

EXHIBITION MANUAL

Responsibilities of the exhibitor

The exhibitor must observe and comply with all rules stated in these guidelines, and must assume responsibility for any acts performed by his/her employees, whether regular employees or contracted parties, in order to safeguard its employees and visitors from injury.

1. GENERAL INFORMATION

Exhibition opening hours:

Wednesday, November 14, 2018: 09:00-19:30

Thursday, November 15, 2018: 08.30-19:00

Deadlines for registration and service requests

Please return all requested forms and provide all information by the following deadlines:

General registration closed: **November 9th, 2018**

Company name in the exhibition catalogue: **To be announced**

Exhibitor badges: **November 9th, 2018**

Furniture and additional service order: **November 5th, 2018**

2. KEY DATES/TIMES AND ACCESS PROCEDURES

Exhibitor registration (access procedure)

Tuesday, November 13, 2018: 11:00 – 19:00

The official event badge will be provided to all exhibitors upon their arrival to LITEXPO. This badge will be valid throughout the official opening hours of the exhibition, however all exhibitors must wear their badges at all times during the event, including set-up and dismantling times.

Official event's badge: registration and withdrawal of the official event's badge will also be done at the exhibitors' registration desk located in the entrance of Hall 1, LITEXPO, Laisves Ave 5, Vilnius on Tuesday, 13 November 2018 from 11:00 to 19:00. No access to the exhibition will be allowed after official exhibition opening hours.

Please note that third parties involved in stand dismantling must be accompanied at all times by the person responsible for the stand.

Exhibition set-up schedule

Tuesday, November 13, 2018

Exhibition set-up: 11:00 – 19:00

The entire set-up must be completed by 19:00. Additional time can only be granted on approval of the request sent by email to:

d.manzurinaite@litexpo.lt

Exhibitor committee inspection of the exhibition: 17:00 – 18:00

One representative per stand must be present during inspection.

No set-up will be allowed as of Wednesday, November 14, 2018.

Dismantling - schedule & procedure

Thursday, November 15, 2018: 17:00-22:00

Friday, November 16, 2018: 09:00-14:00

Any dismantling before 17:00 on November 15 is strictly forbidden.

For security reasons, only people wearing an exhibition badge are allowed to enter and leave the premises with any material or equipment.

3. STAND INFORMATION

Exhibitor has to contact LITEXPO via email: d.manzurinaite@litexpo.lt for stand reservation and any additional service NLT 1 November 2018.

The following basic Stand will be provided to the exhibitors, included in the participation fee:

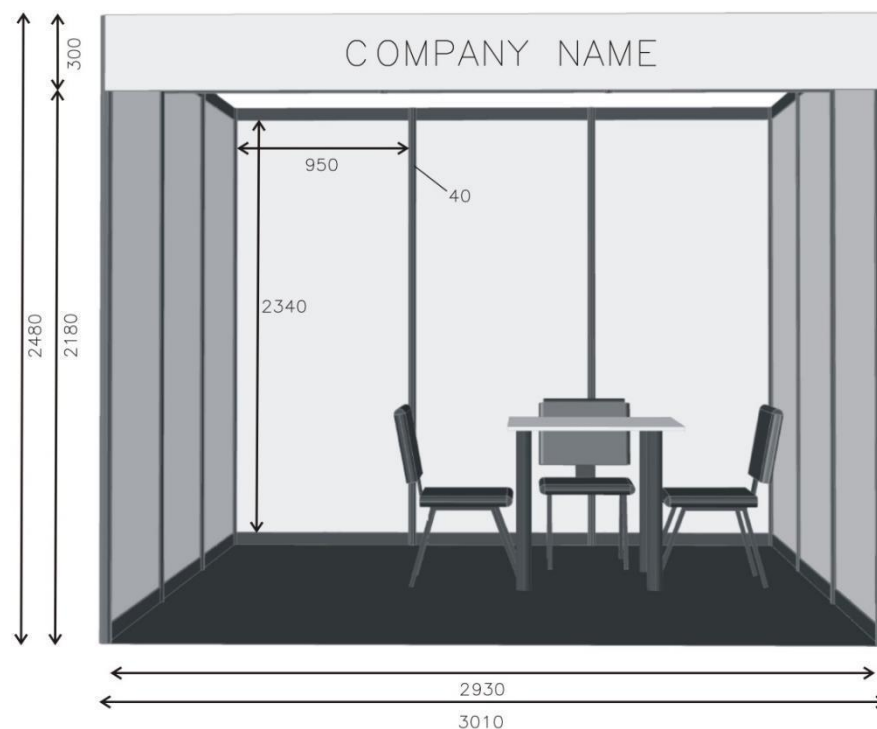
- Standard space allocated to the exhibits (3x3m/9m²);
- White walls, fitted in aluminium frame, h-2,5m;
- Grey carpet (9m²);
- Fascia board with company name in standard lettering. Please submit the company name for fascia board till November 1st via email d.manzurinaite@litexpo.lt;
- Basic furniture: 1 table (80x80 cm), 3 soft chairs;
- Technical arrangements: a triple power point for electricity (220V/2kW), lighting 3 spots (100W each);
- Exhibitor badge (3 badges per stand; if more badges required, please contact d.manzurinaite@litexpo.lt);

Individual stand design

1. For an additional payment Exhibitor may upgrade Basic Stand by ordering additional furniture or equipment, adding colours to the walls or carpet, ordering printings on the walls, etc.
2. Upon request of exhibitor it is possible to provide individual design of the stand. Individual stand may be fitted within 9 sq.m. space or additional space might be purchased.

