

## CONDITIONS OF PARTICIPATION / INFORMATION ON SERVICES

### 1. Submission and registration of applications

Exhibitors register for the exhibition by logging into EXPODOC:  
<https://floorplan.expodoc.com/lt/1343/balttechnika-2024>

Upon submission of the completed application form, the Participant will receive an email confirming his/her registration and an invoice in advance for the payment of the registration fee.

- The location of an exhibitor's stand in the exhibition plan is confirmed only after payment of the registration fee.
- The Conditions of Participation contain general information on the procedures and conditions for participation in the exhibition or fair. 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, sent and accepted by LITEXPO, the Regulations on Participation in Exhibitions, Fairs and Conferences, as well as the Rules on Design and Installation of Stands, and other internal normative legal acts of LITEXPO. Hereinafter, all these legal acts are collectively referred to as the Participation Regulations. Each Exhibitor is obliged to familiarize himself with these legal acts.

### 2. Sub-exhibitors

- An exhibitor may accept sub-exhibitors (other companies, organisations or institutions) at its stand, provided that they have been registered in the application-contract and that their participation has been agreed 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 breaches by the sub-exhibitor of the regulations governing participation.
- The profile of the participating sub-exhibitor's activities must be in line with the theme of the exhibition.

### 3. Main services and prices

The exhibition organiser rents out the empty exhibition space (minimum area of 6 sqm) for the duration of the exhibition and provides the following services:

- Exhibition content development and content coordination;
- Promotional and communication campaign for the exhibition;
- Attracting targeted visitors;

- Sending invitations to officials and professionals;
- General lighting, heating and ventilation of the premises;
- General protection of the premises against open robbery during the exhibition's closed hour

### **Pre-registration (until 1 November 2023)**

	<b>Pre-registration*</b> <b>Price without VAT</b>
Exhibitor/Sub-exhibitor fee	130 Eur
Price for 1 sq. m. of empty exhibition space	60 Eur
1 sq.m. empty exhibition space price (21-30 sq.m.)	51 Eur
1 sq.m. empty exhibition space price (31-70 sq.m.)	47 Eur
1 sq.m. price for an empty exhibition space (for bookings over 71 sq.m.)	43 Eur
1 sq.m. price for an empty exhibition space (outside)	30 Eur
Installation of a standard stand of 1 sq.m.	35 Eur
1 sq.m. standard stand installation (choice of wall colour: black, green, yellow, red, blue)	54 Eur

*\* price valid for booking and paying for exhibition space until 1 November 2023.*

### **Standard registration (from 1 November 2023 to 25 February 2024)**

	<b>Price without VAT</b>
Exhibitor/Sub-exhibitor fee	130 Eur
Price for 1 sq. m. of empty exhibition space	70 Eur
1 sq.m. empty exhibition space price (when ordering 21-30 sq.m.)	60 Eur
1 sq.m. empty exhibition space price (31-70 sq.m.)	55 Eur
1 sq.m. price of an empty exhibition space (for bookings over 71 sq.m.)	50 Eur
1 sq.m. price of an empty exhibition space (outside)	35 Eur
1 sq.m. installation of a standard stand	35 Eur
1 sq.m. installation of a standard stand (choice of wall colour: black, green, yellow, red, blue)	54 Eur

### Late registration (from 26 February 2024)

	Price without VAT
Exhibitor/Sub-exhibitor fee	130 Eur
Price for 1 sq. m. of empty exhibition space	80 Eur
1 sq.m. empty exhibition space price (21-30 sq.m.)	70 Eur
1 sq.m. empty exhibition space price (31-70 sq.m.)	60 Eur
1 sq.m. price for an empty exhibition space (for bookings over 71 sq.m.)	55 Eur
1 sq.m. price for an empty exhibition space (outside)	40 Eur
Installation of a standard stand of 1 sq.m.	35 Eur
1 sq.m. standard stand installation (choice of wall colour: black, green, yellow, red, blue)	54 Eur

#### The registration (or sub-exhibitor) fee consists of:

- Entry in the electronic catalogue of exhibitors.
- Exhibitor cards (number depends on the size of the space booked - 1 card per 3 sqm, up to a maximum of 30 cards per stand).
- Electronic invitations to attend the exhibition (20 pieces per exhibitor and sub-exhibitor).

