

DRONE SUMMIT²⁰²⁶

Test. Learn. Advance. Together.

May 27 ATTA CENTRE
Krasta Street 60, Riga, Latvia



EXPO MANUAL

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CONTACTS

THE DRONE SUMMIT 2026 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: expo@dronesummit.lv

PARTICIPATION

The Drone Summit 2026 Industry expo will feature up to five companies from each member state of the International Drone Coalition, showcasing some of the most innovative technologies currently emerging in the drone sector. The exhibition will focus on high-technology innovations that have been on the market for no longer than two years, highlighting cutting-edge solutions relevant to defence, security, and autonomous systems.

The selection of companies is carried out independently by each Drone Coalition member state, which assigns a unique code to selected participants and ensures their registration on the event platform. Companies interested in participating in the expo are encouraged to contact the Drone Coalition contact persons at their respective member state's Ministry of Defence for further information about the national selection process.

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**

EXHIBITION SPACE ALLOCATION

Each participating country will be allocated a national exhibition island of approximately **45 m²**.

Latvia, as the host country, will have a **separate national exhibition zone with a larger allocated space**.

Within each national island, space will be distributed among participating companies based on:

- the number of participating companies
- the size and type of exhibited products
- overall layout and visitor flow considerations

The Exhibition Management reserves the right to determine the final internal layout of each national island to ensure balanced presentation and safe visitor circulation.

CONFERENCE VENUE

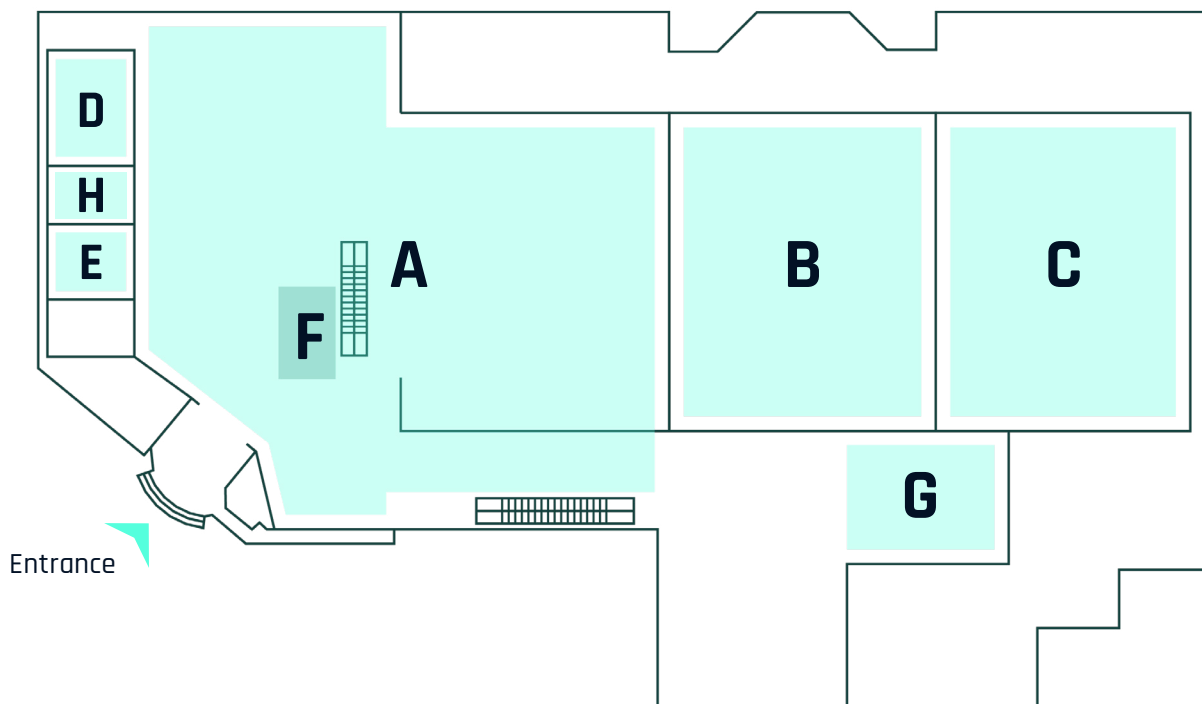
ATTA CENTRE

[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 ATTA CENTER offers the best technological solutions for holding your events and making your projects come to fruition.

