

REGULATIONS OF THE EXHIBITION “ENVIRONMENT AND ENERGY 2018”

Terms used in the present Regulations of the Exhibition “ENVIRONMENT AND ENERGY 2018”, 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	17. 10.2018.	9:00 – 20:00	
	18.10.2018.	9:00 – 22:00	
	19.10.2018.	8:30 – 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	19. – 20.10.2018.	10:00 – 19:00	
	21.10.2018.	10:00 – 17:00	
Official opening ceremony	19.10.2018.	12:00	International Exhibition Centre, hall No 1
Dismantling and removal	21.10.2018.	17:30 – 21:00	
	22.10.2018.	08:00 – 18:00	
Participants may commence dismantling of exhibits and remove them only after 17.30 on 21.10.2018. 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.).

4. Exhibition Procedure

- 4.1. **Opening and closing of exhibition halls – halls are open to participants at 09.30 (except at 8:30 on 19.10.2018) 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.**

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22.10.2018.	9:00 – 18:00

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 36 +VAT per hour).

4.3. Parking for Participants' vehicles – Parking lot No. 2 behind the Hall No.1. Parking pass should be placed easy-to-be-seen on a windscreen.

4.4. Additional services offered by the Organiser

4.4.1. Cloakroom for participants is in Hall1 near 2nd doors, Participants Entrance. Free service for Participants.

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

5. Other Provisions

5.1. If by 21.10.18. 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. 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 balcony.

6. Persons In Charge

Entry and removal formalities	Gints Šāvējs, exhibition manager	GSM: +371 29176207
Stand building and equipment	Gatis Ozols Juris Biezais	GSM: +371 29448962 GSM:+371 26336671
Accounts, SIA BT 1	Zinaida Kanča	Ph.: +371 67067519
Customs formalities	Reinis Pētersons	GSM: +29203596
Information Centre, Orders		Ph.: +371 67067518 Fax.: +371 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, Ķīpsalas iela 8 – ATM of Swedbank

Swedbank, Central Building, Balasta dambis 1a

T/c Olympia, Āzenes iela 5, - ATMs Citadele, SEB and Swedbank

Currency Exchange:

Central Office of Swedbank, Balasta dambis 1a

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

We wish you good luck at the exhibition "ENVIRONMENT AND ENERGY 2018"!