

## TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

### 1. Application for participation

- Participants register for the exhibition by logging in to [EXPODOC](#) until **October 9th**.
- After submitting a completed application, the Participant receives an email confirming their registration and a pro forma invoice for the registration fee.
- The participant's stand location on the exhibition floor plan is confirmed only after 30% of the total order amount has been paid.
- 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 their stand (stand mustn't be smaller than 6 sq. m.) a Co-exhibitor (other company) after having registered them in their application and agreed on their participation with the Exhibition organizer
- For every Co-exhibitor, Exhibitor must pay 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 theme of the Exhibition.

### 3. Main services and charges

The participant's stand location on the exhibition floor plan is confirmed only after 30% of the total order amount has been paid.

Prices listed are without VAT	<20 sq. m	21 - 40 sq. m	> 41 sq. m
Registration fee per Exhibitor and Co-exhibitor	130 Eur		
1 sq. m. empty exhibition space	80 Eur	75 Eur	70 Eur
1 sq.m rent of the standard stand made with OCTANORM panel system	35 Eur		

Prices listed are without VAT	<20 sq. m	21 - 40 sq. m	> 41 sq. m
1 kv.m rent of standard stand made with OCTANORM panel system (with choice of wall color: black, green, yellow, red or blue)		54 Eur	
1 sq. m rent of the standard stand made with ART exhibition walls		85 Eur	
1 sq. m rent of the standard stand made with ART exhibition walls with print		130 Eur	
1 sq. m. retail space (outdoors)		40 Eur	

**The registration (or co-exhibitors) fee consists of the following:**

- Exhibitor badges (one for 3 sq. m, but no more than 15 pcs. for a stand);
- Entry into the electronic catalogue of exhibitors;

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

- A stand of OCTANORM panel system (1 m x 2.5 m) or ART exhibition walls (1 m x 2.8 m);
- Grey colour carpet;
- Three spotlights of 100W (1 per 3 sq. m.);
- A table and 3 chairs;
- Three outlet socket (220 V / 2 kW);
- Trash bin;
- Fascia with the company name in Latin letters (standard font, up to 10 letters).
- Daily cleaning of the stand.

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

- The Organizer determines the dimensions of the stand and its place in the hall or outside exhibition area.
- Additional standard stand equipment, furniture, stand cleaning services, communications, companies' names or logos on fascia boards must be ordered in advance by filling in the Forms for Additional Equipment, Services and Communications through sales manager Vykinta Katunskytė (tel. +370 650 82361, e-mail: [v.katunskyte@litexpo.lt](mailto:v.katunskyte@litexpo.lt)).
- If a stand of individual design (non-standard) for Exhibitor is designed and constructed by another company, the contracting company has to submit a detailed drawing of the stand to the exhibition architect Romanas Gajevskis (tel. +370 616 05413, e-mail: [stendai@litexpo.lt](mailto:stendai@litexpo.lt)) no later than 21 calendar days before the exhibition starts (see "Regulations of Participation at Exhibitions, Fairs and Conferences" point 7.2)
- 5 business days before opening of an exhibition, prices for additional equipment and services increase by 50%, during the exhibitors' registration days and during exhibition the prices increase by 100%.
- If 5 days before the start of exhibition any amendments are made to the design of the stand ordered from LITEXPO and it has to be remounted, an exhibitor must cover stand remounting expenses which amount to 20% of the installation price of the exhibition stand.

**5. Terms of payment**

- The Participant shall pay for the Exhibition space and additional services upon receiving the pro forma invoices from LITEXPO, within the time periods specified in the invoices.

- 30 calendar days before the start of the Exhibition, 100% of the Exhibition space fee + VAT must be paid.
- If the Participant does not pay the invoices on time, they will not be registered for the Exhibition.
- VAT invoices will be sent to the participants by e-mail within 5 working days after the end of the exhibition to the e-mail address specified in the electronic registration system of the participants. For a participant who wishes to receive a VAT invoice on the day of registration, the invoices will be printed at the Information and Services Center.

