

GUIDELINES for exhibition and event builders

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The facilities of the Harald Herlin Learning Centre at Aalto University are open for everyone's use. All members of the Aalto community are welcome to hold events, meetings or exhibitions of various kinds at the Learning Centre.

During the time of an exhibition or event, the Learning Centre must be able to deliver its regular services during its normal opening hours:

Mon to Thu 9–20; Fri 9–18; Sat 10–15

In addition, the Tori and Makerspace are open 24/7.

There is also a 24/7 space available on the first floor.

Access after 20.00 on Mon-Thu, after 18.00 on Fri or on weekends must be arranged with Risto Maijala (risto.maijala@aalto.fi).

A description of events planned to continue beyond the normal opening hours or where alcohol will be served must be reported to Risto Maijala at least one week in advance in order to ensure that the event goes smoothly and safely.

A member of facility services will be available on site if the event takes place in the evening, on a weekend, or if alcohol is served. The organizer of the event pays the janitor's overtime costs.

Non-university events

- If you are not a member of Aalto University and wish to rent a space, we request you contact Aalto University facility rentals: facilityrental.aalto.fi or tilamynti@aalto.fi.
- The presence of facility services staff or Securitas is mandatory after normal hours for customers who are not members of Aalto University.

1. Event spaces

Three large event spaces are available: Tori, Makerspace and the Foyer

The shared-use conference rooms in the Learning Centre may be reserved by any Aalto staff through the Asio booking system. They come in different sizes, but generally are suited for meetings of less than 10 persons. Two seminar rooms (Juho and Vilho) are available to Aalto members on a fee basis. Their room capacity is about 20 persons.

APPENDIX 1: Bookable spaces

APPENDIX 2: Floor plans and serving areas

Space bookings, Asio: <https://booking.aalto.fi>

The keys to booked spaces are given to clients at the beginning of the time reserved and are to be returned soon after the event ends.

KEYS: Building custodian Mira Bartholdi, mira.bartholdi@aalto.fi

2. Catering

Catering orders are between the client and the provider, and the provider bills the client directly. Catering may be provided in public event spaces as well as in meeting spaces.

Some of the spaces have an alcohol license; only Robert's Coffee is permitted to serve alcohol in these spaces under the law.

CONTACT DETAILS

Robert's Coffee

Jari Pennanen

(tel. +358 40 500 5441)

jari.pennanen@leipurin.com

APPENDIX 2: Floor plans and serving areas

3. Exhibitions

Exhibits may only be built in the places indicated for the purpose: the Main Lobby, the Tori, the Foyer and the Visual Resource Centre (VRC).

The exhibits must not hinder or disrupt the normal operations of the Learning Centre.

Sixteen white pedestal stands (eight tall and eight short) are available. The exhibition spaces are also equipped with ceiling rails. The Visual Resources Centre (VRC) offers lockable glass display vitrines.

Posters and similar items may be put up only in the marked places. Only easily removable adhesive tapes etc. that cause no damage to the surfaces may be used. Nothing may be attached or added to the walls or to the bookshelves. Advance arrangements must be made for installations that generate sound.

Harald Herlin Learning Centre
Otaniementie 9, Espoo

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CONTACT DETAILS

Art curator Ksenia Kaverina, kseniia.kaverina@aalto.fi

Tel. +358 45 885 4585

APPENDIX 2: Floor plans and serving areas

APPENDIX 3: Pictures of the exhibition spaces

4. General instructions:

4.1 Receiving and delivery

The transportation of incoming and outgoing goods and items occurs through the utility entrance at Otaniementie 9.

4.2 Cleaning

Clients are responsible for cleaning their event space during and after the event. They should see that the space is restored to its original condition and that all furniture and equipment put back in place. Stains or tape marks left on any surfaces, such as floors, must also be removed.

FOR CLEANING SERVICES,

contact Mari Ojanen

Tel. +358 50 385 7043

mari.ojanen@lassila-tikanoja.fi

4.3 Power, lights and sound design

Clients are responsible for the electric power, lighting and sound design of any events that require unusual arrangements.

The second floor of the Learning Centre is a quiet zone, so clients must take care to ensure that no noise from their event disturbs the library patrons there.

4.4 Media wall

Events at the Tori may use the media wall, a multi-monitor panel consisting of eight large display screens. The wall can serve as a background visual element for presentations, discussion panels and interviews and as an audio system.

