

25 - 27 April 2024



**Exhibition FURNITURE AND DESIGN SOLUTIONS  
2024**

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**

- Exhibitors must register for the exhibition by logging into **EXPODOC** <https://floorplan.expodoc.com/en/1558/baldai-ir-dizaino-sprendimai-2024> by **25 March 2024**.
- Upon submission of the completed application form, the Participant will receive an email confirming his/her registration and an 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 or fair. In addition to these Conditions of Participation, the main rights and obligations of the Participant are set out in the application form and agreement filled in by each Participant, sent and accepted by LITEXPO, in the Regulations on Participation in Exhibitions, Fairs and Conferences, as well as in the Rules on the Design and Installation of Stands, and in the other internal normative legal acts of LITEXPO. Hereinafter, all these legal acts are collectively referred to as the Participation Regulations. Each Participant is obliged to familiarize himself with the following legal acts.

**2. Sub-exhibitors**

- An exhibitor may accept sub-exhibitors (other companies, organizations, or institutions) at its stand, if 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 consistent 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 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 sqm, up to a maximum of 15 cards per stand).
- Electronic invitations to attend the exhibition (20 pieces per exhibitor and sub-exhibitor).
- Announcement in the "News" section of the exhibition website.
- Preparation and distribution of press releases to the media and the public.

#### A standard minimum stand of 6 sq.m. shall consist of:

- Stand walls made of OCTANORM exhibition structures (1 m x 2.5 m).
- Grey carpet.
- 100W luminaires (one every 3 m).
- 1 table and 3 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.

	Late registration***
Participant/Sub-exhibitor fee	230 Eur
Rental price for 1 sq. m. of empty exhibition space (halls)	105 Eur
Rental price for 1 sq. m. of empty exhibition space (for bookings of 51 sqm and more)	95 Eur
1 sq.m. empty exhibition space rental price (foyer)	140 Eur
1 sq.m. empty exhibition space rental price (foyer)	35 Eur
1 sq.m. standard stand set-up	55 Eur

\* **The advance registration** price is applicable if the exhibitor books and pays the registration fee and 50% of the empty exhibition space within 5 days of booking, but no later than 15 October 2023. Other

payments for empty exhibition space and other services provided by LITEXPO shall be made in accordance with the *"Regulations on Participation in Exhibitions, Fairs and Conferences"*.

**\*\* The standard registration** price is applicable when the exhibitor books and pays the registration fee and 30% of the empty exhibition space within 5 days of booking, but no later than 15 February 2024. Other payments for empty exhibition space and other services provided by LITEXPO shall be made in accordance with the *"Regulations on Participation in Exhibitions, Fairs and Conferences"*.

**\*\*\* Late registration** price applies if the exhibitor books and pays the registration fee and 50% of the empty exhibition space within 5 days of booking, but no later than 25 March 2024. Other payments for empty exhibition space and other services provided by LITEXPO shall be made in accordance with the *"Regulations on Participation in Exhibitions, Fairs and Conferences"*.

*For sales of stand space and advertising positions, please contact sales manager Emilija Jonušytė (tel. +370 615 63842, e-mail: [e.jonusyte@litexpo.lt](mailto:e.jonusyte@litexpo.lt)).*

#### 4. Stand design and equipment, additional services

- The location of the exhibition space in the hall and the shape of the stand shall be determined by the organiser.
- 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: +37067126178, 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 EXPODOC <https://floorplan.expodoc.com/en/1558/baldai-ir-dizaino-sprendimai-2024> or by contacting the Sales Manager – Rimvydas Jankauskas (mobile: +370 615 62975 e-mail: [r.jankauskas@litexpo.lt](mailto:r.jankauskas@litexpo.lt)). For prices of 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 before 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. Exhibitors who wish to receive a VAT invoice on the day of the Exhibitor registration will have their invoices printed at the Information and Service Centre.

## **6. Other services**

### **Invitations to visitors**

Each Exhibitor and Sub-Exhibitor who has paid the registration fee will receive electronic invitations by email, giving their guests the opportunity to visit the exhibition. The invitations granted are for the sole use of the recipients.

### **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. 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.). Advertising by Exhibitors shall only be permitted at the Exhibitor's stand. Any advertising outside the booth is subject to a fee and must be agreed with the Exhibition Organiser.

## **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 personnel 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: 1,2
Stand installation time	22 April from 8:00 to 17:00 23 April from 08:00 to 17:00 24 April from 08:00 to 22:00
Exhibition opening hours	25 and 26 April from 10:00 to 18:00 27 April from 10:00 to 16:00
Arrival of exhibits	22 to 23 April from 08:00 to 17:00 24 April from 08:00 to 22:00 25 April from 08:00 to 10:00
Exhibitor registration	24 April from 09:00 to 20:00 25 April from 08:00 to 10:00
Exhibits are removed	27 April from 16:00 to 22:00 28 April from 08:00 to 16:00 29 April from 08:00 to 17:00
Dismantling time for stands	27 April from 16:00 to 22:00 28 April from 08:00 to 16:00 29 April from 08:00 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 laws of the Government of the Republic of Lithuania, please refer to the document "Security Recommendations for Exhibitors" uploaded on the exhibition website.*

### Contacts:

#### **Project Manager Faustina Sinkevičiūtė**

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#### **Sales Manager Emilija Jonušytė (areas)**

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#### **Sales Manager Rimvydas Jankauskas (stands, additional stand equipment and services)**

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