

AUTO BAZAR

10-11TH of May, 2019

The largest testodrome in Lithuania and specialized exhibition of vehicles, parts, equipment.

Lithuanian Exhibition and Congress Centre LITEXPO,
Laisves pr. 5, Vilnius



Organizer: Lithuanian Exhibition and Congress Centre LITEXPO, VšĮ "Automobiliai ir laikas"

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

- Exhibitors for participation in the exhibition **AUTO BAZAR 2019** register online at the **autobazar@litexpo.lt** through the electronic application order and administration system EPUS (direct connection **<http://epus.litexpo.lt/>**).
- The Application has to be submitted by **22TH OF APRIL , 2019**.
- Brief information about the terms and conditions of participation in the Exhibition is provided in the participation terms and conditions. Main rights and duties of an Exhibitor, as well as those terms and conditions of Participation are established in an application- agreement filled in by each Exhibitor, accepted by LITEXPO, and Regulation on participation in exhibitions and trade fairs, as well as other internal regulations of LITEXPO. All the above- listed regulations are jointly referred to as Legal acts regulating Participation. Every single Exhibitor must familiarise himself/herself with the latter legal acts.

2. Main services and charges:

EXPOSITION OF: automotive and vehicle parts, equipment, accessories, auto chemistry:

The organizer of the exhibition rents empty exhibition space (minimum area - 6 sq. m) for the whole duration of the exhibition and provides the following services:

- Organization of the Exhibition and development of the contents;
- Development and coordination of the event programme;
- Advertising and communication campaign of the Exhibition;
- Attraction of target group;
- Distribution of invitations to officials;
- General lighting and heating of the exhibition halls;
- General protection outside working hours of the Exhibition;

Registration fee per Exhibitor and Co-exhibitor (payable after the submission of an application agreement) is 120 EUR + 21% V.A.T.

The fee includes:

- Entry into the electronic catalogue of exhibitors.
- Exhibitor badges (one for 3 sq. m, but no more than 15 pcs. for a stand).
- Electronic invitations for visitors (30 pcs. for an Exhibitor and co-exhibitor).

Prices of participation:

Registration fee per Exhibitor and Co-exhibitor	120 EUR + 21 % V.A.T.
Empty exhibition space in the hall when ordering after 2018.08.31	45 EUR + 21% V.A.T. per 1 sq. m
Empty exhibition space in outside area	20 EUR + 21 % V.A.T. per 1 sq. m
Rental price of standard stand equipment	19 EUR + 21% V.A.T. per 1 sq. m

The standard minimal stand of 6 sq. m consists of the following:

- A booth of OCTANORM constructions (1m x 2, 5 m);
- Carpeting of grey color;
- Three spot-lights of 100 W (1 per 3 sq. m);
- A table and 2 chairs;
- Recycle bin;
- Fascia with the company name in Latin letters (standard font, up to 10 letters);
- Three-outlet socket (220 V/2 kW);
- Pre-cleaning of stand*

*The cleaning of a standard stand is provided **only once**, on the Exhibitors' Preparation Day before the opening of the Exhibition. No extra cleaning is provided after. In case an Exhibiting company wishes the stand to be cleaned every opening day of the Exhibition, the standard stand cleaning has to be ordered separately. The service price is 1 EUR + 21 % V.A.T. per 1 sq. m

3. Stand design, additional stand equipment and services

- The dimensions of the stand and its place in the hall are determined by the Organizer. If a stand of individual design (non-standard) for Exhibitor is designed and constructed by another company, the contracting company has to submit a detailed drawing of the stand to the architect Romanu Gajevskiu, (mob.: +370 616 05413, el. p.: stendai@litexpo.lt) no later than 21 day before the Exhibition starts (see: Regulations of Participation at Exhibitions and Fairs, point 67).
- Additional standard stand equipment, furniture, stand cleaning services, communications, companies' names or logos on fascia boards have to be ordered in advance by filling in the Forms for additional equipment, Services and Communications through the electronic application order and administration system EPUS - <http://epus.litexpo.lt>. For further information and orders, please contact the sales manager **Rimvydas Jankauskas (ph. +370 63009428, e-mail: r.jankauskas@litexpo.lt)**.
- For the rent of stands of individual design, please contact the sales manager **Rimvydas**

Jankauskas (ph. +370 63009428, e-mail: r.jankauskas@litexpo.lt).

- Forms for Additional Equipment, Services and Communications are also available at www.litexpo.lt.
- 5 days before the Exhibition opening, prices for additional equipment and services increase by 50%, on the Exhibitors' Preparation day and during the Exhibition - by 100%.
- An Exhibitor must cover stand remounting expenses which amount to 20% of the installation price of the exhibition stand, if 5 days before the Exhibition any amendments are made to the stand design and the stand has to be remounted.

4. Terms of payment

An Exhibitor has to pay for the rent of exhibition space, stand rent and additional services after getting the invoices from LITEXPO. All fees must be paid within the period indicated in the invoice, otherwise the **Exhibitor will not be registered to the Exhibition.**

5. Other services

Visitor invitations

Upon the payment of registration fee, every Exhibitor is provided with 30 electronic invitations for his customers to visit the Exhibition. Invitations are intended for their recipients only. Exclusively the invitations provided by the Organiser are valid for the Fair.

Visitor invitations

Upon the payment of registration fee, every Exhibitor and his co-exhibitor is provided with 30 electronic invitations for his customers to visit the Exhibition. Invitations are intended for their recipients only. Exclusively the invitations provided by the Organiser are valid for the Fair.

6. Events

Exhibitors are invited to organize various events during the Exhibition. The program of events has to be coordinated with the Organizer.

Exhibitors organizing various actions at their stands have to inform the Organizer and may not disturb the job of other exhibitors in the Exhibition (make noise, play loud music, etc.).

7. Exhibition course

- An Exhibitor, for whom an exhibition stand is build-up and dismantled by another company, shall inform his contractor about the requirements regulating the stand set-up procedures established by LITEXPO (see "Regulations of Participation at Exhibitions and Fairs", chapter 80). In such cases the Exhibitor shall bear full liability for actions of third parties. Staff mounting a stand during build-up and dismantling days shall be issued free special vouchers. Extra time for build-up and/or dismantling is charged (see "Regulations of Participation at Exhibitions and Fairs", chapter III, point 80)
- After arriving at LITEXPO an Exhibitor has to register at the Info-Centre of the Exhibition. Exhibitors are registered to the stands after they have fully paid the invoice for their participation in the Exhibition.
- During the registration, an Exhibitor is provided with information about the working procedure of the Exhibition, services provided, and is issued with exhibitor's badges, upon presentation of which to security, exhibitors shall be provided with access to the exhibition

halls on the days of Fair mounting, dismantling and during the working hours.



8. Working hours

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisvės ave. 5, Vilnius, Hall 3 and outdoor area
Exhibition working hours	May 10, from 10.00 to 18.00 May 11, from 10.00 to 17.00
Registration of exhibitors	May 9, from 10.00 to 19.00
Delivery of exhibits	May 9, from 8.00 to 20.00 May 10, from 8.00 to 9.30
Stand build-up	May 8,9, from 8.00 to 18.00
Stand dismantling	May 11, from 17.00 to 20.00 May 13, from 8.00 to 12.00

- ❖ The organizers reserves the right to change the times of exhibition working hours, mounting, removal and delivery of exhibits.

Contacts:

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