



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 <u>additional equipment and services</u> 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>	Till 22.03.2022.	<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 12.04.2022 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 – 200pcs. Non commercial exposition (classic cars, tuning contest, sportscars etc.) receive less invitations and upon special agreement.	Starting from 12.04.2022	<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 05.04.2022. (if agreed separately- till the fair begins)	<input type="checkbox"/>
10.	Read the Exhibition Regulations. Pay attention to entry requirements for visitors and exhibitors (valid and compatible EU Certificate for Covid 19 vaccination or recovery). Also pay attention to schedule and times when of stand build-up and exhibits delivery. Inform about these requirements all your employees.	As early as possible	
11.	Receive Exhibitors badges and car parking pass. <i>(Sent by email or can receive on-site at the info desk in the main lobby). Badges acc. to rented space 6-30m2 8 badges, 30-100m2 12 badges, above 100m2 – 20+ badges. Parking lot 2passes per each company.</i>	27. - 28.04.2022.	<input type="checkbox"/>
12.	Bring in exhibits, deliver products to expo centre, stand build-up time	27.-28.04.2022	<input type="checkbox"/>
13.	Exhibition	29.04.-01.05.2022	<input type="checkbox"/>
14.	Stand dismantling, removal of exhibits after the end of the fair	01.-02.05.2022	<input type="checkbox"/>
15.	Your opinion about the exhibition, evaluation – fill in the survey	02.05.2022	<input type="checkbox"/>
16.	Apply for the next years exhibition	As early as possible	<input type="checkbox"/>

Contact information:

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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 2022!