Vilnius book fair

16-19 of September 2027

27rd International VILNIUS BOOK FAIR

Lithuanian Exhibition and Congress Centre LITEXPO

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation:

- Exhibitors register for participation in the exhibition online at VILNIAUS BOOK FAIR 2027 - Litexpo. The Application has to be submitted **by August 2, 2027**.
- The participant's stand location on the exhibition plan is confirmed only after payment of the registration fee and 30% of the area amount.
- 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. Exhibitors must familiarize themselves with the latter legal acts.
- By participating in the exhibition, you agree that the contact information you provide will be stored and used by UAB LITEXPO for direct marketing purposes—to send newsletters, information about events, offers, and updates.

2. Co-exhibitors:

- Exhibitor can collaborate with a Co-exhibitor (the other company) by inviting one into his stand (minimum area required– 9 sq. m). The Exhibitor must register the Co-exhibitor on the Application. The participation of the Co-exhibitor must be agreed with the Fair 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 and terms of participation in the Fair as applied to the Exhibitor.
- Exhibitor shall take the responsibility for any violations and breaches of the legal acts regulating participation committed by his Co-exhibitor.
- The Co-exhibitor's activity profile has to match the theme of the Fair.

3. Main services and charges:

- The Organizer rents empty exhibition space **(minimum area – 6 sq. m., with co-exhibitor – 9 sq. m)** for the whole duration of the Fair and provides with the following services:

- Organization of the Fair, its content development and coordination;
- Development and coordination of the Fair event program;
- Advertising and communication campaign of the Fair;
- Attraction of targeted visitors;
- General lighting, heating and ventilation of the halls;
- General protection against open robbery outside working hours of the Fair.

4. **Registration fee per Exhibitor**:

- Entry into the electronic catalogue of exhibitors;
- Exhibitor badges (the number depends on the size of the stand, one for 3 sq. m., but not more than 15 pcs. for a stand);
- Electronic invitations for visitors (20 pcs. for the Exhibitor);
- One parking place in Litexpo;

5. Co-exhibitor's fee:

- Entry into the electronic catalogue of exhibitors;
- Exhibitor badges (2 pcs. for a Co-exhibitor);
- Electronic invitations for visitors (20 pcs. for a Co-exhibitor)

Participation prices

	Price + VAT	
	6- 29 sqm	**> 30 sqm**
Participant / Sub-exhibitor fee	190 Eur	
1 sq. m. of empty exhibition space price	**95 Eur**	**85 Eur**
Storage room with set-up for standard stand set-up (storage room size 1-3 sq.m., set-up according to technical possibilities)	90 Eur	
Rental of 1 sq.m. of empty exhibition space outdoors	90 Eur	
1 sq.m. standard stand set-up (white)	60 Eur	
1 sq.m. standard stand set-up (choice of wall colour: black, red, green, blue, yellow)	85 Eur	

**A 50% surcharge on late standard prices for all services will apply from 12 February 2025.*
***From 19 February 2025 onwards, 100% mark-up on late standard prices for all services.*
Prices are exclusive of VAT.

6. **Arrangement of a standard stand:**

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

- a stand made of OCTANORM constructions (h=2,5 m);
- carpeting of grey color;
- three spot–lights of 100 W (1 per 3 sq. m);
- 1 table and 2 chairs;
- 15 separate bookshelves;
- three-outlet socket (220 V/2 kW);
- fascia with the company name in Latin letters (standard font, up to 10 letters);
- recycle bin;
- daily cleaning of the stand area.

7. 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 services, communications, companies names or logos on fascia boards have to be ordered in advance via sales manager Olga Marčionienė phone +370 615 20106, e-mail o.marcioniene@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 architect, Romanas Gajevskis, ph. +370 671 26178, e-mail: stendai@litexpo.lt no later than 21 day before the Fair starts (see: Regulations of Participation at Exhibitions, Fairs and Conferences point 7.2).
- An Exhibitor must cover stand remounting expenses which amount to 20% of the installation price of the exhibition stand, if 5 days before the Fair any amendments are made to the stand design and the stand has to be remounted.

8. Terms of payment

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.

If the exhibition is canceled due to irresistible forces (force majeure), the exhibitor will be refunded all paid exhibition fees within 30 calendar days of the request.

9. Invitations for visitors*

- Upon the payment of registration fee, every Exhibitor and his Co-exhibitor is provided with 20 electronic invitations for his guests to visit the Fair. Exhibitors who are organizing the events during the Fair, is provided with 4 more invitations for each event.
- Invitations are intended for their recipients only. Only the invitations provided by the Organizer are valid for the Fair. It is forbidden to sell invitation or to distribute it free of charge to the third parties.

10. Cultural Events

- Exhibitors are invited to organize various events during the Fair (book presentations, meetings with authors, seminars, etc.).
- The application for the events is **sent only to the Exhibitors whose participation is confirmed.** Completed applications are accepted from January 7, 2027 to February 28, 2027 inclusive**,** The application is sent by e-mail **knygumuge@lla.lt**. The applications are evaluated by the Organizing Committee of the Vilnius Book Fair cultural program. Conference halls and other facilities for events are provided only for events approved by the Organizing Committee.
- In order to ensure the safety of attendance in the Fair, all events must be held only in the special areas provided by the Organizer.
- Any advertising action outside Exhibitor's stand has to be agreed with the Organizer and is charged extra.

11. Exhibition course

- An Exhibitor, for whom an exhibition stand is set-up and dismantled by another company, shall inform his contractor about the requirements regulating the stand set-up procedures established by LITEXPO (see "Regulations of Participation at Exhibitions, Fairs and Conferences", chapter 8). In such cases the Exhibitor shall bear full liability for actions of third parties. Staff mounting a stand during build-up and dismantling days shall be issued free special vouchers. Extra time for build-up and/or dismantling is charged (see "Regulations of Participation at Exhibitions, Fairs and Conferences", chapter 8, point 8.6).
- After arriving at LITEXPO an Exhibitor has to register at the Info-Centre of the Fair. Exhibitors are registered to the stands after they have fully paid the invoice for their participation in the Fair;
- During the registration, an Exhibitor is provided with information about the working procedure of the Exhibition, services provided, security recommendations and is issued with exhibitor's badges, upon presentation of which to security, exhibitors shall be provided with access to the exhibition halls on the days of Fair mounting, dismantling and during the working hours.

12. Working hours *

Venue	LITEXPO , Exhibition halls 1,2,3,4,5.
Working hours of the Fair	September 16, Thursday, 10.00 to 19.00 September 17, Friday, 10.00 to 21.00 September 18, Saturday, 10.00 to 21.00 September 19 Sunday, 10.00 to 17.00
Stand build-up	September 13, from 8.00 to 17.00 September 14, from 8.00 to 17.00 September 15, from 8.00 to 17.00
Delivery of exhibits	September 14, from 8.00 to 17.00 September 15, from 8.00 to 22.00
Registration of exhibitors	September 15, from 9.00 to 21.00 September 16, from 8.00 to 10.00
Removal of exhibits	September 19, from 17.00 to 22.00 September 20, from 8.00 to 17.00
Stand dismantling	September 19, from 17.00 to 22.00 September 20, from 8.00 to 17.00

** The organizer keeps the right to change the time of exhibition working hours, mounting, removal and delivery of exhibits.*

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