

**I. GENERAL PROVISIONS**

1.1. These rules define general conditions of participation in agricultural exhibition “Ką pasėsi... 2019” held by Aleksandras Stulginskis University, and lay down obligations of organizers and participants of the exhibition.

1.2. The rules are supplemented with "Participant application", "Participation agreement" (hereinafter referred to as “Application” and “Agreement”) and, depending on need, “Regulation for the Design and Installation of Stands” aimed at defining specific exhibition conditions.

1.3. The University delegates ASU Agricultural Science and Technology Park (hereinafter - the Organizer) to organized exhibitions and sign all agreements related to the organization of exhibitions.

**II. PARTICIPATION CONDITIONS**

2.1. Each natural or legal person demonstrating exhibits in line with the theme of the exhibition can take part in the exhibition.

2.2. A participant shall be registered after sending a completed and signed Agreement to the ASU Agricultural Science and Technology Part (the Organizer), completing an application online and paying an exhibition fee for the ordered space and paid services. From this moment, the agreement between the Organizer and the Participant shall take effect, and the parties to the agreement shall become liable for the performance of mutual obligations.

2.3. Applications received upon the expiry of the term of registration of applications may be accepted only in case of presence of vacant exhibition area.

2.4. The Agreement shall be approved by signature of the head of a company (Participant) or an authorized person; the company shall be liable for the performance of obligations laid down in the agreement.

2.5. The Organizer shall reserve the right not to register a Participant, if the Participant fails to comply with the conditions laid down in these exhibition rules, it has breached the Rules in previously held ASU exhibitions, or an application cannot be accepted because of the terms of its receipt or its content. In such a case, an advance payment received from a participant shall be repaid.

2.6. The Organizer shall reserve the right to close the Participant’s exhibition stand, if the Participant has breached these Rules, or if this is required by competent state authorities.

2.7. A Participant may take part in the ordered exhibition space together with a sub-exhibitor (another company), who shall be registered in the Participant application. The sub-exhibitor shall be subject to the same rights and duties as the Participant.

**III. PAYMENT CONDITIONS**

3.1. The Participant shall make an advance payment by the date indicated in the Agreement for the entire ordered space and paid services according to the issued advance invoice. An advance payment shall be a prerequisite for participation in the exhibition.

3.2. If the Participant completes an Application and sends an Agreement but fails to make an advance payment in a timely manner, the Participant may be removed from the list of exhibition participants and it may be subject to liability for non-performance of the agreement.

3.3. Agricultural research, education and consultancy organizations shall take part in the exhibition at preferential terms defined in a separate agreement. Exhibition sponsors and institutions and organizations with whom cooperation agreements have been concluded for holding the exhibition may also be subject to preferential terms.

3.4. Exhibition participants shall be issued a VAT invoice for participation in the exhibition and services provided during it, which shall be presented to each participant during the exhibition. Participants shall check the received VAT invoice and provide comments immediately.

3.5. Services ordered by exhibition Participants fourteen and less days before the start of the exhibition shall be subject to a double rate.

**IV. REFUSAL TO PARTICIPATE**

4.1. Should the Participant refuse to take part in the exhibition, the registration fee paid thereby shall not be reimbursed.

4.2. Should the Participant refuse to take part in the exhibition with more than 15 calendar days remaining till the start of the exhibition, it shall be compensated 50% of the paid advance payment, except for the fee of registration.

4.3. Should the Participant refuse to take part in the exhibition with less than 15 calendar days remaining till the start of the exhibition or fail to arrive to the exhibition - an advance payment shall not be reimbursed.

4.4. A Participant’s refusal to take part in the exhibition with a request for reimbursement of an advance payment shall be presented by a letter confirmed by signature of the head or authorized person of the company no later than 15 calendar days before the start of the exhibition.

4.5. Should the Participant refuse to take part in the exhibition or fail to arrive to the exhibition before its start, the Organizer shall have the right to use the area ordered by the Participant at its own discretion.

