

AUTO 2026, April 24-26, Riga, Latvia

Exhibitors "Checklist"

Steps to take to participate at the exhibition.

	What to do?	When?	How?	Done
1.	Receive floorplan, choose space	ASAP	Email	<input checked="" type="checkbox"/>
2.	Sign the Contract for Exhibition space rental	ASAP	Email	<input checked="" type="checkbox"/>
3.	Confirm booking – pay the invoice 25% from the total.	Within 10 days	Email	<input checked="" type="checkbox"/>
4.	Order additional equipment for rented space: (furniture, electricity, carpet, stand construction, banners, lights, fork lift etc.).	Till 28.03.2026. or later with markup	Order link via email or to Mr. Gatis	<input type="checkbox"/>
5.	Submit information to Exhibitors List- e-catalogue	Till 28.03.2026	Link sent via email	<input type="checkbox"/>
6.	Submit information for Participants news for Exhibition social media and website	From 10.03 Till 20.04.2026	Link sent via email	<input type="checkbox"/>
7.	Pay the invoice for the rest 75% plus ordered additional equipment.	Till 28.03.2026	Invoice sent via Email	<input type="checkbox"/>
8.	Receive free invitations/one time entrance cards to invite your guests	From 28.03.2026	Profile link via email	<input type="checkbox"/>
Number of invitations (Auto, Auto Mechanics): 6-50m2 30pcs, 50-100m2 80pcs., > 100m2 – 150pcs. Non commercial exposition (Auto Exotica, classic cars, tuning, etc.): less, number to be specified individually.				
9.	Receive Exhibitors badges/multiple entry cards . Accordingly to the rented space 6-30m2 8 badges, 30-100m2 12 badges, above 100m2 – 15+ badges.	From 28.03.2026	Profile link via email	<input type="checkbox"/>
10.	Build-up time - bring in exhibits, deliver products to your stand	22.- 23.04. 9-21		<input type="checkbox"/>
Car parking during the set-up and disassembly time the <u>parking is free of charge</u> for– to receive it, please <u>register</u> the car number via tablet in the main lobby. Number of free parking passes is not limited.				
11.	Exhibition open to visitors	24.- 25.04 10-19 26.04. 10-17		<input type="checkbox"/>
Car parking during the Exhibition hours: Free parking lot in the nearby shopping center Olimpia, paid parking lot near the Exhibition centre, zone SIC. Each Exhibitor space gets <u>1 free parking ticket</u> (3 tickets > 100m2) in zone SIC. 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!				
12.	Stand dismantling, removal of exhibits after the end of the fair	26.04 17.30-20 27.04. 9-18		<input type="checkbox"/>
13.	Your evaluation of the event – fill in the survey	29.04.2026		<input type="checkbox"/>
14.	Apply for the next years exhibition	As early as possible		<input type="checkbox"/>

Contact information:

Gints Savejs, Exhibition Auto General manager
 M.: +371 29176207, gints.savejs@bt1.lv

Technical questions:

Gints Ozolins, Order stand equipment, 28784789, gints.ozolins@bt1.lv
 Large Stand building, custom special design - Gatis Ozols, 29448962, gatis.ozols@bt1.lv
 Publications in press, social media, web – Aiga Kupre, 26591588, aiga.kupre@bt1.lv
 Invoices and payments – Accountant, 67065008, inese.zeidmane@bt1.lv

See you at Auto 2026!

www.balticmotorshow.com