



Important contact details

Note: The project management as well as the team of the Technical Exhibitor Service TAS 2 of ISPO Munich can be found during the fair in the **Exhibitor Service Office at the Atrium in front of Hall B2.**

Project management

The contact persons on the part of the ISPO Munich project management can be found under this link:

Contact for exhibitors at OutDoor by ISPO

The project management is there for you:

Friday, May 31, 2024	08:00 - 17:00
Saturday, June 1, and Sunday, June 2, 2024	08:00 - 18:00
Monday June 3, to Wednesday, June 5, 2024	08:00 - 18:00

→ You can reach the ISPO hotline at +49 89 949 11558.

Technical Exhibitor Service TAS 2

Diana Reiter	Technical Manager	+49 89 949 21121	A1
Monique Stanner	Technical Manager	+49 89 949 21127	A2
Steffen Hoffer	Technical Manager	+49 89 949 21126	A3, outside exhibition

The Technical Exhibitor Service TAS 2 is there for you:

During set-up period

Friday, May 31, Saturday, June 01, and Sunday, June 2.	08:00 bis 18:00 Uhr
Monday, June 3.	08:00 bis 20:00 Uhr

During the fair

Monday 3. Till Wednesday June 05.	08:00 bis 18:00 Uhr
-----------------------------------	---------------------

During dismantling

Thursday, June 06. and Friday June 07.	09:00 bis 17:00 Uhr
--	---------------------

Important exhibitor information from A-Z

Access to the exhibition grounds.....	3
Accommodation.....	3
Airport shuttle bus	3
Caterer	3
Cloakroom	3
Container parking space for storage purposes	4
Exhibitor passes	4
First Aid	4
Hall closure.....	4
Handcart rental.....	5
Information counter	5
Maintenance work.....	5
Meeting and conference rooms	5
Logos.....	5
Lost and found office.....	5
Opening hours	5
Orders for technical services	5
Parking.....	6
Patent attorney	6
Photography and filming of exhibition stands.....	6
Police.....	6
Post	6
Press Center West Entrance.....	7
Promotion	7
Sales regulations	7
Security on the exhibition stand	7
Set-up and dismantling times	7
Smoking regulations on the grounds of Messe München	8
Stand party at the exhibition stand	8
Subway connection / public transport – MVV (Munich Transport and Tariff Association).....	8
Supporting program	8
Tourist Information.....	8
Visitor registration	9
Vouchers for customers and retailers	9
Wireless LAN / Internet.....	9

Access to the exhibition grounds

During the entire duration of the fair, entry to the exhibition grounds is only possible in exceptional cases for one hour against a deposit of EUR 100.00 in cash and on presentation of a delivery bill or exhibitor pass. If this time is exceeded, the deposit will be forfeited and the vehicle will be removed for a fee.

Please also note the deposit regulations for set-up and dismantling ([see traffic guidelines](#)) and inform your driving and stand construction personnel.

Please understand that we have to implement this regulation consistently; it is also to your advantage.

Please note that trucks over 7.5 t or over 8 meters in total length must report to the truck check-in on site. You can find more information in the [traffic guide](#).

Accommodation

You can book your hotel rooms and organize your arrival and departure quickly, easily and directly via our partner [TRADEFAIRS.com](#):

TRADEFAIRS.com

Phone +49 69 95 88-36 16

Fax +49 69 95 88-19 13

messe-muenchen@tradefairs.com

Further information about accommodation and your stay can be found on our website under "[Travel & Accomodation](#)".

Airport shuttle bus

The airport shuttle bus will run from **Sunday, June 2, - Wednesday, June 5, 2024**.

The airport shuttle runs **every 30 minutes** from the airport to the exhibition grounds and vice versa, stopping at the West entrance.

Transfer time: 45 to 60 minutes

You can buy a ticket for the airport shuttle bus in advance via the [Autobus-Oberbayern website](#).

Caterer

If you hire your own catering company, the company can enter the grounds at the times specified in the traffic guide against a deposit of EUR 100.00 in cash.

Alternatively, you can order an entry ticket for external caterers via the Logistics and Traffic team (LT@messe-muenchen.de). **This service offers you the following advantages:**

- Your deliveries are exempt from the regular security deposit scheme.
- Your deliveries are not subject to limited entry times within the delivery times stated on the order form.
- You can plan your delivery better in advance.

Orders for catering can be done through our [exhibitor shop](#).

Cloakroom

The cloakroom is located in the basement, west entrance:

Opening Hours: June, 3 – 5, 2024: 9:00-18:00

Please note: Unclaimed items will be taken to the lost and found office after closing time.

