



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.	Sign the Contract for Exhibition space rental	As early as possible	<input type="checkbox"/>
4.	Confirm Exhibition 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 additional equipment and services for rented Exhibition space (if needed) : <i>(furniture, electricity, internet connection, carpet, basic stand construction or original stand construction, if needed -hanging banners and objects to hall ceiling, hanging lights above the stand, fork lift service, design service etc.).</i> An individual link to order form and Exhibitors Profile will be sent by e-mail.	Till 04.04.2023.	<input type="checkbox"/>
6.	Submit additional information (free of charge) about your products for 1)Exhibitors catalogue 2) Participants news published in the website, social media FB Insta profiles and other media. <i>Information to be submitted (sample form sent by email) – photos, videos, text about your products, novelties, contests etc.). <u>It is crucially important to inform visitors already before the fair starts.</u></i>	Till 14.04.2023 but we start publish them earlier, the earlier you submit the better	<input type="checkbox"/>
7.	Receive invitations (each exhibitor gets a number of invitations depending on space size) to invite your clients to visit the exhibition free of charge (<i>link will be sent via email</i>). Send these invitations to your customers. (Number of free invitations depends on rented and paid space 6-50m2 40pcs invitations, 50-100m2 90pcs., above 100m2 – 150pcs. Non commercial exposition (classic cars, tuning contest, sportscars utt.) receive less invitations and upon special agreement.	Starting from 14.04.2023	<input type="checkbox"/>
8.	Pay the invoice for the rest of the space rental Contract sum (<=75%) and sum of ordered additional equipment/services.	Till 14.04.2023. (if agreed separately- till the fair begins)	<input type="checkbox"/>
10.	Read the Exhibition Regulations. Please pay attention to schedule and working hours of stand build-up and exhibits delivery.	Regulations are available on website	
11.	Receive Exhibitors badges and car parking pass. (<i>Sent by email or available at Exhibitors Profile</i>). Badges acc. to rented space 6-30m2 8 badges, 30-100m2 12 badges, above 100m2 – 20+ badges. Parking lot 2passes per each company.	Available for print at Exhibitors Profile, day before the build up starts	<input type="checkbox"/>
12.	Bring in exhibits, deliver products to expo centre, stand build-up time	26.04 9-18 27.04. 9-21	<input type="checkbox"/>
13.	Exhibition	28.04 and 29.04 10-19 30.04. 10-17	<input type="checkbox"/>
14.	Stand dismantling, removal of exhibits after the end of the fair	30.04 17.30-20 01.05. 9-18	<input type="checkbox"/>
15.	Your opinion about the exhibition, evaluation – fill in the survey	01.05.2023	<input type="checkbox"/>
16.	Apply for the next years exhibition	As early as possible	<input type="checkbox"/>

Contact information:

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<https://www.facebook.com/autoizstade.kipsala>

Specific technical questions:

Stand building, design - Gatis Ozols, 29448962, gatis.ozols@bt1.lv

Lights, sound, hanging elements to hall ceiling – Ritvars Ozoliņš, 28698425, ritvars.ozolins@rigaexpo.lv

Publications in press, social media, web – Aiga Kupre Vociša, aiga.vocisa@bt1.lv

Invoices and payments – Accountant, 67065008, inese.zeidmane@bt1.lv

See you at Auto 2023!