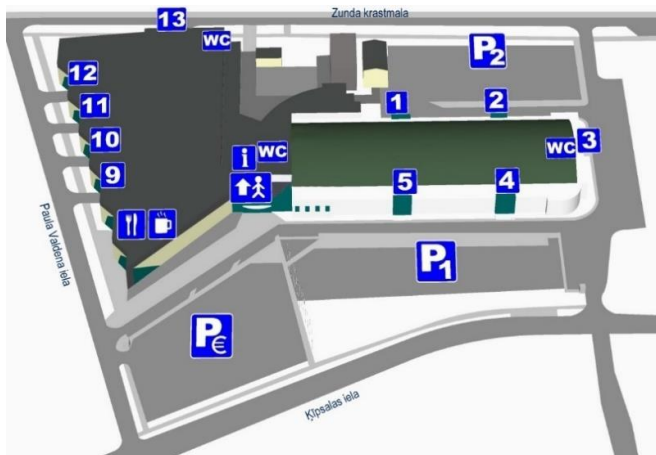


"AUTO 2022" EXHIBITOR'S GUIDE

Opening hours for EXHIBITORS

27.04.	10.00	instalation	19.00
28.04.	10.00	instalation visitors	21.00
29.04.	8.30	10.00 19.00	19.30
30.04.	9.30	10.00 19.00	19.30
01.05.	9.30	10.00 17.00	17.30
01.05.	17.30	dismantling	20.00
02.05.	10.00	dismantling	18.00



EXHIBITORS' CARDS AND CAR PASSES

The responsible representative of the stand can receive the exhibitors' cards and car passes in the **Service Centre**. The cards and car passes include **a bar code**, which **must be scanned** each **time during the exhibition**, both **when entering and leaving the Exhibition Centre**. The exhibitor's card is valid for multiple entry of one person to the Exhibition Centre territory. A car pass is valid for multiple parking of one car in the Exhibition Centre parking lots according to the type of the pass; it must be placed behind the windscreen of the car.

Exhibitor's entrance – for the exhibition time: Central entrance and Gates **Nr.2; Nr.13**. Parking lots: Zunda krastmala and P2.

During installation and dismantling of the exhibition **use the gate** specified in the deployment scheme to accommodate the exposure: **Nr.1; 3; 4; 9; 10; 11; 12**, the gate closest to your exhibition space as specified by the exhibition organizer.

There are **hydraulic carts** ('rohlās') available in the halls. **Taking them in the lobby** is prohibited!

During the installation and dismantling of the exhibition as well as during its opening hours **the responsibility** for the property of the exhibitor **rests upon the exhibitor**. Outside the opening hours of the exhibition, **during the closed period**, presence in the Exhibition Centre territory is permitted only with a special permission and for payment (Eur 36/h plus VAT).

Participant's obligations during the exhibition

The Participant shall inform the Organiser in writing about **loss of property** from the Exhibit Space no later than 30 minutes after the exhibition pavilion has been opened to

Participants (complaints in writing shall be submitted to the Service Centre).

The Participant shall provide permanent presence of at least one authorised representative, hereinafter referred to as Representative, in their Exhibit Space during the exhibition and, if necessary, during the open period of setting up, dismantling and removal and pay special attention to supervising the Exhibit Space.

Operating any type of a motor vehicle during the event (indoors) is strictly prohibited. The Organiser is entitled to impose a penalty of EUR 170 for failure to comply with this rule.

If by **15:00 on 01.05.2022** the Participant has not settled all payments set in the Contract-Application or other agreements between the Participant and the Organiser, the Organiser is entitled to arrest Participant's property located in the Exhibit Space or displayed commodities until the payment is settled in full and shall not be held liable for indemnification of losses to the Participant or third persons.

The Participant may start the dismantling only after the Exhibition is closed to the public.

STAND STRUCTURES AND EQUIPMENT

The standard equipment includes the stand walls, lighting (1000 lm for every 3 m²), a fascia board and fascia, if one is ordered. The standard construction **does not include** the carpet, electricity connection and furniture!

Area without constructions. If the agreement is concluded for the exhibition area without constructions, the exhibitor **is not allowed to use** the containment walls or other elements of the adjacent stand.

If there is another company involved in the construction (construction, placing stickers, etc.) **of your stand** a representative of that company must enter into the agreement with the Service Centre regarding the performance of the specific works.

Additional equipment must be ordered from the project manager before the start of installation of the exhibition, but during installation and the exhibition opening hours - in the **Service Centre**. When placing the order in the Service Centre, a 50% surcharge for the equipment is applied! The exhibitor is responsible for the leased exhibition area and equipment, and after the closing of the exhibition shall deliver such to the organizer undamaged, clean and **with all kinds of self-adhesive elements removed**.

