

# BMT 2007 SPECIAL TERMS AND CONDITIONS FOR THE PARTICIPATION

## General definitions:

Trade Fair Participant - an enterprise or organization taking part in the Trade Fair.

Exhibitor - Participant of the Trade Fair who has submitted an application to take part in it.

Co-exhibitor - Participant of the Trade Fair who is registered in the Exhibitor's application and is taking part in the Fair by using exhibition space, rented by Exhibitor.

Exhibition space - place ordered by Exhibitor and leased to him.

Kind of exhibition space means empty place or a place with standard equipment or open air-space.

Type of exhibition space means a stand in a line, a two-sided open stand, a three-sided stand or an island-stand.

## 1. Name of event

15th International Trade Fair of Technology, Machinery, Equipment and Materials for the Furniture and Woodworking Industry BMT 2007.

## 2. Organiser

Visus Plenus, Ltd., Vytenio g. 9/25, LT-03113 Vilnius, Lithuania, Phone +370 5 2136326, fax +370 5 2124124

www.visusplenus.lt, e-mail bmt@visusplenus.lt

Company code 120017563, VAT No LT100000002211

Bank account: No LT30 74000 11024123814 in the bank SAMPO BANKAS, Geležinio vilko g. 18 a, LT-08500 Vilnius, bank code 74000, SWIFT SMPOLT22

## 3. Venue

Exhibition Centre Litexpo, 1<sup>st</sup>, 4<sup>th</sup> and 6<sup>th</sup> Halls, Laisvės pr. 5, Vilnius, Lithuania

## 4. Dates and hours of opening

22- 25 March, 2007

March 22	(Thursday)	10 a.m. - 6 p.m.
March 23	(Friday)	10 a.m. - 6 p.m.
March 24	(Saturday)	10 a.m. - 6 p.m.
March 25	(Sunday)	10 a.m. - 4 p.m.

## 5. Dates and working hours for assemblage and dismantling of stands

Assemblage	16 – 21 03 2007	8 a.m. - 8 p.m.
Dismantling	25.03.2007	4 p.m. - 8 p.m.
	26.03.2007	8 a.m. - 8 p.m.

A fine for dismantling delay - 300 EUR / day

## 6. Dates of delivery and removing of exhibits

Delivery	16-21.03.2007	8 a.m. - 8 p.m.
Removing	25.03.2007	4 p.m. - 8 p.m.
	26.03.2007	8 a.m. - 8 p.m.

Trade Fair Participant shall bring its showpieces to the Trade Fair and take them back at the specific time. It is strictly forbidden to deliver or remove exhibits during the Fair open hours.

## 7. Registration of Application and Application deadline

The Exhibitor shall send to the Organizer a filled application by electronic means expressing his desire to participate in the Trade Fair to the indicated e-mail for processing. Application for rent of exhibition space is submitted on the Organizer's internet site or it will be sent to you by e-mail

after your request is received at the indicated e-mail address.

If the Organizer has no possibilities to offer the desired exhibition space to the Exhibitor, the Organizer will correct the size of the selected exhibition space, its configuration, type or kind and will send offer to the Exhibitor's e-mail address as indicated on the application.

The Exhibitor shall print out two copies of the application corrected by the Organizer and shall send two signed and stamped copies back to the Organizer by registered mail. By signing an application for participating in the Trade Fair, the Exhibitor confirms his intention and assumes liability to fulfil the provisions herein and General Terms and Conditions of participating in Organizer's trade fairs. The Exhibitor shall be fully responsible for the application that has been signed by a duly authorized person and stamped with an official stamp.

Applications are registered. Exhibition space may be selected after having paid registration fee of 105 EUR + 18% VAT. The registration fee includes exhibitor passes, invitations, standard entry in the Trade Fair catalogue, a copy of the catalogue.

Applications shall be submitted before **15, February 2007**. The Organizer will decide whether applications, submitted after the expiry of the term, might be accepted.

## 8. Co-Exhibitors

Every Exhibitor can admit into his stand Co-Exhibitors (other companies) after having registered them in his Application for participation. The Exhibitor is obliged to pay Co-Exhibitor's fee to the Organizer. The Co-Exhibitor fee is 57 EUR + 18% VAT per company. This fee includes additional exhibitor passes, invitations to the fair and invitations to the soiree.

## 9. Terms of Payment

The Organizer shall confirm participation in the Trade Fair by sending one copy of application to the Exhibitor together with an invoice for advanced payment at the address indicated on the application or by fax. The Exhibitor pays for his participation in the Trade Fair the following way: registration fee is paid after submitting the application, 30% of the remaining amount, as indicated on the invoice, shall be paid in 10 days after the participation in the Trade Fair is confirmed, and the rest shall be paid not later than at least 2 weeks before the beginning of the Trade Fair.

### Early Registration

If the Exhibitor sends an application for participation before February 5, 2007 and pays for participation till mentioned date, he will receive a 5% discount for participating in the Trade Fair. If payment for participating in the Trade Fair is not included in the Organizer's account by February 7, 2007, the Organizer shall recalculate the price for Exhibitor's participation in the Fair.

VAT pro-forma invoice shall be handed to the Exhibitor's representative during the Fair.

## 10. Exhibition space rental, possibilities, standard stand equipment and prices.

The minimum stand area is 9 sq.m

The minimum two-side open stand area is 15 sq.m

The minimum three-side open stand area is 24 sq.m

The minimum stand island area is 80 sq.m

#### **Floor space only**

The rental charge for exhibition space in accordance with type of the exhibition space and the hall is:

In the 1<sup>st</sup> and 4<sup>th</sup> halls - 70, 71, 72,5 and 74 Eur + 18% VAT for 1 sq.m. and in the 6<sup>th</sup> hall – 63, 64, 65,5 and 67 Eur + 18% VAT for 1 sq.m.

