



TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

- Exhibitors for participation in the exhibition register on-line at <https://floorplan.expodoc.com/en/1087/studies-2022>
- The Application has to be submitted by **2022-02-20**.
- 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 familiarise himself/herself with the latter legal acts.

2. Co-exhibitors

- 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.
- A co-exhibitor's activity and the exhibits or services presented, have to correspond to the thematic of the Exhibition.
- 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.

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 event programme.
- Advertising and communication campaign of the Exhibition.
- Attraction of target group.
- Distribution of invitations to officials.
- General lighting and heating of the exhibition halls.
- General protection outside working hours of the Exhibition.

Registration fee per Exhibitor and Co-exhibitor (payable after the submission of an application- agreement) is **125 EUR + 21% V.A.T.**

The fee includes:

- Entry into the electronic catalogue of exhibitors.
- Exhibitor badges (one for 3 sq. m, but no more than 15 pcs. for a stand).
- Electronic invitations for visitors (20 pcs. for an Exhibitor).

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

Empty exhibition space when renting to 30 sq.m	67 EUR + 21% V.A.T. per 1 sq. m
Empty exhibition space when renting 30 sq.m and more	63 EUR + 21% V.A.T. per 1 sq. m

Rent of standard stand (for the whole duration of the Exhibition):

Rental price of standard stand equipment –	20 EUR + 21 % V.A.T. per 1 sq. m
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The standard minimal stand of 6 sq. m consists of the following:

- A booth of OCTANORM constructions (1mx2, 5 m).
- Carpeting of grey colour.
- Three spot-lights of 100 W (1 per 3 sq. m).
- 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).
- pre-cleaning of stand

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* (ph. +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 through <https://studijos2022.expodoc.com/en>. For further information and orders, please contact the sales manager *Olga Marčionienė* (ph. +370615 20106, e- mail: o.marcioniene@litexpo.lt).
- 5 days before the Exhibition opening, prices for additional equipment and services increase by 50%, on the Exhibitors' Preparation day 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 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, otherwise the Exhibitor will not be registered to the Exhibition.

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 Organiser are valid for the Fair.

Forwarding of exhibits, loading-unloading works, customs clearance services

According to the Exhibitor's advance application the company "PAN-LIT Service" provides forwarding of exhibits, loading-unloading works and customs clearance services in the Exhibition territory. The services ordered are paid by Exhibitor directly, contact by phone +370 5 244 56 77, e-mail: 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 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, 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. 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 is recommended 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.

10. Working hours

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisvės ave. 5, Vilnius, Hall No. 1,2	
Stand build-up	28 March	from 8.00 to 17.00
	29 March	from 8.00 to 22.00
	30 March	from 8.00 to 10.00
Delivery of exhibits	29 March	from 8.00 to 22.00
	30 March	from 8.00 to 10.00
Registration of exhibitors	29 March	from 9.00 to 21.00
	30 March	from 8.00 to 10.00
Exhibition working hours	30 March	from 10.00 to 18.00
	31 March	from 10.00 to 17.00
Removal of exhibits	31 March	from 17.00 to 22.00
	1 April	from 8.00 to 17.00

*The organizers reserves the right to change the times of exhibition working hours, mounting, removal and delivery of exhibits.

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