

Checklist for Your Trade Show Participation

General Information

Our responsibility in sustainability

In the planning and implementation of ISPO Munich, sustainability is given special consideration. Therefore, we would also like to call upon our exhibitors to make their trade fair presentation as climate-neutral, resource-saving and sustainable as possible. We encourage you, for example, to dispense with disposable plastic, to favor local suppliers, to design stands with lower consumption of materials and electricity, to produce only essential or recyclable advertising materials and giveaways, and to travel climate-friendly.

Calculation of trade-fair cost

How much is a stand at ISPO Munich, including all additional costs (electrical and water connections, stand security, etc.)? Find out now with our online budget planner:

messebudgetplaner.de/meplan/kalkulation/index.html?locale=en

Setup times of ISPO Munich 2020

January 21 to 25, 2020

The setup period for Hall B0 is curtailed!

Dismantling times of ISPO Munich 2020

January 29, 2020, after the end of the trade fair, until February 1, 2020

The dismantling period for Hall B0 is curtailed!

For setup and dismantling, please follow the traffic guide:

ispo.com/munich/trafficguide

Inquiries: tas2@ispo.com

Timeframe may vary depending on the size of your stand.	To do	Done	Own notes
As of end-September	<ul style="list-style-type: none"> Get information and advice about the various sponsoring opportunities or make specific inquiries Contact: christian.herrmann@messe-muenchen.de 	<input type="checkbox"/>	
As of October	<ul style="list-style-type: none"> Confirm your placement offer If you have a different billing address, let us know right away! (once the admission invoices have been sent, we charge EUR 50 for changes to the billing address) Registration of co-exhibitors (if applicable): ispo.com/en/munich/exhibitors/application Plan your booth with consideration of the important information: ispo.com/en/munich/exhibitors/checklist-info Consultation with stand neighbors regarding height of stand and back walls Selection of stand-building company / briefing / place order You are welcome to contact our stand-building service partner Meplan: ispo.com/en/munich/exhibitorshop/stand-construction Selection of exhibits Order your give aways (taking our sustainability guidelines into account) Personnel planning / create duty schedule / book external staff or hostesses (if required): ispo.com/en/munich/exhibitorshop/staff Reserve meeting and conference rooms in the Exhibitor Shop: ispo.com/en/munich/exhibitorshop/rooms Inquiries: conferenceroomservices@messe-muenchen.de ISPO Open Innovation: the ISPO community will test your prototypes innovation.ispo.com Contact: david.badalec@messe-muenchen.de or lena.moehring@messe-muenchen.de 	<input type="checkbox"/>	

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November	<ul style="list-style-type: none"> <input type="checkbox"/> Order technical services in the Exhibitor Shop: ispo.com/en/munich/exhibitorshop/technical-services Deadline: December 4, 2019 Technical queries: tas2@ispo.com If you have problems accessing the shop: exhibitorshop@messe-muenchen.de or call +49 89 949-11388 Among other things, the following technical services can be ordered in the Exhibitor Shop: <ul style="list-style-type: none"> – Electrical installations – Water / sanitary installations – Suspensions / trussels / lighting – Telecommunications / WiFi – Compressed air – Stand security service (highly recommended!) – Stand cleaning – Insurance – Working platforms – Cranes / lifting equipment – Storage of goods / empties 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Book ISPO Munich media entries (app, homepage, showguide): ispo-media.com Deadline: November 22, 2019 Inquiries: info@ispo-mediaservices.com 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Book on site advertising space in the Exhibitor Shop under menu item “Advertising and sponsoring at the fair”: ispo.com/en/munich/exhibitorshop/advertising Deadline: November 25, 2019 Inquiries: mediasales.ispo@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain information about participation opportunities in the various focus areas or make a specific request: ispo.com/en/munich/segments Inquiries: anabel.roeder@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit your product innovations for the ISPO Award: ispo.com/en/awards/ispo-award Deadline: December 6, 2019 Inquiries: jacqueline.eskandar@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Order LeadSuccess scanners in the Exhibitor Shop for recording visitor data: ispo.com/en/munich/exhibitorshop/leadsuccess Inquiries: LeadSuccess@convey.de or call +49 89 9545867-59 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Organize transportation and storage options in the Exhibitor Shop: ispo.com/en/munich/exhibitorshop/logistics Contact: Schenker Deutschland AG (+49 89 949-24300) or Kühne + Nagel (+49 89 949-24400) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Plan your logistics using the traffic guide (deposit, open gates, parking spaces available, etc.): ispo.com/munich/trafficguide Inquiries: VS@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Order parking permits in the Exhibitor Shop (also possible on site): ispo.com/en/munich/exhibitorshop/parking-permits 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Actively use the free ISPO Munich 2020 seal (in mailings, e-mail boilerplate, advertisements): ispo.com/munich/seal 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Organize catering for stand staff and customers You are welcome to contact our catering service partners: ispo.com/en/munich/exhibitorshop/catering 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Payment of admission invoice (due upon receipt) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Personalize and, if required, order additional exhibitor passes in the ticket shop (note: these will be activated only after payment of admission invoice) Inquiries: registration@messe-muenchen.de or call +49 89 949-11388 	<input type="checkbox"/>	

