



TERMS OF PARTICIPATION OF ESTONIAN ANNUAL DENTAL MEETING 2024

1. MAIN ORGANISER

Estonian Dental Association NGO / EHL Konverentsid OÜ

2. FAIR ORGANISER

Anni Metstak
tel: +372 5648 1608
mess@ehl.ee

3. TIME AND VENUE

Vanemuine Concert Hall, 6, Vanemuise St, Tartu
Vanemuine Theater, 6, Vanemuise St, Tartu
Opening hours:
Friday, Aug 23*
Saturday, Aug 24*

**The exact times depend on the conference program and will be announced when the program is confirmed (the latest August 5).*

4. ASSEMBLY AND DISMANTLING

Assembly: Thursday, Aug 22, between 12 – 6 PM
Dismantling: Saturday, Aug 24, between 4.30 – 9 PM*

**The exact times depend on the conference program and will be announced when the program is confirmed (the latest August 5).*

NB! The company not being able to fit their activities between the mentioned hours will cover the costs of extra rental hour himself, the price is 300 EUR + VAT. The waiting service of cleaning and security might be added to the price!

5. REGISTRATION

Exhibitor can register online at <http://ehp.ehl.ee/eksponendile>, until there are spots available or until June 17. Registrations made after the deadline will be accepted only if there is any available exhibition area left, while the organizer has the right to add 10% surcharge.

6. EXHIBITION STAND CONSTRUCTION AND FAIR SERVICES

In order to apply for fair services the Exhibitor must complete the relevant forms at <http://ehp.ehl.ee/eksponendile>), which must be submitted by June 17 at the latest. Orders submitted after this deadline will be satisfied according to the possibilities and an extra 25 % surcharge will be applied to the prices of construction and fair services.

Standard stands constructed by the Taveco Disain OÜ will be conveyed to the Exhibitor on Thursday, August 22 at 12 PM.

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 must be submitted to the Organizer by June 17. The construction work may start on Wednesday, August 21 at 12 PM.

7. PARTICIPATION FEE

The non-refundable participation fee is 325 EUR + VAT per Exhibitor. It covers the following costs:

- fair catalogue publishing;
- general advertising;
- administrative expenses and fair organisation;
- general cleaning.

The participation fee for co-exhibitor is 325 EUR + VAT.

NB! All other services will not be under negotiations if the Exhibitor fails to fulfill the first invoice by given date.

8. PRICES

The exhibition area in Vanemuise Concert Hall is distributed into zones. The price of the stand depends on the zone and the square-meters bought.

Zone 1 (area inside the main hall of Kontserdimaja):

Price: 1 m² = 165 EUR + KM

Zone 2 (area outside of the main hall of Kontserdimaja):

1 m² = 130 EUR + VAT

Zone 3 (the stage area in Kontserdimaja main hall):

Price: 1 m² = 145 EUR + VAT

Zone 4 (the corridor in Kontserdimaja 0 Floor):

Price: 1 m² = 120 EUR + VAT

The price of the stand contains: walls, standard carpet (grey), spotlights (1pc/3 m²), facia, construction.

9. PARTICIPANTS IN THE STAND

The following system will be used for wristbands that is in accordance with the space:

0 - 9 m² = up to 3 cards;

10-15 m² = up to 4 cards;

16-45 m² = up to 5 cards.

Additionally ordered participant card costs 15 EUR/card + VAT.

Participants will receive a wristband when registering in fair area on assembly day. Wristband entitles to enter multiple times to fair area during assembly, exhibition and disassembly. Transmission of wristband to another person is prohibited. Wristband will not entitle the participation at the Estonian Annual Meeting Conference program.

10. FAIR CATALOGUE

Fair catalogue will be published for the event. It contains information about all the exhibitors who have successfully submitted necessary information to organizer by June 9. If an exhibitor fails to comply with the dead-lines, the organizer can not guarantee the publication of the exhibitor's data in the catalogue.

11. TERMS OF PAYMENT

The invoice for participation fee and the stand will be sent to the Exhibitor after the registration. The contract will be confirmed after the Exhibitor has paid the invoice. All payments for additional fair services should be submitted before the fair in July-beginning of August.

