

# TERMS AND CONDITIONS FOR PARTICIPATION IN EXHIBITION HOME WORLD 2022

## 1. THE ORGANISER

Ekspozicijų Centras UAB  
Karaliaus Mindaugo av. 50, LT-44334 Kaunas, Lithuania  
Tel. +370 37 79 29 85  
Email: namupasaulis@expo.lt  
www.expo.lt

## 2. VENUE AND OPENING HOURS

Exhibition venue: Žalgiris Arena (Karaliaus Mindaugo Ave. 50), Kaunas, Lithuania.  
Exhibition opening hours: 8-9 April, 2022 10 a.m. - 6 p.m.  
10 March, 2022 10 a.m. - 4 p.m.

Registration of exhibitors and set-up of stands:

7 April, 2022 9 a.m. - 7 p.m.

Demounting of stands:

10 April, 2022 4 p.m. - 9 p.m.

## 3. APPLICATION FOR PARTICIPATION

The Exhibitor registers by filling in the online Exhibitor's Application Form available at [www.expo.lt](http://www.expo.lt) by 18 February, 2022. Applications received beyond the stated date will be taken into consideration only upon availability. The Application submitted online is legally binding and is deemed as the Exhibitor's decision to take part in the exhibition. Having received the Exhibitor's Application Form, the Organiser undertakes to send to the Exhibitor a participation permit and a floor plan with an indicated prospective exhibit space (upon availability, the Exhibitor's preference for exhibit space will be taken into consideration).

The Organiser reserves the right, if necessary, to change the location of exhibit space. It is possible to withdraw the Exhibitor's Application Form by pursuing and complying with the Article 6 hereof *Refusals to Participate or Cases of Absence* hereof.

## 4. PARTICIPATION FEES

Registration fee: 125,- EUR + VAT\*.

Co-exhibitor's fee: 125,- EUR + VAT\*.

## EXHIBIT SPACE IN THE HALL:

Standard Shell Scheme - 99,- EUR/1 sq. m + VAT\*.

Raw Space (no exhibition constructions, wall panels, power, table, chairs, lighting etc. included) - 87,- EUR/1 sq. m + VAT\*.

Minimum exhibit space in the hall - 9 sq. m.

## EXHIBIT SPACE IN A GALLERY (first floor or ground floor):

Standard Shell Scheme - 99,- EUR/1 sq. m + VAT\*.

Raw Space (no exhibition constructions, wall panels, power, table, chairs, lighting etc. included) - 87,- EUR/1 sq. m + VAT\*.

Minimum exhibit space in the gallery (first floor or ground floor) - 6 sq. m.

When ordering a corner stand, 10% overcharge shall be applied.

In addition to general organising services (exhibition organisation and marketing activities, selection of visitors and their attraction by means of diverse advertisements, sending of official invitations, general lighting, cleaning of passages, securing of exhibition past working hours), the fee also covers the following:

- 1 table, 2 chair;

- a carpet;

- modular *Cobra Expo* constructions;

- white wall panels (2,5 m in height);

- 1 spotlight for every 3 sq. m;

- 1 electrical socket (220V, 2 kW);

- inscription of a company name on the frieze panel (standard font, 0,1 m in height);

- 1 dustbin.

When ordering exhibit space in the hall exceeding 100 sq. m, a 30% discount shall be applied. Accordingly, when ordering 50 sq. m - 15%, 30 sq. m - 10%, 20 sq. m - 5% off of the rates indicated shall be applied.

Outdoor raw space (no exhibition constructions, wall panels, power, table, chairs, lighting etc. included) - 25,- EUR/1 sq. m + VAT\*. No discounts shall be applied to exhibit space outdoors.

Additional equipment and furniture for the stand may be ordered by filling in an application provided by the organiser.

## 5. TERMS AND CONDITIONS FOR PAYMENTS

The Exhibitor commits himself/herself to transfer the registration fee into the bank account indicated by the exhibition organiser within ten business days as of the date of the receipt of the advance payment invoice. All other payments (the fee for the exhibition space and the rental of the display stand, and the fee for additional equipment and services) shall be executed until 28 February, 2022. If the Exhibitor fails to execute the payment on time according to the provided invoices, he/she will be charged a 0.2 % late payment fee for each day of delay. The right to occupy the display stand is guaranteed only having fulfilled the terms and conditions for payments.

