


This checklist is designed to facilitate your slot bookings and for handling your truck on site. A detailed FairLog user manual and the Traffic Guide for all shows available on the respective website of each show. Please contact the Traffic and Security Department ([vs@messe-muenchen.de](mailto:vs@messe-muenchen.de)) if you have any queries.


## General notes

- Only vehicles with an overall length of more than 8 meters are handled via FairLog.
- For these vehicles, slots can be reserved in advance via the FairLog portal.
- During set-up and dismantling, booking a slot is strongly recommended to reduce waiting time at the check-in.
- Dismantling entry on the last day of the trade fair will be handled as usual, without advance slot bookings.

## Planning phase

1	<b>Create a FairLog account</b>	<input type="checkbox"/>
	- Every user (exhibitors, stand constructors, freight forwarders, etc.) can create their own account at <a href="https://messe-muenchen.fairlogportal.com">https://messe-muenchen.fairlogportal.com</a> . Login details for the FairLog portal will not be sent out prior.	
2	<b>Book a slot</b>	<input type="checkbox"/>
	- You can book an available slot upon successful registration in the FairLog portal. - The slot booking confirmation will be emailed to you along with the booking reference number.	
3	<b>Book lifting equipment</b>	<input type="checkbox"/>
	- Slot bookings via FairLog do not include a booking for lifting equipment! - If you require lifting equipment for loading or unloading your vehicle, you must make a separate booking with one of our official logistics partners (DB Schenker or Kühne+Nagel) at least 48 hours prior to the desired time of use.	
4	<b>Hand the booking reference number to the driver.</b>	<input type="checkbox"/>
	- <b>In order to enable your driver to use the booked slot on site, you must forward the email containing the booking reference number to the driver.</b>	

## Handling on site

1	<b>Registration at check-in</b>	<input type="checkbox"/>
	- The driver must report to the check-in container no later than 30 minutes prior to the start time of the slot. - <b>The driver must present the booking reference number as well as his mobile number and the truck license plate number.</b> - If lifting equipment is required, the driver has to check with the logistics partners on site whether a booking has been made. Finally, the driver receives an entry pass with a bar code and all relevant information. - <b>If your truck is delayed, please notify the check-in employees on phone +49 89 949 25 555.</b>	
2	<b>Call for entry</b>	<input type="checkbox"/>
	- The driver will receive a text message in his preferred language as soon as he is permitted to enter the grounds. - The text message will contain information on the exact loading point and the closest entry gate.	
3	<b>Exit from waiting area and deposit payment</b>	<input type="checkbox"/>
	- The driver is required to pay a cash deposit of € 100.00 when leaving the check-in waiting area.	
4	<b>Grounds entry - loading - grounds exit</b>	<input type="checkbox"/>
	- Upon entry to the grounds, the driver will be guided to the loading point by a grounds manager. - The driver must leave the grounds as soon as possible when loading has been completed. The cash deposit will be refunded at the exit gate if the vehicle leaves within the specified timeframe.	