THE REGULATIONS OF PARTICIPATION IN EXHIBITIONS AND FAIRS AT THE LITHUANIAN EXHIBITION AND CONGRESS CENTRE „LITEXPO“

I. CONCEPTS, USED IN THE REGULATIONS

1. Legal acts, regulating participation – these regulations of participation in exhibitions and fairs at the Lithuanian Exhibition and Congress Centre „Litexpo“, the application completed, sent and accepted by LITEXPO – the contract, conditions, attributed to a particular exhibition or fair, the other internal acts of legislation of LITEXPO.

2. The participant – the person, who is registered to participate at an exhibition or fair, organized by LITEXPO and who made an application - contract with LITEXPO according to the procedures, prescribed by the regulations.

3. LITEXPO - Lithuanian Exhibition and Congress Centre “Litexpo”, company code 120080713, address Laisves Ave. 5, LT-04215, Vilnius.

4. Exhibition, fair – an event, lasting a certain period of time and repeating periodically, during which the public is presented with the exposition objects (exhibits), with the purpose of familiarizing with them.

5. Contractor – a person, who is authorized by the participant to install the stand. The participant, who has booked a vacant exhibition space, has the right to authorise LITEXPO or another person to design, install and dismantle the stand. In cases, when LITEXPO is not authorized to design the stand, the participant has to provide an authorization, issued in his name or a contract to LITEXPO exhibition designer, according to which the contractor is operating. In which case, the participant must inform the contractor about the requirements of the applied regulations, accepts all the risks regarding the non-execution or unsuitable execution of this liability, is fully and personally responsible for the contractor’s actions (inaction) according to the Regulations and other provisions of the legislative enactments, regulating the participation.

6. Regulations – these LITEXPO regulations of participation in exhibitions and fairs, which are an inseparable part of application-contract, setting each, LITEXPO exhibition or fair participant’s or contractor’s (if LITEXPO and the contractor are different persons) rights and responsibilities between them.

7. Stand – the exhibition stand, prospected to be design (designed) and mount (mounted) by the order of the participant in the empty rented exhibition or fair space.

8. Contract or application – contract – according to the order, prescribed by the regulations, the application-contract, concluded between LITEXPO and a participant, regarding participation, granting of exhibition space in the exhibition or fair. All the conditions, discussed in the contract and/or its supplements and/or separate agreements with the participant, inter alia participant's payable amounts, their payment terms, applied discounts, the conditions of participation, and others, are kept confidential and can’t be revealed to the third parties without a written permission from LITEXPO. If these confidentiality liabilities are breached, the participant must pay 800.00 Lt (eight hundred Litas) fine and compensate other damages, which are incurred due to this breach. The participant is also liable for the breach of confidentiality according to the order, prescribed by the legislative enactments.

II. THE CONDITIONS OF PARTICIPATION
9. Every interested party, presenting exhibits, which correspond with the theme of the exhibition or fair, can participate in the exhibition or fair, organized by LITEXPO, according to the conditions established by the regulations.

10. LITEXPO supplies information about the organised exhibitions or fairs, directly or through the media. The directly supplied information materials can consist of the price lists, prospectuses, also the informative marketing materials, aimed at a particular exhibition of fair. It is also possible to familiarize with the entire public information material on the LITEXPO online web page www.litexpo.lt, at LITEXPO premises (Laisves Ave. 5, LT-04215 Vilnius, Lithuania) or, by submitting a request the information is sent directly to the person, who submitted the request.

11. After familiarizing with the information, supplied by LITEXPO, the person, according to the order and terms, prescribed by the regulations, has to express their intention to participate at the exhibition or fair by registering and completing an application-contract through the online application ordering system (EPUS, following the address http://epus.litexpo.lt), later sending the completed application-contract by post, fax or directly presenting it signed and confirmed by the company or organization stamp. Application-contract form must be signed by the Director of the company or organization or his authorized person. The signing of the application-contract has no influence to the validity of the application.

12. The date or the application-contract receipt at LITEXPO is considered the application-contract receipt date.

13. When LITEXPO receives and accepts (approves) the application-contract, supplied by the participant through the online application ordering system EPUS, the person, intending to participate in the particular exhibition or fair, organized by LITEXPO, is registered as its participant. The participant is informed about it via email. From this moment it is considered, that the contract between LITEXPO and the participant, concerning their participation and granting of the exhibition space at the exhibition or fair is concluded.

14. By the contract, regarding the participation and granting of the exhibition space at the exhibition or fair, LITEXPO commits in return to provide an exhibition space at the exhibition or fair for its duration also to provide other LITEXPO services, ordered by the participant, while the participant commits to participate in the exhibition or fair in provided exhibition space, accept LITEXPO services, use rented objects according to their functions and pay the rental fee, and other fees applicable to them for the provided services according to the order and conditions, prescribed by the regulations, which regulate the participation according to the legislative enactments.

