



### Exhibitors "Checklist"

Major steps needed to take to participate at the exhibition.

	What to do?	When?	Done
1.	Receive from manager information about available free spaces – updated floorplan	As early as possible	<input checked="" type="checkbox"/>
2.	Choose location, size and pre-book Exhibition space	As early as possible	<input type="checkbox"/>
3.	<b>Sign the Contract for Exhibition space rental</b>	<b>As early as possible</b>	<input type="checkbox"/>
4.	Confirm space booking– pay prepayment invoice (at least 25% from the Contract total sum).	Within 10 days after signing the Contract	<input type="checkbox"/>
5.	Order <a href="#">additional equipment</a> for rented Exhibition space (if needed) : <i>(furniture, electricity, carpet, basic stand construction or original stand, banners, lights, fork lift service, design etc.). An individual link to order form will be sent by e-mail.</i>	Till 19.03.2024., if later prices may rise	<input type="checkbox"/>
6.	Submit information (free of charge) to <b>Exhibitors List- e-catalogue</b>	Till 04.04.2024	
7.	Submit additional information (free of charge) about your products for <b>Participants news</b> in the website, social media, other media. <i>Information to be submitted (sample form sent by email) – photos, videos, text etc..</i>	Till 04.04.2024, the earlier you submit the earlier we publish	<input type="checkbox"/>
8.	Receive <b>invitations</b> (each exhibitor gets a number of invitations depending on space size) to invite your clients to visit free of charge <i>(link will be sent via email)</i> . (Number of invitations 6-50m2 30pcs, 50-100m2 80pcs., above 100m2 – 150pcs. Non commercial exposition (classic cars, tuning, etc.) receive less, upon special agreement.	Starting from 04.04.2024	<input type="checkbox"/>
9.	Pay the <b>invoice for the rest</b> of the space rental Contract sum (<=75%) and sum of ordered additional equipment/services.	Till 04.04.2024.	<input type="checkbox"/>
10.	Read the Exhibition Regulations of the stand build-up and exhibits delivery.	Sent via email	
11.	Receive <b>Exhibitors badges</b> (available at Exhibitors Profile). <i>Badges acc. to rented space 6-30m2 8 badges, 30-100m2 12 badges, above 100m2 – 20+ badges.</i>	Available for print at Exhibitors Profile	<input type="checkbox"/>
<b>Car parking:</b> during the set-up and disassembly time the <u>parking is free of charge</u> for the Exhibitors – to receive it, please <u>register</u> the car number via tablet in the main lobby. Number of free parking passes is not limited. (Mobilly, pay zone SIC)			
12.	Bring in exhibits, deliver products to expo centre, stand build-up time	17.04 9-18 18.04. 9-21	<input type="checkbox"/>
13.	<b>Exhibition open to visitors</b>	<b>19.04 and 20.04 10-19, 21.04. 10-17</b>	<input type="checkbox"/>
<b>Car parking during the Exhibition hours:</b> Free parking lot in the nearby shopping center Olimpia, paid parking lot near the Exhibition centre (Mobilly, pay zone SIC). Each Exhibition space gets <u>1 free parking ticket</u> in SIC zone (3 tickets for Exhibition spaces > 100m2). To receive free ticket, car plate number has to be registered via Exhibitors profile. The parking lot has limited space due to large flow of visitors!			
14.	Stand dismantling, removal of exhibits after the end of the fair	21.04 17.30-20 22.04. 9-18	<input type="checkbox"/>
15.	Your opinion about the exhibition, evaluation – fill in the survey	22.04.2024	<input type="checkbox"/>
16.	Apply for the next years exhibition	As early as possible	<input type="checkbox"/>

#### Contact information:

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**See you at Auto 2024!**