## 6. REFUSALS TO PARTICIPATE OR CASES OF ABSENCE

The refusal to participate in the exhibition shall be presented in writing and shall be deemed valid if it is approved by the organiser. The Exhibitor is entitled to refuse to participate in the exhibition and to retrieve all the executed payments (except for the registration fee), if he/she does this not later than 18 February, 2022. If the participation is cancelled by 07 March, 2022, the Exhibitor will be obliged to fully cover the Registration Fee and 50% of the total exhibit space fee. If the participation is cancelled by 7 April, 2022, the Exhibitor will be obliged to fully cover the Registration Fee and 100% of the total exhibit space fee. If the participation is cancelled during the exhibition (8-10 April 2022) or the Exhibitor leaves the exhibit space prior to the closing time of the Exhibition, the Exhibitor will be obliged to fully cover the Registration Fee and 100% of the total exhibit space fee. In addition, a fine of 300 EUR + VAT will be imposed on the Exhibitor. The exhibition organiser is entitled to use the stand at his/her own discretion, if: 1. The Exhibitor failed to fulfil the requirements of Article 5 Terms and Conditions for Payments included in the Terms and Conditions for Participation in Exhibition.

2. The Exhibitor does not occupy the display stand 12 hours before the opening of the exhibition (except those cases where the Exhibitor and the exhibition organiser reach an agreement). If the agreement is terminated on the Exhibitor's initiative and in the absence of the exhibition organiser's fault, the exhibition organiser does not refund any payments executed until that period.

If an exhibition does not take place and / or a participant does not participate in an exhibition due to *force majeure* (e.g. war, rebellion, sabotage, natural disaster, explosion, fire, destruction of machinery, industrial buildings or any (or all) of the internal communications, actions of the public authorities, epidemics, etc.), the funds paid by a participant to an organizer shall not be refundable.

## 7. ORDERS FOR ADDITIONAL EQUIPMENT AND FURNITURE

An application form for additional equipment is forwarded to the Exhibitor and he/she completes it if he/she wants to order additional equipment and furniture for his/her display stand. The filled application form for additional equipment shall be returned to the organiser until 8 March, 2022.

## 8. ORDERS FOR INDIVIDUAL STANDS

Upon the Exhibitor's request, the exhibition organiser can design an individual non-standard display stand. For this purpose, please contact Mr Evaldas Januškevičius, the Exhibition Installation Manager, mobile phone: +370 686 33 822, email: [evaldas@stendai.lt](mailto:evaldas@stendai.lt), website: [www.stendai.lt](http://www.stendai.lt).

## 9. REGULATIONS FOR STAND DESIGN AND INSTALLATION

Having ordered a raw space (which is empty), the Exhibitor who hires another company or person to install his/her stand shall observe the *Regulations for Stand Design and Installation* prepared by Ekspozicijų Centras UAB and provided in *Annex 1 to the Terms and Conditions for Participation in Exhibition* as well as on the website [www.expo.lt](http://www.expo.lt).

## 10. ONLINE PRESENTATION OF INFORMATION

The Organiser undertakes to publish the following basic information about the Participant on the exhibition's website at [www.expo.lt](http://www.expo.lt): the name of the legal entity, the name of the natural person or brand (if a natural person is presenting their exhibition space as a "message on a display" when ordering it), the address (for legal entities only), the phone number, the e-mail address, the website address and the description to be submitted to the e-catalogue. Basic information about the participant will be available on the exhibition's website until 31 May 2022.

## 11. ACCREDITATION

Accreditation cards, which grant the right to freely enter the exhibition and participate in all events conducted during the exhibition, will be sent to the Participant by e-mail at least 5 working days before the exhibition. The Participant shall print the received accreditation cards with unique bar codes or store them on smart devices.

## 12. PROTECTION OF DISPLAY ITEMS. INSURANCE

The exhibition organiser implements general exhibition protection during the exhibition opening hours, except, when it comes to the renter's stand for which the exhibition organiser does not assume any responsibility. If the Exhibitor wishes to ensure individual protection for his/her stand, he/she shall contact the exhibition organizer. The Exhibitor shall provide insurance for his/her display items, belongings and possessions on his own.

