

REGULATIONS OF THE EXHIBITION RIGA FOOD 2018

Terms used in the present Regulations of the Exhibition Riga Food **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	03.09.18.	10.00-22.00	all Participants
	04.09.18.	10.00-22.00	all Participants

Any Participant with an exposition (commodities) which is subject to customs clearance shall first submit the documents confirming the legality of the exposition (commodities) to the Customs Office, and only then the Participant shall be entitled to start setting up exposition.

Exhibition time	05.09.18.	10.00 - 18.00	
	06.09.18.-07.09.18	10.00 - 19.00	
	08.09.18.	10.00 – 17.00	
Exhibition opening	05.09.18.	11.00	International Exhibition Centre Kipsala, Hall 2, mezzanine
Opening ceremony	05.09.18.	18.30	International Exhibition Centre Kipsala, conference room 1, 3
Dismantling and removal	08.09.18.	17.30 – 22.00	
	09.09.18.	10.00 – 17.00	
	10.09.18.	10.00 – 17.00	
Participants may commence dismantling of their expositions only after 17.30 on 08.09.18. Non-compliance with this stipulation may result in penalties imposed under the provisions of Clause 8 of the Rules for Participation.			

2. Removal procedure

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

- 2.1.1. Hand-over of the Exhibit Space (Standard and Additional Equipment) – person in charge – Project Manager;
- 2.1.2. Payment of Application fee, Additional Equipment rental 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. Upon finishing the removal procedure, the Removal Permit shall be presented to the Security Officer, i.e. a person in charge on behalf of the Organiser.

3. Participant's obligations during the exhibition

3.1. The Participant 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 (a person shall be deemed a Representative if he or she proves his or her association with the Participant and is present in their Exhibit Space); the Representative shall also act on behalf of the Participant and be responsible for keeping to the provisions of the Contract-Application, Rules for Participation and the Regulations of the Exhibition and pay special attention to supervising the Exhibit Space.

- 3.2. The Participant ensures that people employed in the Exhibit Space during the exhibition have all the necessary permits, certificates, health certificates and other documents as provided for in the corresponding legal texts.
- 3.3. The Participant ensures that their Representative is acquainted with the Instruction for Fire and Work Safety as well as the present Regulations. The Participant and the Representative are solidarily responsible that the Participant and their staff employed in the Exhibit Space during the exhibition keep to the above-mentioned Rules and the present Regulations. The Representative assumes responsibility signing in the register and then is entitled to receive Participant's badges that give the Participant the right to set up the exposition.
- 3.4. The Participant shall inform the Organiser in writing about loss of property from the Exhibit Space no later than 30 minutes after the exhibition pavilion has been opened to Participants. (Complaints in writing shall be submitted to the Information Centre.)
- 3.5. The Participant shall take care of the leased Standard Equipment, Additional Equipment and Exhibit Space and by the closing of the exhibition shall transfer them to the Organiser in complete order, undamaged, uncluttered, and with all self-adhesive elements removed.

4. Exhibition procedure

- 4.1. Passes. The Participant's badge must bear a photograph of the Participant.
- 4.2. Opening and closing of exhibition pavilions. Exhibition pavilions are open to Participants at 09:00 (save at 08:00 on 05.09) 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 the exhibition until the exhibition pavilion is closed for attendees, and until the Security Service of the exhibition pavilion invites the Representative to leave the Exhibit Space. The Representative must also be present in the Exhibit Space during the open period of set-up, dismantling and removal as long as Participant's property is located in the Exhibit Space. The open period of set-up, dismantling and removal is at the following time:

03.09.18.- 04.09.18.	10:00 – 22:00
05.09.18.	08:00 – 10:00
08.09.18.	17:30 – 22:00
09.09.18.- 10.09.18.	10:00 – 17:00

Beyond the exhibition hours (at night) and during the closed period of set-up, dismantling and removal is at the following time, exhibition pavilions and open-air site are safeguarded. Unauthorised persons (including Participants) are not admitted in the territory of the exhibition centre at these periods of time.

Admission to the Exhibit Space beyond the exhibition hours (at night) and during the closed period of set-up, dismantling and removal is only granted with a special access permit issued by the Organiser (available at EUR 36 per hour, plus VAT).

- 4.3. Parking for Participants' vehicles is at Parking Lot 1; the access plan is indicated on the pass. Parking Lot 2 is located in *Rietumu iela* along *Zunda kanāls* next to the territory of the exhibition centre. Parking pass should be easy-to-be-seen on the windscreen.
- 4.4. Additional services offered by the Organiser:
 - 4.4.1. Cloakroom for Participants is located in the foyer between pavilions. Service is free for Participants.
 - 4.4.2. Additional Equipment rental, forklift trucks, auxiliary workers, copying service, fax sending: according to the pricelist. (When ordering services, temporary payment documents are used. On the last day of the exhibition, they may be exchanged for accountable forms.)

5. Other provisions

5.1. If by 17:00 on 08.09.18. the Participant has not settled all payments set in the Contract-Application or other agreements between the Participant and the Organiser, the Organiser is entitled to arrest Participant'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 Participant or third persons.

5.2. Participants are not allowed to use public toilets of the exhibition centre for their technical needs to take water and pour out used water. Taking and pouring out water for technical needs is possible at the specially arranged points in Hall 1 near the mezzanine and in Hall 2 near Gate 10.

6. Persons in charge

Entry and removal formalities	Rolands Nežborts, mob.ph.:29127662 Ieva Survillo,mob.ph.: 29927263	
Stand building and equipment Phone	Gatis Ozols,mob.ph. : 29448962	
Accounts, SIA BT 1 Phone	Janis Dansons, 67065016	
Information Centre, orders Information Centre phone number	Janis Leinats 67067518	
Fax	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 legal texts of the Republic of Latvia and the respective EU Directives. Equipment and personal protective equipment (PPE) not complying with the legal texts may be displayed only if bearing conspicuous informative reference to nonconformity with legal texts 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 in the Exhibit Space without presenting the Organiser's certificate.

ATMs in the vicinity:

International Exhibition Centre, Kipsala (Swedbank ATM)	Ķīpsalas iela 8
Swedbank, Central Building	Balasta dambis 1a
Shopping centre Olympia (Citadele, Unibanka and Swedbank ATMs)	Āzenes iela 5

Currency exchange:

Swedbank, Central Building	Balasta dambis 1a
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RIGA FOOD 2018