
TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

Exhibitors for participation in the exhibition register on-line at system EXPODOC

<https://floorplan.expodoc.com/en/1127/family-formula-2022> the Application must be submitted by the **31 October 2022**.

- After submitting the completed application, the Participant will receive an e-mail confirming his registration and a pre-invoice to pay the registration fee.
- The location of the Participant's stand on the exhibition plan is confirmed only after paying the registration fee.
- 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, trade fairs and conferences, 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 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 must pay the Co-exhibitor's fee.
- Co-exhibitor has the right to use the same stand as the main Exhibitor, and must 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.
- A co-exhibitor's activity and the exhibits or services presented, must correspond to the thematic of the Exhibition.

3. Main services and charges

The Organizer rents empty exhibition space (**minimum area – 6 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 and Co-exhibitor (payable after the submission of an Application)
120 EUR + 21% PVM.

The registration fee includes:

- Exhibitor passes (1 pass for 3 m², but no more than 20 pcs. for a stand);
- Invitations for visitors (20 pcs. for an Exhibitor and a Co-exhibitor);
- Entry into the electronic catalogue of Exhibitors;
- Post in the News section of our website www.litexpo.lt ;
- Exhibitor's entry (business name, contact details, description, video, photos, logotypes, proposals) on the interactive plan with ability to schedule meetings with potential clients/specialists in advance.

Rent of exhibition space:

Empty exhibition space	50 EUR + 21% VAT per 1 m²
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Standartinio stendo įrengimas (visam parodos laikui):

Rent of standard stand	30 EUR + 21% VAT per 1 m²
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The standard stand of 6 m² consists of the following:

- A booth of OCTANORM constructions (h=2,5 m);
- Carpeting of grey color;
- 100 W spotlights (1 per 3 m²);
- A table and 2 chairs;
- Three-outlet socket (220 V / 2 kW);
- Recycle bin;
- Fascia with the company name in Latin letters (standard font, up to 10 letters);
- Daily cleaning of stand.

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 – Romas Gajevskis, (+370 671 26178, r.gajevskis@litexpo.lt) no later than 21 days before the Exhibition starts (see: *"Regulations of Participation at Exhibitions, Fairs and Conferences"*, point 7.2).
- 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 system EXPODOC: <https://tevysteskodas2022.expodoc.com/login?lang=en> or by contacting the sales manager – Olga Marčionienė (+370 615 20106, o.marcioniene@litexpo.lt)

- For further information and orders please contact sales manager – Olga Marčionienė (+370 615 20106, o.marcioniene@litexpo.lt).
- 5 days before an 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 an Exhibition any amendments are made to the design of the stand ordered from LITEXPO and the stand must be remounted.

5. Terms of payment

- An Exhibitor must 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.**
- If the exhibition is canceled due to the national quarantine or other restrictions regarding the COVID-19 pandemic, the Exhibitor will get a full refund of all paid exhibition fees within 30 calendar days after applying for the refund.

6. Other services

- **Visitor invitations**
Upon the payment of registration fee, every Exhibitor and his co-exhibitor is provided with 20 electronic invitations for his customers to visit the Exhibition. Invitations are intended for their recipients only. Exclusively the invitations provided by the Organizer are valid for the Fair.
- **Forwarding of exhibits and customs inspection**
According to the written application of an exhibiting company, the forwarding company "PAN-LIT Service" provides the loading-unloading works in the exhibition territory, orders customs clearance services which are to be paid by an exhibitor (+370 5 2445677, 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, Fairs and Conferences*", chapter 8). 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, Fairs and Conferences”, chapter 8, point 8.6).

- 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

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisvės av. 5, Vilnius
Stand build-up	9 – 10 of November 8.00 a.m. - 8.00 p.m. 11 of November 8.00 a.m. - 09.30 a.m.
Exhibition working hours	11 of November 10.00 a.m. - 6.00 p.m. 12 of November 10.00 a.m. - 6.00 p.m.
Delivery of exhibits	10 of November 8.00 a.m. - 8.00 p.m. 11 of November 8.00 a.m. - 09.30 a.m.
Registration of exhibitors	10 of November 9.00 a.m. - 7.00 p.m. 11 of November 8.00 a.m. - 09.30 a.m.
Removal of exhibits	12 of November 4.00 p.m. - 10.00 p.m. 14 of November 8.00 a.m. – 5.00 p.m. (the organizers of the exhibition are not responsible for the left exhibits)
Stand dismantling	12 of November 4.00 p.m. - 10.00 p.m. 14 of November 8.00 a.m. - 5.00 p.m.

** Changes of the security requirements for participation in the exhibition regulated by the laws of the Government of the Republic of Lithuania can be found in the document “General responsibilities related to Covid-19” on the website of the exhibition.*

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