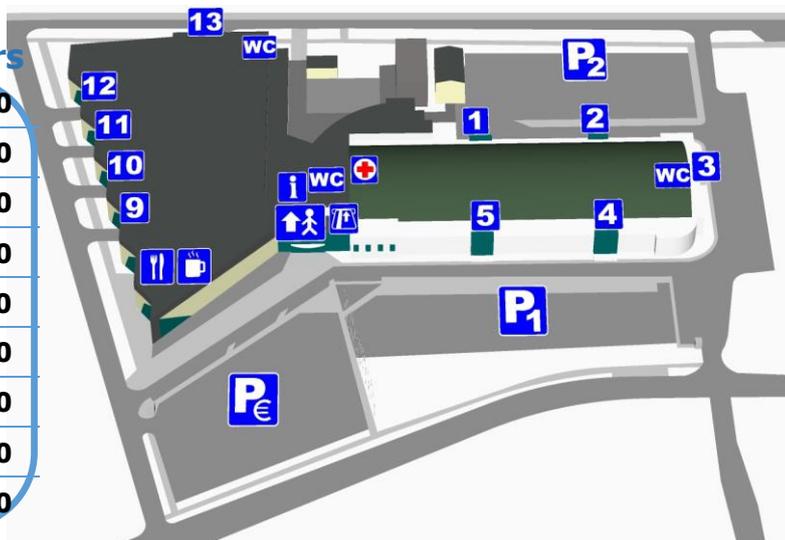


# "HOUSE 1 2019" EXHIBITOR'S GUIDE

## Opening hours for exhibitors

11.03.	9:00		21:00
12.03.	9:00		21:00
13.03.	9:00	for visitors	21:00
14.03.	8:30	10:00 19:00	19:30
15.03.	9:30	10:00 19:00	19:30
16.03.	9:30	10:00 19:00	19:30
17.03.	9:30	10:00 17:00	21:00
18.03.	8:00		21:00
19.03.	8:00		21:00



## EXHIBITORS' CARDS AND CAR PASSES

The responsible representative of the stand can receive the exhibitors' cards and car passes in the **Information Centre**, by signing for receipt of such. The cards and car passes 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. A car pass is valid for multiple parking of one car in the Exhibition Centre parking lots according to the type of the pass; it must be placed behind the windscreen of the car.

## TAKING THE PRODUCTS IN AND OUT

During installation and dismantling of the exhibition you can use the gate closest to your exhibition space as specified by the exhibition organizer. There are **hydraulic carts** ('rohlas') available in the halls. **Taking them in the lobby** is prohibited! During the installation and dismantling of the exhibition as well as during its opening hours **the responsibility** for the property of the exhibitor **rests upon the exhibitor**. Outside the opening hours of the exhibition, **during the closed period**, presence in the Exhibition Centre territory is permitted only with a special permission (price list in the exhibition rules). Security is provided for during such period and all gates are closed, except for the main entrance.

## STAND STRUCTURES AND EQUIPMENT

**The standard equipment** includes the stand walls, lighting (one lamp for every 3 m<sup>2</sup>), a fascia board and fascia, if one is ordered. The standard construction **does not include** the carpet, electricity connection and furniture!

**Area without constructions.** 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.

**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 exhibition organisers regarding the performance of the specific works.

**Additional equipment** must be ordered from the project manager before the start of installation of the exhibition, but during installation and the exhibition opening hours - in the **Information Centre**. When placing the order in the Information Centre, a 50% surcharge for the equipment 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 organizer undamaged, clean and **with all kinds of self-adhesive elements removed**.

**Affixing carpets** is only allowed with **TESA double-sided adhesive tape for exhibitions** (or equivalent), which does not damage the hall floor and is easy to clean. TESA double-sided adhesive tape can be purchased at the Information Centre.

**It is allowed to affix items to the structures** only by using the dry method (**no liquids!**). If items are affixed to the walls by the exhibitor, then after the exhibition the exhibitor must remove all stickers and glue remnants from the walls and structures! Items may be affixed to the structures also before wall mounting, upon advance agreement with the project manager. Ready-made walls with stickers can be ordered and purchased in the Information Centre.

**Waste and tidiness.** The exhibitor must keep clean its stand area and the adjacent passages during exhibition installation and dismantling. During the last evening of the exhibition all items that are outside the boundaries of the stand (in passages, on pits, at the gates, behind the structures) can be treated as waste and disposed of! 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 Information Centre or carried out by the exhibitor.

**Technical sinks** for the needs of exhibitors are available in both halls: in Hall 1 at Gate 1 and in Hall 2 at Gate 10. It is prohibited to use toilets for technical waters!

## ENGINEERING AND TECHNICAL SERVICES

**The power connection** must be ordered from the project manager in a timely manner. The later it is ordered, the less is the possibility to arrange it at the required location and quantity!

**Lighting.** Caring for the environment, the working lighting of the hall is switched on during the installation 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 Information Centre so that lighting could be switched off.

**Suspension points on ceiling structures** shall be installed only after the receipt of the application and coordination with the project manager.

**Materials** (ropes, ribbons, telfers, etc.), with which the equipment is affixed at the hall ceiling, **are provided by the exhibitor** or rented from the organizer (see the price list). Suspended materials (banners, lamps, etc.) must be delivered for suspending before the exhibition installation 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 from the project manager in a timely manner. Both cold and warm water and sewerage with or without a sink are available.

**TV sets and other equipment** may be placed in the stands in the morning before the opening of the exhibition or, upon coordination with the project manager, already during the installation of the exhibition. The exhibitor can learn about the equipment compatibility and options **in the Information Centre**.

- Internet:**
- **with the cable** - the exhibitor must apply for at least one week before the start of the exhibition installation;
  - **wireless internet (Wi-Fi)** password can be purchased at **the Information Centre**. Each individual password works only on the first device with which the connection is made;
  - **Free Wi-Fi** is available in the lobby of the exhibition centre.

## OTHER BINDING REGULATIONS

**Permissible noise level** on the exhibition area perimeter line shall not exceed 80 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, welding, 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 Information Centre the exhibitor can:**

- carry out **copying, 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;
- rent a **vacuum cleaner**;
- buy different types of adhesive tape, packaging film, delimiting ribbon and office supplies.

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.

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

## CONTACTS:

LLC BT1 [www.bt1.lv](http://www.bt1.lv)

Information Centre: +371 67067518

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Security: +371 67067505

Medical assistance: + 371 67067506

Print jobs: + 371 67065058 (Crex-Crex)