15. The participant completes the application-contract online. From the moment of its validation, the participant is liable for the breaches of the legislative enactments, regulating the participation, is also responsible for the breaches, if they are made by their sub exponent, contractor or other third parties, related to the participant.

16. The participant must pay the registration fee, which is determined in the application-contract, having received the payment receipt in advance from LITEXPO, no later than in 5 (five) calendar days from the validation of the application-contract in the electronic application ordering system EPUS. If the participant hasn’t paid the registration fee on time, LITEXPO has the right, without previous notice, to transfer the space, booked by the participant, to the other participant, who has submitted the application-contract and paid the registration fee.

17. LITEXPO reserves the full right to not accept the application, if the application-contract is received after the expiration of the registration time, indicated in the information materials, if the application-contract does not correspond with the conditions, requirements or theme of the exhibition, indicated in the information materials, also if the participant didn’t follow the conditions of the application-contract submission, has breached previous contracts with LITEXPO, including those contracts, regarding the participation at earlier exhibitions or fairs, or has breached other regulations of legislative enactments, regulating the participation, or if there is
a shortage of exhibition space, or if the content of the application can’t be fulfilled, also if LITEXPO cancels the exhibition or fair.

18. LITEXPO reserves the full right without any notice to unilaterally cancel already entered participation applications-contracts granting exhibition space if LITEXPO cancels the exhibition or fair. In this case, the reports about it are sent to all participants no later than 20 (twenty) calendar days after the decision to cancel the exhibition or fair has been accepted, but no later than 30 (thirty) calendar days remaining until the planned start of the exhibition or fair, and all the fees, paid by the participant are returned.

19. LITEXPO reserves the right, without any advance notice, to unilaterally cancel already entered pact, if the participant (or third persons, related to them) breached the legislative enactments, regulating the participation and does not rectify the breaches in given period of time. In this case, it is considered, that the Contract is cancelled due to participant’s fault and provisions of clauses 21-30 of the regulations are being applied. If the contract is cancelled due to the fault of the participant, the participant, apart from all the fines and penalties, compensations and other sanctions, also compensates other loss, which is not covered by the paid amounts, incurred by LITEXPO due to the breach of the contract.

20. LITEXPO reserves the full right to change the dates of the exhibition or fair unilaterally. In which case, the notices concerning it are sent to all participants of the exhibition no later than 3 (three) working days from the decision to change the date of the exhibition or fair. The participant has the right to refuse in writing to participate in the exhibition or fair on the newly indicated days no later than 5 (five) working days from the receipt of the notice. In which case it is considered that the contract regarding the participation and granting of the exhibition space at the exhibition or fair is cancelled and the fees, paid by the participant, including the registration fee, are returned to the participant. If the participant misses the term of the notice set in this clause, about the refusal to participate in the exhibition or fair, the registration fee is not returned to the participant, all other fees are returned to the participant.

Refusal to participate in the exhibition or fair

21. The participant has the right to refuse to participate in the exhibition or fair, unilaterally cancelling the contract regarding the participation and granting of the exhibition space at the exhibition, however only according to the order, prescribed by this clause and having paid the compensation amount determined in this section, Registration fee is not returned to the participant, except for clauses 18 and 20 of these regulations. The provisions of this chapter are also applied in those cases, when the contract is cancelled by the initiative of LITEXPO due to participant’s fault.

22. If the participant refuses to participate in the exhibition or fair, when there are only between 45 (forty five) and 30 (thirty) days left until its start, the participant compensation to LITEXPO is 15 (fifteen) % of the price of their booked exhibition stand (including VAT).

23. If the participant refuses to participate in the exhibition or fair, when there are only between 29 (twenty nine) and 15(fifteen) days left until its start, the participant compensation to LITEXPO is 30 (thirty) % of the price of their booked exhibition stand (including VAT).

24. If the participant refuses to participate in the exhibition or fair, when there are less than 5 (five) days left until its start, the compensation, payable by the participant is 100 (one hundred) % of their booked exhibition stand (including VAT).

25. If the participant refuses to participate in the exhibition or fair, when there are between 14 (fourteen) and 5 (five) days left until its start, the compensation, payable by the participant is 90 (ninety) % of their booked exhibition stand (including VAT).

26. If the participant refuses to participate at the exhibition during its course, or leaves the stand before the end of the exhibition or fair, besides the compensation, indicated in the clause 25 of the regulations, the participant has to pay the fine, which is equivalent to 10% from their booked exhibition space price (including VAT), but no less than 400.00 Lt (four hundred
27. The notice about the withdrawal from participation at the exhibition or fair and contract regarding the participation at the exhibition and the provision of the exhibition space must be supplied in writing. The date of receipt of the notice at LITEXPO is considered the date of withdrawal from participation at the exhibition.

