pelenė

14 – 16 April 2023

30th International Exhibition of beauty industry

Lithuanian exhibition and congress Centre LITEXPO
Laisvės pr. 5, Vilnius

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application of participation

Exhibitors for participation in PELENĖ 2023 register online at the system EXPODOC
https://floorplan.expodoc.com/en/1247/pelen-2023

- The application has to be submitted by **March 31, 2023**.
- 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. Every single Exhibitor must familiarize 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.
- 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 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.

The Registration 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 (30 pcs.).

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

- Installation and dismantling of stands;
- A booth of OCTANORM constructions (1 m x 2.5 m);
- Carpeting of grey color;
- Three spotlights of 100W šviestuvai (1 per 3 sq. m);
- A table and 2 chairs;
- Three – outlet socket (220 V/ 2 kW);
- Recycle bin;
- Fascia with the company name in Latin letters (standard font, up to 10 letters);
- Daily cleaning of stand.

	The Early registration* **Until 2022-12-09**	**The Standard registration**** **Until 2023-02-11**	**The Late registration***** **From 2023-02-11**
Registration fee per Exhibitor and Co-exhibitor	160 Eur	160 Eur	170 Eur
Price of a 1 sq. m. Empty exhibition space in the **5, 3 Hall** (open from one side)	75 Eur	80 Eur	85 Eur
Price of a 1 sq. m. Empty exhibition space **5, 3 Hall** (when ordering 21- 50 sq. m.)	71 Eur	77 Eur	82 Eur
Price of a 1 sq. m. Empty exhibition space **5, 3 Hall** (when ordering 51- 99 sq. m.)	68 Eur	74 Eur	79 Eur
Price of a 1 sq. m. Empty exhibition space **5, 3 Hall** (when ordering 100 sq. m. or more)	64 Eur	70 Eur	75 Eur
Price of a 1 sq. m. Empty exhibition space in the **5, 3 Hall** (corner stand that is open from 3 sides or stand-island)	80 Eur	85 Eur	90 Eur
Price of a 1 sq. m. Empty exhibition space in the **4 Hall** (open from one side)	70 Eur	75 Eur	80 Eur
Price of a 1 sq. m. Empty exhibition space **4 Hall** (when ordering 21-50 sq. m.)	67 Eur	72 Eur	77 Eur
Price of a 1 sq. m. Empty exhibition space **4 Hall** (when ordering 51-99 sq. m.)	64 Eur	69Eur	74 Eur

Price of a 1 sq. m. Empty exhibition space **4 Hall** (when ordering 100 sq. m. or more)	60 Eur	65 Eur	69 Eur
Price of a 1 sq. m. Empty exhibition space in the **4 Hall** (corner stand that is open from 3 sides or stand-island)	75 Eur	80 Eur	85 Eur
Price of a 1 sq. m. Empty exhibition space in the **3 Hall lobby**	85 Eur	90 Eur	100 Eur
Price of a 1 sq. m. Empty exhibition space **3 Hall lobby** (when ordering 21- 50 sq. m.)	75 Eur	85 Eur	90 Eur
Price of a 1 sq. m. Empty exhibition space **3 Hall lobby** (when ordering 51 - 99 sq. m.)	70 Eur	75 Eur	80 Eur
1 sq. m. rent of the standard stand	35 Eur	35 Eur	35 Eur
1 sq. m. rent of the standard stand (when choosing a wall color: black, green, yellow, red, blue)	54 Eur	54 Eur	54 Eur

* **The Early registration price** applies if the participant books and pays the registration fee and 50 % of the amount of the empty exhibition space within 5 days until **11 November, 2022**. Other payments for empty exhibition space and other services provided by LITEXPO shall be made as set out in the *"Regulations for Participation in Exhibitions, Fairs and Conferences".*

** **The Standard registration price** applies if the exhibitor books and pays the registration fee and 30 % of the amount of the empty space within 5 days until **31 January, 2023**. Other payments for empty exhibition space and other services provided by LITEXPO shall be made as provided for in the *"Regulations for Participation in Exhibitions, Fairs and Conferences".*

*** **The Late registration price** applies if the exhibitor books and pays the registration fee and 50 % of the amount of the empty exhibition space from **1 February, 2023** within 5 days. Other payments for empty exhibition space and other services provided by LITEXPO shall be made as set out in the *„Regulations for Participation in Exhibitions, Fairs and Conferences."*

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 number: +370 616 05413, e-mail: stendai@litexpo.lt no later than 21 day before Exhibition starts (see: Regulations of Participation in Exhibitions, Fairs and Conferences point 7.2).
- Additional standard stand equipment, furniture, stand cleaning services, communications, companies names or logos on fascia boards have to be ordered by filling in the Forms for Additional Equipment, Services and Communications through the electronic application order system **EXPODOC**: https://pelene2023.expodoc.com/notavailable.asp?r2 or by contacting the sales manager Olga Marčionienė (phone number: +370 615 20106, email: o.marcioniene@litexpo.lt).
- For the rent of stands of individual design, please contact the sales manager Olga Marčionienė (phone number +370 615 20106, email.: o.marcioniene@litexpo.lt).
- Forms for Additional Equipment, Services and Communications available at system EXPODOC.

- 5 days before the Exhibition opening, prices for additional equipment and services increase by 50 %, on the exhibitor's 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 must be remounted.

5. Terms of payment

- The Exhibitor shall pay for the registration fee, exhibition space and additional services upon receipt of pre – paid invoices from LITEXPO within the periods specified in the invoices.
- If the Exhibitor fails to pay the invoices within the time specified, the Exhibitor shall not be registered for the Exhibition.
- VAT invoices shall be sent to Exhibitors by e-mail within 5 working days after the end of the Exhibition to the e-mail address indicated in the Exhibitors electronic registration system. Invoices will be printed at the Information and Service Centre on the day of registration.

6. Other services

- **Visitor invitations**
  Upon the payment of registration fee, every Exhibitor and his co-exhibitor is provided with electronic invitation 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, 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, email: info@pls.lt., www.pls.lt.

7. Events

- Exhibitors are invited to organize various events during the Exhibition. The program of the 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 exhibition, 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, 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 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 o the exhibition halls on the days of Fair mounting, dismantling and during the working hours.

9. Working hours

Exhibition venue	LITEXPO Halls 3, 4, 5.
Stand build-up	April 12, from 8.00 a.m. to 5.00 p.m. April 13 from 8.00 a.m. to 10.00 p.m.
Exhibition working hours	April 14 - 15 from 10.00 a.m. to 7.00 p.m. April 16 from 10.00 a.m. to 5.00 p.m.
Delivery of exhibits	April 13 from 8.00 a.m. to 10.00 p.m. April 14 from 8.00 a.m. to 10.00 p.m.
Registration of exhibitors	April 13 from 9.00 a.m. to 9.00 p.m. April 14 from 8.00 a.m. to 10.00 p.m.
Removal of exhibits	April 16 from 5.00 p.m. to 10.00 p.m. April 17 from 8.00 a.m. to 5 p.m.
Stand dismantling	April 16 from 5.00 p.m. to 10 p.m. April 17 from 8.00 a.m. to 5.00 p.m.

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

**Please follow document „General responsibilities" related to Covid which is being updates according to current Lithuanian Government requirements.*

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