

# REGULATIONS OF THE EXHIBITION “RIGA FOOD 2011”

Terms used in the present Regulations Of The Exhibition “Riga Food 2011” hereinafter referred to as the Regulations, are defined in the Rules for Participation and the Contract-Application.

In accordance with the Contract-Application and the Rules For Participation, all stipulations hereunder are mandatory for Participants.

## 1. Terms For Setting Up, Dismantling And Removal Of Exposition

	Date	Time	Notes
Exposition set-up	05.09. – 06.09.11. 07.09.11	10:00 – 22:00 08:30 – 10:00	
Participant with exposition (commodities) which are subject to customs clearance shall first submit the documents confirming the legality of exposition (commodity) to the Customs Office, and only then, the Participant shall be entitled to start setting up exposition.			
Exhibition hours	07.09.11. 08. – 09.09.11. 10.09.11.	10:00 – 18:00 10:00 – 19:00 10:00 – 17:00	Admission with invitations
Opening ceremony	07.09.11.	11.00	International Exhibition Centre, mezzanine of the Hall II
Opening Party	07.09.10.	18.30	International Exhibition Centre, mezzanine of the Hall II
Dismantling and removal	10.09.11. 11. – 12.09.11.	17:30 – 22:00 10:00 – 17:00	
Participants may commence dismantling of exhibits and remove them only after 17.30 on 10.09.11. Non-compliance with this stipulation may result in penalties imposed under the provisions of the Clause 8.5. of the Rules For Participation.			

## 2. Removal Procedure

2.1 To remove exposition (incl. commodities) from exhibition area, the participant shall receive the Removal Permit signed by the Organiser's staff members hereunder and attesting the following:

2.1.1 Return of Exhibit space (Standard and Additional equipment) – person in charge – Project Manager;

2.1.2 Payment of Application fee, Rental for Additional equipment and other fees stipulated in the Contract-Application – person in charge – Accountant;

2.1.3 Settlement of customs matters including respective payments – person in charge – Customs Officer.

2.2. Finishing the removal procedure, Removal Permit shall be presented to the Security Officer, a person in charge on behalf of the Organiser.

## 3. Participant's Obligations During The Exhibition

3.1. Participant shall provide permanent presence of at least one authorised representative, hereinafter referred to as the Representative, in its exhibit space (a person shall be deemed a Representative, if he or she proves his or her association with the Participant and is present in its exhibit space), who is at the same time responsible for keeping to the provisions of the Contract-Application, Rules For Participation and the Regulations Of The Exhibition during the exhibition and supervising the exhibit space.

3.2. Participant ensures that persons employed in the exhibit space during the exhibition have all necessary permits, certificates, health certificates and other documents as provided by the respective normative acts.

3.3. Participant ensures that its Representative acknowledges the Instruction For Fire And Work Safety as well as the present Regulations. The Participant and Representative are solitarily responsible that Participant and its staff employed in the exhibit space during the exhibition keeps to the above-mentioned Rules and the present Regulations. The Representative assumes responsibility signing in the register and then is entitled to receiving Participant's Badges and temporary passes and to the right of setting up exposition.

3.4. Participant shall inform the Organiser in writing about loss of property from exhibit space no later than in 30 minutes after the exhibition area has been opened to Participants (Complaints in writing shall be submitted to the Information Centre.).

3.5. To reproduce a special acoustic ads (incl. the sound of technical equipment), the Participant shall apply to the Organiser in writing (to be included in the schedule of acoustic ads); moreover, the sound shall not exceed 80dB on the perimeter line of the exhibit space. Other acoustic ads (incl. the sound of technical equipment) shall not exceed 40dB during the exhibition.

3.6. Participant is not entitled to place any objects or parts of objects outside the rented exhibit space.

3.7. Participant is not entitled to distribute any printed materials or product samples outside the rented exhibit space without the Organiser's accept in writing.

3.8. Taking on lease a non-equipped exhibit space (with no stand structures), Participant is not entitled to fix, support, strap or connect in any other way exposition materials to the constructions of neighbouring exhibit spaces.

3.9. Participant is fully liable for expenses that have occurred to the Organiser as the result of exhibit space and equipment granted on lease.

3.10. Participant shall take care about the Standard, Additional Equipment and exhibit space, and return it to the Organiser in perfect condition – unimpaired and clean – after closure of the exhibition.

## 4. Exhibition Procedure

4.1. Passes – Participant's badge must bear a photograph of each participant. While Participant's badges are being prepared, participants may use temporary passes valid only on days when exposition is being set up or dismantled.

4.2. Opening and closing of exhibition halls – halls are open to participants at 09.00 (save at 8.30on 07.09) and closed 30 minutes after they have been closed for public access. The Representative has to be present in the Participant's Exhibit Space as of the opening of a hall until the hall is closed and given in charge of Security Service. The Representative must also be present in the Exhibit Space while Participant's property is there during the set-up and dismantling period, i.e.