The total area of the ATTA CENTRE is 11 500 m², the ceiling height is 6.9 m. It is possible to hold various events in the centre: exhibitions, conferences, banquets, as well as cultural, art and sports events of any format.

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



- | | |
|------------------------------------|--------------------------------|
| A Exhibition area | E Press Conference Room |
| B Main Conference Hall | F Registration |
| C Startup & Drone Test Area | G Drone Workshop |
| D Media room | H Media Interview Area |

PRELIMINARY EXHIBITION SCHEDULE

Exhibition Build-Up

Tuesday, May 26

09:00 - 21:00

Exhibition Opening Hours

Wednesday, May 27

09:00 - 18:00

Exhibition Dismantling

Wednesday, May 27

18:00 - 24:00

Exhibition Desk

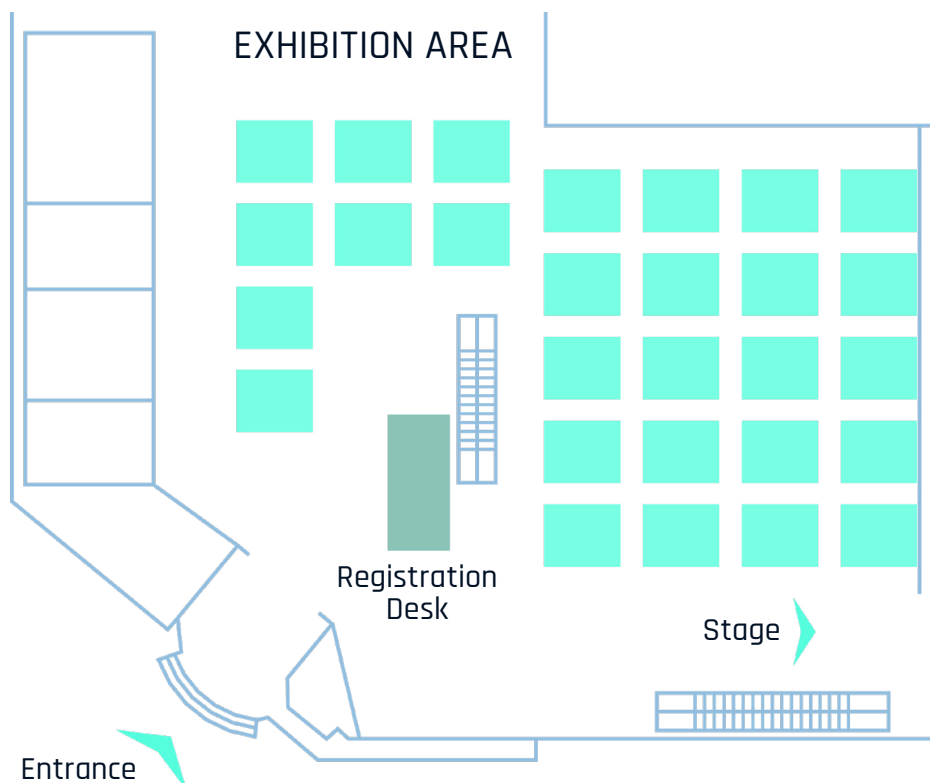
Tuesday, May 26

09:00 - 21:00

Wednesday, May 27

08:00 - 18:00

The registration desk will be available for participant, exhibitor registration and technical assistance. The final layout plan, including stand numbering and placement, will be prepared and provided to all participants no later than 10 days before the event.



