



Vilniaus knygų mugė
Vilnius Book Fair

25–28 FEBRUARY, 2021

22nd International VILNIUS BOOK FAIR

Lithuanian Exhibition and Congress Centre
LITEXPO

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation:

- Exhibitors for participation in the Vilnius Book Fair register on-line at the www.vilniusbookfair.lt or through the electronic application order and administration system EXPODOC <https://floorplan.expodoc.com/en/872/vilniaus-knyg-mug-2021>.
- The Application has to be submitted **by December 7, 2020**.
- The location of Exhibitor's stand is confirmed only after payment of the registration 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 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 (minimum area – 9 sq.m.) a Co-exhibitor (other company) after having registered it in his application and agreed on its 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.
- A Co-exhibitor's activity and the Exhibits or services presented, have to correspond to the thematic 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 and development of the contents;
 - Development and coordination of the Fair event programme;
 - Advertising and communication campaign of the Fair;
 - Attraction of targeted visitors;

- General lighting and heating of the halls;
- General protection against open robbery outside working hours of the Fair.

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

The fee includes:

- Entry into the electronic catalogue of exhibitors;
- Exhibitor badges (the number depends on the size of the stand, one for 3 sq. m., but no more than 30 pcs. for a stand);
- Electronic invitations for visitors (30 pcs. for an Exhibitor; Exhibitors are obliged to collect data on all their guests)*;
- Invitation cards to the opening soiree (2 pcs. for an Exhibitor)*.

**If the current situation of coronavirus (Covid-19) changes in our country, conditions could be adjusted.*

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Rent of exhibition space (for the whole duration of the Fair):

Empty exhibition space:	62 EUR + 21 % V.A.T. per 1 sq. m
Empty exhibition space when renting 30 sq. m and more:	57 EUR+ 21% V.A.T. per 1 sq. m

Arrangement of a standard stand:

Rental price of standard stand	22 EUR + 21 % V.A.T. per 1 sq. m
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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;
- three-outlet socket (220 V/2 kW);

- fascia with the company name in Latin letters (standard font, up to 10 letters);
- daily cleaning of stand area;
- recycle bin.

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 services, communications, companies' names or logos on fascia boards have to be ordered in advance via online system <https://vkm2021.expodoc.com>. For further information and orders, please contact the sales manager Olga Marčionienė, phone +370 615 20106, e-mail o.marcioniene@litexpo.lt
- For the rent of stands of individual design please contact sales manager Olga Marčionienė Tel.: +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 61605413, e-mail: stendai@litexpo.lt no later than 21 day before the Fair starts (see: Regulations of Participation at Exhibitions and Fairs, point 67).
- 5 days before the opening of the Fair, prices for additional equipment and services increase by 50%, on the Exhibitors' registration days and during the Exhibition - 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 the Fair 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. Visitor invitations

- Upon the payment of registration fee, every Exhibitor and his Co-exhibitor is provided with 30 electronic invitations for his guests to visit the Fair (Exhibitors and Co-exhibitors are obliged to collect data on all their guests)*. Invitations are intended for their recipients only. Exclusively the invitations provided by the Organizer are valid for the Fair.

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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 knygumuge@lla.lt and have to be submitted to the Organizer by **November 16th, 2020**. The applications are qualified by the Organizing Committee of the Vilnius Book Fair cultural programme.
- In order to ensure 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.

8. General recommendations related to COVID-19

Exhibitors and persons related to them (employees, suppliers, etc.) must comply with the following security requirements at the exhibition:

- At the stands, exhibitors must wear protective face masks or coverings and disposable gloves.
- During the Exhibition, we recommend regularly disinfect the exposed stand surfaces.
- The distance between persons working at the stand must not exceed the established safe distance of at least 1 m.
- It is forbidden to work at the stands for exhibitors who are required to be in self-isolation, home quarantine, or who show symptoms of respiratory infection.
- We recommend using contactless electronic means of payment and avoiding cash at the stands.
- We recommend avoiding the distribution of flyers and souvenirs to visitors.
- Product tasting and catering are forbidden at the stands.
- Organising cultural events at the Fair, Exhibitors are obliged to collect data on all their lectors and event participants.

9. 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", chapter III). 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 and Fairs", chapter III, point 80).
- 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.

10. Working hours *

Venue	LITEXPO , Exhibition halls 1,2,3,4,5.
Stand build-up	February 23, from 8.00 to 17.00 February 24, from 8.00 to 22.00.

Working hours of the Fair	February 25, Thursday, 10.00-19.00 February 26, Friday, 10.00 – 21.00 February 27, Saturday, 10.00-21.00 February 28, Sunday, 10.00 -17.00
Delivery of exhibits	February 23, from 9.00 to 19.00 February 24, from 8.00 to 22.00.
Registration of exhibitors	February 23, from 12.00 to 19.00 February 24, from 9.00 to 21.00
Removal of exhibits	February 28, from 17.00 to 22.00 February 29, from 8.00 to 17.00
Stand dismantling	February 28, from 17.00 to 22.00 February 29, from 8.00 to 17.00

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

Contacts

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