## 13. NOTIFICATIONS

The exhibition organiser commits himself/herself to notify the Exhibitor about all the additional information related to the arrangement of the exhibition and to inform the Exhibitor if the exhibition takes place in a different venue and at a different time not due to the organiser's fault. If, as a result of unforeseen circumstances, the date or place of the exhibition is changed, all obligations of the organiser and the participants in the exhibition shall remain and cannot be cancelled.

## 14. SEMINARS

The Exhibitors can apply for time for a seminar or a company presentation during the exhibition. The Exhibitor is provided with this service on a free-of-charge basis. The date, name and speaker of the seminar/presentation are placed on the [www.expo.lt](http://www.expo.lt) website at no extra charge.

## 15. PROCEDURE FOR PARTICIPATION IN THE EXHIBITION

The Participant of the Exhibition can exhibit the presented production and distribute promotional materials only in the ordered area of the stand. If the Participant breaches and does not adhere to the limits of the ordered stand area, the penalty of EUR 300 + VAT\* is imposed. During the exhibition, the stand cannot be left unattended, no empty containers or foreign objects can be stored here. The stand cannot be left without the staff present during the working hours of the exhibition. The Participant must comply with fire safety regulations and labour safety regulations at the venue of the exhibition. The Participant undertakes to return undamaged the furniture, typical stand structures, walls and additional elements. Causing damage to rented equipment (attaching stickers, hammering, drilling, painting, marking, etc.) is strictly prohibited. Otherwise the Participant must pay 100% of the damaged equipment value and the administration fee of EUR 100 + VAT\*.

## 16. ADVERTISING

The organizer of the exhibition undertakes to carry out the general advertising campaign of the exhibition by implementing the pre-planned measures and assumes the responsibility for the proper presentation of the exhibition to the public. The organizer does not guarantee the specific number of visitors to the exhibition and assumes no responsibility for each Participant's commercial success in the exhibition.

## 17. DISPUTES

Any dispute shall be resolved through negotiations. If the parties fail to reach an agreement, disputes shall be settled in Vilnius City District Court in accordance with the procedure established by the laws of the Republic of Lithuania.

\* The VAT shall be paid in accordance with the laws of the Republic of Lithuania applicable at that particular time.

**BY COMPLETING AND SIGNING THE EXHIBITOR'S APPLICATION FORM, THE EXHIBITOR UNDERTAKES TO COMPLY WITH THE FOLLOWING TERMS AND CONDITIONS PROVIDED BY THE ORGANISER**

# ANNEX 1 TO THE TERMS AND CONDITIONS FOR PARTICIPATION IN EXHIBITION

## REGULATIONS FOR STAND DESIGN AND INSTALLATION AT EXHIBITIONS AND FAIRS ORGANISED BY EKSPOZICIJŲ CENTRAS UAB

### I. Field of Application

1. The present Regulations for Exhibition Stand Design prepared by Ekspozicijų Centras UAB (hereinafter referred to as the Regulations) are a constituent part of *Terms and Conditions of Participation in Exhibition*. It stipulates the rights and duties among the Exhibitor at an exhibition or fair arranged by Ekspozicijų Centras UAB, its Authorized Exhibition Stand Contractor and Ekspozicijų Centras UAB. The Regulations are applied only in those cases when the Exhibitor's stand (hereinafter referred to as the Stand) is designed and installed either by the exhibitor himself/herself or by a third party in accordance with the Exhibitor's order.

### II. Terms and Conditions for Coordinating a Stand Installation Project with Ekspozicijų Centras UAB

1. If the Exhibitor ordered raw exhibition space and hires another company or person to install the Stand, the Authorized Stand Contractor shall provide Ekspozicijų Centras UAB with the Exhibitor's Authorization Letter written in a free form, indicating contact details of persons responsible for Stand installation.

2. The Exhibitor or the Authorized Stand Contractor shall coordinate the Stand Installation Project with Ekspozicijų Centras UAB not later than 10 days prior to the beginning of the exhibition or fair.