User support for the media wall:

Mira Bartholdi (facility services), tel. 358 50 537 2604

Jaakko Marttila, tel. +358 50 384 1731

4.5 Furniture

Clients may use the furniture and equipment in the space they book. Some tables and chairs are available at the Learning Centre – ask about these when placing your order. If other furniture or equipment is needed, you must procure or rent it yourself.

4.6 Brochures

Clients produce their own brochures, notices and advertising for their events and are responsible for their distribution and removal.

4.7 Insurance and release of liability

The Learning Centre has no responsibility for event insurance coverage or for incidents of injury or theft occurring at the event. We recommend that clients obtain insurance against loss or damage and indemnity insurance for their own goods, items, devices and furnishings.

The setting up of all artwork and other items for display at the Learning Centre occurs at the owner's risk.

4.8 Liability for damage

Should building property incur loss or damage during an event, the costs of repair or replacement will be charged to the client.

4.9 Permits, security and rescue plans

Events may not hinder or disrupt the normal operations of the Learning Centre. For large-scale events that are open to everyone, the client must make an emergency rescue plan in accordance with the law if so determined by the authorities.

Emergency exit routes and fire extinguisher locations must remain unobstructed by any furniture, equipment or other items brought by the client or any Learning Centre furniture rearranged by the client.

Clients are responsible for obtaining official permits for events as well as for any Gramex or Teosto royalties or copyright fees. For more information, see <http://www.teosto.fi/en>.

If necessary, clients with large events must arrange for security guards themselves.

4.10 Accessibility

Main entrance route: A parking place for people with disabilities is located within 10 meters of the entrance. The parking bay is marked and its berth is at least 3.6 meters wide. For assisted visitors a parking place is located less than 5 meters from the entrance and the passage to it is barrier-free. The route to the entrance is marked, lighted, adequately wide and on level ground.

Main entrance: The entrance is easily distinguishable, lighted and canopied. The glass entrance doors can be easily seen and they include contrast markings. Adequate space for movement in a wheelchair, for example, is available outside the door. The door opens automatically by push button.

Audio induction loops are located in seminar rooms Juho 126 [20] and Vilho 233a [20]. Spaces with audio induction loops are marked with the T symbol:



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5. Contact details

CATERING

Robert's Coffee
Jari Pennanen
tel. +358 40 500 5441
jari.pennanen@leipurin.com

MEDIA WALL: USER SUPPORT

Mira Bartholdi (facility services)
tel. +358 50 537 2604
Jaakko Marttila, tel. +358 50 384 1731

SECURITY

PR-Sec Oy
Security guard and safety services
www.pr-sec.com (in Finnish)
palvelut@pr-sec.com

EXHIBITIONS

Art curator Ksenia Kaverina
tel. +358 45 885 4585
kseniia.kaverina@aalto.fi

CLEANING SERVICES

Mari Ojanen
tel. +358 50 385 7043
mari.ojanen@lassila-tikanoja.fi

Securitas Events Oy
laila.gillberg@securitas.fi
www.securitas.fi/fi/turvallisuuspalvelut/
(in Finnish)

APPENDICES:

- APPENDIX 1. Bookable spaces
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APPENDIX 1. **Bookable spaces**

Asio Booking System: <https://booking.aalto.fi/kalenterit2/index.php?setlang=eng>

The resource-code of the space is in parentheses (), the space capacity in square brackets [], and the equipment included in the space is listed last.

Otaniemi / shared used meeting rooms / Learning Centre

- Ilmari** (106) [12] LCD panel and whiteboard.
- Dora** (109) [6] Whiteboard.
- Johanna** (113) [20] LCD panel and whiteboard.
- Aslak** (214) [8] LCD panel and whiteboard.
- Lento** (215) [5] LCD panel.

The Learning Centre's rentable seminar space

Contact persons: Risto Maijala (@aalto.fi)

Juho (126) [20]

 Audio induction loops, (2) data projectors, wireless microphone, sound system, whiteboard

Vilho (233a) [20]

 Audio induction loops, (1) data projector, wireless microphone, sound system, whiteboard

Learning Centre event spaces

Contact persons: Valeria Gryada, Riitta-Liisa Leskinen or Risto Maijala (@aalto.fi)

Makerspace (K004a) [150] Data projector, wireless microphone, sound system, LCD panel, whiteboard

Main lobby [50]

Tori (115a) [150]

Wireless microphone, sound system, LCD panel and whiteboard.