This charge includes organization of the Fair, extensive promotion to attract visitors, general lighting, cleaning of the walkways. The exhibition space does not include any equipment, furniture, and electricity.

In accordance with the ordered exhibition space are made floor space only discounts:

Space (sq.m)	30 - 60	61 - 120	121 - 210	>210
Discount (%)	5	10	15	20

#### **Booth exhibition space**

The booth exhibition space apart all general services includes the standard stand equipment: exhibition system, demarcation walls, 2.5 m high, white coloured, carpet cover, 1 socket 220V/1kW, 1 spot light every 3 sq.m, company name in standard type, 1 table, 3 plastic chairs. The standard stand rental fee is 23 + 18% VAT for 1 sq.m. By ordering stand-island standard stand equipment is not possible!

For ordering any additional furniture, equipment and communication services please contact our official contractor:

Vilnius Ekspolinija Servisas, Ltd., Vytenio g. 9/25, LT-03113 Vilnius, ph. (+370~5) 233 0929, fax (+370~5) 216 2422 e-mail info@expoline.lt, www.expoline.lt

#### **Open-air space**

Open air space is a space outside, within the territory of the Exhibition centre. 1 sq. m of an open - air exhibition space costs 24 EUR +18% VAT.

#### **11. Advertisement in the Fair**

Advertising free of charge is permitted within Exhibitor's stand only. Any advertising outside the stand will be charged and must be approved by the Organizer.

Acoustic publicity at stands

The written consent of the Organizer must be obtained in advance if the Exhibitor shall plan acoustic publicity of any kind. Seeking to maintain the rhythmic flow of the exhibition, the Organizer shall be entitled to restrict any kind of acoustic publicity or to ban it completely. The loud in Exhibitor's stand should not exceed 85 decibels.

#### **12. Catalogue**

The Organizer issues a Catalogue of the Exhibitors. Presenting information to catalogue entry is obligatory for each Exhibitor and Co-Exhibitor. The obligatory entry for each Participant costs 73 EUR + 18% VAT. Participant may also order company logo and advertisement.

Information for official fair catalogue should be sent together with application for participation.

#### **13. Exhibitor passes**

During the fair, as well as during the stand construction and disassembly periods, the participants and stand service staff are entitled to enter the fair grounds upon presenting exhibitor passes. Every Participant is entitled to some exhibitor passes in accordance with ordered exposition space. Additional exhibitors passes may be purchased by a written order.

Additional exhibitor pass costs 3,5 EUR + 18% VAT.

#### **14. Invitations**

Every Participant is entitled to some invitations to the fair in accordance with ordered exposition space. Invitation cards entitle to a free entrance to the fair. Additional invitations may be purchased by a written order.

Additional invitation costs 1 EUR + 18% VAT.

Invitations printed by Exhibitors or Co-Exhibitors are not valid for admission.

#### **15. Soiree**

As traditionally, the Organizer invites the Exhibitors and the guests to a Soiree on an opening night. Every Participant is entitled to some invitations to the Soiree in accordance with ordered exhibition space.

Additional invitations may be purchased by a written order. Additional invitation costs 24 EUR + 18% VAT.

#### **16. Cancellation of participation**

Exhibitor may cancel his application for participation before 31, January 2007. Exhibitor shall inform the Organizer about such a decision in writing (by registered mail). In this case, paid registration fee shall not be returned.

Having refused to participate in the Trade Fair and having informed the Organizer about it in writing (by registered mail) before 20, February 2007, the Exhibitor shall pay the Organizer 30% of price for participation.

After the expiry of the term or in case of a no-show at the Trade Fair, the Exhibitor shall have no right to terminate the contract and shall pay the entire price for participating (100%) in the Trade Fair.

#### **17. Exhibitor's Manual**

After the deadline for acceptance of applications the Organizer will send to the Exhibitor the Exhibitor's Manual with specified technical regulations, general order of the fair, additional services and their prices.

#### **18. Arrival and registration**

At the Exhibition centre the Exhibitor have to register itself at the Info-Centre stand. Only if the payment is made fully the Exhibitor is permitted to its stand. At Info-centre the Exhibitor is given exhibitors passes and all detailed information about the services, established order, etc.

#### **19. Loading of exhibits. Customs clearance**

Loading and unloading, handling of the exhibits in the fair is made by Exhibitor. Loading and unloading could be provided by official subcontractor of Organizer and paid separately. The Exhibitor is duly responsible for the obtaining of all permits and transportation of exhibits. In all transportation documents for the goods delivered for the temporary import to the trade fair must be specified: Consignee:

Litexpo exhibition centre, (Notify Pan-Lit Service, phone (+370~5) 244 5677), LT-04215 Vilnius, Lithuania. Every cargo must be accompanied with Proforma Invoice, in which must be specified: denomination, quantity, weight, value. Customs clearance procedure will be provided by Official customs broker appointed by the Organizer: PAN-LIT Service, Laisvės pr. 5, LT-04215 Vilnius, Lithuania, phone (+370~5) 244 5677, fax (+370~5) 244 5803, www.pls.lt, info@pls.lt.

All additional charges are payable by the Exhibitor accordingly to the invoice presented.

The Exhibitor / Co-exhibitor bears responsibility for pursuance, violations and contempt of law and legal acts in force of the Republic of Lithuania.

#### **20. More detailed information**

on Organizer's internet page [www.visusplenus.lt](http://www.visusplenus.lt)

