



2026 m. May 13 d.  
Exhibition-Conference  
**MOTIVATED AT WORK 2026**

Lithuanian Exhibition and Congress Centre  
LITEXPO  
Laisvės Ave. 5, LT-04215 Vilnius, Lithuania

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### Organizers of the event



Lithuanian Exhibition and Congress Centre "Litexpo"



Association of Personnel Management Professionals

## PARTICIPATION TERMS / SERVICE INFORMATION

### 1. Application Submission and Registration

- Participants register for the exhibition at: <https://floorplan.expodoc.com/en/2071/motivated-at-work-2026> until April 29.
- The location of the Participant's stand in the exhibition plan is confirmed **only after the advance payment has been made.**
- The Participation Conditions provide summarized information about the procedures and terms for participating in the exhibition or fair. The main rights and obligations of the Participant, in addition to these Participation Conditions, are determined by the application–contract completed and accepted by LITEXPO, the "Regulations on Participation in Exhibitions, Fairs, and Conferences," the "Stand Design and Installation Rules," and other internal normative acts of LITEXPO. All these legal acts are hereinafter collectively referred to as the legal acts regulating participation.

### 2. Sub-exponents

- A Participant may host sub-exhibitors (other companies, organizations, or institutions) at their stand only after registering them in the application–contract and coordinating their participation with the Exhibition Organizer.
- For each sub-exhibitor, the main Participant shall pay a sub-exhibitor fee.

- During the exhibition, the sub-exhibitor has the right to use the main Participant's stand and must comply with the same exhibition participation terms and requirements as the main Participant.
- The same requirements that apply to the Participant also apply to the sub-exhibitor; however, the Participant is responsible for any violations committed by the sub-exhibitor or any breaches of legislation governing participation.
- The activity profile of the participating sub-exhibitor must correspond to the theme of the exhibition.

### 3. Main services and prices

The Organizers lease an empty exhibition space (minimum area – 6 sq. m) for the exhibition and provide the following services:

- exhibition advertising and communication campaign,
- attraction of target visitors,
- general lighting, heating, and ventilation of the premises,
- general security of the premises against open theft during the exhibition's non-operating hours

#### Registration fee includes:

- Entry in online catalogue of exhibitors,
- 2 participant badges (if necessary, additional participant cards can be purchased. Price per unit - 100 Eur + VAT),
- light lunch and coffee breaks,
- information about the participant in the "News" section on our website.

Registration until 2026 04-29	
Participant/Sub-exhibitor fee	210 Eur + PVM
1 sq. m empty indoor space	80 Eur + PVM
1 sq. m empty outdoor space	30 Eur + PVM
1 sq. m standard stand installation	50 Eur + PVM

#### Standard stand installation. Standard 6 sq. m stand includes:

- OCTANORM walls (h=2.5 m)
- Grey carpet
- 2×100W spotlights
- Bar stool and cabinet

- 3-way standard socket (220V/ 2kW),
- Waste bin
- Company name in standard font at the top of the stand (up to 10 letters) or company logo on the cabinet,
- One-time cleaning (the stand is cleaned before the opening of the exhibition).

\*\*\*For standard stand installation, the same amount of square meters is ordered as the size of the stand you ordered.

#### **4. Stand design, equipment, additional services**

- The exhibition space in the hall is chosen by the Participant and confirmed by the Exhibition Organizer.
- Additional standard stand equipment, furniture, stand cleaning, names and/or logos on the stand, as well as communications, must be ordered by submitting applications for additional equipment and communications through the Sales Manager Olga Marčionienė (+370 615 20106, [o.marcioniene@litexpo.lt](mailto:o.marcioniene@litexpo.lt)).
- If the Participant is constructing a non-standard stand, the stand design must be coordinated with the exhibition architect Romanas Gajevskis (+370 671 26178, [stendai@litexpo.lt](mailto:stendai@litexpo.lt)) no later than 21 calendar days before the exhibition (see clause 7.2 of the “Regulations on Participation in Exhibitions, Fairs, and Conferences”).
- If ordered within 5 working days before the exhibition opening, additional equipment and service fees increase by 50%, and on the day of participant registration or during the exhibition – by 100%.
- If the stand design is modified or any changes are made to the project less than 5 days before the exhibition opening, a 20% surcharge on the stand setup cost applies.

#### **5. Payment terms**

- The Participant shall pay the registration fee, exhibition space, and additional services upon receiving the proforma invoices from LITEXPO within the periods specified on the invoices.
- If the Participant fails to pay the invoices by the specified deadline, they will not be registered for the exhibition.
- VAT invoices are sent to the Participant by email within 5 working days after the exhibition, to the email address provided in the participants’ electronic registration system. Participants who wish to receive a VAT invoice on the day of registration can have the invoice printed at the Information and Services Centre.
- If the exhibition is canceled due to a nationwide quarantine or other restrictions imposed to control the spread of the COVID-19 pandemic, all exhibition fees paid by the participant will be refunded within 30 calendar days from the date of the refund request.

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

Loading of exhibits, logistics work, and customs services are provided by UAB “PAN-LIT Service.” Services are available by prior order and are paid for by the participant.

Contact: Tel. +370 5 244 56 77, Email: [info@pls.lt](mailto:info@pls.lt), website: [www.pls.lt](http://www.pls.lt)

#### **7. Exhibition work procedures**

- An exhibition Participant whose stand is assembled and disassembled by a company other than LITEXPO must inform the stand-construction company about the work regulations established by LITEXPO (see Section 8 of the “Regulations on Participation in Exhibitions,

Fairs, and Conferences”). In this case, the Participant is fully responsible for the actions and safety of the hired third parties. On the assembly and disassembly days, special passes are provided free of charge to the stand-construction personnel based on the Participant’s submitted application. Overtime work is charged (see clause 8.6 of Section 8 in the “Regulations on Participation in Exhibitions, Fairs, and Conferences”).

- Upon arrival at LITEXPO the day before the exhibition, the Participant must register at the exhibition Information Centre. Only Participants who have fully paid for their participation in the exhibition are registered and further served.
- During registration, the Participant receives information about the exhibition work regulations, safety recommendations, and available services. Participant badges are issued, which must be presented to security for access to the exhibition halls during assembly, disassembly, and operation of the exhibition, along with a vehicle permit.







## 8. Exhibition working hours

Exhibition place	LITEXPO exhibition halls: 1, 2.
Stand installation	May 11 d. nuo 8:00 val. iki 18:00 PM May 12 d. nuo 8:00 val. iki 12:00 PM
Registration of participants	May 12 d. nuo 12:00 val. iki 19:00 PM
Exhibit delivery	May 12 d. nuo 12:00 val. iki 19:00 PM
<b>Exhibition opening hours*</b>	<b>May 13 d. nuo 8:00 val. iki 18:00 PM</b>
Exhibit removal	May 13 d. nuo 18:00 val. iki 21:00 PM
Stand dismantling time	May 13 d. nuo 18:00 val. iki 21:00 PM May 14 d. nuo 8.00 val. iki 11.00 AM

*\*The Organizers reserve the right to change the exhibition working hours, stand assembly, exhibit delivery and removal times, and participant registration times.*

*\*Exhibition working hours may be adjusted.*

## CONTACTS

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