



Vilniaus knygų mugė
Vilnius Book Fair

24-27 FEBRUARY, 2022

22nd International VILNIUS BOOK FAIR

Lithuanian Exhibition and Congress Centre
LITEXPO

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation:

- Exhibitors for participation in the exhibition register online at <https://floorplan.expodoc.com/en/1061/book-fair-2022>. The Application has to be submitted by **10 of December 2022**.
- The location of Exhibitor's stand is confirmed only after payment of 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 order 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. Exhibitor must familiarize himself/herself with the latter legal acts.

2. Co-exhibitors:

- Exhibitor can collaborate with a Co-exhibitor (the other company) by inviting one into his stand (minimum area required– 9 sq. m). The Exhibitor must register the Co-exhibitor on the Application. The participation of the Co-exhibitor must be agreed with the Fair 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 and terms of participation in the Fair as applied to the Exhibitor.
- Exhibitor shall take the responsibility for any violations and breaches of the legal acts regulating participation committed by his Co-exhibitor.
- The Co-exhibitor's activity profile has to match the theme of the Fair.

3. Main services and charges:

- The Organizer rents empty exhibition space (**minimum area – 6 sq. m., with co-exhibitor – 9 sq. m**) for the whole duration of the Fair and provides with the following services:
- Organization of the Fair, its content development and coordination;
- Development and coordination of the Fair event program;
- Advertising and communication campaign of the Fair;
- Attraction of targeted visitors;
- General lighting, heating and ventilation of the halls;
- General protection against open robbery outside working hours of the Fair.

Registration fee per Exhibitor (paid after the submission of an application-agreement, but not later than 3 business days)
120 EUR + 21% V.A.T.

The fee includes:

- Entry into the electronic catalogue of exhibitors;
- Exhibitor cards (the number depends on the size of the stand, one for 3 sq. m., but not more than 30 pcs. for a stand);
- Electronic invitations for visitors (20 pcs. for the Exhibitor)*;

**Terms and conditions can be adjusted to the current situation of coronavirus (Covid-19) in our country.*

Co-exhibitor's fee - 120 EUR + 21% V.A.T.

The fee includes:

- Entry into the electronic catalogue of exhibitors;
- Exhibitor cards (2 pcs. for a Co-exhibitor);
- Electronic invitations for visitors (20 pcs. for a Co-exhibitor)*;

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

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| Empty exhibition space (1 sq. m) : | 67 EUR + 21 % V.A.T. per 1 sq. m |
| Empty exhibition space (1 sq. m) when renting 30 sq. m and more: | 61 EUR+ 21% V.A.T. per 1 sq. m |

Arrangement of a standard stand:

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

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

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| Rental price of standard stand (1 sq. m): | 23 EUR + 21 % V.A.T. per 1 sq. m |
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4. Stand design, additional stand equipment and services:

- The dimensions of the stand and its place in the hall are determined by the Organizer.
- Additional standard stand equipment, furniture, stand cleaning services, communications, companies' names or logos on fascia boards have to be ordered in advance via online system <https://vilniausknygumuge2022.expodoc.com/en> For further information and orders, please contact the sales manager Olga Marčionienė, phone +370 615 20106, e-mail o.marcioniene@litexpo.lt.
- 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, Romanas Gajevskis, ph. +370 61605413, e-mail: stendai@litexpo.lt no later than 21 day before the Fair starts (see: Regulations of Participation at Exhibitions and Fairs, point 67).
- 5 days before the opening of the Fair, 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 Fair 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 Fair**.

6. Invitations for visitors*:

- Upon the payment of registration fee, every Exhibitor and his Co-exhibitor is provided with 20 electronic invitations for his guests to visit the Fair. Exhibitors who are organizing the events during the Fair, is provided with 4 more invitations for each event.
- Invitations are intended for their recipients only. Only the invitations provided by the Organizer are valid for the Fair. It is forbidden to sell invitation or to distribute it free of charge to the third parties.

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7. Cultural Events:

- Exhibitors are invited to organize various events during the Fair (book presentations, meetings with authors, seminars, etc.).
- The application for the events is sent only to the Exhibitors whose participation is confirmed. The application is sent by e-mail knygumuge@lla.lt and has to be submitted to the Organizer by **November 14th, 2022**. The applications are evaluated by the Organizing Committee of the Vilnius Book Fair cultural program. Conference halls and other facilities for events are provided only for events approved by the Organizing Committee.
- In order to ensure the safety of attendance in the Fair, all events must be held only in the special areas provided by the Organizer.
- Any advertising action outside Exhibitor's stand has to be agreed with the Organizer and is charged extra.

8. General recommendations related to COVID-19:

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

- At the stands, exhibitors are obliged to wear protective face masks or coverings and disposable gloves.
- During the Exhibition, we recommend regularly disinfect the exposed stand surfaces.
- 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.
- Organising cultural events at the Fair, Exhibitors are obliged to collect data on all their lectors and event participants.

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 III). 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 Fair. Exhibitors are registered to the stands after they have fully paid the invoice for their participation in the Fair;
- During the registration, an Exhibitor is provided with information about the working procedure of the Exhibition, services provided, security recommendations 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.

10. Working hours*:

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| Venue | LITEXPO , Exhibition halls 1,2,3,4,5. |
| Stand build-up | February 22, from 8.00 to 17.00 February 23, from 8.00 to 22.00 |
| Working hours of the Fair | February 24, Thursday, 10.00-19.00 February 25, Friday, 10.00 – 21.00 February 26, Saturday, 10.00-21.00 February 27, Sunday, 10.00 -17.00 |
| Delivery of exhibits | February 22, from 8.00 to 19.00 February 23, from 8.00 to 22.00 |
| Registration of exhibitors | February 22, from 12.00 to 19.00 February 23, from 9.00 to 21.00 February 24, from 8.00 to 10.00 |

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| Removal of exhibits | February 27, from 17.00 to 22.00 February 28, from 8.00 to 17.00 |
| Stand dismantling | February 27, from 17.00 to 22.00 February 28, from 8.00 to 17.00 |

** The organizer keeps the right to change the time of exhibition working hours, mounting, removal and delivery of exhibits.*

Contacts

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