

Terms of participation of the Annual Exhibition of Estonian Agriculture EPA 2020

1. ORGANISER

Estonian Chamber of Agriculture and Commerce
 Pärnu mnt 141, Tallinn 11314, Estonia
 Tel: +372 600 9334
 E-post: epa@epkk.ee

2. TIME AND VENUE

Time: 14.- 15.10.2020
 Venue: The Estonian National Museum
 Muuseumi Road 2, Tartu 60532, Estonia
 Opening hours: 14.10.2020 at 10.00 – 18.00
 15.10.2020 at 10.00 – 17.00

3. SCHEDULE FOR THE EXHIBITORS.

Assembly: 12.10.2020 at 9.00 – 20.00
 13.10.2020 at 9.00 – 20.00
 Exposition layout: 13.10.2020 at 12.00 – 20.00
 Removal of exhibits and dismantling:
 15.10.2020 at 16.00 – 21.00
 Dismantling: 16.10.2020 at 09.00 – 18.00

4. EXHIBITORS AND THE MAIN TOPICS

Exhibitor can be any legal person whose products or services are related to the following topics:

agriculture;
 food industry;
 feed and feed additives;
 fertilizers and plant protection;
 seeds and plants;
 digital technologies;
 agricultural machinery;
 livestock technology and farm equipment;
 veterinary;
 bioeconomy and bioenergy;
 forestry;
 horticulture and gardening;
 financial services;
 lifting equipment;
 tools and equipment;
 oils and lubricants;
 maintenance;
 agricultural construction;
 supporting services;
 training;
 professional associations.

Co-exhibitor is an institution/company, who participates in the fair on the exposition stand rented by the main exhibitor and who is obligated to pay participation fee (according to article 6 of this contract).

An Exhibit is a physical object displayed by the Exhibitor on the exposition stand rented at the fair, on supporting structures erected on it, on the design elements, on the internal walls of the stand or above the stand. Displaying of the exhibits outside the boundaries of the stand or their removal from the stand prior to the end of the official working period of the fair will be prohibited. It is prohibited to remove exhibits from the stand before the closing of the fair. The Exhibitor is obliged to be present at the stand until the formal end of the exhibition. A fine of **64 EUR/hour + VAT 20%** is charged from the Exhibitors leaving the stand earlier. Exceptions are to be agreed with the Organiser in writing in advance.

5. APPLICATIONS FOR PARTICIPATION

The application for participation must be submitted on the official application form-participation contract. The form should be filled in and returned to the Organiser by **August 20, 2020**, at the latest. Orders submitted after this deadline will be fulfilled, according to the availability of exhibition space. Upon receipt of the participation agreement-registration form, the Organiser shall send the Exhibitor a written confirmation of the reservation of the stand. The Exhibitor shall not be entitled to rent or transfer the stand or any part of it to third parties without the prior written consent of the Organiser.

6. PARTICIPATION FEE

The non-refundable participation fee is **EUR 330** per Exhibitor and co-Exhibitor. The participation fee for the member of Estonian Chamber of Agriculture and Commerce is **EUR 220**. It covers the general advertising and administrative expenses. It entitles the Exhibitor the right of identity cards for participants and stand builders and invitation cards for customers according to the article 9 of this contract. It enables the Exhibitor to organize its seminar or presentation within the general fair programme. All prices are subject to VAT, valid in the Republic of Estonia.

7. RENTAL FEES OF EXHIBITION SPACE AND STANDARSTANDS

Indoor space rental (space only) is **58€/m²**, for the members of Estonian Chamber of Agriculture and Commerce - **40€/m²**. Outdoor space rental is **12€/m²**, for the members of Estonian Chamber of Agriculture and Commerce - **8€/m²**. Minimum size of the rental space is 9m².

The standard stand rental is **28 €/m²**. Rental fee for standard stand includes rental of side walls, fascia board with a company name and spotlights (1 pc/ 4m²) and the assembly costs. Rental of standard stand does not include space rental.

All prices are subject to VAT, valid in the Republic of Estonia.

8. FAIR CATALOGUE

Data of the companies and organisations participating at the fair, which have submitted an accurately filled catalogue form and sent to the Organiser by **September 4, 2020** at the latest, will be published in the fair catalogue. The Organiser does not guarantee publication of information submitted after the deadlines

9. IDENTITY CARDS AND INVITATION CARDS

According to the size of the fair space rented by the Exhibitors they will be entitled to the exhibitor cards as follows:

up to 20 m² – 5 cards;
 21 – 45 m² – 10 cards;
 over 45 m² – 15 cards

For additionally ordered identity cards 2 EUR per each will be charged extra.

