

EDUCATION FAIR “SKOLA 2019” and “LATVIAN BOOK FAIR 2019” WORKING REGULATIONS

In the present working regulations for the “SKOLA 2019” and the “LATVIAN BOOK FAIR 2019” fairs, hereinafter referred to as the Regulations, the terms defined in the Rules for Participation, as well as in the Application, are used. The Regulations, on the basis of the Rules for Participation and the Application, stipulate the following rules that are mandatory for participants:

1. Schedule for setting up, dismantling and removal of the exhibit

	Date	Time	Remarks
Setting up of the exhibit	27.02.2019	9:00-21:00	Prior consent arrival time with the Organiser!
	28.02.2019	9:00-21:00	All Participants
	1.03.2019	9:00-10:00	Only with participant passes

Participant passes and parking passes, as well as information on the exhibition procedure available at the Information Centre located in the foyer of the International Exhibition Centre in front of the main entrance.

Exhibition hours	1.03.-2.03.2019 3.03.2019	10:00 – 18:00 10:00 – 17:00	Participants entrance: Main entrance and Hall Nr.1 – gate 2 Hall Nr.2 – gate 13
Opening ceremony of SKOLA 2019	1.03.2019	11:00	Hall Nr.2 balcony (Conference Hall Nr.3)
Dismantling and removal	3.03.2019 4.03.2019	17:00-20:00 9:00-16:00	

The Participant can start dismantling the exhibit only on 3.03.2019 after 17:00. For Participants: if the set term is violated, the fines defined in Article 8 of the Rules for Participation shall be applied.

2. Rights of the Participant During the Exhibition

- 2.1. The Participant shall ensure the **continuous** presence of at least one of his authorised representatives, hereinafter referred to as the Representative, in the exhibit space (the Representative is a person who can prove his/her relation with the Participant and who stays in his/her exhibit space). During the exhibition, this person is responsible for the Application, as well as for observing the Rules for Participation and the Regulations, paying special attention to supervising the exhibit space.
- 2.2. The Participant shall ensure that persons, who are working in the Participant's exhibit space during the exhibition, have all the necessary permissions, certificates, health records and other documents defined in the relevant normative acts.
- 2.3. The Participant shall ensure that the Representative is informed about fire safety and work safety regulations, as well as about the present Regulations. The Participant and the Representative shall have joint responsibility for observing the above-mentioned regulations and the present Regulations on the part of the Participant and persons who are working in the Participant's exhibit space during the exhibition. The Representative shall confirm this with his/her signature, after which the Participant passes allowing the Participant to start setting up the exhibit can be issued.
- 2.4. If it is noticed that property has disappeared from the exhibit space, the Participant shall inform the Organiser in writing (the application has to be submitted at the Information Centre) not later than 30 minutes after the beginning of the exhibition (opening of the exhibition hall to Participants).

3. Exhibition Procedure

- 3.1. Opening and closing the exhibition hall: **the exhibition hall shall be opened for participants at 09:30 am (except for 1.03.2019, when the hall shall be opened at 09:00) and closed 30 minutes after the end of the exhibition's opening hours.** The Representative must be present in the Participant's exhibit space at the beginning of the exhibit's opening until the moment when the exhibition hall is closed and turned over to the security staff. Besides, the **Representative must be present in the exhibit space during the setting up and dismantling of the exhibit as long as the Participant's property remains in the exhibit space.**

After the exhibition is closed (at night), the exhibition hall and the outside area shall be guarded by the security staff. During this time, unauthorised persons (including the Participants) are not admitted in the territory of the Exhibition Centre.

Outside the exhibition's opening hours, it is allowed to stay in the Exhibit Space only with a special permission issued by the Organiser (fee – EUR 36 per/h+VAT).

3.2. Parking of Participants' vehicles in parking places: parking lot No.2 (the location of the parking lot is indicated on the passes). The car pass should be scanned every time the car arrive and leave the parking place.

3.3. Additional services offered by the Organiser:

3.3.1. A cloakroom for participants is situated in **main lobby** by the entrance of the exhibition Hall Nr.2 and Hall Nr. 1. The cloakroom for participants is free of charge;

3.3.2. Rental of additional equipment, use of an automatic lift or loaders and photocopying are provided in accordance with a special price list (When ordering services, unofficial receipts may be used. During the last day of the exhibition, they can be exchanged for official receipts).

4. Other Regulations

4.1. If the Participant has not settled with the Organiser the payments defined in the Application or in any other mutual agreements by **17:00 on 3.03.2019**, the Organiser shall have the right to arrest the Participant's property or exhibited goods in the exhibit space until there is a complete settlement of mutual accounts without any obligation to compensate any losses to the Participant or third persons.

4.2. The Participant whose exhibit (goods) are subject to customs clearance can set up the exhibit only after submitting documents verifying the legality of the exhibit (goods) at the Customs Office.

5. The Organiser's Responsible Persons

Information Centre	+371 67067518
Information, orders	Mr Gatis Ozols, GSM: +371 29448962
Stand building and equipment	Mr Gatis Ozols, GSM: +371 29448962
Bookkeeping of "BT 1", Ltd.	Mr. Jānis Dansons, mob.tel.: +371 26511158 +371 67067521
SKOLA 2019 LATVIAN BOOK FAIR 2019	Mr Valts Jirgensons, GSM: +371 29268883 Ms Sanita Blomniece, GSM: +371 29135170

GOOD LUCK AT SKOLA 2019 AND LATVIAN BOOK FAIR 2019!