

DRONE SUMMIT 2025

Driving Innovation & Technology
for Global Security

May 28 ATTA CENTRE
Krasta Street 60, Riga, Latvia



EXPO MANUAL

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CONTACTS

THE DRONE SUMMIT 2025 ORGANISERS

Questions regarding content, side events etc.

E-mail: info@dronesummit.lv

EXHIBITION MANAGEMENT

Questions regarding EXPO

Contact person: Mr. Lauris Morics

Phone: +371 22087610

E-mail: lauris.morics@dronesummit.lv

OFFICIAL EXHIBITION STAND AND EQUIPMENT COMPANY "BT 1"

Expo stand and equipment rental

Contact person: Mr. Oskars Zalkalns

Phone: +371 28385014

E-mail: oskars.zalkalns@bt1.lv

PARTICIPATION

Participation in the expo is **free** of charge. Organisers will provide **allocated space**, a table and four chairs, along with access to power supply. Companies needing any additional equipment can rent it at an extra cost. Detailed information on how to order services can be found in Section 2 - ORDER OF SERVICES

Expo space size options:



3m x 2m



4m x 3m

CONFERENCE VENUE

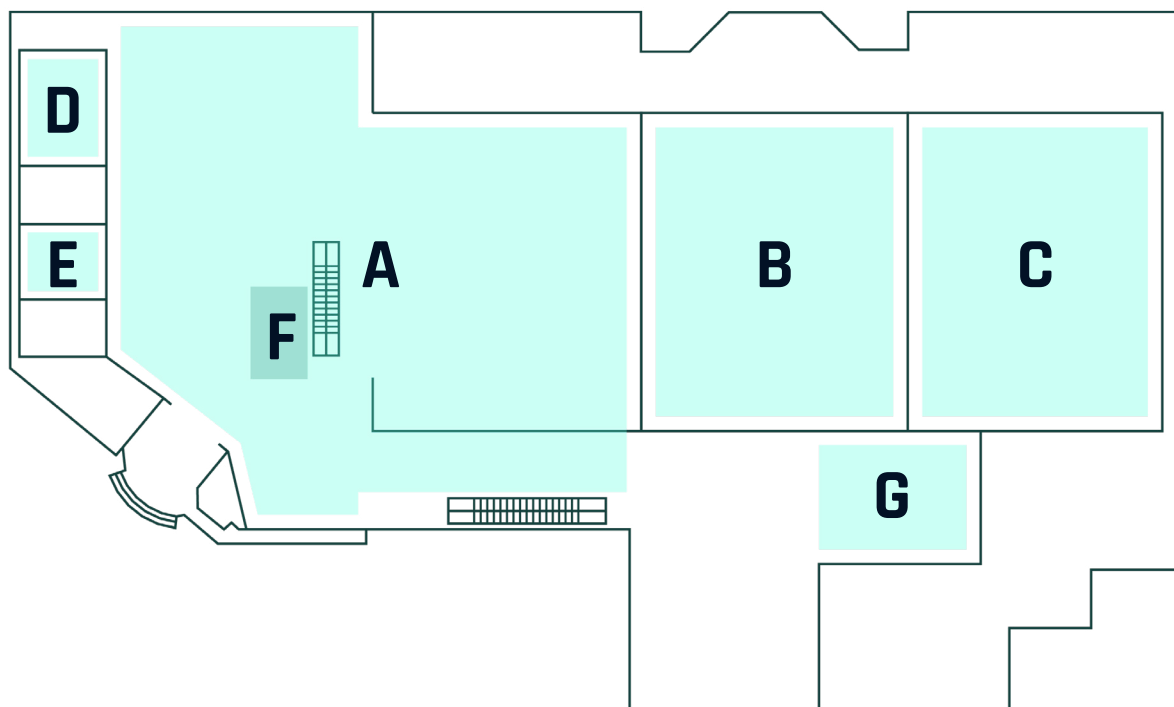
ATTA CENTRE

[Krasta Street 60, Riga, Latvia, LV-1003](#)

Located in the heart of the capital of Latvia, ATTA CENTRE is one of the largest venues in the Baltics for conferences and events.

The total area of the ATTA CENTRE is 11 500 m², the ceiling height is 6.9 m.

The Exhibition Area will be located on the 1st floor.