The exhibitor card entitles you to stay at the Estonian National Museum's Fairground 13.-16.10.2020 according to the schedule given in section 3.

The Exhibitor will be entitled to get invitation cards free of charge according to the rented area as follows:

Up to 30 m² – 75 invitation cards
 31 – 80 m² – 130 invitation cards
 over 80 m² – 200 invitation cards

The Exhibitor has the right to receive from the Organiser the stand builders' cards, which allow to stay in the exhibition hall of the Estonian National Museum:
 12.10.2020 at 9.00 – 20.00

13.10.2020 at 9.00 – 20.00
 15.10.2020 at 16.00 – 21.00
 16.10.2020 at 9.00 – 18.00

10. USE OF THE TRADEMARK

The Exhibitor is allowed to use the fair trademark in its own advertising and commercial activities only after written reconciliation with the Organisers.

11. FAIR SERVICES

The Exhibitor has the right to order the standard or special design stand services from the Organiser on basis of the Organisers price list for additional services. Stand design and construction services are provided to the Exhibitor by the Organiser or its authorized construction company.

Orders for additional services and stand sketch must be submitted to the Organiser by **September 11, 2020**. Orders submitted from September 12, 2020 to October 11, 2020 25% surcharge will be applied to the prices of fair services. Orders submitted from October 12 – October 16, 2020 are subject to 50% surcharge.

In case the Exhibitor chooses to construct the stand through individual means and materials the intended layout of the stand with the need for extra services (electrical scheme, hanging points) must be submitted to the Organiser by **September 11, 2020**.

The standard height of the stand walls is 2,5 m. Any construction in excess of this height requires special permission from the Organiser and is considered as advertising space and is subject to extra charge.

The maximum load capacity of the floors of the Estonian National Museum is 500 kg /m². It is not allowed to use fasteners, stickers, tapes, etc. on the floors of the Estonian National Museum.

The sole right to install the hanging points belongs to the Organiser and will be executed according to the technical conditions of the Estonian National Museum.

The sole right to energise the power supply shall belong to the Organiser or his authorized construction company.

In case of need, the Exhibitor shall order special storage rooms provided by the Organiser for storing its tare and other packaging materials during the fair period. Storing the tare and packaging materials behind the stand is prohibited.

Transportation of exhibits shall be carried out through the Loading Area of The Estonian National Museum. The main entrances of the Museum cannot be used for transportation of exhibits.

The Exhibitor shall be liable for any damage or loss of the exhibition space or stand, inventory, materials and equipment made available to the Exhibitor from the moment of their delivery by the Organiser until the Exhibitor returns it to the Organiser.

12. ADVERTISING

For advertising its goods and services Exhibitor has the right to use **only** the rented fair area and the inner walls of the of the stand. Advertising of other persons and companies is forbidden. Advertising material can only be attached to rented elements with scotch-tape or/and special hooks. All materials must be removed before dismantling, otherwise he will be required to compensate the cost of removal of the advertisement to the Organiser.

13. TERMS OF PAYMENT

The Exhibitor shall be obliged to pay the participation fee, rental of the space and stand according to the invoice and payment deadline provided by the Organiser. If the exhibitor has not settled the payments by the payment deadline, he loses the right to the reserved exhibition space and the Organiser reserves the right to offer the vacated space to the company on the waiting list.

If the Exhibitor has not settled the payments by the due date, it shall be treated as a cancellation of the participation contract and the Exhibitor shall be subject to the penalties set forth in article 14 of this contact.

All payments for additional fair services should be remitted on the payment date indicated on the invoice.

14. TERMINATING THE CONTRACT

The participation fee is non-refundable. The exhibitor is entitled to cancel all reservations prior to **June 1, 2020** bearing no sanctions. If the cancellation is made between **June 2, 2020** and **August 1, 2020**, the Exhibitor is responsible for the settlement of the non-refundable participation fee and 50% of standard stand and space rental fees. Reservations cancelled after **August 1, 2020**, are subject to any charges which have already fallen due, including all participation, standard stand or exhibition space rental fees in full.

15. FIRE SAFETY AND SECURITY

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

16. ENVIRONMENT

The Exhibitor is obliged to apply preventive measure to block up noise, radiance and vibration that is caused by devices of his company. The Exhibitor is forced to ensure that his exhibit's and stand's physical, chemical and biological parameters are no higher than it's enabled in Republic of Estonia and also assure the safety of visitors and personnel during the time being on the stand.