#### **V. EXPOSITION**

5.1. The exposition shall be installed and dismantled within the terms indicated in the Agreement.

5.2. Permits for parking Participant's vehicles shall be granted in proportion to the ordered area.

5.3. Additional equipment and services (electricity, lifts, etc.) for the stand shall be ordered in advance on the basis of an application completed in the online database.

5.4. Participants may decorate leased equipment and stands committing not to damage them. If the Participant damages equipment, he shall pay the price of new equipment.

5.5. The Participant shall install a stand a day or two before the start of the exhibition, till 5:00 p.m., and hand it over to the exhibition's security service.

5.6. Non-standard stand elements may be used only having approved them with the Organizer, and if they do not hinder the neighbouring stands.

5.7. At the end of the exhibition, stands shall be dismantled and removed together with exhibits within the period of time indicated in the Agreement. If the stand is left without any supervision, the Participant shall be liable for missing equipment of his own and equipment received from the Organizer.

5.8. Every day, at the end of the opening hours of the exhibition, the Participant shall hand the exposition area over to the security service.

#### **VI. ADVERTISING AND INFORMATION**

6.1. The Participant shall present information about the company and its exhibits till the date indicated in the Agreement. These data are necessary for systemizing exposition and an exhibition e-catalogue.

6.2. Advertising outside the limits of the Participant's stand, i.e. on the walls, in passageways and other exhibition areas, shall be subject to a charge and must be approved with the Organizer.

6.3. Advertising of the main sponsor and partners shall be broadcasted on the exhibition radio. Other participants may have their message announced on the exhibition radio, if the presented information is not of advertising nature.

6.4. The Organizer shall carry out advance advertising campaign of the exhibition in media and by other means, for example, by sending invitations to the exhibition to the stakeholders and organizations, etc.

6.5. During the exhibition, the Organizer shall hold specialized seminars, discussions and consultations led by specialists of the University and other institutions.

#### **VII. AWARDING WINNERS OF THE EXHIBITION**

7.1. The best exhibitors of the exhibition and their exhibits shall be awarded ASU exhibition medals presented by the exhibits evaluation commission. Participants of the exhibition may also be awarded by other institutions, which shall make a personal decision on award winners.

7.2. The exhibition exhibits evaluation commission shall be formed by ASU Rector's order inviting thereto specialists of the University and other authorities, who shall make a decision on how particular participants in the exhibition should be awarded.

7.3. A participant seeking to become a laureate in the exhibit contest shall indicate that in the Application, pay the established candidate laureate's registration fee, complete an application of an exhibit contest participant and present the documents indicated in the application.

7.4. Evaluation commission's decision on awarding ASU exhibition medals shall be presented to media.

#### **VIII. INSURANCE AND SECURITY**

8.1. Participants themselves shall be responsible for bringing exhibits, their damage and protection before the exhibition, during the exhibition and afterwards, also for damage done by third persons till their handover to the exhibition's security service. The Organizer recommends Participants to insure their exhibits for the period of the exhibition and installation and disassembly of the exposition.

8.2. The Participant shall be liable for damage that he has done to ASU, visitors of the exhibition and third persons.

8.3. Organizers of the exhibition shall not be liable for accidents, damages done to exhibits, thefts, natural or technical disasters, interruptions in water or electricity supply having occurred at no fault of the Organizer. The exhibition organizer is covered under event organizer's civil liability insurance.

8.4. The Participant shall immediately report accidents and other special events to the exhibition's information centre.

8.5. The Participant shall file all claims in respect of the Organizer before the end of the exhibition. Complaints about damage incurred by the Participant presented orally or during a sociological survey shall have no power.

8.6. The Organizer shall ensure security of expositions after the opening hours of the exhibition till its opening on the following day.

#### **IX. RIGHTS AND DUTIES OF THE PARTICIPANT**

9.1. A Participant (and his sub-exhibitor, if any) shall present all information necessary for the exhibition e-catalogue.

