

27 – 28 MARCH, 2025



Learning, knowledge and career

planning exhibition CAREER & STUDIES  
in Lithuania 2025

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 2025** register online through the electronic application order and administration system [KARJERA & STUDIJS Lietuvos 2025 - Litexpo \(expodoc.com\)](https://expodoc.com). **until March 15, 2025.**
- The place of the participant's stand in the festival plan **is confirmed only after advance payment.**
- The conditions of participation contain summarized information about the procedure and conditions of participation in the exhibition or fair. The main rights and obligations of the Participant, in addition to these Conditions of Participation, are determined by the application-contract filled out by each Participant, sent and accepted by LITEXPO, the Regulation on Participation in exhibitions, fairs and conferences, as well as the rules for the design and installation of Stands, other internal normative legal acts of LITEXPO. Hereinafter, all these legal acts are collectively referred to as the Participation Regulating Legislation. Each participant must familiarize himself with these legal acts.

### 2. Sub-exhibitors

- The participant can accept sub-exhibitors (other companies, organizations or institutions) to his stand after registering them in the application-contract and coordinating their participation with the organizer of the exhibition.
- For each sub-exponent, the main participant pays the sub-exponent fee.
- During the exhibition, the sub-exhibitor has the right to use the stand of the main participant of the exhibition and must comply with the same conditions and requirements for participation in the exhibition as the main participant.
- The same requirements apply to the sub-exhibitor as to the Participant, but the Participant is responsible for the violations committed by the sub-exhibitor, violations of the legal acts regulating participation.
- The activity profile of the participating sub-exhibitor must correspond to the theme 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).
- Post in the News section of our website;

#### The Standard registration

Prices for registration and payment of the price of registration and exhibition space **from December 1, 2024 until March 15, 2025.**

	Price + VAT	21 - 30 sq.m.	31 - 70 sq.m.	> 70 sq.m.
Participant / Sub-exhibitor fee	145 EUR			
1 sq. m. empty display area the price	82 EUR	76 EUR	71 EUR	65 EUR
1 sq.m. commercial area (inside)	49 EUR			
1 sq.m. commercial area (outside)	39 EUR			
1 sq.m. installation of a standard stand	35 EUR			
1 sq.m. installation of a standard stand (by choosing the color of the walls: black, green, yellow, red, blue)	54 EUR			

**Note:** For registration and empty for demonstration area after 2025 m. March 15 days can to be applied 10% markup.

#### 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.
- 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:** [KARJERA & STUDIJOS Lietuvoje 2025 - Litexpo \(expodoc.com\)](https://www.karjera.com) or by contacting the sales manager Rimvydą Jankauską (+370 615 62975, [r.jankauskas@litexpo.lt](mailto:r.jankauskas@litexpo.lt)).
- 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](mailto:r.gajevskis@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 to the design of the stand ordered from LITEXPO and the stand has to be remounted.

## 5. Terms of payment

- The Participant shall pay for the registration fee, exhibition area and additional services upon receipt of advance payment invoices from LITEXPO during the periods specified in the invoices.
- If the Participant does not pay the bills within the specified time, he will not be registered for the exhibition.
- VAT invoices are sent to Participants by e-mail within 5 working days after the end of the exhibition to the e-mail address specified in the participants' electronic registration system. For exhibitors who would like to receive a VAT invoice. On the day of participants' registration, invoices will be printed at the Information and Services Center.

## 6. Cargo work, logistics and customs services

UAB "PAN-LIT Service" carries out handling and logistics of exhibits and provides customs services. 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. Invitations to visitors

- Each Participant who has paid the registration fee receives 20 units. electronic invitations that enable their guests to visit the exhibition.
- Only invitations sent by the Organizer are valid for visiting the exhibition. They are intended only for their recipients. It is prohibited to sell the invitation or otherwise distribute it for a fee to third parties.

## 8. Events and advertising

- Participants are invited to organize various events during the exhibition.
  - Participants must fill in their profile and introduction description, as well as upload a visual, for dissemination, in the expodoc program and, if necessary, allow the organizer to use this.
  - material for the publicity of the exhibitors.
  - The program of events must be coordinated with the Organizer of the exhibition no later than one month before the exhibition, by filling in the form sent by the Organizer.
  - A participant, when holding promotions at his stand, must not interfere with other participants' proper participation in the exhibition (make noise, play loud music, etc.), and must comply with safety requirements.
  - In order to ensure a safe visit to the exhibition, we recommend the participants of the exhibition to organize events and presentations in common spaces provided by the organizer.
  - Exhibitors can only advertise at the Exhibitor's stand. Any advertising outside the stand is paid and must be agreed with the Exhibition Organizer.
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- To organize events, lectures or educations, please fill out the form below by February 27.
  - <https://forms.gle/sMDqZhK5fuyNLwW69>

## 9. 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.

## 10. Working hours\*



Exhibition venue	LITEXPO, Halls 3, 4, 5
Stand build-up and delivery of exhibits	25 March 8 am. – 5 pm. 26 March 8 am. – 10 pm.
Exhibition working hours	27 March 10 am. – 6 pm. 28 March 10 am. – 4 pm.
Registration of exhibitors	26 March 9 am. – 7 pm. 37 March 8 am. – 10 am.
Stand dismantling and removal of exhibits	28 March 4 pm. – 10 pm. 29 March 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:

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#### Sales Manager Rimvydas Jankauskas



(stands and additional stand equipment)

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#### Pardavimų vadybininkas

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