



ADDITIONAL SERVICES 2024 – CROWNE PLAZA HELSINKI-HESPERIA

All prices include VAT. 24 %

FURNITURE

Exhibition tables (45 cm x 130 cm) inc white tablecloth	30 € each / event
Extra tablecloths for exhibition tables	12 € each / day
Chairs	10 € each / event
Round tables inc white tablecloth in meeting use	70 € / table / day
Standing tables for exhibitions ø 70 cm (no tablecloths)	30 € each / day
Chair cover, cream	5 € each / day
Additional flip charts (1 included)	25 € each / day
Stage piece (1 m x 1.5 m, high 40cm)	40 € each / day

FURNITURE CHANGES

Hesperia Ballroom (round tables normally)	500-1500 €
Lumo (long tables normally)	350 €
Furniture change during the event day (excluding Lumo and Hesperia Ballroom)	250 €

ELECTRICITY FOR EXHIBITION

The prices for the electricity outlets include the cost of the electricity used.

Industrial electricity socket 16A / 400 V	275 € each / day
Industrial electricity socket 32A / 400 V	425 € each / day
Industrial electricity socket 63A / 400 V	665 € each / day
Extension cord (3m or 5m, five sockets) inc. electricity	25 € each / day

MICROPHONES

Meeting room includes two microphones (wireless hand / headset microphone).

Wireless hand microphone / headset microphone	85 € each / day
Table (gooseneck) microphone	85 € each / day

OTHER RATES

Backstage under 400 persons events	250 €
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ADDITIONAL EQUIPMENT

Laptop computer	165 € / day
Comfort/speaker screen LCD 42"	150 € / day
Led monitor LCD screen 65 " with stand	350 € / each / day
Led monitor LCD screen 86 " with stand (in Töölö 1-5)	450 € / day
Microphone speaker - Jabra	55 € each / day
Logitech MEETUP conference camera (including 25mb LAN connection)	165 € / day
Wireless Powerpoint clicker	25 € each / day
Perfect Cue	50 € each / day

STAFF

Minimum charge 4 hours

Conference assistant

Weekdays	60 € / hour
Sundays and public holidays	120 € / hour

Technical surveillance (outsourced, starting price)

Weekdays	90 € / hour
Saturdays	140 € / hour
Sundays and public holidays	180 € / hour

Additional waiters

Weekdays	45 € / hour
Sundays and public holidays	90 € / hour

Security officer

Weekdays **90 € / hour**

After 12pm, Sundays and public holidays **180 € / hour**

DECORATIONS

Outdoor fire cauldron **50 € / 2 pieces**

Rope Barriers 1.5m (max 6 x 1.5m) **25 € / 1.5m**

FLAGS

Flags on flagpole outside the building (3 flagpoles) **25 € / flag / day**

Finnish flag free of charge

COPYING

Black and white **0,35 € per page**

Colour **0,70 € per page**

PARKING

Garage has 70 parking places (no reservations)

Hotel guests **26 € / day or 4 € / hour**

INTERNET ACCESS

Meeting –LAN & –WLAN

There is a limited amount of connections available.

LAN / WLAN connection 25mb **110 € / connection / day**

LAN / WLAN connection 50mb **165 € / connection / day**

LAN / WLAN connection 100mb **220 € / connection / day**

LAN / WLAN connection 200mb **385 € / connection / day**

Wired internet connection for one device.

Wireless internet connection for the event. You can decide the name and password for the connection.

Please order 1 week advance.

Crowne Plaza Conference Internet

Hotel offers public wireless internet connection 10Mb, free of charge, for its guests. As each wifi hotspot has limited bandwidth, the speed of the service depends on the number of simultaneous users.

Crowne Plaza Conference –network You can log in without any username.

SET UP AND DISMANTLING

If not agreed otherwise, the function room is available for the use of the client 1 hour before the start of the event and 0,5 hour after the end of the event. All other set up/dismantling time is at additional charge and is to be booked separately.

For the set-up we charge 150 euro / hour (minimum charge 4 hours / day), when hotel decides the set-up time. The set-up time is usually between 18.00-22.00, but the final set-up time will be informed to the client about one week prior to the event. If you wish to reserve a specific time for the set-up, we will charge normal room rent for the function space.

Please note! Staff is not included in the set up or dismantling hours..

ADDITIONAL CHARGE AFTER 23.30pm

Additional opening hours after 23.30pm

400 € / every starting hour

We reserve the right to change prices.