28. When the participant withdraws from participation at the exhibition or fair and having unilaterally cancelled the contract, regarding the participation and the provision of the exhibition space in the exhibition or fair, the amount paid by the participant in advance for the booked exhibition space is returned to the participant, reduced by the amount of the compensation, which belongs to LITEXPO. In case, when the participant hadn’t paid or hadn’t fully paid the amount for the booked exhibition stand in advance, they have to pay the amount of the compensation, which belongs to LITEXPO within 15 (fifteen) calendar days from the written LITEXPO claim date.

29. If the participant withdraws from participation in the exhibition or fair and having unilaterally cancelled the contract regarding the participation and the provision of the exhibition space at the exhibition or fair, however having not paid the compensation, belonging to LITEXPO within the term, indicated in the clause 28 of the regulations, LITEXPO has the right to calculate 0.5% penalty from the compensation amount for each delayed day and this compensation together with the penalties and the expenses for the recovery of the amounts from the participant through judicial procedures.

30. If the participant doesn’t pay the registration fee during the term, indicated in the clause 28 of the regulations, also having refused to participate in the exhibition or fair and/or having unilaterally cancelled the contract regarding the participation at the exhibition and the exhibition space provision in the exhibition or fair, also when they have not arrived to the exhibition or fair until its start, LITEXPO has the right to freely dispose the participant’s booked exhibition space at its discretion.

**Payment conditions**

31. The participant pays for all exhibition space, indicated in the application – contract in advance during the term indicated on the advance invoice, however in all cases, no later than 10 (ten) days until the start of the exhibition or fair. If LITEXPO receives and accepts the application - contract, submitted by the participant less than 10 (ten) calendar days before the start of the exhibition or fair, the advance invoice, provided by LITEXPO has to be paid immediately. Having delayed the payment, prescribed by the terms in this clause, LITEXPO has the right to calculate 0.5% penalties from the liable amount to pay for each day delayed.

32. If the participant has paid for all the booked space in advance, they have to send the copy of payment transfer, approved by the bank to LITEXPO. It is allowed to mount the stand only after paying in full for the whole exhibition space, indicated in the application – contract and having supplied the copy of payment transfer, approved by a bank.

33. When the contract between LITEXPO and the participant (clause 13 of these regulations) takes effect, but when the participant has not paid for the whole exhibition space, or other amounts subject to pay by them (including the calculated penalties) indicated in the application-contract in advance, that is to say before the start of the exhibition or fair, it is considered, that the participant has withdrawn from participation in the exhibition or fair, that is to say unilaterally cancelled the contract. In which case, clauses 21-30 of the regulations are valid.

34. VAT invoice for the exhibition space, provided by LITEXPO, also for other services, ordered by the participant and provided by LITEXPO, according to the approved terms, including the amounts paid in advance is issued on the working days. VAT invoice is presented to each participant at their stand during the operational time of the exhibition or fair. The participant must review the received invoice and express their comments or objections without delay. The person, who signs the VAT invoice at the stand, is considered participant’s authorised person.
35. The participant must settle with LITEXPO for the services, supplied by LITEXPO before the start of the exhibition or fair. The services, ordered during the exhibition, have to be paid for within 5 (five) calendar days after the end of the exhibition or fair. If they have not been settled on time, LITEXPO has the right to calculate 0.5% penalties from the delayed sum for each day delayed and, together with the expenses incurred recovering the amount from the participant through judicial procedures.

36. When the participant is late to settle with LITEXPO according to the terms and order, prescribed by the regulations, without other fines and penalties and sanctions, scheduled in the provisions of the regulations, LITEXPO has the right to apply to respective persons or institutions regarding the debt recovery. In which case the participant shall compensate all expenses, incurred due to debt recovery. If the participant is late to settle with LITEXPO more than 45 (forty five) calendar days (calculating from the last day of settlement), LITEXPO gains right to announce the participant’s debt in the debtors administrative information systems).

Advertising

37. The participant can advertise their production only at their stand and it should not interrupt with other participant’s work. Other advertisements of other business entities, also the advertisements beyond the framework of the participant’s stand, that is to say on the walls, on the passages between the stands, and to the other exhibition halls, lobby, on the local radio is charged and has to be coordinated with LITEXPO.

38. The participant must inform LITEXPO in writing about its prepared or planned to prepare advertising campaigns. For each breach of this requirement, LITEXPO can demand a fine of 800.00 LT (eight hundred Litas).

39. The presentation form and the advertisement of the participant’s production or services during the exhibition must correspond with the requirements of legislative enactments of the Republic of Lithuania, mustn’t diminish human dignity and the provisions of equal opportunities. The participant is responsible for the contents of the advertisement and it’s compliance with the requirements of legislative enactments of the Republic of Lithuania. If competent institutions of the state punish LITEXPO for the actions of the participant or third party persons, related to the participant, which violate the requirements of the legislative enactments of the Republic of Lithuania and the provisions of this clause, and then LITEXPO has the right to regress all the paid amounts.

40. LITEXPO is only responsible for the suitable advertising of exhibition or fair itself using the means, planned and indicated in advance. LITEXPO is not responsible for the commercial success of the participant and does not guarantee the visitor number at the exhibition or fair and interest in the particular production or the participants supplied services.

