



### 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.	<b>Sign the Contract for Exhibition space rental</b>	<b>As early as possible</b>	<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) <u>Participants news published in the website, social media FB Insta profiles and other media</u> . <i>Information to be submitted (sample form sent by email) – photos, videos, text about your products, novelties, contests etc.). It is crucially important to inform visitors already before the fair starts.</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. <i>(Number of free invitations depends on rented and paid space 6-50m<sup>2</sup> 40pcs invitations, 50-100m<sup>2</sup> 90pcs., above 100m<sup>2</sup> – 200pcs. Non commercial exposition (classic cars, tuning contest, sportscars utt.) reveice less invitations and upon special agreement.</i>	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 seperately- till the fair begins)	<input type="checkbox"/>
10.	Read the Exhibition Regulations. Pay attention <b>to entry requirements</b> for visitors and exhibitors (valid and compatible <b>EU Certificate for Covid 19 vaccination or recovery</b> ). 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 6-30m<sup>2</sup> 8 badges, 30-100m<sup>2</sup> 12 badges, above 100m<sup>2</sup> – 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.	<b>Exhibition</b>	<b>29.04.-01.05.2022</b>	<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:

Gints Savejs, Auto 2022 manager

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

#### Specific technical questions:

Stand building, design - Gatis Ozols, 29448962, [gatis.ozols@bt1.lv](mailto:gatis.ozols@bt1.lv)

Lights, sound, hanging elements to hall ceiling – Ritvars Ozoliņš, 28698425, [ritvars.ozolins@rigaexpo.lv](mailto:ritvars.ozolins@rigaexpo.lv)

Publications in press, social media, web – Aiga Kupre Vociša, [aiga.vocisa@bt1.lv](mailto:aiga.vocisa@bt1.lv)

Invoices and payments – Accountant, 67065008, [ineze.zeidmane@bt1.lv](mailto:ineze.zeidmane@bt1.lv)

**See you at Auto 2022!**