Container parking space for storage purposes

During OutDoor by ISPO 2024 you can rent a 20' container space for storage purposes near the hall for EUR 750.00 plus VAT. If you are interested, please contact the Technical Exhibitor Services team at tas2@messe-muenchen.de

If you would like to order a container, please contact

Schenker Deutschland AG Tel.: +49 89 949 - 24300

Kühne & Nagel Tel.: +49 89 949 - 24400

Exhibitor passes

Please note that access to the exhibition grounds is possible from 07.30 a.m. with an exhibitor pass. Press tickets allow admission from 08.30 a.m., visitor tickets only from 09.00 a.m.

Exhibitor passes are also valid during the entire set-up and dismantling period. No separate set-up and deconstruction passes are required. Admission to the exhibition grounds is not possible without a pass.

Opening hours exhibitor pass counter:

Last set-up day, June 02, 2024 08:00 - 17:00

during the fair, June 03 – 04, 2024 07:30 - 14:00

Wednesday, June 05, 2024 07:30 - 12:00

During the trade fair, exhibitors can also contact the registration desk when the exhibitor pass counter is closed.

The opening hours are:

First day of the fair, June 03, 2024 09:00 - 18:00

Second day of the fair, June 04, 2024 09:00 - 18:00

Third day of the fair, June 05, 2024 09:00 - 17:00

Purchase and personalization are only possible via the Exhibitor Shop.

Print@home tickets will be sent to the ticket holder's e-mail address.

Please note: The exhibitor pass does entitle the holder to use public transport within the Munich Transport and Tariff Association (MVV) on the last set-up day and during the trade fair.

Exhibitor and visitor survey

The GMM Gelszus Messe Marktforschung institute is once again carrying out the anonymous exhibitor and visitor survey on our behalf this year. We endeavor to design and further develop the event according to your wishes and interests. Your answers to the questions will enable us to tailor the event even more closely to your needs.

The survey evaluations will also be included in the final report on the last day of the fair.

We would be delighted if you would take part. Thank you very much!

First Aid

The first aid station is located in the West entrance, telephone +49 89 949 – 28103

Hall closure

Please ensure that your staff have left the exhibition stand by 7 p.m. and your customers by 6 p.m., as the halls close at this time.

Exceptions, e.g. stand parties, must be applied for and approved in advance, see also Stand party at the exhibition stand (B14 Terms and Conditions).

Handcart rental

For the dismantling on the last day of the fair, June 5, 2024, there will be a handcart rental between 15:30 and 19:00. The handcarts are intended for transporting smaller items from the exhibition stand to the parking lot, etc. A load of up to 350 kilograms is possible. The trolleys can be hired at the West Entrance for a deposit of 50 euros.

Information counter

You can obtain trade fair-specific information at the information counters in the halls and at the West Entrance. The information counters are marked with a capital "i" and are located on the north sides of the A halls and in the West Entrance in front of the turnstiles.

Maintenance work

For safety reasons, maintenance work after 18:00 is only possible with the approval of Messe München. This so-called "night work permit" is issued on presentation of a written order confirmation to Messe München's Security Control Center. The Security Control Center is open 24 hours a day and is located in the southern part of the exhibition center and can be reached via the West Entrance or Gate 1. Access to the grounds during the event is possible with a deposit. Please refer to the [traffic guide](#) for details.

Please note: A security guard from the event service Paul Mayr GmbH & Co. KG (Tel. 089 949-24500 and via the Exhibitor Shop), who must remain in the vicinity of the maintenance personnel for the entire duration of the maintenance work. We ask for your understanding for this regulation, which is in your own interest for safety reasons. The costs for the security personnel are at your expense.

Meeting and conference rooms

Conference and meeting rooms can be rented in the halls during the event. Rooms will be allocated according to availability and the "first come - first served" principle.

If you are interested, please contact the Technical Exhibitor Service TAS 2, tas2@messe-muenchen.de, or order directly in the [Exhibitor Shop](#).

Logos

[OutDoor by ISPO: Downloads - ISPO.com](#)

Lost and found office

Located in the Messehaus (Security Center) / Access via Gate 1: Open 24 hours.

Opening hours

Duration	Monday, June 03 until Wednesday, June 05, 2024	
Opening hours for visitors	Monday to Tuesday	09:00 – 18:00
	Wednesday	09:00 – 17:00
Opening hours for exhibitors	Monday to Tuesday	07:30 – 19:00
	Wednesday	07:30 - 17:00

Orders for technical services

Orders for services (stand security, parking permits, etc.), advertising space or marketing materials can be easily booked online in the [Exhibitor Shop](#).

