



30 – 31 MARCH, 2023

**International exhibition of learning,
knowledge and career planning CAREER &
STUDIES 2023**

Lithuanian Exhibition and Congress Centre
LITEXPO, Laisves ave. 5, Vilnius, Lithuania.

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Application for participation

- Exhibitors for participation in the exhibition **CAREER & STUDIES 2023** register online through the electronic application order and administration system **EXPODOC**: <https://floorplan.expodoc.com/en/1226/karjera-studijos-2023>.
- The Application has to be submitted by **February 28, 2023**.
- Brief information about the terms and conditions of participation in the Exhibition is provided in the participation terms and conditions. Main rights and duties of an Exhibitor, as well as those terms and conditions of Participation are established in an application-agreement filled in by each Exhibitor, accepted by LITEXPO, and Regulation on participation in exhibitions, trade fairs and conferences, as well as other internal regulations of LITEXPO. All the above-listed regulations are jointly referred to as Legal acts regulating Participation. Every single Exhibitor must familiarise himself/herself with the latter legal acts.

2. Co-exhibitors

- Exhibitor can admit into his stand a Co-exhibitor (other company) after having registered it in his application and agreed on their participation with the Exhibition organizer.
- Exhibitor has to pay the Co-exhibitor's fee.
- Co-exhibitor has the right to use the same stand as the main Exhibitor, and has to obey the same requirements, terms of participation in the Exhibition as applied to the Exhibitor.
- Exhibitor shall assume responsibility for any violations, breaches of the legal acts regulating participation committed by his Co-exhibitor.
- A co-exhibitor's activity and the exhibits or services presented, have to correspond to the thematic of the Exhibition.

3. Main services and charges

The Organizer rents empty exhibition space (**minimum area – 6 sq. m**) for the whole duration of the Exhibition and provides with the following services:

- Organization and marketing of the Exhibition.

- Development of event programme, coordination and organization services.
- Advertising and communication campaign of the Exhibition.
- Attraction of targeted visitors, distribution of invitations to officials and trade visitors.
- General lighting of the halls.
- General protection outside working hours of the Exhibition.

The Registration Fee includes:

- Entry into the electronic catalogue of exhibitors.
- Exhibitor badges (one for 3 sq. m, but no more than 15 pcs. for a stand).
- Electronic invitations for visitors (20 pcs. for an Exhibitor).
- Invitation cards to the opening soiree of the Exhibition (2 pcs. for an Exhibitor).
- Post in the News section of our website www.litexpo.lt ;
- Exhibitor's entry (business name, contact details, description, video, photos, logotypes, proposals) on the interactive plan with ability to schedule meetings with potential clients/specialists in advance

The Early registration

Prices for registration and payment of the price of registration and exhibition space **until December 23, 2022:**

	Price + VAT			
	< 20 sq.m.	21 - 30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Registration fee per Exhibitor and Co-exhibitor	130 Eur			
1 sq. m. Empty exhibition space	70 Eur	61 Eur	57 Eur	53 Eur
1 sq.m. retail space (indoors)	40 Eur			
1 sq.m. retail space (outdoors)	20 Eur			
1 sq.m. rent of the standart stand	35 Eur			
1 sq.m. rent of standart stand (when choosing a wall color: black, green, yellow, red, blue)	54 Eur			

The Standard registration

Prices for registration and payment of the price of registration and exhibition space **from November 1, 2022 until January 31, 2023.**

	Price + VAT			
	< 20 sq.m.	21 - 30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Registration fee per Exhibitor and Co-exhibitor	130 Eur			
1 sq. m. Empty exhibition space	75 Eur	67 Eur	64 Eur	60 Eur
1 sq.m. retail space (indoors)	40 Eur			
1 sq.m. retail space (outdoors)	25 Eur			

1 sq.m. rent of the standart stand	35 Eur
1 sq.m. rent of standart stand (when choosing a wall color: black, green, yellow, red, blue)	54 Eur

The Late registration

Prices for registration and payment of the price of registration and exhibition space **from February 1 until March 15, 2023.**

Price + VAT				
	< 20 sq.m.	21 - 30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Registration fee per Exhibitor and Co-exhibitor	130 Eur			
1 sq. m. Empty exhibition space	80 Eur	71 Eur	67 Eur	64 Eur
1 sq.m. retail space (indoors)	45 Eur			
1 sq.m. retail space (outdoors)	30 Eur			
1 sq.m. rent of the standart stand	35 Eur			
1 sq.m. rent of standart stand (when choosing a wall color: black, green, yellow, red, blue)	54 Eur			

Note: Registrations and empty exhibition space **after 15 March, 2023** may be subject to a 10% surcharge on late registration prices.

The standard minimal stand of 6 sq. m consists of the following :

- A booth of OCTANORM constructions (1m x 2, 5 m).
- Carpeting of grey colour.
- Three spot-lights of 100 W (1 per 3 sq. m).
- A table and 3 chairs.
- Fascia with the company name in Latin letters (standard font, up to 10 letters).
- Three-outlet socket (220 V/2 kW).
- Daily stand cleaning.

