

TERMS OF PARTICIPATION / INFORMATION ON SERVICES PROVIDED

1. Submission and registration of applications

Exhibitors register for the exhibition by logging into EXPODOC: [ENGINUUM 2026 - Litexpo](#)

Upon submission of the completed application form, the Participant will receive an email confirming his/her registration and an invoice in advance for the payment of the registration fee.

- The location of an exhibitor's stand in the exhibition plan is confirmed only after payment of the registration fee.
- The Conditions of Participation contain general information on the procedures and conditions for participation in the exhibition or fair. In addition to these Conditions of Participation, the basic rights and obligations of the Participant are determined by the application form and agreement filled in by each Participant, sent and accepted by LITEXPO, [the Regulations on Participation in Exhibitions, Fairs and Conferences](#), as well as the Rules on Design and Installation of Stands, and other internal normative legal acts of LITEXPO. Hereinafter, all these legal acts are collectively referred to as the Participation Regulations. Each Exhibitor is obliged to familiarize himself with these legal acts.

2. Sub-exhibitors

- An exhibitor may accept sub-exhibitors (other companies, organisations or institutions) at its stand, if they have been registered in the application-contract and that their participation has been agreed with the organiser.
- For each sub-exhibitor, the main exhibitor shall pay a sub-exhibitor fee.
- A sub-exhibitor shall have the right to use the stand of the main Exhibitor during the exhibition and shall be subject to the same conditions and requirements for participation in the exhibition as the main Exhibitor.
- The sub-exhibitor shall be subject to the same requirements as the Exhibitor, but the Exhibitor shall be liable for any breaches by the sub-exhibitor of the regulations governing participation.
- The profile of the participating sub-exhibitor's activities must be in line with the theme of the exhibition.

3. Main services and prices

The exhibition organiser rents out the empty exhibition space (minimum area of 6 sqm) for the duration of the exhibition and provides the following services:

- Exhibition content development and content coordination;
- Promotional and communication campaign for the exhibition;
- Attracting target audience;

- Sending invitations to officials and professionals;
- General lighting, heating and ventilation of the premises;
- General protection of the premises against open robbery during the exhibition's closed hour.

Prices, when registering and paying the registration and exhibition space fees by June 2, 2026.

Prices are quoted excluding VAT	<20 m ²	21-40 m ²	41-70 m ²	>71 m ²
Registration / Co-exhibitor fee	130 EUR			
The price of 1 m ² of empty exhibition space	80 EUR	70 EUR	60 EUR	50 EUR
Installation of 1 m ² standard stand	50 EUR			
Installation of 1 m ² standard booth (choosing wall color: black, green, yellow, red, blue)	85 EUR			
1 m ² outdoor space price	50 EUR			

The registration (or sub-exhibitor) fee consists of:

- Entry in the electronic catalogue of exhibitors.
- Exhibitor badges (one for 3 sq. m., but no more than 24 pcs. for a stand).
Electronic invitations for visiting the exhibition (when the area is up to 20 sq. m inclusive – 50 invitations; when the area is 21 sq. m or more – 100 invitations).

A standard minimum stand of 6 sq. m includes:

- Stand walls made of OCTANORM exhibition structures (1 m x 2.5 m).
- Grey carpet.
- 100W luminaires (one every 3 m).
- 1 table and 2 chairs.
- Standard 3-prong socket (220V/ 2kW).
- Waste bin.
- Company name in standard font at the top of the stand (up to 10 letters).
- Daily cleaning of the stand.

4. Stand design and equipment, additional services

- The location of the exhibition space in the hall and the shape of the stand are determined by the organizers.
- If the non-standard stand for the Exhibitor is constructed outside LITEXPO, the contractor must agree on the design of the stand with the exhibition designer - Romanas Gajevskis (mobile: +37061605413, e-mail: stendai@litexpo.lt), at least 21 calendar days before the exhibition (see Clause 7.2 of the "Regulations on Participation in Exhibitions, Fairs and Conferences").
- Additional standard stand equipment, furniture, names and/or logos on the stand and communications must be ordered via the EXPODOC system [ENGINUUM 2026 - Litexpo](#) or contacts Sales Manager – Ugne Anisimovaite (tel. +370 693 24714, email: u.anisimovaite@litexpo.lt).
- For individual stand design, please contact Sales Manager Ugne Anisimovaite (tel. +370 693 24714, email: u.anisimovaite@litexpo.lt)
- For rates for additional equipment and services, please also visit www.litexpo.lt.
- Additional equipment and services are subject to a 50% increase, 5 working days before the opening of the exhibition, and a 100% increase on the day of registration and during the exhibition.
- For changes to the stand design or any changes to the design less than 5 days prior to the opening of the exhibition, a surcharge of 20% of the stand set-up price will apply.

5. Terms of payment

- The registration date for all exhibition invoices is the first day of the exhibition (June 3, 2026).
- 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 the invoices within the time specified, the Exhibitor shall not be registered for the Exhibition.
- VAT invoices, if required, will be uploaded to the SABIS system within 30 business days after the end of the exhibition. Invoices will be printed at the Information and Service Centre on the day of registration.

6. Other services

- **Invitations to visitors.** Each Exhibitor and Sub-Exhibitor who has paid the registration fee will receive an electronic invitation by email, giving their guests the opportunity to visit the exhibition. The invitations granted are intended for the recipients only. Exhibition attendance is by invitation only or by registration.
- **Cargo handling, 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, www.pls.lt.

7. Events organised by participants 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.
- If you want to organize events, lectures or educations, it must be agreed with the Exhibition Organizer.

8. Working procedures of the exhibition

- An Exhibitor whose stand is set up and dismantled by a company other than LITEXPO shall inform the company of 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 shall be fully responsible for the actions of the hired third parties as his own. 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, Section 8.6 of the "Regulations on Participation in Exhibitions, Fairs and Conferences").
- The Exhibitor must register at the Information Centre the day before the exhibition. Only Exhibitors who have paid all invoices for services provided by LITEXPO will be registered and further serviced.
- The Exhibitor shall be provided with information on the exhibition's working procedure and services, shall be issued with participation cards, which shall be presented to the security guards and shall be used to admit Exhibitors to the exhibition halls during the exhibition's set-up, dismantling and operation, as well as with car parking permits.

9. Exhibition opening hours

Exhibition venue	LITEXPO exhibition Hall 5. Outdoor space L3
Stand installation time	1 June from 8 a.m. to 5 p.m. 2 June from 8 a.m. to 10 pm
Exhibits arrive	1 June from 8 a.m. to 5 p.m. 2 June from 8 a.m. to 10 p.m. 3 June from 8 a.m. to 10 a.m.
Exhibitor registration	2 June from 9 a.m. to 7 p.m. 3 June from 8 a.m. to 10 a.m.
Exhibition opening hours	3 June from 10 a.m. to 5 p.m. 4 June from 10 a.m. to 3 p.m.

Exhibits are checked out	4 June from 3 p.m. to 10 p.m. 5 June from 8 a.m. to 5 p.m.
Dismantling time for stands	4 June from 3 p.m. to 10 p.m. 5 June from 8 a.m. to 5 p.m.

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

**For changes to the security requirements for participation in the exhibition regulated by the Government of the Republic of Lithuania, please refer to the document "Security Recommendations" for exhibitors uploaded on the exhibition website.*

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