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December	<ul style="list-style-type: none"> <input type="checkbox"/> Upload print files for advertising and sponsoring at the fair: mm-mediasales.messe-muenchen.de/MesseMuenchenUpload/index_e.jsp Deadline: December 6, 2019 Inquiries: mediasales.ispo@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit your stand sketches for approval (dimensioned drawings including floor plans and elevations on a scale of 1:100; only required for two-story constructions, for stands larger than 100 m² or stand structures exceeding 3 m in height) To be submitted to: tas2@ispo.com Deadline: December 15, 2019 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Book time slots for truck deliveries during setup of ISPO Munich 2020 via FairLog (for vehicles over 8 m in length): ispo.com/munich/trafficguide Inquiries: Traffic and Security Department (+49 89 949-21208) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit application for approval of evening events in the Exhibitor Shop: ispo.com/en/munich/exhibitorshop/evening-events 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Order PR services in the Exhibitor Shop (e.g. press conferences, press guide, radio and TV services) ispo.com/en/munich/exhibitorshop/pr-services Inquiries: marina.hoellrigl@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit job vacancy offers for the ISPO Munich Job Wall and publication in the ISPO Job Market online platform: ispo.com/en/jobs Inquiries: stephan.barth@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Create press kits / catalogs / brochures 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare visitor survey 	<input type="checkbox"/>	
1 week before the show	<ul style="list-style-type: none"> <input type="checkbox"/> Create name badges for stand staff 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Briefing of stand staff 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Define dress code 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Use the ISPO Munich app to make appointments, for networking and an overview of the supporting program, exhibitors and brands: ispo.com/en/munich/trade-visitors/app 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Setting up the exhibition stand (please follow the traffic guide): ispo.com/munich/trafficguide Inquiries: tas2@ispo.com 	<input type="checkbox"/>	
On site / Start of trade show	<ul style="list-style-type: none"> <input type="checkbox"/> Stand acceptance (inspection of stand structures, graphic arts, equipment, exhibits, etc.) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-off meeting / show and explain the booth to your staff 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Pick up of LeadSuccess scanner (at the LeadSuccess Counter in the West and East Entrance) <input type="checkbox"/> Drop off your press kits in the Press Centers West / East <input type="checkbox"/> Customer meetings <input type="checkbox"/> Visitor survey 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Recording of visitor data with LeadSuccess scanners <input type="checkbox"/> Documentation of areas with potential for improvement / need for action for the next show 	<input type="checkbox"/>	

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End of trade show through end of March	<ul style="list-style-type: none"> <input type="checkbox"/> Return LeadSuccess scanners (at the LeadSuccess Counter in the West and East Entrance) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Orderly dismantling and return transport (please follow the traffic guide): ispo.com/munich/trafficguide 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Download and evaluation of visitor details via the LeadSuccess Portal (You will receive a registration link) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Hotel reservation for next year: ispo.com/en/munich/travel/hotels 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on business contacts (thank-you mailing, telephone follow-up, quotations, etc.) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Payment of final invoice (due upon receipt) 	<input type="checkbox"/>	
By end of April	<ul style="list-style-type: none"> <input type="checkbox"/> Cost accounting and reconciliation with budget figures 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Analysis of return on investment 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Analysis of trade show presentation / goal achievement / improvements for the future 	<input type="checkbox"/>	
By end of May	<ul style="list-style-type: none"> <input type="checkbox"/> Determine stand size for the next ISPO Munich 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Complete online registration for ISPO Munich 2021 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Registration of co-exhibitors (if applicable) 	<input type="checkbox"/>	