3. The Stand to be installed shall not exceed exhibit space boundaries ordered by the Exhibitor and this condition shall be reflected in the Stand Installation Project.

4. The maximum height of the Stand is 6 m. If the height of the Stand exceeds 2.5 m, the external walls of the Stand or advertising boards which have borders with the walls of a nearby Stand shall be in white. Advertising boards facing the nearby Stand shall be placed not less than 1 m from the border of the nearby Stand.

5. Only Ekspozicijų Centras UAB has the right to build standard shell scheme stands at the exhibition or fair. Standard shell scheme stands are built out of modular constructions and white boards which do not exceed 2.5 m.

6. All the boards of the Stand, which are installed 2.5 m above the floor level, are deemed to be an additional advertising space and an additional fee is charged for it. If the boards are used to create a nonvolumetric object, the single-sided area of the boards is calculated. If the boards are used to create a volumetric object 2.5 m above the floor level, the area of the external boards of the volume of the entire object is calculated. The following prices are charged for an additional advertising space:

6.1. There is no charge for lighting frame, stands and flags up to 6 sq m;

6.2. 75,- EUR + VAT\* for an advertising space up to 10 sq m;

6.3. 100,- EUR+ VAT\* for an advertising space up to 20 sq m;

6.4. 150,- EUR+ VAT\* for an advertising space up to 30 sq m;

6.5. 175,- EUR+ VAT\* for an advertising space over 30 sq m.

7. If the height of the Stand is over 4 m, but does not exceed 5 m, advertising space prices indicated in Item 6 shall be doubled for the entire advertising space.

8. If the height of the Stand is over 5 m, advertising space prices indicated in Item 6 shall be tripled for the entire advertising space.

9. The Exhibitor or the Authorized Stand Contractor may fasten, hang or rest against any of its own materials or constructions only on the Stand constructions owned by the Exhibitor or the Authorized Stand Contractor.

10. When the exhibition or fair finishes, the Exhibitor or the Authorized Stand Contractor shall leave his/her exhibition space in a clean and tidy state. Otherwise, Ekspozicijų Centras UAB may administer a fine of 145,- EUR+ VAT\* and may prohibit the Stand Contractor from carrying out his/her activities during the events held by Ekspozicijų Centras UAB.

### III. Data necessary for Coordination of the Stand Installation Project

11.. The Stand Installation Project, the preparation of which is being coordinated, shall be delivered to Ekspozicijų Centras UAB in the form of two files: one for Ekspozicijų Centras UAB and the other one for the Stand Contractor with a mark that the Stand Installation Project has been fully approved. The file shall consist of the following documents:

11.1 The title page, which shall include the following information: the title and date of the exhibition/fair; the name and legal details of the company which purchased the exhibit space, the name and legal details of the Stand Contractor, the Stand number and the date of the Stand Installation Project submission.

11.2. The Stand Contractor's Letter of Authorization;

11.3. The exhibition floor plan indicating the place of the Stand;

11.4. A Stand layout with the view from above, the front view, the axonometric or perspective view, the basic measurements and the scheme of electrical equipment.

11.5. A description of the main materials used for the Stand installation, including certificates, if necessary.

11.6. A valid copy of the company's Civil Liability Insurance Policy issued to the Stand Contractor. The minimum insurance amount is 100.000,- EUR.

11.7. A list of workers, who will be responsible for the installation and dismantlement of the exhibition Stand.

### IV. Requirements for the Installation and Dismantlement of Exhibition Stands

12. The Stand Contractor is prohibited from:

12.1. blocking passages and spaces of other exhibition stands with materials, piles of objects or display items and obstructing the work of other Exhibitors or Authorized Stand Contractors,

12.2. using the present constructions of the building for the installation of the Stand,

12.3. inflicting damage on walls, floors and constructions of other stands (i.e. hammering, drilling, painting or marking with paints, promotional films and etc.).

12.4. using material valuables owned by Ekspozicijų Centras UAB without its consent.

12.5. planing, welding, cutting metal constructions, priming, painting or grinding inside the exhibition premises. It is obligatory to take the necessary precautions to prevent the spread of dust and hazardous chemicals inside the premises. Any contaminated areas shall be cleaned by the Exhibitor or the Authorized Stand Contractor at his/her own expense. Otherwise, Ekspozicijų Centras UAB will undertake to do this and will impose a fine on the Stand Contractor amounting to the actual costs of cleaning services.