III. EXPOSITION. THE REGULATIONS APPLIED TO THE DESIGN AND INSTALLATION OF THE STANDS

General provisions

41. If the participant authorizes LITEXPO to design, install and dismantle the stand, then the clauses 45-48, 60-66, 88 and 89 of the regulations and their sub clauses (if there are any) are not applied to the participant.

42. Only those exhibits are allowed to expose at the stand or exhibition space at the exhibition or fair, which are indicated in the application – contract or about which it is separately agreed in writing with LITEXPO.

43. The participant can accept another exhibitor to their stand only after registering them on their application – contract. Same requirements are applied to the sub exponent as to the participant; however the participant is responsible for the breaches made by the
sub exponent and for the breaches of the legislative enactments, regulating the participation.

44. LITEXPO has the only right to build standard stands at the exhibition or fair. Standard stands are built from modular design with panels, the height of which is no more than 2.5 m. If the height of the stand is more than 2.5 m, the outer wall of the stand, adjacent to the neighbouring stand walls, has to be white, unless otherwise agreed in writing with LITEXPO exhibition designer. In any case, the stand cannot exceed the framework of the rented space.

45. The participant or their employed contractors have the right to perform the installation of the stand and dismantling of the stand, temporary construction works and exploit the objects mentioned only when in possession of and having supplied the civil liability insurance of the company they represent, which ensures the compensation of the damage to the party which incurred the damage.

46. All the constructive elements of the stand, which are being installed more than 2.5 m above the ground, are treated as additional advertising space and are charged for. If non-volumetric construction element rises above the 2.5 height, the element’s one flat side space is calculated. If volumetric construction element rises above 2.5 m height, the whole element’s outer flats capacity space sum is calculated. Additional advertising space is taxable according to this order:

46.1 flags up to 6 sq. m. are not taxable;
46.2 advertising space, which takes up less than 10 sq. m. is taxable 250 Lt + VAT;
46.3 advertising space, which takes up more than 10 sq. m., but less than 20 sq. m. is taxable 300 Lt + VAT;
46.4 advertising space, which takes up 20 sq. m. and more, but less than 30 sq. m., is taxable 500 Lt + VAT
46.5 advertising space, which takes 30 sq. m. and more is taxable 600 Lt + VAT.

47. In case, when the stand height is above 4 m, but not more than 5 m, the advertising space payment terms indicated in clause 44 are increased 2 (two) times.
48. In case, when the stand height is above 5 m, the advertising space payment terms, indicated in clause 44 are increased 3 (three) times.

49. The building, which has floor height of 2 m (or higher) is treated as two floor stand.

50. The participant or contractor can build a stand of two floors only from constructions, which are adapted to the two-floor stand installation, and are accordingly certified by the producer. When building two floor stands it is obligatory to follow the Law on Construction of the Republic of Lithuania, general fire safety regulations and technical regulations of construction (hereinafter – TRC) and other applicable requirements of the legislative enactments.

51. If the second floor of the two floors stand is adjacent to another stand, a white wall, not higher than 2.5 m. in the adjacent plane of the second floor should be built.
52. If graphic information (screens, inscriptions or logos) is placed on the external wall of the stand by the participant or the contractor, facing the adjacent stand side, the constructions holding it must be withdrawn from the border of the stand to the internal side no less than 1 m.

53. The construction elements, planned to be used in the stand pavilion (columns, beams, trusses, railings, balconies etc.), not included in the rental price of the stand, can be rented additionally, having coordinated this opportunity in writing with LITEXPO exhibition designer.

54. The participant or the contractor can only decorate or use the rented pavilion and/or stand construction elements in other ways only having received permission from the designer of the exhibition and having signed the acceptance – transfer assignment. After the exhibition or fair has finished, the participant or contractor must remove the decorations without damaging pavilion and/or stand construction elements and the equipment transferred (rented) to them. Any damage, incurred by the actions (inaction) of the participant or his employed contractor
(or other third persons) to the pavilion and/or stand construction elements, the participant has to compensate immediately according to the supplied VAT invoice.

55. The participant or the contractor can attach, hang or lean any materials only having obtained a written agreement from the exhibition designer and only to the stand constructions which belong to them.

56. It is forbidden to use flash and flashing lights for lighting of the stands, pointed to the other participants’ stands. LITEXPO has the right to ask to stop using and dismantle the equipment, unsuitable for the event and/or bothering other participants to normally participate in the exhibition or fair. If the participant doesn’t agree and doesn’t dismantle the unsuitable equipment, LITEXPO obtains the right to dismantle the unsuitable equipment and claim the loss incurred relating to it and give the participant 800.00 (eight hundred LTL) fine.

57. It is forbidden to use sound equipment, with higher than 70 dBA sound at the stands. If the participant breaches this requirement, LITEXPO has the right to stop the audio broadcasting and fine the participant with 800.00 LT (eight hundred Litas) fine.

