


# EXHIBITOR'S CHECKLIST

*A step-by-step guide: What to do and when to prepare for successful fair?*

#	What to do	When	How	
1	Obtain the fair layout and <b>choose a location</b> for your stand	The sooner the better to get the best option for you	By e-mail, phone, or any other means of communication or data exchange	
2	<b>Sign the rental contract</b> for the selected space	Lowest SUMMER rates available until 30 September		
3	<b>Confirm your stand location</b> by paying the advance invoice	Within 10 days	For the catalogue – receive your hyperlink by email	
4	<b>Submit your information</b> for the fair's electronic catalogue	As soon as reservation is confirmed		
5	<b>Order power and internet connections</b> , furniture, carpets, stand walls, floor coverings, podiums, structures, lighting, LED screens, sound equipment, colour printing for walls, unloading services, storage... → everything you need to operate the stand	No additional charges if completed by 6 January	Through hyperlink sent to your email or through the project agents	
6	<b>Launch your trade-fare participation advertising campaign</b> on your social media profiles, website and other platforms	We recommend launching it on 12 January	Riga, Latvia, the Baltics	
7	<b>Pay the remaining balance</b> of the base fee for the selected space	By 16 January	Invoice by email	
8	<b>Provide the organizers with information about your latest fair updates</b> for publication on the fair's website and social media accounts	We recommend completing this by 16 January	Participant's news template by email	
9	<b>Start actively approaching clients and partners to invite them to visit your stand.</b> You will need to receive the <b>free invitations</b> /single-entry passes from the fair organizers first	From 19 January	Participant profile link by email	
10	<b>Receive multiple-entry passes for stand staff</b> (based on area size: 3 passes for up to 6m <sup>2</sup> , 5–8 passes for 7–36m <sup>2</sup> , 10–12 passes for 37–79m <sup>2</sup> , 15+ passes for over 80m <sup>2</sup> ), including vehicle and other passes	From 19 January	Participant profile link by email	
11	<b>Set up the exhibition stand</b> <i>Free parking for exhibitors during assembly and disassembly periods. You are required to type in the vehicle number into the tablet located in the Expo Centre lobby when parked. The number of parking spaces is unlimited</i>	4-5 February		
12	<b>During Baltttour 2026</b> Parking during the Baltttour 2026 fair: - <b>Paid parking at the Expo Centre</b> (Mobilly zone SIC) <i>Exhibitors are guaranteed 2 free parking spaces per stand (from 22 m<sup>2</sup> – 3; from 37 m<sup>2</sup> – 4) in zone SIC. To get free parking, you will need to provide vehicle registration number in the exhibitor's profile <b>at least one day before the planned use (for each day separately).</b></i> - <b>Free parking</b> at the nearby Olimpia Shopping Mall - <b>Free parking on the streets</b> of Ķīpsala Due to visitor traffic, number of available parking spaces may be limited!	<b>6-8 February</b>		
13	<b>Disassemble and transport</b> the exhibition display	8-9 February		
14	<b>Submit the evaluation form</b> about your fair experience	17 February	Hyperlink by email	
15	<b>Apply</b> for participation in Baltttour 2027	Well in advance	Through project agents	

## Contact information

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**Baltttour 2026**  
**6 – 8 February**  
**[www.baltttour.lv](http://www.baltttour.lv)**

## .. for specific enquiries:

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