- | | |
|--------------------------|----------------------------|
| A Exhibition area | D Media room |
| B Hall B | E Press room |
| C Hall C | F Registration desk |
| | G RTU workshop |

PRELIMINARY EXHIBITION SCHEDULE

Equipment and Material Delivery

Monday, May 26

09:00 - 17:00

Exhibition Build-Up

Tuesday, May 27

10:00 - 17:00

Stand Decoration

Tuesday, May 27

17:00 - 21:00

Exhibition Opening Hours

Wednesday, May 28

09:00 - 18:00

Exhibition Dismantling

Wednesday, May 28

18:00 - 24:00

Exhibition Desk

Tuesday, May 27

08:00 - 21:00

Wednesday, May 28

08:00 - 19:00

The registration desk will be available for participant, exhibitor registration and technical assistance.

Stand placement plan will follow

LOGISTICS

All samples, exhibits, brochures, posters and stand equipment should be delivered on **Monday, May 26**. Atta centre will provide storage room.

Shipment delivery terms:

DDP ATTA CENTER, Riga

Under Delivered Duty Paid (DDP) terms for the Drone Summit 2025, exhibitors are fully responsible for ensuring that all shipments arrive at the ATTA CENTRE.

The exhibitor or their shipping provider must cover all costs associated with transportation, insurance, import duties, value-added tax (VAT), and any other fees related to import clearance.

Contact information for deliveries:

ATTA CENTRE representative
Ms. Nadia Ignase
Phone: +371 28659366

Advice of shipments:

All shipments should be advised by e-mail to the Exhibition Management not later than **Monday, May 19**

Require info:

Shipping Company	
Truck size and Identification	
Driver Contact - name and phone	
Expected time of arrival	
Number of pieces	
Weight in Kg	
Currier tracking No.	

Courier Shipments:

From European Union countries	~3 days before the build-up of the exhibition
From all other countries	~10 days before the build-up of the exhibition

PLEASE, MARK ALL SHIPMENTS AS FOLLOWS:

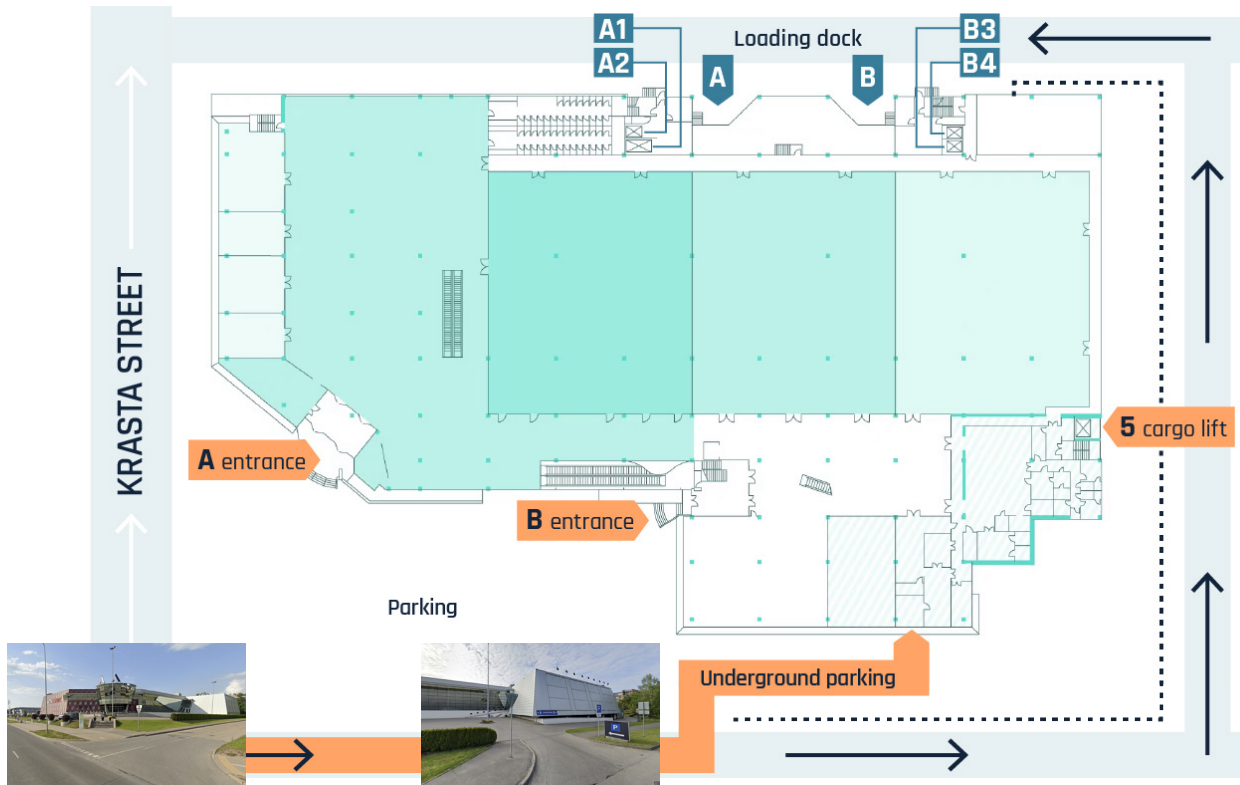
ATTA CENTRE, Krasta Street 60, Riga, Latvia, LV-1003, Drone Summit 2025

In case of sending a courier shipment, please be sure to provide ATTA CENTRE with the full details of the shipment: exhibitor's name, courier company, number of pieces and tracking number.