58. The participant, once the exhibition or fair is over, must leave the exhibition space tidy and return the equipment and construction elements, received from LITEXPO in order, if such equipment is rented.

The requirements applied to the stand design and the contents of the design

59. The participant has to communicate and approve the stand design to LITEXPO in writing; if the contractor is LITEXPO no later than 14 (fourteen) calendar days before the start of the exhibition or fair.

60. The participant has to communicate the stand design to the designers of the exhibition, responsible for (1) installation of the exhibition exposition and (2) the installation of the communications; and communicate it to the manager of the Security Division no later than 14 (fourteen) calendar days before the start of the exhibition or fair. The participant is responsible for the stand’s compliance with the design, installed by other contractors (not LITEXPO). If there are discrepancies, the participant must correct the installation of the stand so that it complies with the design; otherwise LITEXPO has the right to unilaterally cancel the contract and disallow the participant to participate in the exhibition or fair. In which case, the provisions of the clause 19 of the regulations are applied.

61. The coordinative stand design has to be made in 2 (two) original examples, one remains in the possession of LITEXPO, the other in the possession of the participant or the contractor.

62. The design consists of:
   62.1. Title page;
   62.1.1 The name and date of the exhibition or fair;
62.1.2 The date of the design submission;
   62.1.3. The details of the participant, for whom the stand is being built;
   62.1.4. The stand number;
   62.1.5 The details of the company designing and building the stand (the stamp of the company/organization, the name, surname, signature and date of the designer).
   62.2 The authorization to the contractor of the stand or the contractor agreement, by which the contractor is operating;
   62.3 The exhibition plan where the stand’s location if marked;
62.4 The description of the main materials;
   62.5 The list of employees, building the stand;
   62.6 The approved copy of the civil responsibility insurance policy, for the single payment sum of no less than 500,000, valid for the whole duration of the exhibition,
   62.7 The act of the responsibility framework (the installation for the electricity, communication, hanging points);
62.8 The main measurements of the stand plan and facades (the scale of the drawings 1:100; 1:50; 1:20);
62.9 Axonometric or perspective colour view.

63. All pages of the design have to be numbered, dated, and signed by both parties.
64. The design has to be communicated to the Fire and Rescue Department of the Republic of Lithuania
65. In case the participant or the contractor can’t arrive to LITEXPO, the project can be coordinated via fax or email, while the original is delivered before the start of the installation works.
66. When there is a large scale and/or difficult construction stand, the exhibition designer can demand the scheme of the stand installation, which the participant or the contractor must submit immediately, but no later than 2 working days from the request to provide the stand installation scheme. If the participant or the contractor doesn’t action or actions the commitments, scheduled in this clause in unsuitable manner, LITEXPO can forbid/prohibit building a large scale or difficult construction stand.

The requirements for the stand installation – dismantling works

67. When performing the stand installation – dismantling works it is prohibited to:
67.1 block the passages and space of other stands with materials, loads or exhibits;
67.2 damage (hammer, screw, paint or mark with permanent paint, etc.) the existing building constructions;
67.3 arbitrary, that is to say, without a written permit/consent from LITEXPO to use the items, belonging to LITEXPO according to the law of ownership;
68. Performing the stand installation – dismantling works, the employees of the participant/contractor must have with them the company work certificate with a photograph and the permit, issued by the LITEXPO security director. It is desirable, that the employees of the participant/contractor would wear special clothing, meant for adequate work.
69. The participant or the contractor may only perform the installation works in the premises of the exposition halls without performing the technologic operations of the stand’s manufacturing, such as: painting, cleaning, planning, metal construction cutting, welding, and other, for which protective tools are necessary. These operations are allowed to perform outside or in other, specially designated place for it. Performing installation works in the hall, indicated by the installation works managers written permit, it is obligatory to undertake measures to prevent dust, sawdust, the smell of paint and/or other materials from spreading in the space. If the work place is polluted, the participant or the contractor must clean it by its own means. The cleaning services can be ordered from LITEXPO, entering into a separate pact regarding the provision of cleaning services and paying for these services according to the tariffs in force. If the participant and/or the contractor doesn’t clear the working space according to the conditions, indicated in this clause, 800 Lt (eight hundred Litas) fine is appointed. In this case, the cleaning services are provided by LITEXPO, while the participant pays for them according to the VAT invoice.
70. The waste from building materials and large clearance waste must be taken out from LITEXPO, or, having coordinated with LITEXPO installation manager, for a separate fee transferred for utilising. The waste, accumulated during the installation – dismantlement works must be collected and placed in the rubbish containers. If the commitments, indicated in this clause are not fulfilled by the participant or the contractor, LITEXPO has the right to tidy the waste by its own means. In which case the participant must pay 800.00 Lt (eight hundred Litas) fine and compensate LITEXPO for other losses incurred.
71. The participants and the contractors must install the stands 2 (two) calendar days before the start of the exhibition or fair. The installation works at the place of the event are not allowed 1 (one) calendar day before the fair or exhibition. It is obligatory to dismantle and ship the stand constructions, exhibits and personal items in 1 (one) calendar day after the closure
of the exhibition. For each day delayed the participant (if the contractor is not LITEXPO) by the demand of LITEXPO has to pay 800.00 Lt (eight hundred Litas) fine.