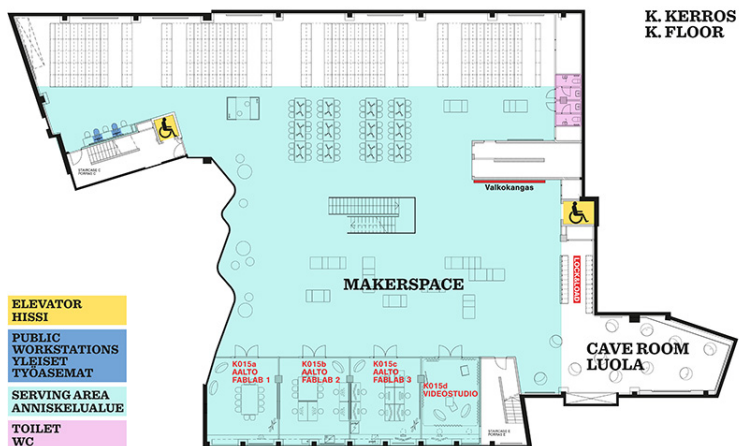
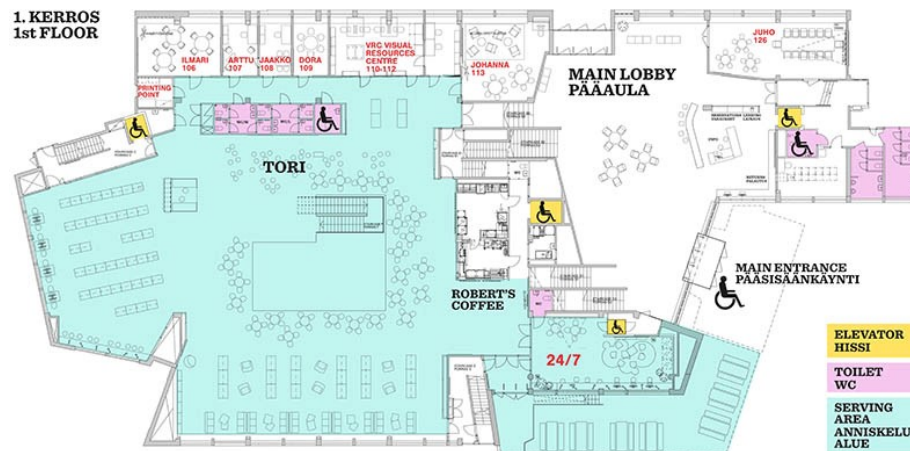
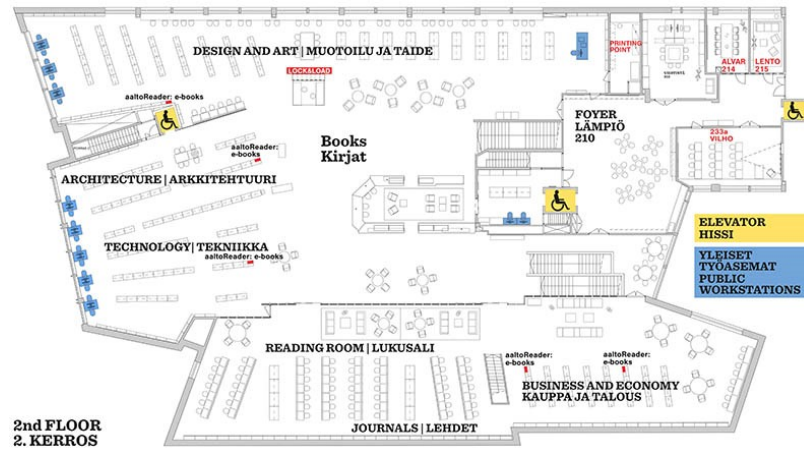
Foyer (210a) [35]

LCD panel and whiteboard.