05.09. – 06.09.11.	10:00 – 22:00
07.09.11.	08:30 – 10:00
10.09.11.	17:30 – 22:00
11.09. – 12.09.10.	10:00 – 17:00

Beyond the exhibition hours (during the nighttime) exhibition pavilions and open-air site is safeguarded. Neither participants, nor any other person will be admitted in the territory of the exhibition centre beyond fixed exhibition hours.

Admission to the exhibition area beyond mentioned hours only with a special access permit issued by the Organiser (available at EUR 42 per hour).

4.3. Parking for Participants' vehicles – Parking lot on Rietumu Street along the Zunds Channel and the territory of the exhibition centre. Parking pass should be placed easy-to-be-seen on a windscreen.

4.4. Additional services offered by the Organiser

4.4.1 Additional equipment, forklift truck rental, auxiliary workers, office services – according to the pricelist.

## 5. Other Provisions

5.1. If by 10.09.11. the Participant has not settled all payments set in the Contract-Application or other agreements between the Participant and the Organiser, the Organizer is entitled to arrest Participant's property or displayed commodities until settling payment in full and shall not be held liable for indemnification of losses to the Participant or the third persons.

5.2. If the Participant makes an unwarranted connection to the electrical power network or exceeds the capacity indicated on the exposition layout documents, as well as for every inadequate connection of exposition materials to the structures of neighbouring exhibit spaces, the Exhibitor shall pay to the Organiser a penalty fee of EUR 143.

5.3. If the Participant's exposition exceeds the limits of the exhibit space rented and set in the Contract-Application, or distributes printed materials or samples outside the rented exhibit space without the permit of the Organiser, the Exhibitor shall pay a penalty fee of EUR 285,- per each square metre in excess or each episode of distribution.

5.4. If the Participant fails to keep to the Rules Of Acoustic Advertising (incl. the sound of technical equipment), the Participant shall pay to the Organiser a penalty fee of EUR 143,- and immediately avert the breach of rules. For repeated violation of the rules of acoustic advertising, a penalty fee of EUR 854,- will be imposed and the Participant shall avert the breach of rules.

5.5. If the Participant leaves an exhibit space littered after closure of the exhibition, the Organiser is entitled to impose a penalty fee of EUR 570,-.

5.6. During the exposition set-up and dismantling hours, it is strictly prohibited to take water for technical use from and to dispose it in the public toilet facilities of the Exhibition Centre. Water for technical needs is available and shall be disposed at special points – Hall I at the Gate 1. and Hall II at the Gate 10.

5.7. If the Exhibitor violates the rules of clause 5.6, the Exhibitor shall pay to the Organiser a penalty fee of EUR 74,-. If the Exhibitor violates previously mentioned rules repeatedly, the Exhibitor shall pay to the Organiser a penalty fee of EUR 148,-.

## 6. Persons In Charge

Entry and removal formalities	Rolands Nežborts Ingrīda Nežborte	GSM: 29127662 GSM: 26406062
Stand building and equipment	Gatis Ozols	GSM: +371 29448962
Accounts, SIA BT 1	Zinaida Kanča	Ph.: +371 67067519
Customs formalities		GSM: 26450918
Information Centre, Orders		Tāl.: 67067518 Fakss: 67067517

## USEFUL INFORMATION

Due to the implementation of the EU Directives in Latvia and in accordance with the Regulations of the Cabinet of Ministers on quality assurance of equipment production and consumer goods, we inform you, that all equipment and personal protective equipment (PPE) offered on the market of Latvia shall have the Certificate and/or Declaration of Conformity attesting that the mentioned goods are in conformity with the normative standards of the Republic of Latvia and the respective EU Directives.

Equipment and personal protective equipment (PPE) not complying with the above-mentioned standards would be allowed to exposition only if bearing conspicuous informative reference on nonconformity with normative standards of the Republic of Latvia or EU Directives and trade restrictions.

Information about all services provided by the Organiser and its official agents is available at the Information Centre. Please, inform us about services provided on-site without presenting the Organiser's certificate.

### ATMs in the vicinity:

International Exhibition Centre, Kļīpsalas iela 8 – ATM of Hansabanka

Hansabanka, Central Building, Balasta dambis 1a

T/c Olympia, Āzenes iela 5, - ATMs of Parex, Unibanka and Hansabanka

Currency Exchange:

Central Office of Hansabanka, Balasta dambis 1a

Parex banka, branch Kļīpsala, t/c Olympia, Āzenes iela 5.

We wish you good luck at the exhibition, Rigafood 2011

On behalf of the Organiser:

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(R.Nežborts, Project Manager)