9.2. Having arrived to the exhibition and registered with the information centre, each Participant shall receive a participant card, which allows staying in own stand for 1 hour after the opening hours of the exhibition and entering own stand 1 hour before the opening hours of the exhibition. Participants shall also receive a permit to access the exhibition's territory for loading exhibits and a permit to park in a parking lot. Parking vehicles in no parking zones shall be prohibited. When working in the exposition, Participants shall wear a participant's card.

9.3. Participants shall keep order, follow the rules of occupational safety and health, fire safety, civil and environmental safety, and all trade rules.

9.4. Participants willing to fly a drone during the exhibition shall approve the flight with the exhibition's Organizer and follow the rules approved by the civil aviation administration.

9.5. Exhibition participants shall be prohibited from fencing the area of the exposition, building walls around it, etc., because this is in breach with fire safety requirements.

9.6. Participants importing exhibits from abroad shall follow all customs, tax, import procedure requirements and requirements of other normative acts and the rules that exhibits are subject to. Participants shall be liable for violations of all normative acts that their exhibits are subject to. If ASU or third persons incur damage because of violations of normative acts committed by the Participant, the Participant shall fully reimburse such damage to the suffered party.

9.7. MTP shall not undertake to warn Participants about the requirements of customs normative acts that their exhibits are subject to, and recommends referring directly to the forwarding company or consulting services on all the issues.

9.8. MTP shall not undertake to uphold legitimate claims of third persons regarding the breach of patents, trademark or other property rights related to goods or services exhibited by Participants.

9.9. Should an exhibition Participant damage equipment, he shall pay the price for new equipment.

9.10. Participants shall ensure professional maintenance of their stand.

9.11. Participants themselves shall maintain their stands orderly and clean. After the opening hours of the exhibition, the Organizer shall ensure additional cleaning of stands.

9.12. Solely the exhibits indicated in the Participant's application may be exhibited in the exhibition.

9.13. Participants shall be liable for all violations committed by their staff, sub-exhibitors or hired employees.

9.14. Participants shall cover all the damage done to property of the Organizer during the exhibition. Should the Participant refuse to cover the damage done, it shall be recovered in accordance with the procedure prescribed by laws of the Republic of Lithuania.

9.15. If exhibits are not removed and the stand is not dismantled till the expiry of the planned deadline, the Organizer shall not be liable for the security of exhibits and the stand.

#### **X. FIRE REQUIREMENTS**

10.1. Stand installation project shall meet requirements of general fire safety rules approved by Order No. 1-223 of the Director of Fire Safety and Rescue Service under the Ministry of the Interior of 27 July 2010.

10.2. Participants shall be responsible for the compliance with fire safety requirements when installing the stand.

10.3. Participants shall be prohibited from using any explosives or substances hazardous in terms of fire.

10.4. Participants shall be prohibited from displaying exhibits using open fire, especially flammable and very flammable materials.

10.5. After the opening hours of the exhibition, Participants shall check if all power receivers are turned off, if there are no smouldering fire sources in waste bins or other places. Participants shall assume the entire risk and material responsibility in case of non-performance or inappropriate performance of this paragraph.

10.6. Using lighting fixtures with flammable covers shall be prohibited.

10.7. Having installed the stand, the distance from lighting fixtures to flammable surfaces shall be at least 0.5 m. Lighting fixtures in the stand shall also meet fire safety requirements.

10.8. In case of fire, taking all the possible measures to extinguish fire immediately, informing the Organizer as soon as possible and calling 112 shall be necessary.

10.9. Smoking shall be permitted in the designated specially marked places outside.

10.10. Storing containers, packaging materials, goods, exhibits and other materials and structures outside the stand shall be strictly prohibited.

#### **XI. FINAL NOTES**

11.1. In case of invalidity of certain paragraphs of the Rules, all other paragraphs shall remain valid.

11.2. All arising disputes shall be solved by mutual agreement of ASU (Organizer) and the Participant. In case of a failure to reach an agreement, disputes shall be solved in accordance with the procedure established by laws of the Republic of Lithuania.

11.3. The Rules shall take effect on 22 10 2019.