Affixing carpets is only allowed with **TESA double-sided adhesive tape for exhibitions** (or equivalent), which does not damage the hall floor and is easy to clean. TESA double-sided adhesive tape can be purchased at the Service Centre.

It is allowed to affix items to the structures only by using the dry method (**no liquids!**). If items are affixed to the walls by the exhibitor, then after the exhibition the exhibitor must remove all stickers and glue remnants from the walls and structures! Items may be affixed to the structures also before wall mounting, upon advance agreement with the project manager. Ready-made walls with stickers can be ordered and purchased in the Service Centre.

Waste and cleanliness. The exhibitor must keep clean its stand area and the adjacent passages during exhibition installation and dismantling. The Participant shall be responsible for cleaning up any trash left behind in the exhibition space after the removal of all exhibits. If the Participant fails to comply with this requirement, the Organiser is entitled to invoice the Participant for cleaning

services. It is strictly prohibited to place any type of objects so that they interfere with access to the power distribution or fire extinguishing cabinets.

Cleaning of floors. The exhibition organiser provides only for cleaning passages between the stands. Cleaning (vacuuming) the floor in the stand shall be ordered in the Service Centre or carried out by the exhibitor.

ENGINEERING AND TECHNICAL SERVICES

The power connection must be ordered from the project manager in a timely manner. The later it is ordered, the less is the possibility to arrange it at the required location and quantity!

Lighting. Caring for the environment, the working lighting of the hall is switched on during the installation of the exhibition. Stand lighting is switched on only upon request, to make visual adjustments. If no assembly work is carried out in the stand, the exhibitor must notify such to the Service Centre so that lighting could be switched off.

Suspension points on ceiling structures shall be installed only after the receipt of the application and coordination with the project manager.

Materials (ropes, ribbons, telfers, etc.), with which the equipment is affixed at the hall ceiling, **are provided by the exhibitor** or rented from the organizer (see the price list). Suspended materials (banners, lamps, etc.) must be delivered for suspending before the exhibition installation starts. Access to the respective site may be difficult or even impossible later!

Loader services. Maximum loading weight up to 5,000 kg. The minimum amount of time that can be ordered is 30 minutes. Upon ordering the loader, you must specify the weight that will be loaded.

Water and sewerage must be ordered from the project manager in a timely manner. Both cold and warm water and sewerage with or without a sink are available.

TV sets and other equipment may be placed in the stands in the morning before the opening of the exhibition or, upon coordination with the project manager, already during the installation of the exhibition. The exhibitor can learn about the equipment compatibility and options **in the Service Centre**.

Internet:

- **with the cable** - the exhibitor must apply for at least one week before the start of the exhibition installation;
- **wireless internet (Wi-Fi)** password can be purchased at **the Service Centre**. Each individual password works only on the first device with which the connection is made;
- **Free Wi-Fi** is available in the lobby of the exhibition centre.

OTHER BINDING REGULATIONS (in accordance with the Rules for the Participation of the Exhibition)

Permissible noise level on the exhibition area perimeter line shall not exceed 80 dB.

Deployment and distribution of materials outside own exhibition area without the permission of the project manager is prohibited! The exhibitor shall carry out any **trading** in accordance with the laws in force in the

Republic of Latvia and the regulations of the European Union.

Compliance with fire safety regulations. Any use of open flame in the stand (candles, welding, torch demo, etc.) must be agreed with the organiser and a written **Assignment to work with fire** must be received!

Authorisations. The exhibitor shall ensure that persons operating in the exhibition area of the exhibitor during the exhibition have all the required permits, certificates, health books and other documents set forth in the relevant laws and regulations.

OTHER SERVICES

In the Service Centre the exhibitor can:

- carry out **copying, printing jobs** (black and white / colour, A4, A3);
- rent **hooks** to hang materials on the stand structures (security deposit EUR 1 per hook);
- receive **keys** to the doors or showcases built in the stand (security deposit EUR 5 per key);
- order playback of **the audio clip** as well as other **notifications** through speakers;
- buy different types of adhesive tape, packaging film, delimiting ribbon and office supplies.

The exhibitor may receive **the lunch vouchers**, if they have been ordered in advance, in the Expo Cafe in Hall 2 beneath the balcony. Likewise, questions about the tablecloth rent, coffee table and banquet service as well as other questions related to catering may be addressed to the Cafe.

A cloakroom for exhibitors is available free of charge.

The ATM (Swedbank) is located near the Central entrance, in the lobby.

CONTACTS:

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