Section 1 - General Information

Map for deliveries.

All deliveries must be made through loading docks A or B. Please see detailed dimension description below.



A entrance

- The first door from outside 226 cm (height) x 205 cm (width), 217 cm (width of the open door);
- The second door from outside 228 cm (height) x 205 cm (width), 217 cm (width of the open door).

B entrance

- B entrance door dimensions - 211 cm (height) x 104 cm (width);
- B entrance ramp dimensions - 187 cm (width) x 15 m (length)

LOADING DOCK

A1

- 240 cm (height) x 190 cm (width) x 288 cm (length)
- Lifting Capacity - 3000 kg

A2

- 240 cm (height) x 190 cm (width) x 288 cm (length)
- Lifting Capacity - 2000 kg

B3

- 240 cm (height) x 170 cm (width) x 237 cm (length)
- Lifting Capacity - 2000 kg

B4

- 240 cm (height) x 170 cm (width) x 237 cm (length)
- Lifting Capacity - 2000 kg

5

- 219 cm (height) x 190 cm (width) x 296 cm (length)
- Lifting Capacity - 2000 kg

RULES OF PARTICIPATION

In accordance with the Organizer's contract with the Atta Centre, each exhibitor is and will be obliged to adhere to all the internal rules and fire- prevention regulations outlined in the General Conditions and Safety Rules. These conditions are valid throughout the course of the exhibition and govern the means of the use of the event venue, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damage resulting from the exhibitor 's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

FIRE PREVENTION AND SAFETY RULES

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances. Fire-extinguishers, hydrants, water taps, etc., situated in front of, near stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc. - must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without the written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances are not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

No packaging material or any other kind of material may be stored either between or behind the exhibits.

GENERAL CONDITIONS AND INSURANCE

The exhibitor is obliged to follow the Exhibition Management instructions concerning the construction and furnishing of the stands, including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- Highly flammable or explosive materials, gas and dangerous materials;
- Goods offensive by their scent or some other way, or appliances producing unpleasant sound or light.

Any confusion regarding the above will be clarified by Exhibition Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighboring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example to demonstrate some function of the exhibit or other).

Any part of the section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured. Placement of various objects in a way which obstructs the visitors' view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with the written consent of the Exhibition Management.

Written approval from the Exhibition Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved of by the regulations of the conference.

Advertising of goods and services which are not included in the exhibition program or of companies and organizations that have not ordered any exhibition area, or have not applied as sharing companies, or whose participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

Place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand;
- it is necessary to inform the Exhibition Management in advance about elevated podiums.

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

Any other potential issues or problems, not defined by these rules, will be resolved by the Exhibition Management.

INSURANCE

The Exhibition Management insures the exhibition area against force majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuses to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set-up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the booth.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to provide documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provisions are fulfilled.

PARKING

Atta Centre offers parking free of charge for cars.

If you need parking for a cargo vehicle, please contact Exhibition Management.

HOW TO ORDER SERVICES

All services should be ordered through official exhibition stand and equipment company "BT 1". Available equipment can be found in online [Catalogue](#). Please contact the company representative for all inquiries regarding rental of the stand and stand equipment.

International Exhibition Company BT 1

Contact person: Mr. Oskars Zalkalns

Phone: +371 28385014

E-mail: oskars.zalkalns@bt1.lv

We will process the inquiry and reply no later than 24 hours after submission. The deadline for order submission is **May 05, 2025**.

Orders made after the deadline cannot be guaranteed. These orders will be processed individually, according to the availability of the required services.

ON-SITE ORDERS

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then will the service be provided. No copies of payment confirmations or similar documents will be accepted. Actualization of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend placing all orders on time.

TERMS OF PAYMENTS

After receiving the booking "BT1" will send an invoice to the exhibitor, and it must be paid through a bank in time.

The deadline for the payment of all orders is **May 05, 2025**.

All cancellations should be submitted in writing no later than **May 05, 2025**

to the following e-mail: lauris.morics@dronesummit.lv

No refunds will be made after **May 05, 2025**.

CLAIMS

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.