



3-5 June, 2021

International Exhibition of Construction

RESTA 2021 Hybrid

Lithuanian Exhibition and Congress

Centre LITEXPO, Laisves pr. 5, Vilnius

Organizer



Lithuanian Exhibition and Congress Centre LITEXPO

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

- Exhibitors for participation in the physical exhibition register on-line at <https://floorplan.expodoc.com/en/830/resta-2021>
- The Application-contract must be submitted by the 7th May 2021.
- 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 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, have to correspond to the thematic of the Exhibition.

3. Virtual Exhibition

- Physically participating and non-participating companies have an opportunity to present themselves in a virtual exhibition through professional Platform **EventsWallet**.
- A physically participating company gets the log-in data to its profile after payment of registration fee.
- A company, who wishes to participate **only virtually**, places its order in the form <https://forms.office.com/Pages/ResponsePage.aspx?id=lfqv2dbUb020li3c4zAlefg3gmn8QVdIoINds1KDYUVUQkJaM1pDQUixQk9DM0hQSVJOSEpCWjFTNSQIQCN0PWcu> until 7th May, 2021.
- After submitting the form, the Exhibitor is provided with login details, consultation, and instructions, how to work with the Platform.
- A company who takes a Virtual profile must appoint at least one person responsible for communication on the Platform during the Exhibition days.
- Fee for Virtual profile only – **350 Eur + 21% VAT**.

4. Main Physical Exhibition 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 agenda, 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) - **180 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 (25 pcs. for an Exhibitor and a Co-exhibitor);
- Entry into the electronic catalogue of Exhibitors.

Rent of exhibition space:

Empty exhibition space	100 EUR + VAT per 1 m²
Empty exhibition space, corner stand	110 EUR + VAT per 1 m²
Outdoor exhibition space	41 EUR + VAT per 1 m²
Outdoor exhibitions space renting from 50 m ² to 100 m ²	35 EUR + VAT per 1 m²
Outdoor exhibitions space renting 100 m ² and more	29 EUR + VAT per 1 m²

Rent of outdoor exhibition spaces marked in yellow:

Outdoor exhibition space	47 EUR + VAT per 1 m²
Outdoor exhibitions space renting from 50 m ² to 100 m ²	40 EUR + VAT per 1 m²
Outdoor exhibitions space renting 100 m ² and more	33 EUR + VAT per 1 m²

Rent of standard stand equipment:

Rent of standard stand	22 EUR + VAT per 1 m²
The standard stand of 6 m ² consists of the following: <ul style="list-style-type: none"> • A booth of OCTANORM constructions (h=2,5 m); • Carpeting of grey color; • 100 W spot-lights (1 per 3 m²); • 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) • Daily cleaning of stand. 	

- The Exhibitor may advertise products only at it's 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 exhibition.
- The cost of advertising material distribution outside the stand is 100 EUR + VAT.

5. 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 no later than 21 day before the Exhibition starts (see: Regulations of Participation at Exhibitions and Fairs, point 67).
- Architect Romanas Gajevskis, mobile: +370 616 05413, e-mail r.gajevskis@litexpo.lt.
- 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://resta2021.expodoc.com>.
- For further information and stand equipment orders please contact sales manager: Audronė Ridikienė: phone no. +370 698 21581, e-mail a.ridikiene@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 to the design of the stand ordered from LITEXPO and the stand must be remounted.

6. 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 cancelled due to national quarantine or other restrictions to control the spread of the COVID-19 pandemic, the exhibitor will be refunded all the fees paid no later than 21 calendar days from the date of the request.

7. Other services

- **Visitor invitations**
Upon the payment of registration fee, every Exhibitor and his co-exhibitor is provided with 25 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 (tel. +370 5 2445677; e-mail info@pls.lt).

- **Events and additional promotion**

Exhibitors are invited to organize various events during the Exhibition. The agenda of events must be coordinated with the Organizer. Exhibitors organizing various actions at their stands must inform the Organizer and may not disturb the job of other exhibitors in the Exhibition (make noise, play loud music, etc.).

8. General recommendations related to COVID-19

We recommend Exhibitors and persons related to them (employees, suppliers, etc.) comply with the following security requirements at the exhibition:

- At the stands, to wear protective face masks or coverings and disposable gloves.
- During the Exhibition regularly disinfect the exposed stand surfaces.
- The distance between persons working at the stand must not exceed the established safe distance of at least 2 m.
- It is forbidden to work at the stands for exhibitors who are required to be in self-isolation, home quarantine, or who show symptoms of respiratory infection.
- We recommend using contactless electronic means of payment and avoiding cash at the stands.
- We recommend avoiding the distribution of flyers and souvenirs to visitors.
- Product tasting and catering are forbidden at the stands.

9. 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 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 must 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.

10. Working hours

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO	Laisvės av. 5, Vilnius
Stand build-up and delivery of exhibits	31st May	8.00 a. m. – 5.00 p. m.
	1-2 June	8.00 a. m. – 10.00 p. m.
Exhibition working hours	3-4 June	10.00 a. m. – 6.00 p. m.
	5th June	10.00 a. m. – 5.00 p. m.
Registration of exhibitors	2nd June	8.00a. m. – 9.00 a. m.
Removal of exhibits and stand dismantling	5th June	5.00 p. m. – 10 p. m.
	7-8 June	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.

11. Contacts

<p>Project manager Vaida Daskevičienė +370 650 82361 v.daskeviciene@litexpo.lt</p> <p>Assistant project manager Redvita Pumputytė +370 640 67514 r.pumputyte@litexpo.lt</p>	<p>Sales manager Agnė Ščevinskienė +370 615 63842 a.sceviniskiене@litexpo.lt</p> <p>Sales manager Sandra Kairytė +370 630 09428 s.kairyte@litexpo.lt</p> <p>Sales manager Audronė Ridikienė +370 698 21581 a.ridikiene@litexpo.lt</p>
--	---