If the Exhibitor has not settled all the payments for stand rental and fair services by August 8, the Organizer reserves the right to offer the stand to another participant. Failure to pay the payments by August 8 is considered as a violation of Participation Terms, which gives the Organizer the right to waive the agreement and withhold the participation fee.

All the services bought during the exhibition will be paid after the event, keep in mind that an extra 50% surcharge will be applied to the prices of construction and fair services (+VAT).

12. PARTY EVENING INVITATIONS

Every company that has paid a participation fee will receive a free party evening invitation(s) based on the size of the stand. The Annual Dental Meeting party will be held in Püssirohukelder (Lossi 28, Tartu) on the evening of the 23th of August at 8 PM. The number of free invitations based on the size of the stand:

0 - 4 m² = 1 invitation;

5 - 16 m² = 2 invitations;

17 - ... m² = 3 invitations.

The amount of tickets is limited, thus the organizer can't guarantee the availability of the tickets at the venue. If you request extra tickets please contact via mess@ehl.ee

13. ADVERTISING

Exhibitor has the right to advertise its goods and services by using only rented fair area surfaces (inner walls, stand floor and equipment/furniture on the stand floor).

It is prohibited to place the exhibits and advertisements outside the boundaries of his/her stand and block fair aisles, access to fire hydrants, emergency exits and electrical equipment.

Advertising outside the rented fair spaces (exterior walls, aisle floor, participants bags, banquet etc) involves an additional fee and requires a preliminary agreement. Extra orders for advertising can be made via mess@ehl.ee

14. ORGANIZER'S RESPONSIBILITY

Organizer is responsible for general order in the fair area during assembly, exhibition and disassembly although organizer is not responsible for the security of exhibits and constructions and the damage and loss of materials and equipment during the fair period.

Organizer is responsible for fire safety in fair territory. Organizer shall not be liable for damages caused by reasons of force majeure.

15. EXHIBITOR'S RESPONSIBILITY

Exhibitor is responsible for the stand and fair equipment from the moment of reception till returning them to the organizer after the closure of the fair.

All adhesive tapes/stickers/materials must be removed by the Exhibitor without doing any damage to the walls of other equipment. Exhibitor must use only special hanging hooks or scotch-tape that is

accepted by the organizer to avoid any damages. Special scotch-tape will be provided by the organizer on assembly day Thursday, August 22 when necessary.

Drilling holes in stand walls or other equipment is forbidden! Exhibitor shall have to compensate for any damages or loss of the exhibits, constructions that are given for fair period by organizer.

Exhibitor has the right to transport and place his exhibits to rented areas, but must ensure that territory and its equipment are not damaged during transportation, installing, using or dismantling.

It is prohibited to leave the fair before August 24 4 PM* (until the fair is officially over). The Exhibitor is obliged to be present (at least 1 person) and the exhibits have to be visible at the stand. Otherwise the organizer has a right to charge a fine of 25 EUR/stand m² + VAT 22% for the Exhibitors leaving the stand earlier.

**The exact time depends on the conference program and will be announced when the program is confirmed (the latest August 5).*

16. TERMINATING THE CONTRACT

The exhibitor is entitled to cancel all reservations prior to June 6 bearing no sanctions. The participation fee is non-refundable.

If the cancellation is made between June 7 and July 28, the Exhibitor is responsible for the settlement of the non-refundable participation fee and 50% of standard stand and space rental fees.

Reservations cancelled from July 29, are subject to any charges, which have already fallen due, including all participation, standard stand or exhibition space rental fees in full.

17. FORCE MAJEURE

Organizer has the right to cancel or postpone the preparatory work or organizing particular exhibition and fair when the need for cancelling is caused by Force Majeure – act of war, activities of the nature forces, activities of the authority of the state and authorities of the government, terrorism, etc.

In case the organising of the particular exhibition or fair proves to be impossible, the Organizer terminates the Contract with the Exhibitor and returns the sums transferred by the Exhibitor. Participation fee is non-refundable.

18. COMPLAINTS

Any possible complaints must be submitted to the organizer in written form during the fair period. Complaints that are submitted after the fair period are not accepted. Disputes shall be attempted settle by negotiations. In case of failure to reach agreement, the disputes shall be resolved according to the laws of the Republic of Estonia.