If you have any questions about technical services, please contact: tas2@messe-muenchen.de

Parking

Exhibitors can park their cars in the designated exhibitor parking lots and the designated truck parking lot (see [traffic guidelines](#)). The prerequisite is that a parking permit has been purchased for the vehicle. You can order this pass for cars, trailers and trucks from the [Exhibitor Shop](#). Free parking during the set-up and dismantling periods

Parking passes that can no longer be sent due to time constraints, as well as other passes, can be collected or purchased at the APCOA counter in the West Entrance on the last day of set-up (02.06.2024 09.00 - 18.00) and on the first day of the fair 08.00 - 12.00.

During the trade fair, the parking lots are open until 11:00 pm (until 8:00 pm on the last day of the trade fair).

If you have any questions, please contact APCOA Autoparking GmbH directly on +49 89 949-28130.

The parking garage Messestadt Ost (Park + Ride parking facility) is NOT operated by Messe Munich and is therefore not free of charge during set-up and dismantling!

Patent attorney

For patent attorney advice, a patent attorney will be available again on June 3 from 10:00 - 12:00. Inquiries can be directed to the exhibitor office in front of Hall B2.

Photography and filming of exhibition stands

Photographs, films and video recordings as well as drawings may only be made on the exhibition grounds by people who are authorized to do so by Messe München and have a valid permit issued by Messe München. The making of photographic or other recordings of other exhibitors' stands is not permitted under any circumstances. The same applies to Messe München GmbH's exhibition grounds and buildings.

Photography is generally not permitted on the exhibition grounds.

In deviation from A10 of the Conditions of Participation A, permission is no longer required for photo, film and video recordings of the exhibitor's own stand during the official set-up and dismantling times and during exhibitor opening hours.

Written permission is only required outside these times (i.e. during the night-time closing times). During the night-time closing times (period outside the exhibitor opening times) an accompanying guard is required. This can be booked with the security and stewarding service via the Exhibitor Shop or by calling 089-949-24500. The minimum booking time is 4.5 hours. Early booking is recommended. The costs must be borne by the applicant (exhibitor or photographer). During the night closing times, the photo/film permit is valid as an access permit to the exhibition grounds. Exhibitor passes, visitor vouchers or similar are not required.

All relevant information will be published in the [exhibitor shop](#) in the corresponding information sheet. The use of drones is expressly prohibited at all times (set-up, running time, deconstruction).

Police

Police Station 25 is located at Werner-Eckert-Str. 12, 81829 Munich, just 5 minutes from the West Entrance. The police station is open around the clock.
Phone +49 89 45 187-0 or emergency call 110

Post

The dispatch of parcels etc. is handled by the courier service Kühne + Nagel (AG & Co.) KG.
Kühne+Nagel Expo Service Servicebetriebe Nord Tel. +49 89 949-24400

Consignments of goods, letters or other items to be delivered to the exhibitor's stand must contain the following information:

OutDoor by ISPO 2024
Name of the exhibitor
Hall + stand number
Exhibition grounds / Willy-Brandt-Allee
81829 Munich, Germany

Messe Munich GmbH will not accept any consignments of goods, letters or other items intended for exhibitors or third parties.

Exhibitors are advised not to leave any consignments of goods or other items unsecured in the hall or on the outdoor exhibition area during the stand set-up and dismantling periods.

Press Center West Entrance

Opening hours:

Monday, June 3 to Wednesday, June 5, 2024: 08:30 - 17:30

Promotion

The distribution of advertising material must be ordered through and approved by Messe München, Media Sales department. Mobile promotion on the entire exhibition grounds outside the stand boundaries is generally not permitted.

For orders, please contact Mr. Senad Kabashi, phone +49 89 949-20595,

E-mail: senad.kabashi@messe-muenchen.de

Sales regulations

We draw your attention to our sales regulations (Clause B 9 of the Special Conditions of Participation (B) of ISPO Munich): Hand sales and other services and deliveries provided from the stand are not permitted. Exhibition goods may only be delivered to buyers after the trade fair has closed. The public marking B 9 of the sales price is not permitted. In accordance with § 64 GewO, sales are only permitted to commercial resellers, commercial consumers or bulk buyers.

Security on the exhibition stand

Messe München is not liable for damage or loss to goods brought onto the stand by exhibitors or to stand equipment (General Conditions of Participation A9). For this reason, we have developed the following preventive security measures in cooperation with the police in order to avoid theft:

- Order your own stand security. You will find the corresponding "Stand security" form in the [Exhibitor Shop](#).
- Please remember to book stand security on the last set-up day.
- During the set-up and dismantling phases, you should not leave your goods unattended or unsecured on your stand.
- Remove all valuable, unsecured exhibits when you leave the stand at the end of the fair. Insure your goods

Set-up and dismantling times

Set-up:

Friday, May 31, 2024	07:00 – 23:00 Uhr
Saturday, June 01, 2024	07:00 – 23:00 Uhr
till Sunday, June 02, 2024	07:00 - 18:00 Uhr, decorative work until 20:00

Dismantling:

Thursday, June 06, 2024	After the event – 24:00
till Friday, June 07, 2024	00:00 Uhr until 18:00

Admission for stand construction companies and suppliers on June 05, 2024 not before 18:00.

