



23 - 25 November 2023 (Thursday,
Friday, Saturday)

Lithuanian Exhibition and Congress
Centre LITEXPO Laisvės pr. 5, LT-
04215 Vilnius, Lithuania

CONDITIONS OF PARTICIPATION / INFORMATION ON SERVICES

1. Submission and registration of applications

- Participants can register for the exhibition by logging in to <https://floorplan.expodoc.com/lt/1530/tvari-ateitis-2023> before 1 October.
- After submitting the completed application, the Exhibitor will receive an email confirming his/her registration and an advance invoice for the registration fee.
- The Exhibitor's stand is confirmed in the exhibition plan only after payment of the registration fee.
- The Terms and Conditions of Participation contain general information on the procedures and conditions for participation in the exhibition. In addition to these Conditions of Participation, the basic rights and obligations of the Participant are determined by the application form and agreement filled in by each Participant and accepted by LITEXPO, the "Regulations on Participation in Exhibitions, Fairs and Conferences", as well as the "Rules on Design and Installation of Booths", and other internal normative legal acts of LITEXPO. Hereinafter, all these legal acts are collectively referred to as the Participation Regulations.

2. Sub-exhibitors

- An exhibitor may only accept sub-exhibitors (other companies, organisations or institutions) in its stand (the size of the stand must be at least 6 sq.m.) after having registered them in the application form and agreed on their participation with the organiser.
- For each sub-exhibitor, the main exhibitor shall pay a sub-exhibitor fee.
- A sub-exhibitor shall have the right to use the stand of the main exhibitor during the exhibition and shall be subject to the same conditions and requirements for participation in the exhibition as the main exhibitor.
- The sub-exhibitor shall be subject to the same requirements as the Exhibitor, but the Exhibitor shall be liable for any breach by the sub-exhibitor of the regulations governing the Participation.
- The profile of the participating sub-exhibitor's activities must be in line with the theme of the fair.

3. Main services and prices

The organisers will rent out the empty exhibition space (minimum 6 sqm) for the duration of the exhibition and provide the following services:

- Exhibition organisation, content creation and coordination;
- Development and coordination of the event programme;

- Promotional and communication campaign for the exhibition;
- Attracting targeted visitors;
- General lighting,
- heating and ventilation;
- General protection of the premises against open looting during the exhibition's closed hours

The registration (or sub-exhibitor) fee includes:

- Entry in the electronic catalogue of exhibitors;
- Exhibitor cards (number depends on the size of the space booked, 1 card per 3 square metres, up to a maximum of 15 cards per stand);
- Electronic invitations to attend the exhibition (20 per participant);
- Announcement in the news section of our website www.litexpo.lt;
- Listing on the interactive exhibition map with exhibitor information and the possibility of scheduling appointments with specialists in advance.

Standard registration

Prices for registration and payment of registration and exhibition space **until 13 October 2023.**

	Price + VAT		
	< 21 - 30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Exhibitor/Sub-exhibitor fee	110 Eur		
Price for 1 sq. m. of empty exhibition space	58 Eur	55 Eur	50 Eur
Installation of a standard stand of 1 sq.m.	35 Eur		
Installation of a standard stand of 1 sq.m. (choice of wall colour: black, green, blue)	54 Eur		

Late registration (from 14 October)

	Price + VAT		
	21-30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Exhibitor/Sub-exhibitor fee	120 Eur		
Price for 1 sq. m. of empty exhibition space	61 Eur	57 Eur	53 Eur
Installation of a standard stand of 1 sq.m.	35 Eur		
Installation of a standard stand of 1 sq.m. (choice of wall colour: black, green, blue)	54 Eur		

** Note: Registrations and empty exhibition space after 15 October 2023 may be subject to a 10% surcharge on late registration prices.*

Installation of a standard stand. A standard stand of 6 sq. m consists of:

- OCTANORM exhibition stand (1 m x 2.5 m),

- grey carpet,
- 100W luminaires (one every 3 sqm),
- 1 table and 3 chairs,
- 3-prong standard socket (220V/2kW),
- waste bin,
- company name in standard font at the top of the stand (up to 10 letters),
- daily cleaning of the stand

