

Checklist for my trade fair participation - Have I done everything?



Page 1

Done

Application

Filling out and submitting the application online. Co-exhibitors should also be applied.

Please note the General Terms of Participation [A](#) and [B](#).

Start of allocation of stands: 01 September 2020

Different Invoice Recipient¹

If necessary, Informing the exhibition management of any different invoice recipient and filling in the appropriate form.

Placement proposal

Confirming the placement proposal via button in the mail.

Please also check the hall plan included in the mail.

Where is your stand?

Which stand is it? (corner stand, head stand, ...)?

Who are your neighbours?

Is it the right size?

Stand building

If you do not have your own stand: Hiring a stand constructor, ordering a [stand package](#) or equipment, especially floor covering, partitions, electricity via the [exhibitor shop](#).

A planning approval by Messe München's Technical Exhibition Services is necessary in the following cases:

- The stand and / or advertising structures are higher than 3 m.
- The stand area is larger than 100sqm.
- The stand has covering / a canopy

Contact: tas1@messe-muenchen.de

Order of additional services

Do I need additional services, such as parking permits, stand monitoring, stand cleaning etc.? Order it with the help of the [exhibitor shop](#).

Please note the [deadlines](#)

¹ The appropriate form is available on request from the exhibition management. After sending the admission invoices we charge 50 EUR for changes of the invoice address. A different invoice recipient is not possible for co-exhibitors.

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<p>Promotion - How can I make my trade fair appearance successful?</p> <ol style="list-style-type: none">1. Ordering print or online vouchers for customers quite simply via the exhibitor shop to invite them to visit the fair. The invoice per used voucher is issued by the exhibitor. Contact: info@free-muenchen.de2. Booking of advertising space on the exhibition grounds You will find an overview of the available advertising spaces and media in our advertising spaces brochure. Contact: beate.rader@messe-muenchen.de3. Advertising in the trade fair media (online exhibitor directory, f.re.e - the trade fair magazine, f.re.e Journal etc.): You will receive detailed information on the range, size and costs of the individual advertising options from our media partner f.re.e Media Services in October 2020. Contact: info@free-mediaservices.de	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Participation in the stage program</p> <p>Sending the application for the free of charge participation with a lecture or a presentation on a stage in time. Registration forms on the f.re.e website: from October 2020</p>	<input type="checkbox"/>
<p>Conference and Meeting Rooms</p> <p>Do I need an additional conference or meeting room? Reservation via exhibitor shop. Contact: crs@messe-muenchen.de</p>	<input type="checkbox"/>
<p>Evening Events on the Exhibition Stand</p> <p>Applying for the evening event at the exhibition stand. Contact: tas1@messe-muenchen.de</p>	<input type="checkbox"/>
<p>Admission invoice</p> <p>Payment of the admission invoice from November 2020.</p>	<input type="checkbox"/>
<p>Entry in fair-related media</p> <p>Confirming of the correction proof of the catalogue publisher f.re.e Media Services c/o jl. Media e.K.</p>	<input type="checkbox"/>
<p>Exhibitor passes</p> <p>Ordering exhibitor passes via the exhibitor shop from October 2020, personalising them easily online and sending them directly to the staff. Contact: info@free-muenchen.de</p>	<input type="checkbox"/>
<p>Dates and Logistics</p> <p>Do I have to send anything to my booth? Should any material be delivered to the fair? If so, please note the shipping addresses during the trade fair and in advance: Here is the relevant information.</p>	<input type="checkbox"/>

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<p>Exhibitors' Evening Applying for the exhibitors' evening (invitation will be sent separately by e-mail) Date: January 2020</p>	<input type="checkbox"/>
<p>Setup and dismantling times <u>Setup:</u> From February 19, 2021 (08:00) until February 23, 2021 (18:00) On the last set-up day, you may decorate your stand until 20:00. Extensions to the setup times are only possible with the written permission of the Exhibitor Technical Services Department. <u>Dismantling:</u> From February 28, 2021 (18:00) until March 02, 2021 (18:00) Stand-building companies and suppliers will not be admitted into the halls before 19:00 on February 28, 2021. Extensions to the dismantling time are not possible. No passes are required for setup and dismantling. For the traffic regulations at the entrance to the exhibition grounds, please refer to the Traffic Guide, available here from December 2020</p>	<input type="checkbox"/>
<p>Opening hours During the trade fair, the exhibition grounds are open for exhibitors from 08:00 - 19:00. The opening hours for visitors are from 10:00 - 18:00.</p>	<input type="checkbox"/>
<p>Final invoice Payment of the final invoice approximately 6 weeks after the fair.</p>	<input type="checkbox"/>
<p>Then you start all over again: secure the early bird price! Early bird application From 24.02.2021 on, register online for f.re.e 2022. You will receive a discount with early booking! You can always find the current order and registration deadlines on our website</p>	<input type="checkbox"/>