



## TERMS OF PARTICIPATION / PARTICIPATING INFORMATION

### 1. Application for participation:

- Exhibitors for participation in the Vilnius Book Fair register on-line at the [www.litexpo.lt](http://www.litexpo.lt) through the electronic application order and administration system EPUS (direct connection - <http://epus.litexpo.lt/>).
- The Application has to be submitted by December 9, 2016.
- Brief information about the terms and conditions of participation in the Fair 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 and trade fairs, 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 his stand a Co-exhibitor (other company) after having registered it in his application and agreed on their participation 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, terms of participation in the Fair as applied to the Exhibitor.
- Exhibitor shall assume responsibility for any violations, breaches of the legal acts regulating participation committed by his Co-exhibitor.

### 3. Main services and charges:

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

- Development of event programme, coordination and organization services;
- Advertising campaign of the Fair;
- Communication campaign of the Fair;
- Attraction of targeted visitors, distribution of invitations to officials and trade visitors;
- General lighting and heating of the halls;
- General protection against open robbery outside working hours of the Fair.

Registration fee per Exhibitor (payable after the submission of an application-agreement) is 112 EUR + 21% V.A.T.

The fee includes:

- Entry into the electronic catalogue of exhibitors
- Exhibitor passes (1 pass for 2 sq.m., but no more than 30 pcs. for a stand)
- Invitations for visitors (40 pcs. for an Exhibitor)
- Invitation cards to the opening soiree of the Exhibition (2 pcs. for an Exhibitor)

Co-exhibitor's fee is 112 EUR + 21% VAT. The fee includes:

- Entry into the electronic catalogue of exhibitors

- Exhibitor passes (2 pcs. for a co-exhibitor)
- Invitations for visitors (40 pcs.)
- Invitation cards to the opening soiree of the Exhibition (2 pcs. for a Co-exhibitor)

Rent of exhibition space:

Empty exhibition space: 67 EUR + 21 % V.A.T. per 1 sq. m

Empty exhibition space when renting 30 sq. m and more: 61 EUR + 21% V.A.T. per 1 sq. m

Arrangement of a standard stand.

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

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

Rent of standard stand 21,50 EUR + 21 % V.A.T. per 1 sq. m

In case of questions regarding standard stand constructions, please contact the architect Rūta Urbonavičiūtė, phone +370 655 05705, e-mail r.urbonaviciute@litexpo.lt .

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

- The dimensions of the stand and its place in the hall are determined by the Organizer. 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, Rūta Urbonavičiūtė, ph. +370 655 05705, e-mail: r.urbonaviciute@litexpo.lt no later than 14 days before the Fair starts. The drawing has to be approved by the Fire Security Department (see: Regulations of Participation at Exhibitions and Fairs);
- Additional stand equipment, furniture, communications, companies' names or logos on fascia boards have to be ordered in advance by filling in the Forms for Additional Equipment, Services and Communications through the electronic application order and administration system EPUS. For further information and orders, please contact the stand sales manager Olga Marčionienė, phone +370 5 2686882, +370 615 20106, e-mail o.marcioniene@litexpo.lt ;
- For the rent of stands of individual design, please contact the stand sales manager Olga Marčionienė, phone +370 5 2686882, 370 615 20106, e-mail o.marcioniene@litexpo.lt ;
- Forms for Additional Equipment, Services and Communications are also available at [www.litexpo.lt](http://www.litexpo.lt);
- 5 days before an Exhibition opening, prices for additional equipment and services increase by 50%, 24 hours before the opening by 100%;
- An Exhibitor must cover stand remounting expenses which amount to 20% of the installation price of the exhibition stand, if 5 days before an Exhibition any amendments are made to the stand design and the stand has to be remounted.

#### 5. Terms of payment

An Exhibitor has to pay for the rent of exhibition space, stand rent and additional services after getting the invoices from LITEXPO. All fees must be paid within the period indicated in the invoice, otherwise the Exhibitor will not be registered to the Fair.

## 6. Other services

Hotel booking - the administrator Gintarė Petrauskaitė (ph.: +370 630 09390, e-mail: g.petrauskaite@litexpo.lt ).

Visa invitation letters - the administrator Grazina Jakstaite (ph. +370 620 24750, e-mail g.jakstaite@litexpo.lt).

- Visitor invitations:

Upon payment of registration fee, every Exhibitor is provided with 40 electronic invitations for his customers to visit the Fair (co-exhibitors - with 40 e-invitations). Invitations are intended for their recipients only. Sale or any other distribution of invitations to third parties for remuneration are prohibited. Exclusively the invitations provided by the Organiser are valid for the Fair.

## 7. Cultural Events

Exhibitors are invited to organize various events during the Fair (book presentations, meetings with authors, seminars, etc.) The program of events has to be coordinated with the Organizer. The conference halls booking forms are sent to Exhibitors by e-mail and have to be submitted to the Organizer by November 30, 2016. The applications are qualified by the Organizing Committee of the Vilnius Book Fair cultural programme.

Exhibitors organizing various actions at their stands may not interfere with proper participation in the Fair of other exhibitors (make noise, play loud music, etc.).

## 8. 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 and Fairs). In such cases the Exhibitor shall bear full liability for actions of third parties. Staff mounting a stand during mounting and dismantling days shall be issued free special vouchers;
- 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;
- An Exhibitor is provided with information about the working procedure of the Fair, services provided, and is issued with exhibitor's passes, 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.

## 9. Working hours

February 23, Thursday 10.00 a.m.- 7.00 p.m.

February 24, Friday 10.00 a.m.- 9.00 p.m.

February 25, Saturday 10.00 p.m.- 9.00 p.m.

February 26, Sunday 10.00 a.m.- 5.00 p.m.

## Contacts

Project manager Agnė Žekonytė

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E-mail: bookfair@litexpo.lt, a.zekonyte@litexpo.lt

[www.vilniusbookfair.lt](http://www.vilniusbookfair.lt)

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[www.litexpo.lt](http://www.litexpo.lt)