

REGULATIONS of the exhibition “ZOOEXPO 2019”

Terms used in the present Regulations of the Exhibition “ZOOEXPO 2019” 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	25.10.2019.	09:00 – 21:00	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	26.10.2019. 27.10.2019.	10:00 – 18:00 10:00 – 18:00	For visitors
Exhibition time	26.10.2019. 27.10.2019.	08:00 – 18:30 08:00 – 18:30	Only for participants
Dismantling and removal	27.10.2019.	18:30 – 21:00	

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.

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 and temporary passes 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 be entitled to produce special acoustic advertising during the exhibition (including technological sounds) only with the written permission of the Organiser (according to the schedule of the acoustic advertising), it should not exceed 80dB on the line of perimeter of the Exhibit Space, whereas the rest of acoustic advertising (including technological sounds) during the exhibition shall not exceed 40dB. **Participant is responsible for obtaining the necessary permission from the copyright agencies in the case when music is played or other copyrighted objects are used in the Exhibit Space.**
- 3.6. The Participant shall not be entitled to display any objects or their parts outside of the leased Exhibit Space.
- 3.7. In the event the Participant leases the Exhibit Space without equipment (without stand module), he/she shall not be entitled to execute the strengthening, support, dismantling or altering of the connections with the adjacent constructions of the neighbouring Exhibit Spaces.
- 3.8. The Participant shall take care of the leased Standard Equipment, Additional Equipment and Exhibit Space and after the closure of the exhibition shall transfer them to the Organiser in complete order, undamaged and unlettered.

4. Exhibition procedure

- 4.1. Passes. The Participant’s badges are prepared with a barcode for each Participant. Participants may use temporary passes valid only on days when the exposition is being set up, dismantled or removed.
- 4.2. **Opening and closing of exhibition pavilions. Exhibition pavilions are open to Participants at 08:00 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:

25.10.2019.	09:00 – 21:00
26.10.-27.10.2019.	08:00 – 18:30
27.10.2019.	18:30 – 21:00

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).

4.3. Parking for Participants' vehicles is at Parking Lot 2; the access plan is indicated on the pass. Parking Lot 2 is located just beside of the exhibition centre Hall 1. 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 hall nr.1 near the Gate 2. 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. In case of delay in payment of the amounts indicated in the present Application or other agreements with the Organiser by **16.30 on 27.10.2019.**, the Organiser is entitled to intercept Participant's property or goods displayed on the Exhibit Space until payment in full and shall not be held responsible for any damages to the Participant or third parties.

5.2. In the event the Exhibitor shall wilfully connect to the power system or exceed the power threshold indicated in the layout sheet of the Exhibit Space, as well as for each improper attachment of the materials of his/her Exposition to the adjacent constructions of the Exhibit Space, the Exhibitor shall pay to the Organiser fine in the amount of EUR 143.00.

5.3. In the event the Exhibitor's Exposition exceeds the leased area indicated in the Application or carries out distribution of printed material or samples outside the leased Exhibit Space, the Exhibitor shall pay to the Organiser a fine in the amount of EUR 285.00 for every exceeded square meter or case of distribution.

5.4. Provided the Participant does not observe the terms of the acoustic advertising (including technological sounds), the Participant will pay to the Organiser a fine in the amount of EUR 143.00 and immediately prevent the fault. For repeated breach of the terms regarding acoustic advertising, the Participant shall pay to the Organiser a fine in the amount of EUR 854.00 and immediately prevent the fault.

5.5. Provided the Participant after closure of the exhibition transfers the Exhibit Space to the Organiser in a littered state, he/she will be charged by the Organiser a fine of EUR 285.00.

6. Persons in charge

Entry and removal formalities	Mr. Mārtiņš Refbergs, GSM +371 29232263
Stand building and equipment	Mr. Gatis Ozols GSM +371 2944 8962
Accounts, SIA BT 1	Ms. Jānis Dansons, GSM +371 26511158;
Information Centre phone number	+371 6706 7518

**W E W I S H Y O U G O O D L U C K
A T T H E E X H I B I T I O N
“ZOOEXPO 2019”**

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 unconformity 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)

SWEDBANK, Central Building

Shopping centre Olympia (Citadele bank, SEB and SWEDBANK ATMs)

Currency exchange:

SWEDBANK, Central Building

Citadele bank, branch Kipsala, shopping centre Olympia

(address)

Kipsalas iela 8

Balasta dambis 1a

Āzenes iela 5

Balasta dambis 1a

Āzenes iela 5