## **6. Cargo handling, logistics and custom clearance services**

- Exhibition cargo handling, logistics services, and customs services are provided by UAB "PAN-LIT Service". Services are provided upon prior request and paid for by the participant. Contacts: tel. +370 5 244 56 77, e-mail: info@pls.lt, www.pls.lt.

## **7. Events and advertising**

- Participants are encouraged to organize various events during the exhibition.
- Each exhibition Participant may hold different events during the exhibition (press conference, seminars, product presentations, etc.) The event program must be coordinated with the exhibition Organizer no later than one month before the exhibition by contacting the provided details.
- When organizing promotions at their stand, the Participant must ensure that they do not disturb other participants from properly taking part in the exhibition (e.g., by creating noise, playing loud music, etc.) and must comply with all safety requirements.
- Advertising by exhibition Participants is allowed only within the Participant's stand. Any advertising outside the stand area is subject to a fee and must be approved by the exhibition Organizer.

## **8. Exhibition course**

- An exhibitor whose stand is installed and dismantled by a company other than LITEXPO must inform the stand-building company about the working procedures established by LITEXPO (see Section 8 of the *"Regulations of Participation at Exhibitions, Fairs and Conferences"*). In such cases, the Exhibitor is fully responsible for the actions and safety of the contracted third parties. Additional working hours are subject to fees (see Clause 8.6 of Section 8 of the *"Regulations of Participation at Exhibitions, Fairs and Conferences"*).
- The Exhibitor is solely responsible for their exhibits and/or products during transportation to and from the venue, as well as for their safety before the exhibition, during, and after it ends. LITEXPO recommends that the Exhibitor insure their exhibits and/or products for the duration of the exhibition, including installation and dismantling periods, or order additional physical security services..
- Upon arriving at LITEXPO the day before the exhibition, the Exhibitor must register at the Exhibition Information Centre. Only exhibitors who have fully settled all participation payments are registered and further served.
- During registration, the Exhibitor receives information about the exhibition's working procedures, safety recommendations, available services, as well as exhibitor badges that allow entry to the exhibition halls during installation, dismantling, and the exhibition itself upon presentation to security, along with vehicle permits.

## **9. Withdrawal from Participation in the Exhibition**

- The Exhibitor has the right to withdraw from participation in the exhibition by unilaterally terminating the agreement on participation and exhibition space rental. The registration fee and 30% of the rent for the empty exhibition space are non-refundable. Notice of withdrawal must be submitted in writing via electronic communication, and the Exhibitor must receive

confirmation from the responsible LITEXPO representative that the notice has been received (see Section 2 of the “Regulations of Participations at Exhibitions, Fairs and Conferences”).

- If the Exhibitor withdraws from participation in the exhibition less than 60 (sixty) calendar days before its start, the registration fee and advance payment are non-refundable, and the Exhibitor must additionally pay a penalty (see Section 2 of the “Regulations of Participations at Exhibitions, Fairs and Conferences”).

## 10. Exhibition working hours\*

Exhibition venue	LITEXPO Hall 5
Exhibition working hours	October 16th 10 AM – 7 PM October 17th 10 AM – 6 PM
Stand installation	October 14th 8 AM – 5 PM October 15th 8 AM – 10 PM
Delivery of exhibits	October 15th 8 AM – 10 PM October 16th 8 AM – 10 AM
Registration of exhibits	October 16th 9 AM – 7 PM October 17th 8 AM – 10 AM
Removal of exhibits	October 17th 6 PM – 10 PM October 20th 8 AM – 12 PM
Stand dismantling	October 17th 6 PM – 10 PM October 20th 8 AM – 12 PM

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

*\*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*

## 11. Contact us

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**Sales Manager (exhibition space, stands,  
additional stand equipment and services)**

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