



Vilniaus knygų mugė
Vilnius Book Fair

23-26 FEBRUARY, 2023

23rd 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/1194/vilniaus-knyg-mug-2023>. The Application has to be submitted by **the 17th of November 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, trade fairs and conferences, 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) **130 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 3 sq. m., but not more than 30 pcs. for a stand);
- Electronic invitations for visitors (20 pcs. for the Exhibitor).

Co-exhibitor's fee: 130 EUR + 21% V.A.T.

The fee includes:

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

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

Empty exhibition space:	73 EUR + 21 % V.A.T. per 1 sq. m
Empty exhibition space when renting 30 sq. m and more:	67 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.

Rental price of standard stand when ordering after October 17, 2022.	35 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://knygumuge2023.expodoc.com/login?lang=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, Fairs and Conferences point 7.2).
- 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

The Exhibitor shall pay for the exhibition space and additional services upon receipt of pre-paid invoices from LITEXPO within the periods specified in the invoices, but no later than:

- 90 days prior to the Exhibition (23 November 2022) at least 50% of the value of the exhibition space + VAT must be paid.
- 30 days prior to the Exhibition (23 January 2023) 100% of the value of the exhibition space + VAT must be paid.

VAT invoices will be sent to the participants by e-mail within 5 working days after the end of the exhibition to the e-mail address specified in the electronic registration system of the participants. For a participant who wishes to receive a VAT invoice on the day of registration, the invoices will be printed at the Information and Services Center.

If the exhibition is canceled due to national quarantine or other restrictions in order to control the spread of the COVID-19 pandemic, the exhibitor will be refunded all paid exhibition fees within 30 calendar days of the request.

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.

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

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 1, 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*

*** Changes of the security requirements for participation in the exhibition regulated by the laws of the Government of the Republic of Lithuania can be found in the document “General responsibilities related to Covid-19” on the website of the exhibition.**

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, Fairs and Conferences”, chapter 8). 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, Fairs and Conferences”, chapter 8, point 8.6).
- 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 *

Venue	LITEXPO , Exhibition halls 1,2,3,4,5.
Stand build-up	February 20, from 8.00 to 17.00 February 21, from 8.00 to 22.00 February 22, from 8.00 to 22.00
Working hours of the Fair	February 23, Thursday, 10.00-19.00 February 24, Friday, 10.00 – 20.00 February 25, Saturday, 10.00-20.00 February 26, Sunday, 10.00 -17.00
Delivery of exhibits	February 21, from 8.00 to 17.00 February 22, from 8.00 to 22.00
Registration of exhibitors	February 21, from 12.00 to 19.00 February 22, from 9.00 to 21.00 February 23, from 8.00 to 10.00
Removal of exhibits	February 26, from 17.00 to 22.00 February 27, from 8.00 to 17.00
Stand dismantling	February 26, from 17.00 to 22.00 February 27, 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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**Sales Manager Olga Marčionienė
(stands, additional stand equipment
and services)**



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