72. It is obligatory to keep up with the timings of work regime, set by LITEXPO. If it is necessary, the work period can be extended with a written request, having paid a set tariff for it. The request can be submitted to the manager of the LITEXPO security department.

73. It is strictly forbidden to block passages by the presses of the electricity distribution, communication knots, fire taps, evacuation passing etc. Evacuation passing, fire taps are indicated in the evacuation and architecture plans of the hall. The stand is installed in such way, that free movement towards the evacuation passages could be ensured and the objects above would not be blocked. Otherwise, LITEXPO has the right to demand the access to the mentioned objects to be freed and give the participant a fine of 800.00 Lt.

74. When performing the stand construction works in the exposition ground:

74.1 it is obligatory to follow the regulations, the Law on Construction of the Republic of Lithuania, the requirements of TRC and other legislative enactments of the Republic of Lithuania;

74.2 it is not allowed to use the existing buildings for supporting the stand construction, to dig unilaterally, to damage the covering by hammering, drilling, or by using unsuitable technique, ride or damage these objects in any other way.

The requirements for the electricity installation, water supply, the installation of sewage networks and the suspension works

75. All connections to the electricity power lines (dispensation cabinets) are performed only by the employees of LITEXPO. It is forbidden for the participants and the contractors to wilfully connect to these lines.

76. The responsibility for the temporary care of the electricity lines, maintaining them during an exhibition or fair is intended in this way:

76.1 if the temporary electricity lines for the stand and needs of the separate exposition are installed by LITEXPO, it is responsible for their quality and care during the entire duration of the exhibition or fair;

76.2 if the temporary electricity lines for the stand and needs of the separate exposition are installed by the participant or their contractor, the participant is responsible for their quality and care and for the damage incurred by LITEXPO and/or third parties during the installation - dismantling works. Responsibility framework between LITEXPO and the participant is indicated in the act of responsibility framework.

77. When the exhibition or fair working hours are over, it is necessary to turn off the electricity supply in the stand (except those cases, when the participant or the contractor orders a continuous 24 hour electricity supply at the stand throughout the duration of the exhibition or fair). The participant, who has installed the distribution panel is responsible for the disconnection of the electricity.

78. It is obligatory to ground the electricity lines and equipment. If this requirement is breached, the participant pays 800.00 Lt (eight hundred Litas) fine and compensates for other damages, incurred due to this breach.

79. LITEXPO manager of the installation works can demand for the isolation and grounding measurement protocols from the participants or contractors and the documents, proving the qualification of the employee, who has performed the grounding measurements.

80. It is forbidden for the participants or the contractors to turn on/switch off the electricity supply with the commutation equipment, which are in the zone of LITEXPO responsibility framework. Having breached this requirement, the participant pays 800.00 Lt (eight hundred Litas) fine and compensates other damages, incurred due to this breach.

81. The connections of the network tools and exhibits, connected to the
LITEXPO water and outflow supply have to match LITEXPO connections and plumbing ½ outflow 50 mm.

82. The contractor, who installed the connection, is responsible for reliability of the connections throughout the duration of the exhibition.

83. After the exhibition has started, the water supply to the stand is only started if a representative of the participant or the contractor is present.

84. When the exhibition is over, the water supply to the stand is stopped without a separate notice.

85. It is forbidden to violate the installed water supply and wastewater systems during the installation of the stand.

86. The suspension works of the information, advertising and other tools is performed only by LITEXPO employees, according to the orders of the participants or contractors. It is necessary to indicate the weights of the tools being suspended in the orders.

87. All tools, which are necessary to be suspended in the halls, have to be submitted no less than 5 (five) working days remaining until the start of the exhibition or fair. When the tools are submitted late, the works are not performed and the money is not returned.

**Fire prevention requirements**

88. The stand installation projects have to accord with the requirements of the general fire safety regulations, approved by the Director of the Fire and Rescue Department of the Republic of Lithuania by the Ministry of the Interior by the order No 64 18 February, 2005.

89. The participant or the contractor, employed by the participant is responsible that the fire requirements are being followed.

90. It is forbidden for the participant or the contractor to use any explosive and dangerous materials regarding fire.

91. Before the end of the working time of the exhibition or fair, the participants or the contractors have to check each day, if all the electricity supply recipients are switched off, if there are no smouldering fire points in rubbish bins, cookers and other places. The participant takes all the risk and financial responsibility in the case of non-compliance or unsuitable implementation of this clause.

92. It is forbidden to use lights with flammable shades.

93. When the stand is installed, the distance between the lights and flammable surfaces has to be no less than 0.5 m. The lights, which are in the stand, have to comply with the fire safety requirements.