4. Stand design, additional stand equipment and services

- The Organizer determines the dimensions of the stand and its place in the hall or outside exhibition area.
- If a stand of individual design (non-standard) for Exhibitor is designed and constructed by another company, the contracting company has to submit a detailed drawing of the stand to the architect no later than 21 day before the Exhibition starts (see: Regulations of Participation at Exhibitions, Fairs and Conferences point 7.2). The architect: Romanas Gajevskis, phone no. +370 616 05413, e-mail r.gajevskis@litexpo.lt.
- Additional standard stand equipment, furniture, stand cleaning services, communications, companies' names or logos on fascia boards have to be ordered in advance by filling in the Forms for Additional Equipment, Services and Communications through the electronic application order system **EXPODOC:** <https://karjerastudijos2023.expodoc.com/login?lang=en>.

- **For further information and orders** please contact sales manager Olga Marčionienė: phone no. +370 698 21581, e-mail o.marcioniene@litexpo.lt. Forms and prices for Additional Equipment, Services and Communications are also available at litexpo.lt
- 5 days before an Exhibition opening, prices for additional equipment and services increase by 50%, on the exhibitors' registration days and during the Exhibition - by 100%.
- An Exhibitor must cover stand remounting expenses which amount to 20% of the installation price of the exhibition stand, if 5 days before an Exhibition any amendments are made to the design of the stand ordered from LITEXPO and the stand has to be remounted.

5. Terms of payment

- An Exhibitor has to pay for the rent of exhibition space, stand rent and additional services after getting the invoices from LITEXPO. All fees must be paid within the period indicated in the invoice, otherwise the Exhibitor will not be registered to the Exhibition.
- If the exhibition is canceled due to the national quarantine or other restrictions regarding the COVID-19 pandemic, the Exhibitor will get a full refund of all paid exhibition fees within 30 calendar days after applying for the refund.

6. Other services

Visitor invitations

Upon the payment of registration fee, every Exhibitor and his co-exhibitor is provided with 20 electronic invitations for his customers to visit the Exhibition. Invitations are intended for their recipients only. Exclusively the invitations provided by the Organiser are valid for the Fair.

Forwarding of exhibits, loading-unloading works, customs clearance services

According to the Exhibitor's advance application the company "PAN-LIT Service" provides forwarding of exhibits, loading-unloading works and customs clearance services in the Exhibition territory. The services ordered are paid by Exhibitor directly, contact by phone +370 5 244 56 77, e-mail: info@pls.lt.

7. Events

- Exhibitors are invited to organize various events during the Exhibition. The program of events has to be coordinated with the Organizer.
- Exhibitors organizing various actions at their stands have to inform the Organizer and may not disturb the job of other exhibitors in the Exhibition (make noise, play loud music, etc.).

8. Exhibition course

- An Exhibitor, for whom an exhibition stand is build-up and dismantled by another company, shall inform his contractor about the requirements regulating the stand set-up procedures established by LITEXPO (see "Regulations of Participation at Exhibitions, Fairs and Conferences", chapter 8). In such cases the Exhibitor shall bear full liability for actions of third parties. Staff mounting a stand during build-up and dismantling days shall

be issued free special vouchers. Extra time for build-up and/or dismantling is charged (see "Regulations of Participation at Exhibitions, Fairs and Conferences", chapter 8, point 8.6).

- After arriving at LITEXPO an Exhibitor has to register at the Info-Centre of the Exhibition. Exhibitors are registered to the stands after they have fully paid the invoice for their participation in the Exhibition.
- During the registration, an Exhibitor is provided with information about the working procedure of the Exhibition, services provided, and is issued with exhibitor's badges, upon presentation of which to security, exhibitors shall be provided with access to the exhibition halls on the days of Fair mounting, dismantling and during the working hours.

9. Working hours*

Exhibition venue	LITEXPO, Halls 3, 4, 5
Stand build-up	28 March 8 am. – 5 pm. 29 March 8 am. – 10 pm.
Exhibition working hours	30 March 10 am. – 7 pm. 31 March 10 am. – 7 pm.
Delivery of exhibits	29 March 8 am. – 10 pm.
Registration of exhibitors	29 March 9 am. – 9 pm. 30 March 8 am. – 10 am.
Removal of exhibits	31 March 6 pm. – 10 pm. 1 April 8 am. – 5 pm.
Stand dismantling	31 March 6 pm. – 10 pm. 1 April 8 am. – 5 pm.

** The organizers reserve the right to change the opening hours of the exhibition, installation of stands, removal and delivery of exhibits, registration of participants.*

** Exhibition opening hours can be adjusted.*

Contacts:

Project Manager Eglė Puodžiūtė



Ph.: +370 631 37027



E-mail: e.puodziute@litexpo.lt

Sales Manager Jurgis Stanevičius (exhibition space)



Ph.: +370 699 47346



E-mail: j.stanevicius@litexpo.lt

Sales Manager Olga Marcioniene

(stands and additional stand equipment)



Ph.: +370 615 20106



E-mail: o.marcioniene@litexpo.lt