

# INTERIOR 2024 TERMS OF PARTICIPATION

## 1. ORGANIZER

Eesti Näituste OÜ, Piritä road 28, EE-12011 Tallinn,  
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## 2. TIME AND VENUE

Time: April 19–21, 2024  
Venue: Estonian Fairs Centre, Piritä road 28, EE-12011 Tallinn  
Opening hours: April 19, 2024 11 a.m – 6 p.m  
April 20, 2024 10 a.m–6p.m  
April 21, 2024 11a.m–4p.m

## 3. RENTAL OF EXHIBITIONSPACE

The application for participation must be submitted on the official application form or online registration. The form should be filled in and returned to the Organizer by January 31, 2024 at the latest. Applications submitted after this deadline will be fulfilled according to the availability of exhibition space. After proper registration to the fair confirmation of participation shall be sent. Orders to the fair will be satisfied until the free space lasts. The allocation of the fair space to the exhibitor will take effect after the participation fee and the payment of the fair space by the exhibitor (point 11). Compliance with the terms and conditions of participation is mandatory for the parties. A written confirmation will be sent to the Exhibitor regarding the reservation of the fair space.

## 4. PARTICIPATION FEE

The non-refundable participation fee is EUR 310. It partially covers project management and marketing costs for the fair. Participation fee for co-exhibitor 310 EUR. Prices are subject to VAT valid in the Republic of Estonia.

## 5. RENTAL OF EXHIBITION SPACE AND STANDARD STANDS

See prices on the application form/participation contract.

## 6. FAIR SERVICES

In order to apply for fair services, the Exhibitor must fill in the relevant form which must be submitted to the Organizer by March 10, 2024 at the latest. Orders submitted after this deadline will be satisfied according to the possibilities.

From period 11.03 -15.04, 2024 extra 25 % surcharge may be applied to the prices of construction and fair services. The Organizer will charge 50% extra of the price list for orders of constructions and fair services placed by Exhibitor starting from assembly period (March 16 –April 21, 2024).

Standard stand constructed by the Estonian Fairs will be delivered to the Exhibitor at 9 a.m. April 18, 2024.

If the Exhibitor chooses to construct the stand through individual means and materials, the intended layout of the stand must be submitted to the Organizer by April 1, 2024, at the latest, in accordance with the prescribed fire- precautions and labour protection rules. Exhibitor should mount and dismantle his stand within the time limits prescribed by the Organizer. If the stand will be designed or constructed not by the Exhibitor but some other parties, the Exhibitor is committed to inform the Organizer about the name and contact data of the named party.

The construction work may be started according to the following schedule:

Assembly: April 16-17, 2024 at 9 a.m – 9 p.m  
Exposition layout: April 18, 2024 at 9 a.m – 8 p.m  
Removal of exhibits and dismantling:  
April 21, 2024 at 4 p.m – 8 p.m  
April 22, 2024 at 9 a.m – 6 p.m

Working in the pavilions outside the exhibition timetable extra 100 EUR per hour will be charged.

## 7. IDENTITY CARDS AND INVITATION CARDS

According to the size of the fair space rented by the Exhibitors they will be entitled to the identity cards on April 18, 2024 as follows:

Less than 20m<sup>2</sup> - 5 cards over 21 m<sup>2</sup> - 10 cards

The Exhibitor will be entitled to invitation cards as follows:

Less than 20m<sup>2</sup> - 25 invitations over 21 m<sup>2</sup> - 50 invitations

For additionally ordered identity and invitation cards 2,5 EUR per each will be charged extra.

## 8. PARKING CARDS

The Exhibitor will receive two parking card free of charge for the fair period. Extra parking cards are available in info stand for 15 EUR and single entry for 5 EUR at the entrance to the fair territory on fair days.

## 9. FAIR CATALOGUE

Data on companies and organizations participating at the Fair, submitted to the Organizer by April 15th, 2024 at the latest, will be published in the Fair Catalogue free of charge. The Organizer will also supply the price list for additional advertising.

## 10. USE OF THE WATERMARK

The Exhibitor is allowed to use the fair trademark in its own advertising and commercial activity only in accordance with the Organizer.

## 11. TERMS OF PAYMENT

Confirmation of participation will be sent to the Exhibitor after proper registration to the fair. After the end of the registration period (from February 15, 2024), the exhibitor will be sent an invoice for payment to the exhibition space and standard stand ordered on the basis of the registration form-participation agreement. The exhibitor is obliged to pay this invoice within 10 calendar days after registration. If the Exhibitor has not settled the payments for participation and stand rental by the time indicated on the invoice, the Organizer reserves the right to offer the stand to another participator. Failure to settled the payments by the time indicated on the invoice, shall be equated with termination of the contract and the Organizer has right to use a sanctions written in terms of participation point 13.

All payments for additional fair services should be remitted immediately after the fair on the basis of an invoice sent by the organizer by the last calendar day of April.

## 12. TERMS OF CONTRACT

The participation fee is non-refundable. The exhibitor is entitled to cancel all reservations prior to February 15th, 2024 bearing no sanctions. If the cancellation is made between February 16th and March 30, 2024 the Exhibitor is responsible for the settlement of the non-refundable participation fee and 50% of space rental fees. Reservations cancelled after March 30th, 2024, are subject to any charges which have already fallen due, including all participation, standard stand or exhibition space rental fees in full. The exhibitor is obliged to notify the organizer in writing of the wish to terminate the contract.

If the Government of the Republic of Estonia imposes restrictions that make it impossible to organize the fair in the usual format and/or significantly restrict people's participation in the fair, the organizer has the right to change the fair to virtual platform. If the fair takes place in a virtual environment, each exhibitor will pay a participation fee and virtual event fee of 175 euros. If the fair is postponed or cancelled, the organizer shall return payments made by that time.

## 13. LEAVING FAIR BEFORE THE END

Removing exhibits before the end of the fair's working hours is prohibited. The exhibitor undertakes to stay at the stand until the official end of the fair's working hours. Exhibitors who leave the stand earlier will be subject to sanctions of €124 + VAT. for each hour of early departure. Exceptions are permitted by written agreement with the organizer.

## 14. FAIR ENVIRONMENT

The Exhibitor is obliged to take measures against the spread of noise, vibration and radiation caused by the exhibited device. The Exhibitor should guarantee the accordance of physical and biological safety factor parameters of his stands working environment to the limit values valid in the Republic of Estonia as well as the safety of visitors and stand personnel.

## 15. FIRE SAFETY AND SECURITY

Organizer is responsible for fire safety and general order in the fair centre. The Exhibitor is obliged to follow the fire and work safety regulations enforced in the fair centre by the Organizer. The exhibitor organizes insurance of his property himself. The organizer does not take responsibility for damage or loss of the Exhibitors exhibits or construction