

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



Done

Application as main exhibitor

- Observe the Terms of Participation A and Technical Guidelines, Terms of Participation B and Important Notes.
- Indicate the exhibitor's data in the online application for f.re.e and send it off.
- The registered company is the contractual partner and thus the invoice recipient.
- The contact named in the application will receive the placement proposal and access to the f.re.e Exhibitor Shop.
- Only the space is booked via the application, further services such as electricity or partition walls are not included.
- Start of placement: 3 July 2023

Different invoice recipient

If necessary: Inform the exhibition management as early as possible via e-mail to projektleitung@free-muenchen.de of the wish for a different invoice recipient, ask for the appropriate form, fill it in and send it back.

Check/confirm stand proposal

Check the stand proposal received by e-mail:

- Where is my stand space located? (Click on the plan of the hall).
- Is it the right type of stand? (Corner stand, end stand...)?
- Is it the right size?

If everything is fine, confirm by clicking on "Accept" (this creates a binding contract).
If you wish to change the position, click on "Decline" and enter your wishes.

Organise stand construction

If I do not own my own stand construction, I will check my alternatives:

- Commissioning a stand builder, e.g. [meplan](#)
or
- individual ordering of equipment such as flooring, partition walls, furniture etc. via the [Exhibitor Shop](#)
- or
- booking the f.re.e stand package, which includes all necessary basic services except the stand space.

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<p>Submission of documents Submission of documents to the Technical Exhibitor Service by e-mail to tas1@messe-muenchen.de, if one of the following conditions is fulfilled:</p> <ul style="list-style-type: none"> • The stand or advertising height is over 3m (stand plan). • The stand or advertising height is over 3m (stand plan). • The stand size is over 100sqm (stand plan). • If there are covered stand areas (stand plan). • A vehicle is exhibited (Form 1.2 "Application for Preventive Fire Protection Measures"). 	<input type="checkbox"/>
<p>Co-exhibitors If there are co-exhibitors at the stand, register them with the exhibition management - via the link included in the application confirmation e-mail.</p>	<input type="checkbox"/>
<p>Ordering additional services</p> <ul style="list-style-type: none"> • Order required services, e.g. electricity, water, cleaning, parking permits from November via the Exhibitor Shop. • Check whether security for my stand is necessary and book it via the Exhibitor Shop if necessary. • Make sure to observe the order deadlines, as surcharges will be levied for orders placed at very short notice. • Organise staff for the stand and issue the relevant exhibitor passes via the Exhibitor Shop. 	<input type="checkbox"/>
<p>Entry in the f.re.e Exhibitor Directory and f.re.e Besuchsplanner</p> <ul style="list-style-type: none"> • Check the proof of the online catalogue publisher f.re.e Media Services c/o J.L. Medien e.K. and confirm. • Exhaust the scope of the entry included in the mandatory communications fee – including three entries in the List of Goods and three destinations or brands (see also Conditions of Participation B, B10). • If desired, book additional services for which a charge may be made, such as a logo in the printed f.re.e Besuchsplanner - information will be available from media partner f.re.e Media Services from mid-October 2023. 	<input type="checkbox"/>
<p>Check further advertising possibilities</p> <ul style="list-style-type: none"> • Order online vouchers for customers and invite them to the fair. <p>This is very easy to do via the Exhibitor Shop. As a main exhibitor, you will automatically receive 30 free online vouchers for day tickets as a starter package. You only pay for the tickets actually redeemed with the final invoice.</p> <ul style="list-style-type: none"> • Integrate the f.re.e logo on my website and in print advertising media and draw attention to my participation in the fair there. • Book advertising space on the exhibition grounds, if desired. An overview of the available advertising spaces and advertising media can be found in the advertising space brochure. 	<input type="checkbox"/>

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<p>Free participation in the stage program Increase own presence outside the stand by giving a free presentation - e.g. with a lecture, a raffle, a film - on one of the numerous f.re.e stages.</p> <ul style="list-style-type: none"> • Register from October 2023, via the respective form at the f.re.e web site 	<input type="checkbox"/>
<p>Evening Events on the Exhibition Stand If desired, organise for an evening event at the exhibition stand.</p> <ul style="list-style-type: none"> • Registration via the Exhibitor Shop 	<input type="checkbox"/>
<p>Admission invoice Pay the admission invoice from November 2023.</p>	<input type="checkbox"/>
<p>Exhibitor Eventing Register for the exhibitor evening, if desired (Invitation will be sent via separate e-mail).</p> <ul style="list-style-type: none"> • Date: January 2024 	<input type="checkbox"/>
<p>Logistics & Traffic</p> <ul style="list-style-type: none"> • Should material be delivered to my stand? Observe the correct shipping addresses during the trade fair and in advance - see Traffic & Logistics. • Before the start of set-up, note the Traffic Guide, available from January 2024. 	<input type="checkbox"/>
<p>Observe Set-up and dismantling times Set-up:</p> <ul style="list-style-type: none"> • 9 February 2024, 08:00 to 13 February 2024, 18:00 • All vehicles must leave the grounds by 18.00 on the last set-up day. Decoration works are possible until 20:00. • On the last set-up day, please note the deposit regulation with the time-limited entry of max. 1 hour and the deposit of € 100.00 cash. • Extensions to the setup times are only possible with the written permission of the Exhibitor Technical Services Department TAS. <p>Dismantling:</p> <ul style="list-style-type: none"> • 18 February 2024, 18:00 until 20 February 2024, 18:00 • Stand-building companies and suppliers will not be admitted into the halls before 19:00 on the last day of the fair. • Extensions to the dismantling time are not possible. No passes are needed for set-up and dismantling. 	<input type="checkbox"/>
<p>Final invoice Pay final invoice, issued approx. 4 to 6 weeks after the fair.</p>	<input type="checkbox"/>
<p>Then everything starts all over again: Secure the early bird price!</p> <ul style="list-style-type: none"> • Register online for f.re.e 2025 from 14.02.2024. With the early bird registration I will receive a reduced price. 	