94. In case of a fire, it is necessary to use every possible tool to extinguish the fire, as quickly as possible inform the employees of LITEXPO Security department or the administration and call for help by phoning 112.

95. It is allowed to smoke only in the places especially designated for it, which are marked with a special sign.

96. It is strictly forbidden to store containers, packing materials, goods, exhibits and other materials and constructions beyond the range of the stand. LITEXPO has the right to demand these items to be removed and give a fine of 800.00 Lt (eight hundred Litas) for the failure to do so.

97. The participant is responsible for the noncompliance with the fire requirements, if the contractor is not LITEXPO, according to the order, prescribed by the legislative enactments. In which cases, LITEXPO also has the right to give 800.00 Lt (eight hundred LTL) fine for each breach of the requirement, set in these regulations.

**IV. OTHER REGULATIONS**

**Insurance, security and responsibility**
98. The participant is responsible for the exhibits during the time of their delivery and export, their security before the exhibition, during its operation and when the exhibition is finished. LITEXPO recommends the participant to insure their exhibits during the operational time of the exhibition or fair and during the installation and dismantling.

99. The participant is responsible for the damage, made by their exhibits to LITEXPO and third persons. The participant is also responsible for their own and third party person’s actions (inaction), by which the provisions of the legislative enactments, which regulate the participation, are breached. The contractor is responsible for the breaches of the work safety, during the stand installation. The responsibilities of two or more employers, while organizing work in the same company, work place, are regulated by the appropriate provisions of the legislative enactments of the Republic of Lithuania. While implementing this requirement, LITEXPO and its contractor enters into a written agreement regarding the responsibility framework of persons, appointed by the employers, responsible for the work safety.

100. LITEXPO ensures general security of the premises from the open burglary during the closing hours of exhibition or fair. LITEXPO is not responsible for the personal items, equipment, and other items left in the participant’s stand, during the operational time of the exhibition or fair and during the closing time of the exhibition or fair, also during the installation and dismantlement of the stands. LITEXPO ensures general public order during the time of the exhibition or fair. By participant’s requirement, LITEXPO can commit to protect the personal items and other items, given to LITEXPO security for a separate fee.

101. LITEXPO is not responsible for the accidents, damages to the exhibits, thefts, natural or technical disasters, technical disturbances of water or electricity supply, occurring with no fault of LITEXPO.

102. To guarantee order and general security at the fair or exhibition, the participant must comply with all internal order and security regulations, which is required by the responsible persons of LITEXPO during the installation and dismantling of the stand.

103. The participant must report about the accidents and other occurrences at the exhibition or fair to the LITEXPO administration without delay.

104. The participant is completely responsible for all actions and inactions of their own and third persons, who are related to them and the violation of public order according to the legislative enactments.

105. LITEXPO has the right to cancel the contract and remove the participant or the third persons, related to them from the exhibition or fair, if these persons are disturbing the normal organisation of the exhibition or fair and/or violate the lawful interests of other persons. In which case, the provisions of the clause 19 are applied.

106. If the participant or his contractor does not coordinate the project according to the terms, prescribed by the regulations, LITEXPO has the right to forbid the building of the stand. Having coordinated the project less than 7(seven) calendar days remaining until the beginning of the exhibition or fair, LITEXPO has the right to demand from the participant to pay 25% fine from their booked empty exhibition space price, without previous notice.

107. If the stand goes over the range of the booked space, LITEXPO has the right to demand pay for the additional space taken, applying 100% of the empty exhibition space mark-up, without previous notice. In the case, when the participant breaches fire safety requirements due to the additionally occupied space, and, LITEXPO demanding, the violations are not removed immediately, the fire safety specialists have the right to penalize the participant, while LITEXPO to unilaterally cancel the contract. The non-fulfilment of the requirement, indicated in this clause, is treated like a breach of the conditions of the contract and the provisions of the clause 19 of the regulations are applied.

108. Having gone over the height of the stand, indicated in the stand design and without coordinating it with LITEXPO exhibition designer, LITEXPO has the right to demand from the participant to pay the fee for an addition advertising space (refer to clause 46) and 15%
fine from the booked empty exhibition space price.

109. If the participant unilaterally uses the construction elements of the pavilion during the exhibition or fair, without having coordinated it with the exhibition designer, LITEXPO has the right to demand from the participant to pay the rent fee of the construction elements (according to the conditions of the clause 53), applying additional 50% fine.

110. If the participant or the contractor (if they are not LITEXPO) breaches the requirements of the clause 54, LITEXPO has the right to demand the cost of the pavilion and/or stand construction elements or compensation for the repair from the participant or the contractor.

Other rights and responsibilities of the participant

111. Every participant must appoint employees, responsible for suitable stand design and installation works completion, according to the legislative enactments aiming to provide them with appropriate authorization to decide upon technical questions and align financial documents during the installation and dismantling of the exhibitions and fairs.

