

AUTO 2025, April 25-27, 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 type="checkbox"/>
3.	Confirm booking – pay the invoice 25% from the total.	Within 10 days	Email	<input type="checkbox"/>
4.	Order additional equipment for rented space: <i>(furniture, electricity, carpet, stand construction, banners, lights, fork lift etc.).</i>	Till 25.03.2025.	Exhibitors Profile	<input type="checkbox"/>
5.	<u>Submit</u> information to Exhibitors List- e-catalogue	Till 25.03.2025	Email	
6.	<u>Submit</u> information for Participants news in social media and website	04.-20.04.2025	Email	<input type="checkbox"/>
7.	Pay the invoice for the rest 75% plus ordered additional equipment.	Till 25.03.2025	Email	
8.	Receive free invitations/one time entrance cards to invite your guests	From 04.04.2025	Exhibitors Profile	<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 . <i>Accordingly to the rented space 6-30m2 8 badges, 30-100m2 12 badges, above 100m2 – 15+ badges.</i>	From 04.04.2025	Exhibitors Profile	<input type="checkbox"/>
10.	Build-up time - bring in exhibits, deliver products to your stand	23.04 9-18, 24.04. 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	25.- 26.04 10-19 27.04. 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	27.04 17.30-20 28.04. 9-18		<input type="checkbox"/>
13.	Your evaluation of the event – fill in the survey	29.04.2025		<input type="checkbox"/>
14.	Apply for the next years exhibition	As early as possible		<input type="checkbox"/>

Contact information:

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Technical questions:

Gints Ozolins, Order stand equipment, 28784789, gints.ozolins@bt1.lv
Large Stand building, custom special design - 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 2025!

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