



15 May 2024 May  
Exhibition – conference  
MOTIVATED AT WORK 2024

Lithuanian exhibition and congress centre  
LITEXPO Laisvės ave. 5, LT-04215 Vilnius,  
Lithuania

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## EVENTS ORGANIZERS



## TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

### 1. Application for participation

- Exhibitors for participation in **MOTIVATED AT WORK 2024** register online at the system EXPODOC <https://floorplan.expodoc.com/en/1582/motivated-at-work-2024>
- The application has to be submitted by **30 of April 2024**.
- The place of the participant 's stand in the exhibition is confirmed only after **payment of the registration fee and exhibition area**.
- 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 order 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 familiarize 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:

- Advertising and communication campaign of the Exhibition;
- Attraction of target group;
- General lighting and heating of the exhibition halls;
- General protection outside working hours of the Exhibition.

#### Registration fee included:

- Entry in the electronic catalogue of exhibitors
- 2 participant cards (2 additional cards can be purchased for an additional fee),
- Information in the “News” section of our website.

	<b>Standard registration until 2024 03 20</b>	<b>Late registration from 2024 03 21</b>
Exhibitor/Sub-exhibitor fee	110 Eur + 21% VAT	110 Eur + 21% VAT
Rental price for 1 sq. m. of empty exhibition space	60 Eur + 21% VAT	65 Eur + 21% VAT
Rental price for 1 sq. m. of empty exhibition space outdoors	25 Eur + 21% VAT	30 Eur + 21% VAT
Installation of a standard stand of 1 sq.m.	35 Eur + 21% VAT	35 Eur + 21% VAT

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

- A booth of OCTANORM constructions (h=2.5 m),
- Carpeting of grey colour,
- Spotlights of 100 W (after 2 pcs. stand),
- Locker and bar stool,
- 3 jungčių standartinis kištukinis lizdas (220V/ 2kW),
- Recycle bin,
- Fascia with the company name in Latin letters (standard font, up to 10 letters),
- One-time cleaning of the stand (the stand is cleaned before the opening of the exhibition).

### 4. Stand design, additional stand equipment and services

- The dimensions of the stand and its place in the hall are determined by the Organizer.
- Additional standard stand equipment, furniture, stand cleaning, names or logos on the stand must be ordered by submitting a request for additional equipment via the Expodoc system or by contacting sales manager Rimvydas Jankauskas (+ 370 615 62975, r.jankauskas@litexpo.lt).
- If the Exhibitor is constructing a non-standard stand, the Exhibitor must agree on the design of the stand with the exhibition architect Romanas Gajevskis (mobile phone: +370 671 26178,

e-mail: [stendai@litexpo.it](mailto:stendai@litexpo.it)) at least 21 calendar days prior to the exhibition (*refer to clause 7.2 of the "Regulations on Participation in Exhibitions, Fairs and Conferences"*).

- 5 working days before the opening of the exhibition, the rates for additional equipment and services will be increased by 50%, on the day of registration and during the exhibition by 100%.
- Changes to the design of the stand or any changes to the design less than 5 days before the opening of the exhibition will be subject to a 20% surcharge on the cost of setting up the stand.

## **5. Terms of payment**

- The Exhibitor shall pay for the registration fee, exhibition space and additional services upon receipt of pre-paid invoices from LITEXPO within the periods specified in the invoices.
- If the Exhibitor fails to pay his/her invoices by the due date, he/she will not be registered in the exhibition.
- VAT invoices shall be sent to the Exhibitor by e-mail within 5 working days after the end of the exhibition to the e-mail address indicated in the Exhibitor's online registration system. Invoices will be printed at the Information and Service Centre for Exhibitors who wish to receive a VAT invoice on the day of the Exhibitor registration.

## **6. Handling, logistics and customs services**

- The exhibits are handled by UAB PAN-LIT Service, which provides loading, logistics and customs services. The services are provided on a pre-order basis and are paid for by the participant. Contacts: tel. 8 5 244 56 77, e-mail: [info@pls.lt](mailto:info@pls.lt), [www.pls.lt](http://www.pls.lt).

## **7. Exhibition operational procedures**

- An Exhibitor whose stand is set up and dismantled by a company other than LITEXPO shall inform the company erecting the stand of the working procedures established by LITEXPO (*see Section 8 of the "Regulations on Participation in Exhibitions, Fairs and Conferences"*). In this case, the Exhibitor is fully responsible for the actions and safety of the third parties hired. On the days of set-up and dismantling, special certificates shall be provided free of charge to the staff setting up the stand, on application by the Exhibitor. Additional working time is chargeable (*see Chapter 8, point 8.6 of the "Regulations governing participation in exhibitions, fairs and conferences"*).
- Upon arrival at LITEXPO the day before the exhibition, the Exhibitor must register at the Information Centre. Only Exhibitors who have paid in full for their participation in the exhibition shall be registered and further serviced.
- At the time of registration, the Exhibitor shall be provided with information on the exhibition procedures, safety recommendations, services provided, and shall be issued with an exhibitor's badge, which, upon presentation to the security guard, shall allow the Exhibitor to be admitted to the exhibition halls during the installation, dismantling and operation of the exhibition, as well as with a permit for the car.









## 8. Working hours\*

Exhibition venue	Lithuanian Exhibition and Congress Centre LITEXPO, Laisvės Ave. 5, Vilnius, Halls 1, 2.
Stand build-up	13 of May from 8.00 a.m. until 6.00 p.m. 14 of May from 8.00 a.m. until 12 p.m.
Delivery of exhibits	14 of May from 12:00 a.m. until 7:00 p.m.
Registration of exhibitors	14 of May from 12:00 a.m. until 7:00 p.m.
<b>Exhibition working hours*</b>	<b>15 of May from 8.00 a.m. until 6:00 p.m.</b>
Removal of exhibits	15 of May from 6:00 p.m. until 9:00 p.m.
Stand dismantling	15 of May from 6:00 p.m. until 9:00 p.m.

\* The organisers reserve the right to change the opening times of the exhibition, the installation of stands, the removal and arrival of exhibits, and the registration times of exhibitors.

\* Exhibition opening hours are subject to adjustment.

## CONTACTS

<p><b>Project Manager Saulė Jančiauskė</b></p> <p> +370 615 63581</p> <p> <a href="mailto:s.janciauske@litexpo.lt">s.janciauske@litexpo.lt</a></p> <p><b>Assistant to project manager</b></p> <p><b>Kamilija Jonytė</b></p> <p> +370 639 87189</p> <p> <a href="mailto:k.jonyte@litexpo.lt">k.jonyte@litexpo.lt</a></p>	<p><b>Sales Manager Emilija Jonušytė</b></p> <p>(Areas)</p> <p> +370 615 63842</p> <p> <a href="mailto:e.jonusyte@litexpo.lt">e.jonusyte@litexpo.lt</a></p> <p><b>Sales Manager Rimvydas Jankauskas</b></p> <p>(Installation of stands)</p> <p> +370 615 62975</p> <p> <a href="mailto:r.jankauskas@litexpo.lt">r.jankauskas@litexpo.lt</a></p>
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