4. Stand design and equipment, additional services

- The location of the exhibition space in the hall and the shape of the stand are determined by the fair organisers.
- **Additional standard stand equipment, furniture, stand cleaning, names and/or logos** on the stand and communications must be ordered by submitting an application for additional equipment and communications via the expodoc system: <https://floorplan.expodoc.com/lt/1530/tvari-ateitis-2023> or by contacting the Sales Manager Olga Marčionienė (mobile: + 370 615 20106, e-mail: o.marcioniene@litexpo.lt).
- If the Exhibitor is constructing a non-standard stand, the design of the stand must be agreed with the exhibition designer Roman Gajevskis (mobile: +370 616 05413, e-mail: stendai@litexpo.lt) at least 21 calendar days before the fair (see point 7.2 of the "Regulations on Participation in Exhibitions, Fairs and Conferences").
- **The rates for additional equipment and services will be increased by 50% 5 working days before the opening of the fair, and by 100% on the day of registration and during the fair.**
- **For changes to the stand design or any changes to the design less than 5 days prior to the opening of the fair, a surcharge of 20% of the cost of setting up the stand will apply**

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.
- **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 specified in the Exhibitors' electronic registration system. Invoices will be printed at the Information and Service Centre for Exhibitors who wish to receive a VAT invoice on the day of the Exhibitor registration.
- In the event that the exhibition is cancelled due to quarantine or other restrictions imposed in the country in order to control the spread of the COVID-19 pandemic, the exhibitor will be refunded all exhibition fees paid within 30 calendar days of the date of the request.

6. Handling, logistics and customs services

- The exhibits are handled by UAB PAN-LIT Service, which provides loading, logistics and customs services. The services are provided on a pre-order basis and are paid for by the participant.
- Contact: tel. 8 5 244 56 77, e-mail: info@pls.lt, www.pls.lt.

7. Invitations to visitors

- Each Exhibitor receives 20 electronic invitations upon payment of the registration fee, giving their guests the opportunity to visit the exhibition.

- Only invitations sent by the Organiser are valid for visiting the Exhibition. They are intended only for the recipients. The sale or other distribution of the invitation to third parties for consideration is prohibited.
- The Exhibitor may order additional invitations at an additional cost. The number of additional invitations is limited.

8. Events and advertising

- Exhibitors are invited to organise various events during the exhibition.
- The programme of events must be agreed with the Organiser no later than one month before 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.
- In order to ensure a safe visit to the Exhibition, Exhibitors are advised 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.

10. Exhibition working order

- An exhibitor whose stand is set up and dismantled by a company other than LITEXPO shall inform the company erecting the stand of the working procedures established by LITEXPO (see Section 8 of the "Regulations on Participation in Exhibitions, Fairs and Conferences"). In this case, the Exhibitor is fully responsible for the actions and safety of the third parties hired. On the days of set-up and dismantling, special certificates shall be provided free of charge to the personnel setting up the stand, on application by the Exhibitor. Additional working time is chargeable (see Chapter 8, Section 8.6 of the "Regulations governing participation in exhibitions, fairs and conferences").
- When arriving at LITEXPO the day before the fair, the exhibitor must register at the fair Information Centre. Only participants who have paid in full for their participation in the fair shall be registered and further serviced.
- At the time of registration, the Exhibitor shall be provided with information on the fair's operating procedures, safety recommendations, services provided, and shall be issued with an Exhibitor's certificate, which, upon presentation to the security guard, shall be used to admit the Exhibitor to the exhibition halls during the fair's set-up, take-down and operation, as well as with a car permit for the

11. Exhibition opening hours

Exhibition location	LITEXPO exhibition hall: 5
Stand installation time	21 November, (Tue) 08.00-17.00 22 November (Wed) from 08.00 to 22.00
Exhibition opening hours*	23 November (Thur), 10.00-18.00 24 November (F), 10.00-18.00 25 November (S), 10.00-16.00
Exhibits arrive	22 November (Wed) from 08.00 to 22.00 23 November (Thur) from 08.00 to 10.00
Participants are registered	22 November (Wed) from 09.00 to 19.00 23 November (Thur) from 08.00 to 10.00

Exhibits are transported	25 November (S) from 16.00 to 22.00 27 November (M) from 08.00 to 17.00
Dismantling time for stands	25 November (S) from 10.00-17.00 27 November (M) from 08.00 to 17.00

**Exhibition opening hours are subject to change according to the additional exhibition day.*

**The organisers reserve the right to change the opening hours, stand set-up, removal and arrival of exhibits, registration times and rules.*

**For changes to the security requirements for participation in the exhibition regulated by the Government of the Republic of Lithuania, please refer to the document "Security Guidelines for Exhibitors" uploaded on the exhibition website*

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