



6-8 February, 2020

STUDIES 2020

International Exhibition of Knowledge, Education and Career Planning

Lithuanian Exhibition and Congress Centre

LITEXPO, Laisves Ave. 5, Vilnius, Lithuania



Organizer Lithuanian Exhibition and Congress Centre LITEXPO

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

- Exhibitors for participation in the exhibition register on-line at the www.litexpo.lt through the electronic application order and <https://floorplan.expodoc.com/en/661/studijos-2020>. The Application has to be submitted by **December 2, 2019**.
- Brief information about the terms and conditions of participation in the Exhibition is provided in the terms and conditions of participation. 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. Co-exhibitors

- Exhibitor can admit into his stand a Co-exhibitor (other company) after having registered it in his application and agreed on their participation with the Exhibition organizer.
- Exhibitor has to pay the Co-exhibitor's fee.
- Co-exhibitor has the right to use the same stand as the main Exhibitor, and has to obey the same requirements, terms of participation in the Exhibition as applied to the Exhibitor.
- Exhibitor shall assume responsibility for any violations, breaches of the legal acts regulating participation committed by his Co-exhibitor.
- A co-exhibitor's activity and the exhibits or services presented, have to correspond to the thematic of the Exhibition.

3. Main services and charges:

The Organizer rents empty exhibition space (minimum area – 6 sq. m) for the whole duration of the Exhibition and provides with 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% VAT**.

The fee includes:

- Entry into the electronic catalogue of exhibitors.
- Exhibitor badges (one for 3 sq. m, but no more than 10 pcs. for a stand).
- Electronic invitations for visitors (30 pcs. for an Exhibitor).

Rent of exhibition space (for the whole duration of the Exhibition):

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| Empty exhibition space | 67 EUR + 21 % VAT per 1 sq. m |
| Empty exhibition space when ordering 30 sq. m and more | 63 EUR + 21% VAT per 1 sq. m |

Rent of standard stand (for the whole duration of the Exhibition):

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| Rental price of standard stand equipment – 22 EUR + 21 % VAT per 1 sq. m |
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The standard minimal stand of 6 sq. m consists of the following:

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

4. 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 Rūta Abromavičienė (phone: +370 686 19765, e-mail: stendai@litexpo.lt) no later than 21 days before the Exhibition starts (see: Regulations of Participation at Exhibitions and Fairs, point 67).

Additional standard stand equipment, furniture, 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

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- For further information and orders, please contact the sales manager Audronė Ridikienė (phone: +370 698 21581, e-mail: a.ridikiene@litexpo.lt).
- For the rent of stands of individual design, please contact Audronė Ridikienė (phone: ++370 698 21581, e-mail: a.ridikiene@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' registration days 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.

5. 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.

6. Other services

Hotel booking and entry visa

Hotel booking and invitation letters for Lithuanian entry visa – Simona Grigaliūnaitė (phone: +370 630 09390, e-mail: s.grigaliunaite@litexpo.lt).

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.

Forwarding of exhibits, loading-unloading works, customs clearance services

According to the Exhibitor's advance application the company "PAN-LIT Service" provides forwarding of exhibits, loading-unloading works and customs clearance services in the Exhibition territory. The services ordered are paid by Exhibitor directly, contact by phone +370 5 244 56 77, e-mail: info@pls.lt.

7. 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.).

8. 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.

9. Working hours

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| Exhibition venue | Lithuanian Exhibition and Congress Centre LITEXPO, Laisves Ave. 5, Vilnius, Halls 1, 3, 4, 5 |
| Stand build-up | February 4, from 8.00 to 17.00 February 5, from 8.00 to 22.00 February 6, from 8.00 to 10.00 |
| Exhibition working hours | February 6–7 from 10.00 to 15.30 February 8 from 10.00 to 15.00 |
| Delivery of exhibits | February 5, from 8.00 to 20.00 February 6, from 8.00 to 10.00 |
| Registration of exhibitors | February 5, from 9.00 to 19.00 |
| Removal of exhibits and stand dismantling | February 8, from 15.30 to 22.00 February 10, from 8.00 to 17.00 |

*The Organizer reserves the right to change the times of exhibition working hours, mounting, removal and delivery of exhibits.

10. Contacts:

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