#### A standard minimum stand of 6 sq.m includes:

- Stand walls made of OCTANORM exhibition structures (1 m x 2.5 m).
- Grey carpet.
- 100W luminaires (one every 3 m).
- 1 table and 2 chairs.
- Standard 3-prong 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 organisers.
- If the non-standard stand for the Exhibitor is constructed outside LITEXPO, the contractor must agree on the design of the stand with the exhibition designer - Romanas Gajevskis (mobile:

+37061605413, e-mail: [stendai@litexpo.lt](mailto:stendai@litexpo.lt)), at least 21 calendar days before the exhibition (see Clause 7.2 of the "Regulations on Participation in Exhibitions, Fairs and Conferences").

- Additional standard stand equipment, furniture, names and/or logos on the stand and communications must be ordered via the EXPODOC system <https://floorplan.expodoc.com/lt/1343/balttechnika-2024> or by contacting the Sales Manager - Olga Marčionienė (tel. +370 615 20106, email: [o.marcioniene@litexpo.lt](mailto:o.marcioniene@litexpo.lt)).
- For individual stand design, please contact Sales Manager Olga Marčionienė (tel. +370 615 20106, e-mail: [o.marcioniene@litexpo.lt](mailto:o.marcioniene@litexpo.lt)).
- For rates for additional equipment and services, please also visit [www.litexpo.lt](http://www.litexpo.lt).
- Additional equipment and services are subject to a 50% increase 5 working days before the opening of the exhibition, and a 100% increase on the day of registration and during the exhibition.
- For changes to the stand design or any changes to the design less than 5 days prior to the opening of the exhibition, a surcharge of 20% of the stand set-up price will apply.

## 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

- **Invitations to visitors.** Each Exhibitor and Sub-Exhibitor who has paid the registration fee will receive an electronic invitation by email, giving their guests the opportunity to visit the exhibition. The invitations granted are intended for the recipients only. Exhibition attendance is by invitation only or by registration.
- **Cargo handling, logistics and customs services.** Loading, logistics and customs services are provided by PAN-LIT Service UAB. Services are provided on a pre-ordered basis and are payable by the participant. Contact: tel. 8 5 244 56 77, e-mail: [info@pls.lt](mailto:info@pls.lt), [www.pls.lt](http://www.pls.lt).

## 7. Events organised by participants

Each Exhibitor may organise various events (press conferences, seminars, product launches, etc.) during the exhibition. The programme of events must be agreed with the Organiser at least one month before the exhibition by completing the application for the rental of conference rooms and other event spaces. The application form will be sent by the exhibition organiser.

In all cases, the Exhibitor shall not interfere with the proper participation of other Exhibitors in the exhibition by carrying out various activities at its stand (noise, loud music, etc.).

## 8. Working procedures of the exhibition

- 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 shall be fully responsible for the actions of the hired third parties as his own. On the days of set-up and dismantling, special certificates shall be provided free of charge to the staff setting up the stand, on application by the Exhibitor. Additional working time is chargeable (see Chapter 8, Section 8.6 of the "Regulations on Participation in Exhibitions, Fairs and Conferences").

- The Exhibitor must register at the Information Centre the day before the exhibition. Only Exhibitors who have paid all invoices for services provided by LITEXPO shall be registered and further serviced.
- The Exhibitor shall be provided with information on the exhibition's working procedure and services, shall be issued with participation cards, which shall be presented to the security guards and shall be used to admit Exhibitors to the exhibition halls during the exhibition's set-up, dismantling and operation, as well as with car parking permits.

## 9. Exhibition opening hours

Exhibition venue	LITEXPO exhibition halls: 3,4,5. Outdoor space: 3.
Stand installation time	15 May from 8am to 5pm 16 May from 8 am to 10 pm
Exhibits arrive	15 May from 8am to 5pm 16 May from 8 am to 10 pm 17 May from 8 am to 10 pm
Exhibitor registration	16 May from 9am to 9pm. 17 May from 8 am to 10 am
Exhibition opening hours	17-18 May from 10am to 5pm 19 May from 10 am to 4 pm
Exhibits are checked out	19 May from 16:00 to 22:00 20 May from 8 am to 5 pm
Dismantling time for stands	19 May from 17.00 to 22.00 20 May from 8.00 to 17.00

*\*The organisers reserve the right to change the opening times, the installation of stands, the arrival and departure of exhibits, and the registration times of exhibitors.*

*\*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 Recommendations" for exhibitors uploaded on the exhibition website*

Contacts:

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