June 06, 2024	00:00 – 23:00
June 07, 2024	07:00 – 18:00

Truck check-in during set-up:

Trucks over 7.5 t, or over 8 meters total length must report to the truck check-in on site. Further information can be found in the [traffic guide](#).

On the last set-up day, June 2, 2024, all delivery and set-up vehicles must have left the site by 18:00.

Vehicles still on the site after the aforementioned times will be removed by Messe München GmbH at the risk and expense of the exhibitor concerned. Decorative set-up on the exhibitor's own stand area is possible until 20:00.

An extension of the set-up period is only permitted in exceptional cases with the prior written consent of Messe München GmbH's Technical Exhibition Services Division.

Truck check-in during deconstruction:

Trucks over 7.5 t/ 8 m must register in advance via [FairLog](#) and make a time slot booking for access/loading. Trucks must register at the check-in on site to complete the process. Further information can be found in the [traffic guide](#).

An extension of the dismantling period is only permitted in exceptional cases with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

Smoking regulations on the grounds of Messe München

Out of consideration and at the request of non-smoking trade fair visitors and exhibitors, Messe München requests that smoking on the grounds of Messe München only take place in the designated smoking areas outside the halls or in the atrium. Thank you very much for your understanding!

Stand party at the exhibition stand

Would you like to invite your customers to a stand party after the end of the fair? Please note that these parties are subject to registration and must be registered by May 19, 2024 at the latest. Registrations should be sent to the SLT/Security department (security@messe-muenchen.de) using form [18.3](#).

For further questions regarding the organizational procedure, please contact the Security team at security@messe-muenchen.de or read clause [B 14 of the Special Conditions of Participation \(B\)](#) of ISPO Munich.

Subway connection / public transport

- MVV (Munich Transport and Tariff Association)

The subway line **U2 goes directly to Messe München - Messestadt West stop**. The journey time from the main station is just under 20 minutes.

The exhibitor pass does entitle the holder to use public transportation free of charge on the last day of set-up and during the trade show.

To purchase additional tickets for public transportation, please visit the [MVV website](#).

Supporting program

OutDoor by ISPO offers an extensive supporting program for exhibitors and visitors, to which we cordially invite you:

All information can be found on our webpage in the [event program](#).

Tourist Information

Our Tourist Information is available at the West Entrance during the trade fair:

Professional guides from the Tourist Office offer the following services:

- Information on museums, theaters, concerts, sights, activities and special events in Munich and the surrounding area
- Train and flight bookings by telephone and Internet
- Telephone booking of rental cars, limousine and bus shuttles
- Bookings for excursions throughout Bavaria
- Hotel and apartment reservations
- Restaurant and beer garden recommendations and nightlife tips
- Shopping recommendations

Visitor registration

Tickets can be purchased online so that visitors can enter the trade fair directly and without waiting. To ensure comprehensive service and security standards when ordering and using an online ticket, Print@home tickets are personalized and registration is required.

An e-mail address is required as the Print@home ticket is sent by e-mail. Tickets will only be sent to the e-mail address provided during registration.

Please note: Admission tickets and vouchers do entitle the holder to free travel to and from the trade fair on public transport during the trade fair.

Further information can also be found on our website at OutDoor by ISPO: [OutDoor by ISPO: Tickets & Preise - ISPO.com](#)

Vouchers for customers and retailers

A full booth with promising, relevant business contacts: Don't forget to invite your potential customers and retailers to the show personally. Send them a voucher for a free permanent ticket to OutDoor by ISPO 2024. The effort is guaranteed to pay off: Owners of a voucher are 94% likely to visit the exhibitor who invited them.

You can view and download the data of your customers, who redeem the voucher online, in the exhibitor shop at any time before, during and after the trade show. This way you know who actually used their voucher and can use this information further.

You can find more information on our [website](#). Order and invitation via our [exhibitor shop](#).

Please make sure that the vouchers are only sent to authorized trade visitors and retailers of OutDoor by ISPO. An exhibitor pass must be personalized for employees of exhibitors.

Wireless LAN / Internet

As an exhibitor, you have the option of booking a fixed internet connection via the [Exhibitor Shop](#). Please assess your requirements realistically when booking: wired access to the data network is more stable than WLAN and therefore often the better option.

We wish you a successful and enjoyable trade fair!

MESSE MÜNCHEN GMBH
Your OutDoor by ISPO Team