

„PETEXPO 2024” EXHIBITOR'S GUIDE

Opening hours:
March 2nd 10:00-18:00
March 3rd 10:00-18:00

Entrance gates on build-up and dismantling days	
Build-up hours	Gates
01.03. 10.00–20.00	4; 5; 9; 10; 11
Dismantling hours	
03.03. 18.30–20.30	2; 5; 9; 10; 11

Entrance gates on exhibition days	
Exhibition hours for Exhibitors	Gates
02.03. 08.00–18.30	C; 2; 11
03.03. 08.00–18.30	C; 2; 11

PARKING OF MOTOR VEHICLES DURING THE BUILD-UP AND DISMANTLING

Enter your car registration number. Parking is free for exhibitors by entering the car registration number on the tablet in the lobby of the Exhibition Centre. Parking payment control is carried out by the [Mobilly](#) system.

EXHIBITOR'S CARDS

Exhibitor's cards are available for self-printing on **Exhibitor's Profile** (the link for access to the Profile is issued by the Project Manager). The Exhibitors' cards include a **bar code**, which **must be scanned each time during the Exhibition, both when entering and leaving the Exhibition Centre.**

The Exhibitor's card is valid for multiple entry of one person to the Exhibition Centre territory. Cards must be scanned only during the Exhibition.

PARKING OF MOTOR VEHICLES DURING THE EXHIBITION OPENING HOURS

Register your car numbers for **free parking** of exhibitor's cars in your **Exhibitor profile**. The number of cars that can be parked is determined by the Project Manager. Parking location is indicated in the approach scheme.

EXHIBITOR'S LIABILITY

During build-up and dismantling of the Exhibition use the **gate** specified in the deployment scheme to accommodate the exposure the gate closest to your Exhibition space as specified by the Exhibition Organizer.

Bringing the exhibition through the Central Entrance is **not allowed!**

At the gates there are **hydraulic carts** available in the halls. **Taking them in the lobby** is prohibited!

During the build-up and dismantling of the Exhibition as well as during its opening hours **the responsibility** for the property of the Exhibitor **rests upon the Exhibitor.**

During the closed period of the Exhibition, presence in the Exhibition Centre territory is permitted only with a special permission and for a payment (Eur 44/h plus VAT).

Any **mail or courier service** (exhibits, handouts, etc.) specified with the address of the exhibition Centre **must be received by the participant himself.** If that is not possible, it should be agreed with the Project Manager beforehand.

EXHIBITOR'S OBLIGATIONS

The Exhibitor shall provide permanent presence of at least one authorised representative, hereinafter referred to as Representative, in their Exhibit Space during the Exhibition and, if necessary, during the open period of setting up, dismantling and removal and pay special attention to supervising the Exhibit Space.

The Exhibitor may **start the dismantling only after the Exhibition is closed** to the public from **18:30.**

If by **15:00 on 25.02.2024** the Exhibitor has not settled all payments set in the Contract-Application or other agreements between the Exhibitor and the Organizer, the Organizer is entitled to arrest Exhibitor's property located in the Exhibit Space or displayed commodities until the payment is settled in full and shall not be held liable for indemnification of losses to the Exhibitor or third persons.

STAND STRUCTURES AND EQUIPMENT

Area without Standard equipment. If the agreement is concluded for the Exhibition area without constructions, the Exhibitor **is not allowed to use** the containment walls or other elements of the adjacent stand.

The Standard equipment includes the Octanorm stand constructions, lighting (1000 lm for every 3 m²), electricity connection (1kW), lettering on the stand cornice the name of the company, if one is ordered. **The standard construction does not include** electricity socket, the carpet and furniture!

If there is another company involved in the construction (construction, placing stickers, etc.) **of your stand** a representative of that company must enter into the agreement with the Organizer regarding the performance of the specific works.

Erecting **structures higher than 2.5m** is permitted only with the written consent of the Organizer. Structural elements on the perimeter of exhibit space facing other participants should be covered with a white, opaque, solid panel without any advertising elements, and specifically designed structures should be located within the exhibit space so as the vertical distance of parts higher than 2.5m do not exceed the horizontal distance between the object and exhibit space border.

Additional equipment shall be ordered in the electronic system maintained by the organizer in **Exhibitors' Profile** in good time before the Exhibition. If an Additional equipment order is already performed during the build-up or work of the Exhibition, information on the ordered Additional equipment must also be

transferred to the **Info Centre (the placement scheme is marked as "i")**.

Making the order for the equipment in the Info Centre during build-up or Exhibition time, a 50% surcharge is applied!

The Exhibitor is responsible for the leased Exhibition area and equipment, and after the closing of the Exhibition shall deliver such to the Organiser undamaged, clean and **with all kinds of self-adhesive elements removed**.