LOGISTICS

All samples, exhibits, brochures, posters and stand equipment should be delivered on **Tuesday, May 26**.

ATTA Centre is able to receive shipments one day before the exhibition build-up. Exhibitors are responsible for ensuring that all deliveries arrive within the specified timeframe.

Shipment delivery terms:

DDP ATTA CENTER, Riga

Under Delivered Duty Paid (DDP) terms for the Drone Summit 2026, 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. Anita Mihņēviča
Phone: +371 22045519

This contact number is intended only for drivers and couriers arriving at the venue to coordinate access to the loading area and delivery of shipments.

Please note that the ATTA Centre representative is not responsible for customs clearance, shipping arrangements, or other logistics-related matters. Exhibitors are fully responsible for organising transportation, customs procedures and all related documentation for their shipments.

Advice of shipments:

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

| | |
|---------------------------------|--|
| Shipping Company | |
| Truck size and Identification | |
| Driver Contact - name and phone | |
| Expected time of arrival | |
| Number of pieces | |
| Weight in Kg | |
| Carrier 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

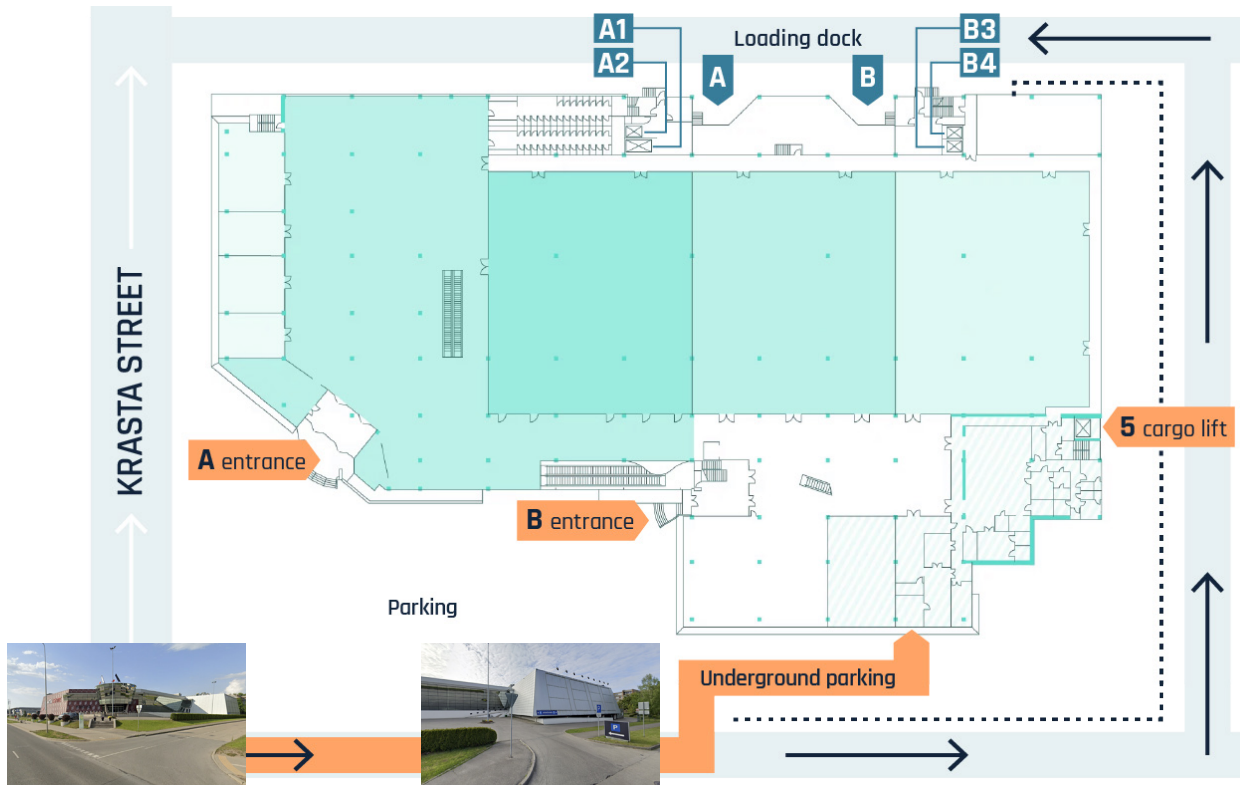
PLEASE, MARK ALL SHIPMENTS AS FOLLOWS:

