

International Exhibition of Construction **RESTA 2018**

25 – 28 April, 2018

Terms of participation

1. Application for participation

- Exhibitors for participation in the Exhibition **register on-line** at the www.litexpo.it through the electronic application order and administration system EPUS (direct connection - <http://epus.litexpo.it>).
- The dully filled in Application-contract has to be printed out, signed and sent 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 the **10th of November, 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 familiarize himself/herself with the latter legal acts.

2. Co-exhibitors

- An 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.
- The 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 – 9 m²**) 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 (payable after the submission of an Application) - **160 EUR + VAT**.
Registration fee per Co-exhibitor - 160 EUR + VAT.

The registration fee includes:

- Exhibitor passes (1 pass for 3 m², but no more than 20 pcs. for a stand);
- Invitations for visitors (40 pcs. for an Exhibitor and a Co-exhibitor);

If the ordered exhibition space is greater than 50 m² (Exhibition halls) or 150 m² (outdoor exhibition area), an Exhibitor is provided with 50 electronic invitations;

- Entry into the electronic catalogue of Exhibitors.

Rent of exhibition space:

Empty exhibition space	121 EUR + VAT per 1 m ²
Empty exhibition space, corner stand	133 EUR + VAT per 1 m ²
Outdoor exhibition space	41 EUR + VAT per 1 m ²
Outdoor exhibitions space renting from 50 m ² to 100 m ²	35 EUR + VAT per 1 m ²
Outdoor exhibitions space renting 100 m ² and more	29 EUR + VAT per 1 m ²

Rent of outdoor exhibition spaces marked in yellow:

Outdoor exhibition space	47 EUR + VAT per 1 m ²
Outdoor exhibitions space renting from 50 m ² to 100 m ²	40 EUR + VAT per 1 m ²
Outdoor exhibitions space renting 100 m ² and more	33 EUR + VAT per 1 m ²

If the ordered exhibition space is **greater than 40 m²**, an Exhibitor may book the exhibition space in advance (before the 10th of November, 2017).

Advance booking is valid only subject to all the conditions listed below:

1. The Exhibitor must submit an Application-contract through the EPUS system.
2. The Organizer and the Exhibitor must agree about the size and the location of the exhibition space by e-mail.
3. **The Exhibitor must pay the prepayment invoice issued by LITEXPO for the registration fee and 30% of advance payment for the rent of empty exhibition space within 10 calendar days of the receipt of the invoice.** (Regulations of Participation in Exhibitions and Fairs 16.1. *In individual cases, LITEXPO shall have the right to determine a 30 per cent advance payment from the rental price of empty exhibition space together with the fee specified in clause 16 of these Regulations. These fees must be paid no later than within 10 calendar days according to the prepayment invoice presented by LITEXPO. If the Participant fails to pay these fees on time, LITEXPO shall have the right to cancel the reservation for booked exhibition space.*)
4. **Fee for registration and 30 per cent rent of empty exhibition space is not returned when participation is cancelled.**
5. The remaining amount of prepayment invoice will be billed in February, 2018.

Exhibitors, who register after the deadline for submission of Applications, must pay the registration fee and the fee for the rent of empty exhibition space (100%) within the period indicated in the prepayment invoices issued by LITEXPO.

Arrangement of a standard stand. The standard stand of 9 m² consists of the following:

- A booth of OCTANORM constructions (h=2,5 m);
- Carpeting of grey colour;
- 100 W spot-lights (1 per 3 m²);
- 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);
- Garbage bin and daily stand cleaning service.

Rent of standard stand	21 EUR + VAT per 1 m²
Rent of standard stand in the Hall No. 3 (Smart and Digital)	42 EUR + VAT per 1 m²

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

In case of questions regarding standard stand constructions, please contact architect Adriana Bičiulaitienė (tel. +370 615 95754, e-mail a.biciulaitiene@litexpo.lt).

The Exhibitor may advertise products only at its stand and this shall not interfere with the work of other Exhibitors. Advertising of other traders, as well as advertising outside the stand, is paid and must be aligned with the LITEXPO employee who is responsible for the particular exhibition or fair.

The cost of advertising material distribution outside the stand is 100 EUR + VAT.

4. Stand design, additional stand equipment and services

- The Organizer determines the dimensions of the stand and its place in the hall or outside exhibition area.
- 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 Adriana Bičiulaitienė (tel. +370 615 95754, e-mail a.biciulaitiene@litexpo.lt) no later than 21 days before the Exhibition starts (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 manager of **Halls No.1, No.3, No.5** – Audronė Ridikienė (tel. +370 698 21581, e-mail a.ridikiene@litexpo.lt) or stand manager of **Halls No.2, No.4 and outdoor exhibition area** Rimvydas Jankauskas (tel. +370 630 09428, e-mail r.jankauskas@litexpo.lt).
- For the rent of stands of individual design, please contact stand manager of **Halls No.1, No.3, No.5** – Audronė Ridikienė (tel. +370 698 21581, e-mail a.ridikiene@litexpo.lt) or stand manager of **Halls No.2, No.4 and outdoor exhibition area** – Rimvydas Jankauskas (tel. +370 630 09428, e-mail r.jankauskas@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 design of the stand ordered from LITEXPO 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 5 2454500, g.petrauskaite@litexpo.lt).

Visa invitation letters - the administrator Gražina Jakštaitė (tel. +370 620 24750, e-mail g.jakstaite@litexpo.lt).

- **Visitor invitations**

Upon payment of registration fee, every Exhibitor and his Co-exhibitors is provided with 40 (50) electronic invitations for his customers to visit the Exhibition. Invitations are intended for their recipients only. Sale of invitation or any other distribution of invitations to third parties for remuneration is prohibited.

Exclusively the invitations provided by the Organizer are valid for the Exhibition.

- **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
Exhibition working hours	25th-27th of April 10.00 a.m. – 6.00 p. m. 28th of April 10.00 a.m. – 5.00 p. m.
Registration of exhibitors	23rd, 24th of April 9.00 a.m. – 7.00 p. m.
Removal of exhibits	28th of April 5.00 p. m. – 10 p. m. 30th of April 8.00 a. m. – 5 p. m.

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

More information:

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