



TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

- Exhibitors for participation in the exhibition register online at:..... or www.litexpo.lt.
- The Application has to be submitted by **10 of October 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 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.

2. Co-exhibitors

- Exhibitor can admit into his stand Co-exhibitor (other company) after having registered it in his application and agreed on his 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.
- A co-exhibitor's activity and the exhibits or services presented, have to correspond to the thematic of the Exhibition.

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:

- organization of the Exhibition and development of the contents,
- development and coordination of the Exhibition event programme,
- advertising and communication campaign of the Exhibition,
- attracting target visitors,

- general lighting and heating of the exhibition halls,
- general protection outside working hours of the Exhibition.

Registration fee per Exhibitor and Co-exhibitor (paid after the submission of an application-agreement) is **150 EUR + 21% V.A.T.**

The fee includes:

- Entry into the electronic catalogue of exhibitors.
- Exhibitor badges (the number depends on the size of the stand, one for 4 sq. m).
- Electronic invitations for visitors (20 pcs. for an Exhibitor).

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

Empty exhibition space in the hall	60 EUR + 21% V.A.T. per 1 sq. m
Empty exhibition space when renting from 20 sq. m to 40 sq.m	55 EUR + 21% V.A.T. per 1 sq. m
Empty exhibition space when renting from 41 sq. m and more	50 EUR + 21% V.A.T. per 1 sq. m
Empty exhibition space in outdoor area	20 EUR + 21% V.A.T. per 1 sq. m

Rent of standard stand (for the whole duration of the Exhibition). The standard minimal stand of 6 sq. m consists of the following:

- a booth of OCTANORM constructions (1m x 2, 5 m),
- carpeting of grey colour,
- three spotlights of 100 W (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),
- recycle bin,
- daily cleaning of stand area.

Rental price of standard stand equipment	20 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. 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 (phone +370 616 05413, e-mail: r.gajevskis@litexpo.lt) no later than 21 day before the Exhibition starts (see: Regulations of Participation at Exhibitions and Fairs, point 67).
- 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 and administration system EXPODOC. For further information and orders, please contact the stand sales manager Olga Marčionienė (ph. +370 615 20106, e-mail.: o.marcioniene@litexpo.lt).

- 5 days before the 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 the 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.

6. 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 Organiser are valid for the Fair.

7. Events

- Exhibitors are invited to organize various events during the Exhibition. The program of events has to be coordinated with the Organizer.
- Exhibitor organizing various actions at his stand has to inform the Organizer and may not disturb other exhibitors in the Exhibition (make noise, play loud music, etc.).
- In order to ensure safety of attendance in the Exhibition, we recommend organize events, 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 responsibilities 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.

Only people who have a valid and official Opportunity passport have the right to visit exhibition and participants stands.

9. Exhibition course

- An Exhibitor, for whom an exhibition stand is build-up and dismantled by other company than LITEXPO, shall inform his contractor about the requirements regulating the stand set-up procedures and security recommendations 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 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, 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.

Working hours*

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisves Ave. 5, Vilnius, Hall 5,3
Stand build-up	28th, 31th of October from 8.00 to 17.00 2th of November from 8.00 to 22.00
Exhibition working hours	3rd, 4th of November from 10.00 to 18.00 5th of November from 10.00 to 16.00
Delivery of exhibits	2th of November from 8.00 to 22.00
Registration of exhibitors	2th of November from 9.00 to 20.00 3rd of November from 8.00 to 10.00
Removal of exhibits	5th of November from 16.00 to 22.00 7th of November from 8.00 to 12.00
Stand dismantling	5th of November from 16.00 to 22.00 7th of November from 8.00 to 12.00

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

CONTACTS

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(stands, additional stand equipment and services)



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