

**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: 8 July 2024

**Different invoice recipient**

If necessary: Inform the exhibition management as early as possible via e-mail to [projektleitung@free-muenchen.de](mailto: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><b>Submission of documents</b> Submission of documents to the Technical Exhibitor Service by e-mail to <a href="mailto:tas1@messe-muenchen.de">tas1@messe-muenchen.de</a>, if one of the following conditions is fulfilled:</p> <ul style="list-style-type: none"> <li>• The stand or advertising height is over 3m (stand plan).</li> <li>• The stand or advertising height is over 3m (stand plan).</li> <li>• The stand size is over 100sqm (stand plan).</li> <li>• If there are covered stand areas (stand plan).</li> <li>• A vehicle is exhibited (Form 1.2 "Application for Preventive Fire Protection Measures").</li> </ul>	<input type="checkbox"/>
<p><b>Co-exhibitors</b> 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><b>Ordering additional services</b></p> <ul style="list-style-type: none"> <li>• Order required services, e.g. electricity, water, cleaning, parking permits from November via the <a href="#">Exhibitor Shop</a>.</li> <li>• Check whether security for my stand is necessary and book it via the <a href="#">Exhibitor Shop</a> if necessary.</li> <li>• Make sure to observe the <a href="#">order deadlines</a>, as surcharges will be levied for orders placed at very short notice.</li> <li>• Organise staff for the stand and issue the relevant exhibitor passes via the <a href="#">Exhibitor Shop</a>.</li> </ul>	<input type="checkbox"/>
<p><b>Entry in the f.re.e Exhibitor Directory and f.re.e Besuchsplaner</b></p> <ul style="list-style-type: none"> <li>• Check the proof of the online catalogue publisher f.re.e Media Services c/o J.L. Medien e.K. and confirm.</li> <li>• 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).</li> <li>• If desired, book additional services for which a charge may be made, such as a logo in the printed f.re.e Besuchsplaner - information will be available from media partner f.re.e Media Services from mid-October 2024.</li> </ul>	<input type="checkbox"/>
<p><b>Check further advertising possibilities.</b></p> <ul style="list-style-type: none"> <li>• Order online vouchers for customers and invite them to the fair.</li> </ul> <p>This is very easy to do via the <a href="#">Exhibitor Shop</a>. As a main exhibitor, you will automatically receive 30 free online vouchers for day tickets for visitors as a starter package. You only pay for the tickets actually redeemed with the final invoice.</p> <ul style="list-style-type: none"> <li>• Integrate the <a href="#">f.re.e logo</a> on my website and in print advertising media and draw attention to my participation in the fair there.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>

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<p><b>Free participation in the stage program</b></p> <p>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"> <li>• Register from October 2024, via the respective form at the f.re.e web site</li> </ul>	<input type="checkbox"/>
<p><b>Evening Events on the Exhibition Stand</b></p> <p>If desired, organise for an evening event at the exhibition stand.</p> <ul style="list-style-type: none"> <li>• Registration via the <a href="#">Exhibitor Shop</a></li> </ul>	<input type="checkbox"/>
<p><b>Admission invoice</b></p> <p>Pay the admission invoice from November 2024.</p>	<input type="checkbox"/>
<p><b>Exhibitor Eventing</b></p> <p>Register for the exhibitor evening, if desired (Invitation will be sent via separate e-mail).</p> <ul style="list-style-type: none"> <li>• Date: January 2025</li> </ul>	<input type="checkbox"/>
<p><b>Logistics &amp; Traffic</b></p> <ul style="list-style-type: none"> <li>• Should material be delivered to my stand? Observe the correct shipping addresses during the trade fair and in advance - see Traffic &amp; Logistics.</li> <li>• Before the start of set-up, note the Traffic Guide, available from January 2025.</li> </ul>	<input type="checkbox"/>
<p><b>Observe Set-up and dismantling times</b></p> <p>Set-up:</p> <ul style="list-style-type: none"> <li>• 14 February 2025, 08:00 to 18 February 2025, 18:00</li> <li>• All vehicles must leave the grounds by 18.00 on the last set-up day. Decoration works are possible until 20:00.</li> <li>• 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.</li> <li>• Extensions to the setup times are only possible with the written permission of the Exhibitor Technical Services Department <a href="#">TAS</a>.</li> </ul> <p>Dismantling:</p> <ul style="list-style-type: none"> <li>• 23 February 2025, 18:00 until 25 February 2024, 18:00</li> <li>• Stand-building companies and suppliers will not be admitted into the halls before 19:00 on the last day of the fair.</li> <li>• Extensions to the dismantling time are not possible. No passes are needed for set-up and dismantling.</li> </ul>	<input type="checkbox"/>
<p><b>Final invoice</b></p> <p>Pay final invoice, issued approx. 4 to 6 weeks after the fair.</p>	<input type="checkbox"/>
<p><b>Then everything starts all over again: Secure the early bird price!</b></p> <ul style="list-style-type: none"> <li>• Register online for f.re.e 2026 from 19.02.2025. With the early bird registration I will receive a reduced price.</li> </ul>	