12.6. leaving trash and packing materials at the place of the Stand or around its area. Otherwise, Ekspozicijų Centras UAB will undertake to clean the area and will impose a fine on the Stand Contractor amounting to the actual costs of cleaning services.

12.7. blocking passages next to electrical boards and fire cocks.

12.8. smoking inside the exhibition premises or in non-smoking areas.

### V. Requirements for Electrical Installation

13. Electric power supply is ensured in accordance with the electric power quality parameters established by ESO AB.

14. Any connection to power lines (power distribution panels) shall be performed by the workers of Ekspozicijų Centras UAB exclusively. Stand Contractors are prohibited from connecting to power lines on their own initiative.

15. Power lines installed by the Stand Contractor shall be maintained by his/her workers during the installation and throughout the exhibition. Either the Exhibitor or the Authorized Stand Contractor shall bear full responsibility for power lines and their safety.

16. Power lines and electric equipment shall be grounded in a proper manner. If necessary, Ekspozicijų Centras UAB may demand the Exhibitors or Authorized Stand Contractors to perform insulation and grounding measurements.

### VI. Requirements for the Suspension of Objects

17. Suspension works shall be performed by the workers of Ekspozicijų Centras UAB in accordance with the orders placed either by Exhibitors or Authorized Stand Contractors. The orders shall include information on weights of objects to be suspended. Possible suspension options shall be coordinated with Ekspozicijų Centras UAB. It is prohibited to suspend objects on one's own initiative.

18. All the objects, which have to be suspended in the hall, shall be presented not less than 4 days prior to the beginning of the exhibition or fair. If the Exhibitor or the Authorized Stand Contractor fails to deliver them on time or it is impossible to perform suspension works due to the obstruction of Stands, objects will not be suspended and no refund will be available.

### VII. Requirements for Fire Safety

19. Installed stands shall conform to the requirements of General Fire Safety Rules.

20. The Exhibitor or the Authorized Stand Contractor is held responsible for the implementation of fire safety measures during the installation and dismantlement of the Stand.

21. It is prohibited to store containers, packing materials, goods, display items, other materials and constructions between the Stands and in other areas.

### VIII. Responsibility of the Parties

22. Ekspozicijų Centras UAB prohibits installing the Stand, if the Stand Installation Project has not been approved. Ekspozicijų Centras UAB is entitled to reject coordination of the Stand Installation Project, if it is not prepared in a proper manner or is not delivered on time.

23. In case of violation of the present Regulations, the Stand Contractor bears full responsibility. The Stand Contractor is also held liable for workplace safety violations occurring during the installation of the Stand.

24. When the Stand Installation Project is approved, Ekspozicijų Centras UAB issues permit badges for the installation of the Stand in the designated area. Permit badges shall be attached to the worker's clothes during the installation and dismantlement of the Stand. If the Stand Contractor's workers do not have their permit badges, they are not allowed to enter the exhibition hall. Permit badges do not grant the right to visit the exhibition during its opening hours.

25. Ekspozicijų Centras UAB does not take the responsibility for the security of constructions and display items owned by the Stand Contractor during the installation and dismantlement. It is recommended to insure valuable display items and materials necessary for the installation of the Stand.

26. The installation of stands in the exhibition premises of Ekspozicijų Centras UAB shall be performed according to a schedule from 9 am to 5 pm. Additional time for installation works may be ordered by filing a request - letter of guarantee written in a free form on the company's letterhead, which shall include the name and number of the Stand as well as the duration of additional work and shall guarantee that the exhibition organizer will receive payment for additional time. The fee charged for additional time shall amount to 12,- EUR+ VAT\*.

### IX. Final Provisions

27. Ekspozicijų Centras UAB and the Exhibitor and/or the Authorized Stand Contractor shall resolve their disputes by mutual agreement. If the Parties fail to reach an agreement, disputes are settled following the procedure established by the laws of the Republic of Lithuania.

\*The Value Added Tax shall be paid in accordance with the laws of the Republic of Lithuania applicable at that particular time.