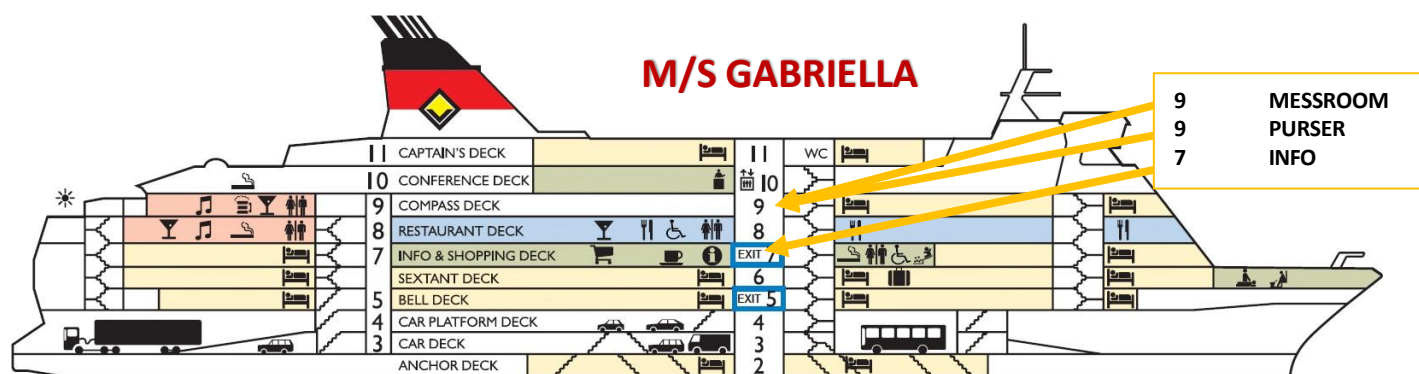




INFO/First aid **7400**

PERSONNEL CARD

Your personnel card needs to be visible at all times whilst in the port area and in our staff areas!

All performers will be given a card holder, please return this to the information desk before disembarkation.

WELCOME ABOARD!

As an artist, you have access to crew areas. This entails **YOU** responsibility to read and understand all information below:

SAFETY

General alarm: • • • • • — (7 short and a long signal).

Meaning: Go to your nearest muster station.
Put on warm clothes, put on a life jacket and follow the crew's instructions.

Abandon ship alarm: — — — — — (Repeated long signals).

Meaning: The Ship is about to be abandoned, move according to crew's instructions to nearest rescue station.

Evacuation ways: **YOU** must know the emergency exit way from your workplace and from your cabin. It is **EVERYONE'S** responsibility to keep the emergency exits free!

Fire doors: Fire doors must not be blocked! During a fire, these doors will automatically shut and keep the smoke and fire from spreading to other areas. **EVERYONE** has a duty to keep these fire doors free from any obstacles.

Fire equipment: Fire extinguisher and fire hydrants must not be blocked in any way. Learn where the closest fire extinguisher is to your workplace and cabin.

Watertight doors: To use watertight doors (WTD) on deck 2, **YOU** need familiarization in safe handling first. The familiarization can be given by a crew member who have participated in safety familiarization of a new employee. It's **YOUR** responsibility to ask for familiarization before you start using watertight doors. It's allowed to pass through the watertight doors, but they shall always be kept closed at sea. **In an emergency the watertight doors MUST remain closed.** (Use emergency exit).

SECURITY

- Crew card:** The crew card must always be kept visible. The crew card gives you access to crew areas. If you leave the ship in harbor, you need to take with you also official ID (passport or driving license). Remember to return the card holder to information when your contract ends.
- ISPS:** Inform the VLSS (Viking Line Security Service) immediately if YOU notice something suspect or different. When passing through the doors, make sure that they are closing properly.
- AMOK:** Amok means that the ship is exposed to a serious threat by someone using vigorous violence against passengers or crew. If the expression AMOK is given on the ships PA system (Public Announcement), you should move into a safe place. There are three color codes to describe status of areas:

RED

Area where dangerous person acts.

YELLOW

Area to where dangerous person has access to but has not yet entered.

GREEN

Safe area.

OTHER

- The mealtimes/Mess:** 06:45 – 09:30 11:00 – 13:00 15.30 – 18.00 (Finnish times)
- Alcohol:** Misuse of alcohol and drugs are not allowed. For (description) medicines a description should be presented.
- Smoking:** Please notice that the cabins, the cabin corridors, and the common areas are nonsmoking areas!
- Waste:** All waste will be sorted and taken to designated places. Nothing should be thrown into sea.
- Cleaning:** Everyone cleans after themselves in mess, day room, sauna....
- Reparation:** Please inform right away if something is not working: broken lamps, leaking taps, etc.

