



## **TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED**

### **1. Application for participation**

- Exhibitors for participation in **TASTE VILNIUS HoReCa 2024** register online at the system EXPODOC <https://floorplan.expodoc.com/en/1585/taste-vilnius-horeca-2024> .The application has to be submitted by **21 of October 2024**.
- The location of the exhibitor's stand in the exhibition plan is confirmed only after **payment of the advanced fee**.
- 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 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 program.
- Advertising and communication campaign of the Exhibition.
- Attraction of target group.
- General lighting and heating of the exhibition halls.
- General protection outside working hours of the Exhibition.

	Standard registration** until 2024-06-28 Price Eur + VAT	Late Registration*** from 2024-06-29 Price Eur + VAT
Registration fee per Exhibitor and Co-exhibitor	160 Eur	170 Eur
1 sq. m. empty exhibition space in hall	65 Eur	70 Eur
1 sq. m. empty exhibition space in hall for exhibitors of „TASTE VILNIUS HORECA 2022”	-	-
1 sq. m empty exhibition space rental price per hall for bookings of 20 - 40 m2	60 Eur	65 Eur
1 sq.m. rental price of empty exhibition space in the hall for “TASTE VILNIUS HORECA 2022“ exhibitors who book 20 - 40 m2	-	-
1 sq. m empty exhibition space rental price per hall for bookings of 41 m2 or more	55 Eur	60 Eur
1 sq.m. empty exhibition space rental price per hall for „TASTE VILNIUS HORECA 2022“ exhibitors who have booked 41 m2 or more	-	-
1 m2 outdoor exhibition space rental price	25 Eur	30 Eur
1 m2 standard stand installation price	35 Eur	35 Eur

**The Registration fee included:**

- Entry in 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 (20 pcs.)

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

- A booth of OCTANORM constructions (h=2.5 m).
- Carpeting of grey colour.
- Spotlights of 100 W (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.

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

- The dimensions of the stand and its place in the hall are determined by the Organizer.
- Additional standard stand equipment, furniture, stand cleaning, names or logos on the stand must be ordered by contacting sales manager Rimvydas Jankauskas (+ 370 615 62975, r.jankauskas@litexpo.lt).
- If the Exhibitor is constructing a non-standard stand, the Exhibitor must agree on the design of the stand with the exhibition architect Romanas Gajevskis (mobile phone: +370 671 26178, e-mail: stendai@litexpo.lt) at least 21 calendar days prior to the exhibition (*refer to clause 7.2 of the "Regulations on Participation in Exhibitions, Fairs and Conferences"*).
- 5 working days before the opening of the exhibition, the rates for additional equipment and services will be increased by 50%, on the day of registration and during the exhibition by 100%.
- Changes to the design of the stand or any changes to the design less than 5 days before the opening of the exhibition will be subject to a 20% surcharge on the cost of setting up the stand.

#### **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 his/her invoices by the due date, he/she will not be registered in the exhibition.
- VAT invoices shall be sent to the Exhibitor by e-mail within 5 working days after the end of the exhibition to the e-mail address indicated in the Exhibitor's online 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.

#### **6. Invitations for visitors**

- Each Exhibitor receives 20 pcs. electronic invitations upon payment of the registration fee, giving their guests the opportunity to visit the exhibition.
- Only e-invitations sent by the Organiser are valid for visiting the exhibition. They are intended only for the recipients. It is forbidden to sell the invitation or otherwise distribute it to third parties for a fee.

#### **7. 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.
- An Exhibitor must not interfere with the proper participation of other Exhibitors (noise, loud music, etc.) and must comply with the security requirements when conducting promotions at its stand.

- To ensure a safe attendance at the Exhibition, Exhibitors are recommended to organise events and presentations in the common areas or conference rooms provided by the Organiser.
- Exhibitor advertising is only permitted at the Exhibitor's stand. Any advertising outside the booth is subject to a fee and must be agreed with the Organiser.

The Organiser reserves the right to change the location of the hall space chosen by the Participant in the event of unforeseen circumstances or in the event of a change in security requirements regulated by the laws of the Government of the Republic of Lithuania.

## 8. Exhibition operational procedures

- 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 staff setting up the stand, on application by the Exhibitor. Additional working time is chargeable (see Chapter 8, point 8.6 of the "Regulations governing participation in exhibitions, fairs and conferences").
- Upon arrival at LITEXPO the day before the exhibition, the Exhibitor must register at the Information Centre. Only Exhibitors who have paid in full for their participation in the exhibition shall be registered and further serviced.
- At the time of registration, the Exhibitor shall be provided with information on the exhibition procedures, safety recommendations, services provided, and shall be issued with an exhibitor's badge, which, upon presentation to the security guard, shall allow the Exhibitor to be admitted to the exhibition halls during the installation, dismantling and operation of the exhibition, as well as with a permit for the car.

### Working hours\*

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisvės Ave. 5, Vilnius, Halls 5, 3.
Stand build-up	11-12 of November from 8.00 a.m. until 5.00 p.m. 14 of May from 8.00 a.m. until 12 p.m.
Delivery of exhibits	13 of November from 9:00 a.m. until 10:00 p.m.
Registration of exhibitors	13 of November from 9:00 a.m. until 8:00 p.m. 14 of November from 8 a.m. until 12 a.m.
<b>Exhibition working hours*</b>	<b>14 of November from 12.00 a.m. until 6:00 p.m.</b> <b>15-16 of November from 10.00 a.m. until 6 p.m.</b>
Stand dismantling and removal of exhibits	16 of November from 6:00 p.m. until 10:00 p.m. 18 of November from 8 a.m. until 12 a.m.

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

## CONTACTS

<p><b>Project manager</b></p> <p><b>Saulė Jančiauskė</b></p> <p> +370 615 63581</p> <p> <a href="mailto:s.janciauske@litexpo.lt">s.janciauske@litexpo.lt</a></p>	<p><b>Sales manager</b></p> <p><b>Aušrinė Aleknaitė Ebersonienė</b> (exhibition space)</p> <p> +370 640 61300</p> <p> <a href="mailto:a.aleknaite@litexpo.lt">a.aleknaite@litexpo.lt</a></p>	<p><b>Sales manager</b></p> <p><b>Rimvydas Jankauskas</b> (stands, additional stand equipment and services)</p> <p> +370 615 629</p> <p> <a href="mailto:r.jankauskas@litexpo.lt">r.jankauskas@litexpo.lt</a></p>
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