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APPENDIX 2. Floor plans and serving areas



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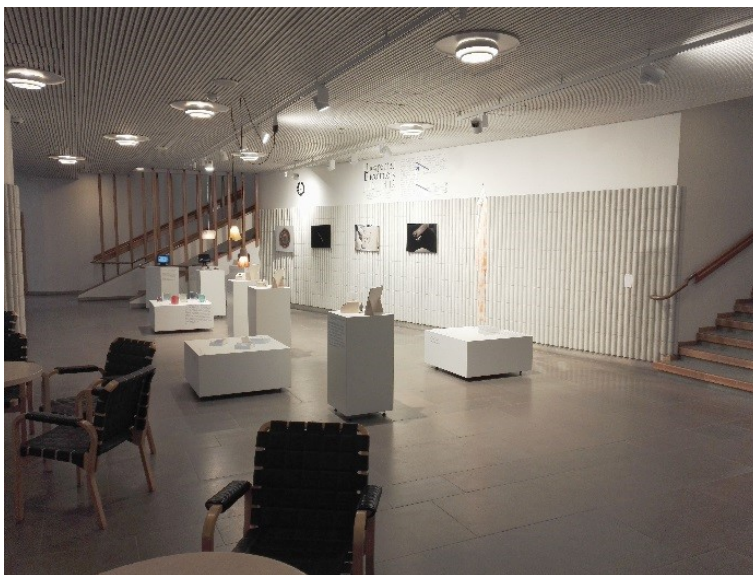
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APPENDIX 3. **Exhibition space pictures**

Exhibition spaces:

1. Main Entrance
2. Tori (115a)
3. Foyer (210a)
4. Visual Resources Centre

1. Main Entrance 1st floor

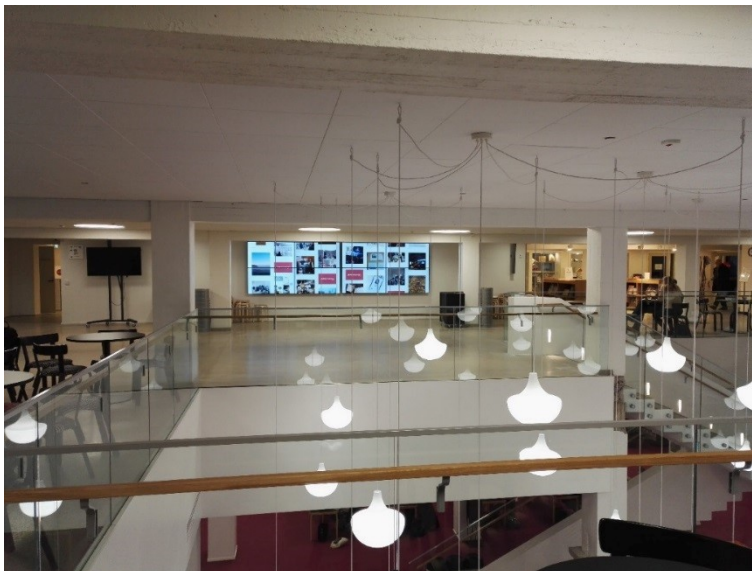
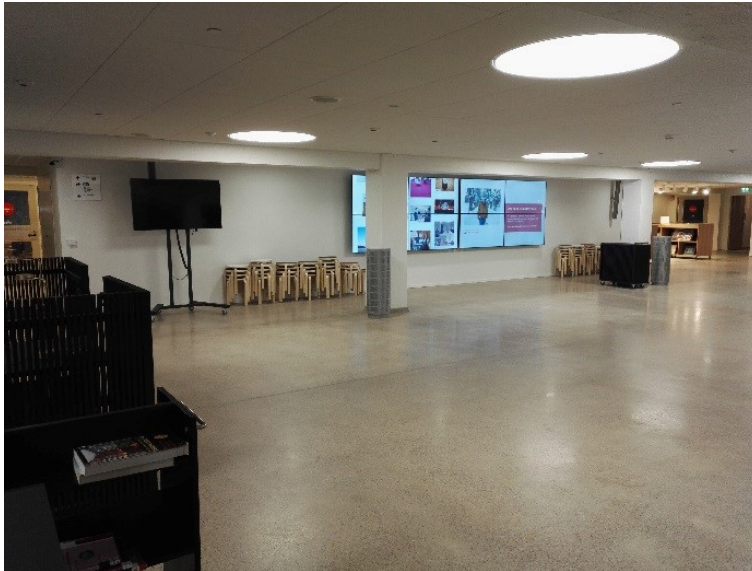


Photos: Jaakko Marttila, 2016.

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2. Tori (115a) 1st floor



Photos: Jaakko Marttila, 2016.

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3. Foyer (210a) 2nd floor



Photos: Jaakko Marttila, 2016.

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4. Visual Resources Centre (110 – 112) 1st floor



Kuva/photo: Marika Sarvilahti