Affixing Carpets is allowed only by bilateral tape for Exhibitions that are easy to clean (e.g. "TESS" or equivalent) and can also be purchased in the Info Centre. The exhibitor **must clean** the floor covering **independently!**

It is allowed to affix items to the structures only by using the dry method (**no liquids!**). The sealing of leased structures of the exposure area shall be co-ordinated in advance with the Organiser in **Exhibitors' Profile**, making a Note about it. Cleaning after the Exhibition must be carried out independently! The sealing of the structures may also be carried out prior to their assembly, in advance with the Organiser.

Waste and cleanliness. The Exhibitor must keep clean its stand area and the adjacent passages during Exhibition build-up and dismantling. The Exhibitor shall be responsible for cleaning up any trash left behind in the Exhibition space after the removal of all exhibits. If the Exhibitor fails to comply with this requirement, the Organiser is entitled to invoice the Exhibitor for cleaning services. It is strictly prohibited to place any type of objects so that they interfere with access to the power distribution or fire extinguishing cabinets.

Cleaning of floors. The Exhibition Organiser provides only for cleaning passages between the stands. Cleaning (vacuuming) the floor in the stand shall be ordered in the Info Centre or carried out by the Exhibitor.

Cardboard tare points are located at **gates 11 and 14**.

Any package/container for storage must be labeled!

ENGINEERING AND TECHNICAL SERVICES

The power connection for stands with Standard equipment shall be ordered in good time in his Profile, for the **designer stands** - in coordination with the project manager. Taking into account that the performance of the service ordered during the build-up of the Exhibition may be impossible.

Lighting. Caring for the environment, the working lighting of the hall is switched on during the build-up of the Exhibition. Stand lighting is switched on only upon request, to make visual adjustments. If no assembly work is carried out in the stand, the Exhibitor must notify such to the Info Centre so that lighting could be switched off.

The suspension points in the ceiling structures **for the stands with Standard equipment** can only be provided by ordering it in **Exhibitors' Profile**, for the **designer stands** - in coordination with the project manager **not later than 1 month** before the Exhibition!

Appropriately certified materials (ropes, ribbons, hoists, etc.), with which the equipment is affixed at the hall ceiling, **are provided by the Exhibitor** or rented from the Organizer. Suspended materials (banners, lamps, etc.) must be delivered for suspending before the Exhibition build-up starts. Access to the respective site may be difficult or even impossible later!

Loader services. Maximum loading weight up to 5,000 kg. The minimum amount of time that can be ordered is 30 minutes. Upon ordering the loader, you must specify the weight that will be loaded.

Water and sewerage must be ordered in the Profile in a timely manner. Both cold and warm water and sewerage with or without a sink are available.

The TV sets and other equipment rented by the Organiser shall be placed in the Exposure areas in the morning preceding the Exhibition working time. The Exhibitor can obtain information about the compatibility of the devices and their capabilities in the Info Centre.

INTERNET:

- **with the cable** - the Exhibitor must apply for at least one week before the start of the Exhibition build-up **in his Profile**;
- **wireless internet (Wi-Fi)** password can be purchased at **the Info Centre**. Each individual password works only on the first device with which the connection is made;
- **Free Wi-Fi** is available in the Exhibition centre lobby.

Permissible noise level on the Exhibition area perimeter line shall not exceed 40 dB.

Deployment and distribution of materials outside own Exhibition area without the permission of the project manager is prohibited! The Exhibitor shall carry out any **trading** in accordance with the laws in force in the Republic of Latvia and the regulations of the European Union.

Compliance with fire safety regulations. Any use of open flame in the stand (candles, torch demo, etc.) must be agreed with the Organiser and a written Assignment **to work with fire** must be received!

Authorisations. The Exhibitor shall ensure that persons operating in the Exhibition area of the Exhibitor during the Exhibition have all the required permits, certificates, health books and other documents set forth in the relevant laws and regulations.

OTHER SERVICES

In the Info Centre the Exhibitor can for a fee:

- carry out **copying** and **printing jobs** (black and white / colour, A4, A3);
- rent **hooks** to hang materials on the stand structures (security deposit EUR 1 per hook);
- receive **keys** to the doors or showcases built in the stand (security deposit EUR 5 per key);
- order playback of **the audio clip** as well as other **notifications** through speakers;
- buy different types of adhesive tape, packaging film and delimiting ribbon.

Catering. The Exhibitor may receive **the lunch vouchers**, if they have been ordered in advance, in the **Expo Cafe** in Hall 2 beneath the balcony. Likewise, questions about the tablecloth rent, coffee table and banquet service as well as other questions related to catering may be addressed to the Cafe.

A cloakroom for Exhibitors is available free of charge and located in the lobby of the Exhibition Centre.

The ATM (Swedbank) is located in the lobby near the Central entrance.

CONTACTS:

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