



Exhibition BALTECHNIKA 2017

10 – 12 MAY, 2017

TERMS OF PARTICIPATION

1. Application for participation

- Exhibitors for participation in the Exhibition **register on-line** at the **www.litexpo.lt** through the electronic application order and administration system EPUS (direct connection - <http://epus.litexpo.lt>).
- The dully filled in Application-agreement has to be printed out, signed and sent to LITEXPO by fax +370-5-245 45 11, by post or scanned by e-mail. Application - agreement signing has no effect on validity of the application - agreement.
- The Application has to be submitted by **1 May, 2017**. Applications submitted after the deadline are confirmed at the discretion of the Organizer.
- Brief information about the terms and conditions of participation in an exhibition or trade fair 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, sent and accepted by LITEXPO, Regulation on participation in exhibitions and trade fairs, as well as Exhibition stand design and installation rules, 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.

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:

- Exhibition contents creation, development of event programme, coordination and organization services
- Advertising campaign of the Exhibition
- Communication campaign of the Exhibition

- Attraction of targeted visitors, distribution of invitations to officials and specialists
- General lighting and heating of the halls
- General protection against open robbery outside working hours of an Exhibition.

Registration fee per Exhibitor/ Co-exhibitor (payable after the submission of an application-agreement)
105 EUR + 21% VAT.

The fee includes:

- Entry into the electronic catalogue of exhibitors;
- Exhibitor passes (1 pass for 3 sq.m., but no more than 30 pss. for a stand);
- Invitations for visitors (30 pcs. for an Exhibitor and a Co-exhibitor);
- Invitation cards to the opening soiree of the Exhibition (2 pcs. for an Exhibitor and a Co-exhibitor).

Rent of exhibition space:

empty exhibition space	71 EUR + VAT per 1 sq. m
empty exhibition space when application is submitted before 29.02.2016 or renting 30 sq. m and more	67 EUR + VAT per 1 sq. m
empty exhibition space under equipment bigger than 4sq.m.	49 EUR + VAT per 1 sq.m
Empty outdoor exhibition space	29 EUR + VAT per 1 sq. m

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

- a booth of OCTANORM constructions (h=2,5 m);
- carpeting of grey colour;
- 100 W spot-lights (1 per 3 sq. m);
- a table and 2 chairs;
- fascia with the company name in Latin letters (standard font, up to 10 letters);
- three-outlet socket (220 V / 2 kW),
- garbage bin and daily stand cleaning service

Rent of standard stand	19 EUR + VAT per 1 sq. m
-------------------------------	---------------------------------

Sample of standard stand <http://www.litexpo.lt/en/business/stand/list>

In case of questions regarding standard stand constructions, please contact the assistant architect **Rūta Urbonavičiūtė**, mob.: +370 65505705, email: r.urbonaviciute@litexpo.lt

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 **assistant architect Rūta Urbonavičiūtė**, mob.: +370 65505705, email: r.urbonaviciute@litexpo.lt - no later than 14 days before the Exhibition starts. The drawing has to be approved by the Fire Security Department (see: *Regulations of Stand Set-up*)
- Additional 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 EPUS. For further information and orders, please contact stand **sales manager Olga Marčionienė**, mob.: +370 615 20106, e-mail: o.marcioniene@litexpo.lt .
- For the rent of stands of individual design, please contact stand sales manager Olga Marčionienė, mob.: +370 615 20106, e-mail: o.marcioniene@litexpo.lt .
- Forms for Additional Equipment, Services and Communications are also available at www.litexpo.lt .
- 5 days before an Exhibition opening, prices for additional equipment and services increase by 50%, 24 hours before the opening 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 an 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** - the administrator **Gintarė Petrauskaitė** (tel. +370 630 09390 g.petrauskaite@litexpo.lt).
- **Visa invitation letters** - the administrator Gražina Jakštaitė (mob.: +370 620 24750, e-mail: g.jakstaite@litexpo.lt).
- **Visitor invitations** – entrance to the exhibition upon invitations only. Upon payment of registration fee, every Exhibitor and his Co-exhibitors is provided with 30 invitations for his customers to visit the Exhibition. Invitations are intended for their recipients only.
- **Events and additional promotion** - exhibitors may organize press conferences, seminars, presentations, etc. during the Exhibition. The program of events has to be coordinated with the Organizer. The conference halls booking form has to be submitted to the Organizer one month before the Exhibition.

Exhibitors organizing various actions at the exhibition stands may not interfere with proper participation in the Exhibition of other exhibitors (make noise, play loud music, etc.).

7. Exhibition course

- An Exhibitor, for whom an exhibition stand is set-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 Stand Set-up*). In such cases the Exhibitor shall bear

full liability for actions of third parties. Staff mounting a stand during mounting and dismantling days shall be issued free special vouchers.

- 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.
- An Exhibitor is provided with information about the working procedure of the Exhibition, services provided, and is issued with exhibitor's passes, upon presentation of which to security, exhibitors shall be provided with access to the exhibition halls on the days of Exhibition mounting, dismantling and during the Exhibition working hours.

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisvės av. 5, Vilnius, Hall No. 5 and part of Hall No.4, outdoor exhibition space at the hall No.5.
Exhibition working hours	May 10, 10.00 – 17.00 May 11, 10.00 – 17.00 May 12, 10.00 – 16.00
Mounting of the stands	May 8, 08.00 – 17.00 May 9, 08.00 – 19.00
Delivery of exhibits	May 8, 08.00 – 17.00 May 9, 08.00 – 18.00
Registration of exhibitors	May 9, 08.00 – 18.00
Removal of exhibits	May 12, 16.00 – 18.00 May 15, 08.00 – 17.00

*The organizer reserves the right to change the times of exhibition working hours, mounting, removal and delivery of exhibits, exhibitors' registration.

More information:

Project manager **Agnė Žekonytė**

Tel.: +370 5 268 68 20, mobile: +370 693 24714;

e-mail: a.zekonyte@litexpo.lt

Assistant project manager **Greta Barysaitė**

Tel.: +370 5 268 68 28 , mobile.: +370 615 67682;

e-mail: g.barysaite@litexpo.lt

Lithuanian Exhibition and Congress Centre LITEXPO

Laisvės av. 5, LT – 04215 Vilnius, Lithuania

www.litexpo.lt