



2026 11 21
CHRISTMAS POP -UP
EXHIBITION
Lithuanian Exhibition and
Congress Centre LITEXPO
Laisvės ave., 5, LT-04215,
Vilnius, Lithuania

PARTICIPATION TERMS/INFORMATION ABOUT SERVICES

1. Submission of applications and registration

- Exhibitors register for the exhibition by logging into EXPODOC by **2026 11 07**.
- Upon submitting a completed application, the Exhibitor receives an email confirming their registration and a preliminary invoice for the registration fee payment.
- The location of the Exhibitor's stand on the exhibition plan is confirmed only after paid all the total order amount.
- The participation terms provide summarized information about the procedure and conditions for participating in the exhibition. The main rights and obligations of the Exhibitor, in addition to aforementioned participation terms, are determined by the application-agreement filled out by each exhibitor and accepted by LITEXPO, "Rules for Participation in Events", as well as "Rules for Designing and Installing Stands", and other internal legal acts of LITEXPO. Hereinafter, all these legal acts are collectively referred to as the legal acts regulating participation.
- **By participating in the exhibition**, you agree that the provided contact information will be stored and used by UAB LITEXPO for direct marketing purposes – **for sending newsletters, information about events, offers, and updates**.
- Each Exhibitor **must** familiarize themselves with these legal acts.

2. Sub-exhibitors

- The Exhibitor may accept sub-exhibitors (other companies, organizations, or institutions) at their stand only after registering them in the application-agreement and coordinating their participation with the exhibition organizer.
- For each sub-exhibitor, the main Exhibitor pays a sub-exhibitor fee.
- The Sub-exhibitor has the right to use the main Exhibitor's stand during the exhibition and must comply with the same conditions and requirements for participation in the exhibition as the main Exhibitor.
- The same requirements apply to the Sub-exhibitor as to the Exhibitor, but the Exhibitor **is responsible for any violations committed by the Sub-exhibitor or violations of the legal acts regulating participation**.
- The activity profile of the participating Sub-exhibitor must match the theme of the exhibition.

3. Main services and prices

The reservation is confirmed only when the advance payment is **190 EUR + VAT**.

**The organizer reserves the right to change the location of the stand area in the Hall selected by the Exhibitor in case of unforeseen circumstances or changes in the security requirements regulated by the laws of the Government of the Republic of Lithuania.*

The event organizer rents out empty exhibition space (minimum area – 4 sq. m) for the entire duration of the event and provides the following services:

- The stand of 4 square meters including 1 table, 1 chair and 2kW electricity;
- Creation and coordination of exhibition content;
- Advertising and communication campaign for the exhibition;
- Attracting target visitors;
- General lighting, heating, and ventilation of the premises;
- General protection of the premises against open robbery during the exhibition's closed hours.

The Exhibitor (or Sub-exhibitor) registration fee includes:

- 1 exhibitor badge;
- entry in the electronic catalogue of exhibition participants.
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Stand catalogue:

https://issuu.com/litexpo/docs/booth_catalogue_litexpo?fr=sMDQwNjg2NDA0MzA

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 exhibition organizers.
- Additional standard stand equipment, furniture, stand cleaning, names and/or logos on the stand, and communications must be ordered by submitting applications for additional equipment and additional communications to the sales manager (**phone +37065082361 and email v.katunskyte@litexpo.lt**).
- Five working days before the exhibition opening, the prices for additional equipment and services increase by 50%, and on the day of Exhibitor registration and during the exhibition by 100%.
- Changing the stand project or making any changes to the project less than 5 days before the exhibition opening incurs a 20% surcharge on the stand setup cost.

5. Terms of payment

- The Exhibitor pays for the exhibition space and additional services upon receiving advance payment invoices from LITEXPO within the periods specified in the invoices.
- Payment of 100% of the value of the exhibition space + VAT is due 30 (thirty) calendar days before the event.
- If an Exhibitor does not pay the invoices by the specified time, they will not be registered for the exhibition.