INFORMATION

Before the Ship

- We ask you to familiarize yourself with the technical specifications and other useful information well in advance of your arrival on board at <https://www.vikingline.com/onboard/artists/gabriella/>

Boarding, loading and soundcheck

- We wish you to board Gabriella early enough, but at the latest 14:00 local time.
- You will get the visitor pass from the terminal's passer control on the second floor.
- The easiest way to unload your equipment on board is via the terminal. If this is impossible, then by exception you can unload via the car deck. But you must inform us 4 days before you come to Gabriella.

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- When you have the visitor pass, you can drive your band-vehicle through gate B (Helsinki) to the car deck. The car deck is closed in Helsinki and Stockholm between 12:00-15:00 (Finnish time).
- It is preferable that the loading should take place as soon as possible after boarding the ship.
- However we would like you to inform us as accurately as possible what time you will board, at least two day ahead of arrival: avtekniker.gabriella@vikingline.fi, kryssningsvard.gabriella@vikingline.fi, +358-400-359 880
- All vehicles are left in reserved parking places for artists. One parking pass per orchestra.
- The setup and sound check shall be done straight after boarding. The equipment that will not be on stage will be secured with the AV-technician and put into the AV storage. No stuff shall be left in spaces reserved for passengers.
- From the information on deck 7 you will get your own envelope which contains your personal cabin keys, crew card and general information about living/working on the ship.
- **Keep your Viking Line ID-card (crew card) visible at all times visiting the crew-areas.**
- The cabins will be cleaned during harbor time, so they will be available after 14:00.
- Gabriella departs from Helsinki at 17:00 (arrival to Stockholm at 11:10am) and from Stockholm at 17:00 (arrival to Helsinki at 10:10am).
- All artists must return back on board no later than 30 minutes before departure.

Living and shopping on board

- You have access to the crew areas with your crew card. There are code locks / card readers next to each crew door. Show your card to the reader and enter your personal code, which you will receive from the ship's information desk upon arrival on board.
- Messi, the crew canteen, is located on deck 9. Only crew and artists have access to the messi. It's open 24/7 and food is available at all times. Avecs are not permitted to eat or stay in the ship's staff mess.
- The dayroom is also on deck 9. In the dayroom you must remember that next to the dayroom there are crew cabins. Crew members may be sleeping at any time of the day. Always remember to clean after yourself. Partying in the crew corridors or bringing passengers to the dayroom is strictly prohibited, as in all the crew areas.
- The crew sauna is by the dayroom; artists may use it after 5pm. In the same corridor there's also the laundry room. The gym is on deck 2 in the bow of the ship.
- The playing times change always in Helsinki. New playing times may be photographed at the corridor wall next to the glass door of the messi. The crew always uses Finnish time.
- The artists/orchestra are always responsible for their own equipment, so easily stolen equipment (mics, instruments etc.) should be taken off stage after every gig. Doors to the restaurants are often open though the actual restaurant is closed.
- The "slabi" is the discount which is given to the artist from all Tax-Free products. Your crew card is your "slabi"-card. The card shall be shown before giving the products. Avoid rush hours and remember: customers always come first.

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- The cleaning of the cabins starts at 10:00 on arrival to the harbor, all luggage should be packed and ready by then on the day you leave.
- If your visit is for a longer period, the cabins can be cleaned on Thursdays if you place the green magnet on the outside of your cabin door before 14:00. The cleaning is between 14:00 – 15:00.
- During your stay you shall obey the common rules of the ship.
- Alcohol Policy for all the artists during scheduled working hours it is 0,00 %. which means zero.
- Please leave the cabin in good order for the next visitor.

Guests on board the ship:

- You may bring family members for free if they stay in your own cabin. You must request a personal boarding pass for your visitor from the entertainment office before their visit. The visitor makes a normal deck passenger booking via Viking Line's sales office and redeems it from the terminal with the free ticket. You may ask for a spare key for your cabin for your visitor.
- Avecs or guests are not permitted to eat or stay in the ship's staff mess.

Leaving the Ship:

- When your working period ends and it is time for you to leave the ship, we ask you kindly to leave your crew card at the ship's information desk.

Contact information:

- So that the performance would work also along the technical part, we would like that the person responsible for the orchestra's technology would send their contact information for possible contacts to: avtekniker.gabriella@vikingline.fi
- Any other questions or help needed considering your performance will be taken care of the cruise manager: +358-400-359 880 / kryssningsvard.gabriella@vikingline.fi

Cruise Manager:	Niklas & Frans	pager number from ships telephones 08-1001
Program Host:	Linda & Matti	pager number from ships telephones 08-7001
Technicians:	Auwo & Sami	pager number from ships telephones 08-9428

WELCOME ABOARD!

With regards,
 Niklas / Frans
 Cruise Managers
 M/S Viking Gabriella