ATTA CENTRE, Krasta Street 60, Riga, Latvia, LV-1003, Drone Summit 2026

In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment: Exhibitor's name, courier company, number of pieces and tracking number.

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

STAND DESIGN GUIDELINES - OPEN EXHIBITION CONCEPT

The EXPO area is organised as a system of national islands. Some islands are freestanding and accessible from all sides, while others are located along the perimeter of the exhibition hall and are open from three sides.

To ensure visibility, accessibility and a consistent visual appearance across the exhibition area, all stands must follow an **open exhibition concept**.

Closed or semi-enclosed stand constructions are not permitted. Exhibits, display elements and promotional materials must remain within the allocated exhibition space and must not extend into aisles or neighbouring exhibition areas. The use of sound systems, audio demonstrations or amplified sound must not disturb neighbouring exhibitors and may be restricted by the Exhibition Management.

HEIGHT LIMITATION

Backdrop walls, pop-up systems and similar vertical branding elements are permitted up to a maximum height of **2 meters**.

Any construction exceeding 2 meters requires prior written approval from the Exhibition Management.

PROHIBITED STRUCTURES

The following constructions are not permitted within the exhibition area:

- massive wall constructions
- enclosed stand structures
- partition systems forming closed areas
- structures blocking visibility across aisles or neighbouring stands

PERMITTED ELEMENTS

Exhibitors may use the following elements within their allocated space:

- podiums or platforms
- counters and display tables
- roll-ups
- pop-up banners or lightweight modular branding systems (maximum height 2 m)

All vertical elements must be visually finished on both sides unless placed directly against the hall wall. Exhibitors planning to bring custom-built stand constructions or oversized exhibits may be required to submit a simple layout or visual reference to the Exhibition Management for approval prior to the event. The Exhibition Management reserves the right to request modification or removal of any stand element that does not comply with the exhibition concept, safety regulations or overall layout requirements.

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.

The Exhibition Management reserves the right to adjust the exhibition layout if necessary due to technical, safety or organisational reasons.

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 neighbouring 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 passenger cars **during the exhibition build-up and dismantling periods.**

For security reasons, parking will not be available during the event day and official exhibition opening hours. If required, the Exhibition Management can provide information about nearby parking options for cargo vehicles.

HOW TO ORDER SERVICES

Additional stand equipment and decoration services can be arranged through the Exhibition Management.

Available services include counters, display podiums, printing materials, backdrop walls (maximum height 2 m), carpets, TV screens and monitors, additional furniture, also design furniture (can provide lounge areas in needed theme) plants, electrical connections and basic branding elements.

Requests for additional equipment should be submitted by e-mail to expo@dronesummit.lv.

Please include the following information in your request:

- Company name
- Country
- Requested equipment
- Quantity
- Technical requirements (if applicable)
- Design needs

The Exhibition Management team will review the request and coordinate the order with the official expo service provider.

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 confirmation of the requested services, an invoice will be issued by the Expo Management service provider. All ordered services must be paid in advance before installation or delivery at the exhibition venue, unless otherwise agreed with the Exhibition Management. Payments must be made via bank transfer according to the payment details indicated on the invoice. Orders submitted close to the event dates or during the exhibition build-up period will be processed depending on the availability of equipment and service personnel. In such cases, immediate payment may be required. The Exhibition Management reserves the right to decline or delay service installation if payment has not been received.

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.