- VAT invoices will be sent to the exhibitors via email within 5 working days after the exhibition, to the email address specified in the exhibitors' online registration system. The Exhibitor who wishes to receive a VAT invoice on the day of registration will have the invoices printed at the Information and Services Center.

6. Loading works, logistics, and customs services

- Loading and logistics works for exhibits are carried out, and customs services are provided by "UAB PAN-LIT Service". Services are provided upon prior order and are paid for by the Exhibitor. Contact: tel.: 8 5 244 56 77, email: info@pls.lt, www.pls.lt.

7. Invitations for exhibitors

- Each Exhibitor who has paid the registration fee receives X electronic invitations, allowing their guests to visit the exhibition.
- Only invitations sent by the organizer are valid for visiting the exhibition. They are intended solely for their recipients. **It is strictly prohibited to sell the invitation or otherwise distribute it for compensation to third parties.**
- The Exhibitor can order additional invitations for an extra fee.
- Attendance at the event is only possible with invitations or tickets, which are distributed on www.kakava.lt, with exhibitor badges or by registering (MEDIA, VIP, SPEAKER) for accreditation.

8. Events and advertising

- Exhibitors are allowed to organize various events during the exhibition.
- Each participant of the exhibition can organize various events (press conferences, seminars, product presentations, etc.) during the exhibition. The event program must be coordinated with the exhibition organizer no later than one month before the exhibition by contacting the specified contacts.
- The Exhibitor organizing events at their stand must not disturb other participants' ability to properly attend the exhibition (e.g., by making noise or playing loud music, etc.) and must comply with safety requirements.
- Advertising participating exhibitors is only allowed at the Exhibitor's stand. Any advertising outside the stand limits is subject to charges and must be coordinated with the exhibition organizer.
- [Catalogue of advertising positions.](#)

9. Exhibition working order

- The Exhibitor, whose stand is assembled and disassembled by a company other than LITEXPO, must inform the stand construction company about the working order established by LITEXPO (see section 8 of the "Rules for Participation in Events"). In this case, the Exhibitor is fully responsible for the actions and safety of the hired third parties. Additional working hours are chargeable (see point 8.6 of section 8 of the "Rules for Participation in Events").
- The Exhibitor is solely responsible for their exhibits and/or products during their delivery and removal, as well as for their protection before, during, and after the Event. LITEXPO recommends that the Exhibitor insures its exhibits and/or products for the

duration of the event's operation, set-up and dismantling, or orders additional physical protection.

- Upon arriving at LITEXPO the day before the exhibition, the Exhibitor must register at the exhibition information center. Only exhibitors who have fully settled their participation in the exhibition will be registered and served further.
- During registration, the Exhibitor is provided with information about the exhibition working order, safety recommendations, services offered, and exhibitor badges are issued, which, when presented to security, allow the exhibitor access to the exhibition halls during the assembly, disassembly, and operation of the exhibition, as well as parking permits.

10. Withdrawal from participation in the exhibition

- The Exhibitor shall have the right to withdraw from the exhibition by unilaterally terminating the agreement on participation and provision of exhibition space. In this case, the registration fee and 30% of the rental fee for the empty exhibition space shall not be refunded to the Exhibitor. The notice of withdrawal from participation in the exhibition must be submitted in writing via electronic communication and must be confirmed by the responsible person at LITEXPO as having been received (see section 2 of the "Rules for Participation in Events").
- If the Exhibitor withdraws from participation in the exhibition less than 60 (sixty) calendar days before its start, the registration fee and advance payment are not refunded, and the Exhibitor must additionally pay a fine (see section 2 of the "Rules for Participation in Events").

11. Exhibition Opening Hours*

Exhibition venue	LITEXPO 3 rd Hall balcony
Exhibition hours	November 21 st 10.00-18.00
Stand assembly	November 20 th 15.00-19.00 November 21 st 08.00-10.00
Exhibitors are registered	November 21 st 08.00-10.00
Exhibits are removed	November 23 rd 08.00-17.00

**The organizers reserve the right to change the exhibition hours, the times for stand assembly, exhibit removal and delivery, as well as Exhibitor registration times and rules.*

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

12. Contacts Sales Manager Vykinta Katunskytė

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