

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: <i>(furniture, electricity, carpet, stand construction, banners, lights, fork lift etc.).</i> | Till 28.03.2026. or later with markup | Order link via email or to Mr. Gatis | <input type="checkbox"/> |
| 5. | <u>Submit</u> information to Exhibitors List- e-catalogue | Till 28.03.2026 | Link sent via email | <input type="checkbox"/> |
| 6. | <u>Submit</u> 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:

Equipment order for small and standard stands – Gints Savejs

Large Stand building, special design, custom equipment order - 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!

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