamäki
 Marja Saarela

TOP Management: Antti Sirainen
Co-organizer: Helsinki Business College



Suomen Liikemiesten | Helsinki
Kauppaopisto | Business College

Programme:

February 6th 2012

16.00-19.00 Registration, installation of exhibits, adjusting and equipping stands

February 7th 2012

09:00 Opening of the International Practice Enterprise Trade Fair

09:00 – 14:00 Selling time for participants
+ Competition for the best Practice Enterprises
+ Practice Enterprises electronic presentations

14:00-15:00 Award ceremony
- best customer service
- best stand
- best electronic presentation
- audience´s favourite

15:00 End of the fair, removal and return of stands

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GENERAL INFORMATION ON INTERNATIONAL PRACTICE ENTERPRISE TRADE FAIR HELSINKI 2012

International Practice Enterprise Trade Fair will take place in February 7th 2012 at Helsinki Business College, Business Campus, Rautatieläisenkatu 5, 00520 Helsinki, Finland. **Stands Installation** will be in the afternoon of February 6th 2012 from 04:00 pm till 07:00 pm.

Concerning valuables we provide a locked room for fair equipment which you do not want to leave unattended. However we advice you to carry with you all valuables such as computers.

Registration place for Practice Enterprises will be in the lobby of the 1st floor

Removal of stands will be possible February 7th after the award ceremony

Helsinki Business College and FINPEC are not responsible towards exhibitors or sub-exhibitors at the exhibition grounds for the loss, destruction or any damage of exhibits, equipment and furniture of exhibition stands, goods, package and wrapping material during the time of public access to the exhibition grounds.

Parking information from this link:

<http://web.finnexpo.fi/Yritys/tietoamessukeskuksesta/tuloohjeet/Sivut/Aloitussivu.aspx>

Cleaning will be possible after 3:00 pm on February 7th. Exhibitors are obliged to keep their stands clean during the entire time. You will be provided with one small rubbish bag.

Smoking is forbidden in the exhibition area and also outside the school. Our school is a non-smoking in as well as outside. Smoking is permitted 20 metres from the school.

WC usage is free of charge on the Helsinki Business College premises.

Cloak Room we provide participants with an attended cloak room to leave jackets and personal items.

Lunch will be possible during the day in the school canteen. The price for normal lunch is 4,50 – 5,00 €/student and 6,00 – 8,00 €/teacher. There is also the possibility to buy snacks during the day from the canteen area or school kiosk.

If you have any further questions, please don't hesitate to contact us. We look forward to seeing you in February.

Sincerely,

Celina Rellahan

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Trade fair fee: 195 EUR is a confirmation of participation and is due by 9th January 2012 to the following account:

Account holder : Helsinki Business College Oy
Name of bank: Sampo Pankki Oyj
IBAN: FI83 8000 1571 3721 10
BIC: DABAFIHH
Reference: Hary 1908

About the Stands:

Two stands (1 m x 1 m x 2,50 m) and basic equipment (1 table, 2 chairs, 1 electrical jack) will be offered for the participants. Stands must be occupied all the time during the trade fair. For more information please contact Helsinki Business College by email fair@businesscollege.fi



Registration Form:

On page 4 you'll find the registration forms for both participation for the event as well as your powerpoint presentations.

About the presentations:

Please send the presentation at the latest by email by 31 January 2012. For more information on presentations please contact Celina Rellahan by email fair@businesscollege.fi or by phone +358 400943523. Confirmation of receiving the presentation will be sent to every Practice Enterprise by e-mail (provided training firm e-mail is filled in the return form).

Date: during the fair 7th of February

Time: will be informed on Helsinki Business College website latest one week before the fair

Place: lobby of the YK-floor

The organizer will arrange all presentations in a computer and the presentations will be shown on a canvas using a beamer.

(Practice Enterprises can use an overhead projector and notebook for their presentations.) Presentations can be in HTML, PPT, PPS, EXE...in English. Length of presentation can be max. 5 minutes and size max. 10 MB.

Please send the original of the registration form by e-mail no later than 9 January 2012 to fair@businesscollege.fi (please fill it in and scan it – jpg, gif...).

The confirmation of the registration will be sent to all participants. The list of training firms will be published on the Helsinki Business College website.

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REGISTRATION FORM FOR PARTICIPATION AND PRESENTATION

Deadline: 9 January 2012

Name of the Practice Enterprise:	
Name of the school:	
Address:	Postal code + city:
Tel./Fax - (including country and area codes):	Teacher's e-mail:
	Practice Enterprise e-mail:
Representatives of the Practice Enterprise (names of students):	
Field of business and products of the Practice Enterprise:	
Name of the teacher of the Practice Enterprise:	Mobile:
Name of the headmaster of the school:	
<input type="checkbox"/> I declare my presentation is included with this email and to the requirements of the Helsinki Business College Standards	
<input type="checkbox"/> I declare that I will follow general set conditions of the fair.	
Date:	Signature of teacher of the class