Approval of stand plans and location

The LITEXPO will provide the general plan of the exhibition after receiving majority of requests for stands after **1 October 2018**. The general plan will be based on the size of the stands.



4. STAND MANAGEMENT

The rules described below are specific to the exhibition part IESMA 2018.

Shipment and storage

Exhibitors are responsible for import / export of the equipment to and from the Exhibition area. For all logistical support please contact:

PAN-LIT Service,

Laisves Ave. 5

LT-04215 Vilnius

Contact person: Mark Novosielskij

Phone: +370 5 2168243

E-mail: info@pls.lt

Shipment rules

1. The exhibitor shall deliver and remove display objects, documentation and any additional equipment (for which prior authorisation has been requested) at his own expense and risk. Your chosen forwarding agent will advise you on the best ways and means to do this.
2. Delivery/removal of the material is allowed during the set-up and dismantling periods only.
3. The exhibitor and carrier will obtain the necessary information on local conditions, customs clearance procedures, loading capacity, dimensions of transport routes, elevators, doors, etc. upon request in due time.
4. Each exhibitor and carrier shall make his / her own arrangements and adjust the size and weight of the exhibited objects accordingly.
5. Storage and shipments costs shall be arranged directly between the carrier and the exhibitor.
6. After the exhibition, the carrier will have to present the relevant documents and temporary badge delivered by the help desk at Hall 1, in order to access the conference venue to collect stand material. **The presence of the exhibitor during this operation is mandatory.**
7. All packing material must be removed from the Exhibition Hall by Tuesday, November 13 2018, 19:00 at the latest.

Shipment delivery options:

1. You deliver the material yourself to the premises during set-up times (delivery is possible on 13 November). **PAN-LITService** staff if ordered in advance will help you unload your material on 13 November.
2. Your carrier delivers the material directly to you. It is essential that someone representing the project be present to receive the material. **The LITEXPO will not accept any kind of material sent by companies on your behalf.** **PAN-LITService** staff if ordered in advance will help you unload your material on 13 November or you may order this service from your carrier.

No prior delivery and storage will be allowed at the premises outside the official period of 13th November 2018. For safety and space reasons, no storage for packing material (including cardboard boxes) is allowed inside the stands or in the exhibition during the event from 14th to 16th November 2018.

Exhibitors needing to store packing material should contact either their carrier or PAN-LITService.

Parking facilities

LITEXPO offers a car park with up to 900 available parking places. Parking is free of charge.

Parking for loading and unloading of material and equipment during set-up and dismantling are also free of charge.

Parking time for discharge/charge of material and equipment is limited to 2 hours. Extended parking times are not allowed, unless it has been agreed by security upon arrival.

Parking area after unloading material, see picture:



Waste removal & stand cleaning

A major clean-up of the entire exhibition area will be carried out on Tuesday, November 13th, 2018 after 19:00. During the event, the stands and aisles will be vacuumed and waste will be collected every night for the premises to be ready at 8.00 the next day. **On Friday, November 16th 2018 at 14:00 any material or brochures left at the stands will be disposed of accordingly.**

Electricity

The electrical power supplied is 220V/2KW and each exhibitor will have a triple power point of 2000 W/220 V. The type of socket used will be European. Electricity will be available during opening hours.

Exhibitors' liability for damage

Exhibitors are liable for any damage they cause (or is caused by a third party commissioned by them) to the walls, floors, pillars and installations of the exhibition hall, during the set-up, operation and dismantling of their stands.

5. SECURITY AND SAFETY

- a. LITEXPO will be responsible for the security of equipment and other property of Exhibitors outside IESMA 2018 hours. Inside IESMA 2018 hours, security of equipment and other property of Exhibitors are responsibility of their own and LITEXPO.
- b. Exhibitors should limit risk of theft by removing valuable objects or small articles from their stands at closing times. The Exhibition Committee declines any responsibility in case of theft.
- c. A 24 hour general surveillance of the premises is ensured.
- d. Gangways leading to emergency exits must respect official plans.

Insurance

LITEXPO will not be liable for damage caused to exhibitors' goods, nor to goods or installations provided by third parties. It declines all responsibility, in all cases and at all times, for the loss, disappearance, damage or theft of goods. Necessary insurance has to be provided by each individual exhibitor.

Insurance is compulsory. All exhibitors must have an "all risk" policy, a third part liability, public liability and comprehensive protection insurance.

The exhibitor's period of liability will run from the time the exhibitor or any of his/her agents or contractors first enters the exhibition site and will end once all exhibits and property have been removed.