

Send your customer an invitation and welcome them to the Uiva Flytande exhibition!

Who can order customer invitations?

The logged-in contact person of the company that has registered as an exhibitor (or other users of the company whose e-mail address is saved in the "My organization" section).

How to log in

Log in at <https://ilmoittaudu.finnboat.fi/>. Customer invitations can be sent by selecting the title "Customer invitations" from the browser's top bar or alternatively from the browser's symbol ☰ .

How much does a customer invitation cost?

€10,00/piece + valid value added tax. Invitations can be ordered as needed; the customer invitations will be invoiced after the exhibition based on actual use.

How to add users to "my organization"?

After logging in, select the title "My organization" from the top bar of the browser. Enter the e-mail address of the person to be added in the "Other users in organization" field and press "add" and "save". The added address will then appear in the system, and the user of that address can log in immediately.

Company name on invitations

The text typed in the "Company's media name" field is printed on the customer invitations. If necessary, the name can be updated from the "My organization"-section. NOTE! The name must be updated in the system before ordering invitations, the name will not be updated for already ordered invitations.

Sender of customer invitations

The sender of the e-mail for customer invitations cannot be changed. The e-mail address of the logged-in user is not visible to the email recipients; the sender of the e-mail is always uiva@finnboat.fi.

The language of the invitation

Text printed on customer invitations is in the language in which the subscriber has logged in to the site. If needed, the website language can be changed from the upper right corner of the browser or alternatively from the browser symbol ☰ . The language options are Finnish, Swedish, and English. **NOTE!** The operating language must be changed before ordering invitations, the language will not be updated to the already ordered invitations.

How to order invitations while logged in?

- 1) Select **Customer invitations** from the browser menu
- 2) Choose **event** (HELSINKI BOAT-AFLOAT SHOW 2026)
- 3) select the **amount (pcs)** of invitations to be ordered with the counter
- 4) select the **delivery method**, alternatively one of three:
 - A)** *Delivery by email for the logged in user (you)*
 - B)** *Some other email address*
 - C)** *Delivery mail to invitee. Import of Excel file possible*

DELIVERY METHOD A) The number of invitations selected with the counter will be sent to the logged-in user's email, alternatively the invitations can be downloaded from the Order History -section

of the website. The order history section appears at the bottom of the page after placing the order (may require a browser update).

NOTE! Ordered invitations can be downloaded to your own computer *only once* (either via the e-mail link or the link in the Order History section, not from both). If many invitations are ordered at once or if there are a lot of simultaneous orders in the system, you may have to temporarily wait for the invitations to load (a few minutes estimated).

The customer invitation can be forwarded as an e-mail attachment, as a screenshot via text message/WhatsApp or printed on paper (printed invitation size A4). **It is important that the QR code of the invitation (and ticket identification markings) are visible and readable by inspection devices.** A printing and delivery fee of €5.00 (+ valid value added tax) per invitation is added to the invitations printed by the Exhibition Organizer.

NOTE! When forwarding invitations, be careful not to inadvertently send the same customer invitation to several different invitees!

DELIVERY METHOD B) The number of invitations selected with the counter will be sent directly from the system to one email recipient (no manual forwarding required).

In delivery methods A) and B), the order button turns green when all mandatory fields have been filled. After clicking the "Order" button, invitations are sent directly to the recipient from the system.

DELIVERY METHOD C) Recipients can be added individually or several at once.

The recipient's email addresses can be added individually in a separate data field (in this case, the recipient's email addresses are separated either with a comma [,] or on a new line). Alternatively, the recipient's email addresses can be imported as an Excel file.

How do I add invitation recipients from an Excel file?

The imported Excel file can contain any information/columns, as long as the **first cell** of the column from which the e-mail addresses will be extracted, has a header line with the word **email**. If you want to send more than one invitation to the same recipient, the e-mail address in question must be included several times in the file. There is no limit to the number of recipients' email addresses in the imported Excel file.

When the e-mails are sent from the system, an entry remains in the system's data log and the e-mail addresses are saved in the history data, but the downloaded Excel file itself is not saved in the system, and any other information included in the file is not processed.

Example image 1 of an Excel file:

	A	B	C	D	E	F
1	email	company	title	first name	last name	address
2	uiva@finnboat.fi	Pörris Boat Ltd.	CEO	Pörri	Paatti	Käenkuja 8
3	info@finnboat.fi	Pörris Other Boat Ltd.	CEO	Pörri	Paatti	Käenkuja 8
4						
5						
6						

Example image 2 of an Excel file:

	A	B	C	D
1	email			
2	uiva@finnboat.fi			
3	uiva@finnboat.fi			
4	uiva@finnboat.fi			
5	info@finnboat.fi			
6	info@finnboat.fi			
7	info@finnboat.fi			

Customer invitation e-mail cover letter

In the delivery method C) you can optionally add a separate cover message to the e-mail to the recipients. **NOTE!** The cover message is sent in the language in which it is written in the message field, the system does not translate the text automatically. If needed, the cover message can be written in several languages. NO character limit.

It is possible to save the cover message as a template for future needs. If needed, tick the "Save the cover letter as a template" option.

If a separate cover message is **not** written, the automatic system message (as seen here) will be the cover message of the e-mail: "*A company participating in the Helsinki Boat-Afloat 2026 exhibition invites you to the exhibition and their stand. The name of the inviting company can be seen on the customer invitation attached to this message. The invitation entitles you to a one-time visit to the Helsinki Boat-Afloat 2026 exhibition on the day of your choosing. The invitation must be presented at the entrance. The invitation can be exchanged for a wristband at the gate, which entitles you to leave and return to the exhibition area without restriction during the same day. Opening hours and additional information about the exhibition: www.uiva.fi. Welcome!*"

NOTE! The automatic system message is sent in the language in which the user has logged into the system. If needed, the website language can be changed from the upper right corner of the browser or alternatively from the browser symbol ☰. The language options are Finnish, Swedish, and English. The automatic system message will not be updated to the already sent invitations.

In delivery method C) The "Preview and order" -button will turn green when all mandatory fields have been filled.

Preview and order

The order of the customer invitation is completed by clicking the "Preview and order" -button. The preview shows how the customer invitation will look like to the recipient. If the content of the invitation is accepted, click "Order". After clicking the order button, invitations are sent to recipients from the system. If changes need to be made, click "Edit".

If the customer does not receive the invitations sent from the system

Messages/invitations take a while to send. If the recipient has not received the email for some reason, the first thing to do is ask them to check their email's spam folder. In problematic cases, when the recipient's e-mail address is written correctly, it is usually a question of spam filtering on the recipient's e-mail server, excessively strict data security settings, or a temporary disturbance in the recipient's mail service in general.

How to use customer invitations

A customer invitation entitles the invitee to a one-time visit to the exhibition. The customer presents the invitation at the gate when arriving at the exhibition, alternatively either from the screen of a mobile device, from a text message/WhatsApp as an image or as a paper printout. The most important thing is that the QR code of the invitation (and ticket identification markings) are visible and readable by inspection devices. **NOTE!** The scanned invitation can be exchanged for a wristband at the gate, which entitles the customer to leave and return to the exhibition area without restriction *during the same day*.

Downloading customer invitations on your phone

Customer invitations are saved in the Downloads folder on the device you are using or in the folder where the phone user has selected to save files that require downloading.