112. Every participant receives a participant’s card – sign from LITEXPO, which grants the entry to the territory of the exhibition. The number of the cards is rationed and indicated in the information materials or special conditions of participating in the exhibition or fair.

113. The participant and their co-exhibitor must submit the details and information record in to the exhibition catalogue, if such catalogue is being printed.

114. The participant must comply with the order, safety, fire safety and trade regulations and the conditions and requirements, indicated in the information material, special conditions of the participation at the exhibition or fair. The participant may not prevent other participants from properly participating at an exhibition or fair. The participant must use their rights and implement their functions in such way, so that they would not disturb or breach other person’s rights and interests. If there are complaints from other participants regarding unsuitable participant’s participation at the exhibition or fair, the participant must immediately react and cooperate in the solution of the situations.

115. The participants, who arrived to LITEXPO exhibitions, must comply with all customs taxes, import procedures, the regulations of selling of goods and products and other normal acts, regulations and requirements, appointed to all exhibitors. Non-observance of the written requirement by LITEXPO to the participant to immediately remove the violations regarding the appointed procedure, fire safety requirements, other administrative legislative enactments, is treated as a substantial breach of the contract.

116. The participant is completely solely responsible for all breaches of the standard acts, applied to them or their exhibits. When LITEXPO or other third persons experience damage or are fined by competent institutions of the state or likewise, due to the breaches of normal acts, made by the participant, the participant compensates such damage fully according to the order of recourse.

117. LITEXPO does not commit to warn the participant about the standard customs acts requirements, applied and recommends contacting the freight forwarding company directly. LITEXPO reminds that exhibits, brought and declared in Lithuania from abroad must be removed from the territory of the Republic of Lithuania on time after the exhibition, having appropriately formalized the documents. It is forbidden to sell or in any other way transfer the exhibition exhibits at the time of the exhibition, to take them out of the LITEXPO territory, without changing the customs procedure and formalizing the customs documents. The participant is responsible for all the consequences regarding this.

118. LITEXPO warns, that it is allowed to bring alcoholic beverages to the exhibitions and representative events, organized in the Republic of Lithuania only after obtaining a one-off permit, which is issued by the Drug, Tobacco and Alcohol Control Department by the Government of the Republic of Lithuania. Regarding the attainment of the one-off permits, LITEXPO recommends to apply to the freight forwarding company. It is forbidden to import or
export all types of cargo, hunting or sports guns, ammunition, explosive and psychotropic materials, drugs or devices for their use, certain types of radio electronic equipment and electric machinery, which spread (or may spread) radio waves when in operation, police or military ammunition, special control and security tools, items (goods), which are classed as dangerous freight, colourful copying technique, electric fishing devices, culture and art valuables, wild animals, hunting and fishing trophies, and likewise. The participants, who are willing to bring items (goods) to the exhibition, to which import limitations are applied, according to the legislative enactments and decrees of the Republic of Lithuania, LITEXPO recommends applying to the freight forwarding company in advance regarding the more detailed information and obtaining the permit to import.

119. LITEXPO does not accept the responsibility of the lawful third party person’s claims regarding patents, company trademarks or other breaches of property rights, related with the goods or services, exhibited by the participant.

120. The participant must guarantee professional service of the stand, cleanliness and order in the exhibition space and the stand. The participant can order these services additionally or perform themselves.

121. The participant and his employees can be in the exhibition territory one hour before the opening of the exhibition and half an hour after the closing of the exhibition.

122. The participant is responsible for all the breaches, made by their employees or the persons, who are implementing their assignments.

123. The participant covers all damages, which they made to the property of LITEXPO during the exhibition. In case the participant refuses to cover the damages, they are recovered according to the legislative enactments. Before then LITEXPO has the right to suspend the exporting of the exhibits from the exhibition territory no more than 30 (thirty) calendar days.

124. The participant has the right to make all claims regarding the exhibition space immediately, but no later than during the time of the exhibition or fair. If the claims regarding the exhibition space and/or stand are not made during the time of the exhibition or fair, it is presumed that the space and/or stand are suitable and LITEXPO has implemented their commitments in this scope accordingly and on time. Any other claims, related with participant’s participation at the exhibition or fair can be claimed no later than 5 (five) working days after the end of the exhibition or fair. If the claim is not made during the given term, it is considered that LITEXPO has implemented their commitments properly and on time.

125. The participant has to pay all fines, indicated in the regulations, if it is not indicated otherwise the VAT invoice and if the parties have not agreed otherwise, within 15 (fifteen) calendar days from the receipt of the day of the claim to pay the fine.

V. FINAL PROVISIONS

126. Any provisions of the regulations, which are acknowledged, according to the legislative enactments as inactive, invalid or illegal, do not influence the validity of other regulations.

127. All disputes which emerge are decided by an agreement between LITEXPO and the participant.

128. If the parties can’t reach an agreement, the disputes are solved according to the legislative enactments of the Republic of Lithuania under the LITEXPO headquarters address.

129. The relevant issue of the regulations is valid from 1 July, 2013.