



20-23rd April, 2022
Exhibition "Furniture and Design Solutions 2022"

Lithuanian Exhibition and Congress Centre LITEXPO
Laisvės ave. 5, Vilnius

Organizer of the Exhibition



Lithuanian Exhibition and Congress Centre LITEXPO

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/1104/baldai-ir-dizaino-sprendimai-2022> until 22nd March, 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 Terms of Participation." 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 "the Regulations of 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:

- 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. 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) - **210 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 (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 (up to 50 m ²)	90 EUR + VAT per 1 m²
Empty exhibition space (51 m ² and more)	80 EUR + VAT per 1 m²

Advance booking is valid only subject to all the conditions listed below:

1. The Exhibitor must submit an Application-contract through the EXPODOC system.
2. The Organizer and the Exhibitor must agree about the size and the location of the exhibition space by e-mail.

Exhibitors, who register after the deadline for submission of Applications, must pay the registration fee and the fee for the rent of empty exhibition space (100%) within the period indicated in the prepayment invoices issued by LITEXPO.

Rent of standard stand	22 EUR + VAT per 1 m²
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The standard stand of 9 m² consists of the following:

- A booth of OCTANORM constructions (h=2,5 m);
- Carpeting of grey color;
- 100 W spot-lights (1 per 3 m²);
- 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);
- 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.

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 no later than 21 day before the Exhibition starts (see: Regulations of Participation at Exhibitions and Fairs, point 67).

Architect Romanas Gajevskis: phone no. +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://baldai2022.expodoc.com/login?lang=en>

For further information and orders please contact sales manager:

Olga Marčionienė: phone no. +370 698 21581, e-mail o.marcioniene@litexpo.lt

- Forms and prices for Additional Equipment, Services and Communications are also available at 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 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.**

- 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 (tel. +370 5 2445677; e-mail info@pls.lt).

- **Events and additional promotion**

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.).

7. 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 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.
- 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.

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 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.
- Organizing cultural events at the Fair, Exhibitors are obliged to collect data on all their lectors and event participants.

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisvės av. 5, Vilnius	
Stand build-up and delivery of exhibits	13 - 15 of April	8.00a. m. – 5.00 p. m.
	19 of April	8.00a. m. – 10.00 p. m.
Registration of exhibitors	19 of April	9.00a. m. – 9.00 p. m.
	20 of April	8.00a. m. – 10.00 a. m.
Exhibition working hours	20 - 22 of April	10.00 a. m. – 6.00 p. m.
	23 of April	10.00 a. m. – 5.00 p. m.
Removal of exhibits and stand dismantling	23 of April	5.00 p. m. – 10 p. m.
	24 - 25 of April	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.**

Contacts:

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