



TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

- Exhibitors for participation in the exhibition **ADVENTUR 2023** register on-line through the electronic application order and administration system **EXPODOC**: <https://floorplan.expodoc.com/en/1445/adventur-2024>
- 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, 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 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.
- 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 Exhibition as applied to the Exhibitor.
- Exhibitor shall assume responsibility for any violations or breaches of the legal acts regulating participation committed by his Co-exhibitor.
- A co-exhibitors activity and the exhibits or services presented, have to correspond to the theme 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 the following services:

- Organization and marketing of the Exhibition.
- Development of event programme, coordination, and organization services.
- Advertising and communication campaign of the Exhibition.
- Attraction of targeted visitors, distribution of invitations to officials and trade visitors.

- General lighting of the halls.
- General protection outside working hours of the Exhibition.

The Registration Fee includes:

- Entry into the electronic catalog 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).
- Invitation cards to the opening soiree of the Exhibition (2 pcs. for an Exhibitor).
- 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 the ability to schedule meetings with potential clients/specialists in advance.

The Standard registration

Prices for registration and payment of the price of registration and exhibition space **from July 1 until October 31, 2023**

	Price + VAT			
	< 20 sq.m.	21 - 30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Registration fee per Exhibitor and Co-exhibitor	170 Eur			
1 sq. m. Empty exhibition space (Hall 5)	65 Eur	60 Eur	55 Eur	50 Eur
1 sq. m. Empty exhibition space (Hall 4)	60 Eur	55 Eur	45 Eur	40 Eur
1 sq. m. Empty exhibition space (Hall 3)	65 Eur	60 Eur	55 Eur	50 Eur
1 sq.m. Empty exhibition space (the Hall 3 lobby)	70 Eur	60 Eur	50 Eur	-
1 sq.m. retail space (indoors)	45 Eur			
1 sq.m. retail space (Hall 3 balcony)	40 Eur			
1 sq.m. retail space (outdoors)	25 Eur			
1 sq.m. rent of the standart stand	35 Eur			
1 sq.m. rent of standart stand (when choosing a wall color: black, green, yellow, red, blue)	54 Eur			

The Late registration

Prices for registration and payment of the price of registration and exhibition space **from November 1, 2023**

	Price + VAT			
	< 20 sq.m.	21 - 30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Registration fee per Exhibitor and Co-exhibitor	180 Eur			
1 sq. m. Empty exhibition space (Hall 5)	85 Eur	80 Eur	70 Eur	60 Eur

1 sq. m. Empty exhibition space (Hall 4)	75 Eur	70 Eur	60 Eur	50 Eur
1 sq. m. Empty exhibition space (Hall 3)	85 Eur	80 Eur	70 Eur	60 Eur
1 sq.m. Empty exhibition space (the Hall 3 lobby)	95 Eur	85 Eur	75 Eur	-
1 sq.m. retail space (indoors)	50 Eur			
1 sq.m. retail space (Hall 3 balcony)	45 Eur			
1 sq.m. retail space (outdoors)	30 Eur			
1 sq.m. rent of the standart stand	35 Eur			
1 sq.m. rent of standart stand (when choosing a wall color: black, green, yellow, red, blue)	54 Eur			

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 3 chairs.
- Fascia with the company name in Latin letters (standard font, up to 10 letters).
- Three-outlet socket (220 V/2 kW).
- Daily stand cleaning.

4. Stand design, additional stand equipment and services

- The Organizer determines the dimensions of the stand and its place in the hall or outside the exhibition area.
- If a stand of individual design (non-standard) for the 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 days before the Exhibition starts (see: Regulations of Participation at Exhibitions, Fairs, and Conferences point 7.2). The architect: Romanas Gajevskis, phone no. +370 616 05413, e-mail r.gajevskis@litexpo.lt
- Additional standard stand equipment, furniture, stand cleaning services, communications, and 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.
- For further information and orders please contact sales manager Martyna Jakubaitytė: phone +370 677 59107, e-mail m.jakubaityte@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 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.

6. Other services

Visitor invitations

Upon the payment of the 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 at +370 5 244 56 77, or e-mail: info@pls.lt.

7. Events and advertising

- Exhibitors are required to complete their profile and presentation description, as well as upload visuals for dissemination in the Expodoc software and, if necessary, allow the organizer to use these materials to publicize the exhibitors.
- Exhibitors are invited to organise various events during the exhibition.
- The programme of events must be agreed upon with the Organiser at least one month prior to the exhibition on the form sent by the Organiser.
- The Exhibitor must not interfere with the proper participation of other Exhibitors in the Exhibition (noise, loud music, etc.) and must comply with the security requirements when organising activities at its stand.
- To ensure a safe visit to the Exhibition, Exhibitors are recommended to organise events and presentations in the common areas provided by the Organiser.
- Exhibitor advertising is only allowed at the Exhibitor's stand. Any advertising outside the booth is subject to a fee and must be agreed with the Organiser.

8. Exhibition course

- An Exhibitor, for whom an exhibition stand is built-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, and 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. Working hours*

Exhibition venue	LITEXPO, Halls 3, 4, 5
Stand build-up	24 th of January 8 am. – 5 pm. 25 th of January 8 am. – 10 pm.
Exhibition working hours	26 th of January 10 am. – 6 pm. 27 th of January 10 am. – 6 pm. 28 th of January 10 am. – 4 pm.
Delivery of exhibits	25 th of January 8 am. – 10 pm.
Registration of exhibitors	25 th of January 9 am. – 9 pm. 26 th of January 8 am. – 10 am.
Removal of exhibits	28 th of January 4 pm. – 10 pm. 29 th of January 8 am. – 5 pm.
Stand dismantling	28 th of January 4 pm. – 10 pm. 29 th of January 8 am. – 5 pm.

** The organizers reserve the right to change the opening hours of the exhibition, installation of stands, removal and delivery of exhibits, and registration of participants.*

** Exhibition opening hours can be adjusted.*

Contacts:

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