























Schedule & Checklist for your Trade Show

Timeframe 2023	To Do's	Completed	Questions
⚠️ Apr 30, 2023	Application deadline for main exhibitors 📄 ifat.de/application	<input type="checkbox"/>	✉️ application@ifat.de
Autumn 2023	IFAT Munich to send placement proposals		✉️ application@ifat.de
	Confirm stand space proposal (within one week of receiving the stand space proposal)	<input type="checkbox"/>	✉️ application@ifat.de
	Selection of stand building company 🌿 GoGreen: Discuss sustainable stand construction options with your stand building company	<input type="checkbox"/>	
	Plan your giveaways and advertising materials 🌿 GoGreen: Check which advertising materials can be digitalized and opt for environmentally friendly giveaways	<input type="checkbox"/>	
	Book your hotel in time 📄 ifat.de/en/trade-fair/plan-your-visit/travel-journey/	<input type="checkbox"/>	
	Check how you can make your trade fair participation more sustainable. Advices on how to make your trade fair participation more sustainable can be found on our website 📄 ifat.de/en/discover/sustainability/code-of-conduct/	<input type="checkbox"/>	
	Book your solution speech on the Green Stage or as part of a solution tour 📄 ifat.de/program	<input type="checkbox"/>	
	IFAT Munich to send access links for the Exhibitor Shop Prerequisite: You have confirmed the placement proposal 📄 ifat.de/shop/en		✉️ exhibiting@ifat.de
	Order marketing services (advertising space, sponsoring, advertising materials, etc.) 📄 ifat.de/shop/en	<input type="checkbox"/>	✉️ exhibiting@ifat.de
	IFAT Munich to send the starter package "GoGreen online voucher" (500 vouchers) for a five-day ticket for inviting your costumers		
	Invite your clients to IFAT Munich. Do you need more vouchers than included in the starter package? Simply order more vouchers in the Exhibitor Shop. Please note: The final invoice will only include vouchers that are actually used for admission to the trade fair. 🌿 GoGreen: Make use of the GoGreen visitor vouchers and support high-quality climate protection projects 📄 ifat.de/shop/en	<input type="checkbox"/>	✉️ registrierung@messe-muenchen.de
	After receiving the starter package: invitations / mailings to your costumers	<input type="checkbox"/>	
	IFAT Munich to send admission invoices		✉️ application@ifat.de
	Ordering and personalization of your free exhibitor badges via the Exhibitor Shop Prerequisite: You have confirmed the stand space proposal! Important: You must pay the admission invoice to receive your ordered exhibitor badges! 📄 ifat.de/shop/en Click on the following link to find out how many free exhibitor passes are included in your trade fair participation 📄 ifat.de/en/trade-fair/exhibitors/application/prices/	<input type="checkbox"/>	✉️ exhibiting@ifat.de

Timeframe 2023	To Do's	Completed	Questions
Winter 2023 / 2024	Booking of media services via NEUREUTER FAIR MEDIA's online ordering system (catalog entry, online database, visit planner)  ifat.de/shop/en	<input type="checkbox"/>	 ifat@neureuter.de
	Book your PR services and bring your news to the attention of IFAT Munich 2024 attendees  ifat.de/shop/en	<input type="checkbox"/>	 press@ifat.de
	Book catering for your stand  GoGreen: Cut down on meat dishes and go for regional and seasonal ingredients. Also talk to your caterer about how to reduce food waste  ifat.de/shop/en	<input type="checkbox"/>	
	Order technical services Deadline: 25th of March  ifat.de/shop/en	<input type="checkbox"/>	 tas1@messe-muenchen.de
	Reserve meeting and conference rooms above the exhibition halls  ifat.de/shop/en	<input type="checkbox"/>	 tas1@messe-muenchen.de
	Scan2Lead/Lead Tracking: Please remember to reserve this service if required and order additional devices for lead tracking if necessary  ifat.de/shop/en	<input type="checkbox"/>	 contact@scan2lead.com
	Order brochures / information material  GoGreen: Check which brochures and information material can be digitalized and use environmentally friendly paper for printing	<input type="checkbox"/>	
	Plan stand occupancy	<input type="checkbox"/>	
 Dec 20, 2023	Organization of transport and logistics	<input type="checkbox"/>	Kühne & Nagel:  customer.event@kuehne-nagel.com Schenker:  fairs.muenchen@dbschenker.com
	Application deadline for co-exhibitors  ifat.de/en/trade-fair/exhibitors/application/	<input type="checkbox"/>	 application@ifat.de

Timeframe 2024	To Do's	Completed	Questions
 Jan 31, 2024	Editorial deadline for catalog and visit planner	<input type="checkbox"/>	✉ ifat@neureuter.de
 Jan 31, 2024	Payment deadline of the admission invoices	<input type="checkbox"/>	✉ application@ifat.de
 Mar 4, 2024	Deadline for exhibition stand building order for a MEPLAN system stand 🔗 ifat.de/shop/en	<input type="checkbox"/>	✉ info@meplan.de
 Mar 25, 2024	Deadline for technical services orders 🔗 ifat.de/shop/en	<input type="checkbox"/>	✉ tas1@messe-muenchen.de
April 2024	Schedule costumer meetings Please note: Use the option to send visitor vouchers to your customers via the Exhibitor Shop	<input type="checkbox"/>	
	Creation of duty schedule and attendance plan	<input type="checkbox"/>	
	Check whether visitors shall be surveyed at the booth	<input type="checkbox"/>	
	Send traffic guide and reserve setup and dismantling slots 🔗 ifat.de/en/trade-fair/exhibitors/logistics-traffic/#verkehrsleitfaden	<input type="checkbox"/>	
	Order exhibitor passes 🔗 ifat.de/shop/en	<input type="checkbox"/>	✉ exhibiting@ifat.de
	Final coordination details with stand construction company	<input type="checkbox"/>	
	Prepare name badges for booth staff	<input type="checkbox"/>	
	Briefing of staff and hostesses	<input type="checkbox"/>	
	Define dresscode / Do you want there to be a specific recognition feature for your booth staff?	<input type="checkbox"/>	
	Sending of latest trade fair information by email by IFAT Munich		✉ application@ifat.de
May 6, 2024, 7:00 to May 12, 2024, 18:00	IFAT Munich setup	<input type="checkbox"/>	✉ tas1@messe-muenchen.de
May 13–17, 2024	Welcome to IFAT Munich 2024		
Start of Trade Fair	Pickup of lead management scanners: West Entrance	<input type="checkbox"/>	
	Stand acceptance (inspection of equipment, design, lettering and signs)	<input type="checkbox"/>	
	Briefing stand staff	<input type="checkbox"/>	
End of Trade Fair	Return of lead management scanners: West Entrance	<input type="checkbox"/>	
	Orderly dismantling and return transport	<input type="checkbox"/>	
May 17, 2024, 16:00 to May 22, 2024, 18:00	Dismantling IFAT Munich	<input type="checkbox"/>	✉ tas1@messe-muenchen.de
	Download the list of redeemed vouchers in the Exhibitor Shop 🔗 ifat.de/shop/en	<input type="checkbox"/>	✉ exhibiting@ifat.de
6 weeks after end of Trade Fair	IFAT Munich to send final invoices		✉ application@ifat.de
	Check and pay final invoice	<input type="checkbox"/>	
	Follow-up / analysis of trade fair participation	<input type="checkbox"/>	
	Follow-up trade show leads	<input type="checkbox"/>	
	Save the date for IFAT Munich 2026	<input type="checkbox"/>	