

Checklist for Your Trade Show Participation

General Information

Our responsibility in sustainability

In the planning and implementation of OutDoor by ISPO, 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 OutDoor by ISPO, including all additional costs (electrical and water connections, stand security, etc.)? Find out now with our online budget planner:

konfigurator.meplan.de/en/Configuration/StartConfiguration?EventId=187919142

Location

Munich Order Center (MOC)
Lilienthalallee 40, 80939 München

Setup

June 9–11, 2022

Dismantling

June 15, 2022 after closing time through June 16, 2022

For setup and dismantling, please follow the traffic guide:

ispo.com/en/outdoor/exhibitors/exhibitor-services

Inquiries: tas2@ispo.com

Timeframe may vary depending on the size of your stand.	To do	Done	Own notes
From mid March	<ul style="list-style-type: none"> Get information and advice about the various Sponsorship and other Participation opportunities (e.g. also year-round) or make specific inquiries Contact: outdoor@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Confirm your placement offer 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> 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) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Registration of co-exhibitors (if applicable): ispo.com/en/outdoor/exhibitors/application 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Plan your booth with consideration of the important information: ispo.com/en/outdoor/exhibitors/checklist-timetable Consultation with stand neighbors regarding height of stand and back walls 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Selection of stand-building company / briefing / place order You are welcome to contact our stand-building service partner Meplan: meplan.com 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Personnel planning / create duty schedule / book external staff or hostesses (if required): ispo.com/en/outdoor/exhibitors/exhibitor-services 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Book on the MOC area in the Exhibitor Shop under menu item "Advertising and sponsoring at the fair": ispo.com/en/outdoor/exhibitors/exhibitor-services Deadline: April 4, 2022 Inquiries: mediasales.outdoor@messe-muenchen.de 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> ISPO Collaborators' Club: Benefit from the expertise of independent consumer experts via our Community Activation Platform ispo.com/en/collaborators-club/benefits-business Contact: christina.rabl@messe-muenchen.de 	<input type="checkbox"/>	

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April / May	<ul style="list-style-type: none"> <input type="checkbox"/> Upload print files for advertising and sponsoring at the MOC area: Sending print data to: moc.orders@messe-muenchen.de Deadline: April 25, 2022 Inquiries: moc.orders@messe-muenchen.de, Ms. Carina Helm, +49 89 32353440 	<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 1:1,000; only required for stands larger than 100 m². Maximum height is 4 m). To be submitted to: tas2@ispo.com Deadline: April 29, 2022 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> <input type="checkbox"/> Invitation Management Tool ispo.com/en/connect Invite your customers 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> <input type="checkbox"/> Book OutDoor by ISPO media entries Deadline: May 29, 2022 Inquiries: info@outdoor-mediaservices.de 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> <input type="checkbox"/> Order Scan2Lead scanners in the Exhibitor Shop for recording visitor data: ispo.com/en/outdoor/exhibitors/exhibitor-services Inquiries: contact@scan2lead.com or +49 89 44443111 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> <input type="checkbox"/> Organize transportation and storage options in the Exhibitor Shop: ispo.com/en/outdoor/exhibitors/exhibitor-services 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/en/outdoor/exhibitors/exhibitor-services 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/outdoor/exhibitors/exhibitor-services 	<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/outdoor/exhibitors/exhibitor-services 	<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 89 949-11558 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> <input type="checkbox"/> Order technical services in the Exhibitor Shop: ispo.com/en/outdoor/exhibitors/exhibitor-services Deadline: June 1, 2022 Technical queries: tas2@ispo.com If you have problems accessing the shop: exhibitorshop@messe-muenchen.de or call +49 89 949-11558 Among other things, the following technical services can be ordered in the Exhibitor Shop: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> – Electrical installations – Water / sanitary installations – Suspensions / trussels / lighting – Telecommunications / WiFi – Compressed air </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> – Stand security service (highly recommended!) – Stand cleaning – Insurance – Working platforms – Cranes / lifting equipment – Storage of goods / empties </td> </tr> </table> 	<ul style="list-style-type: none"> – Electrical installations – Water / sanitary installations – Suspensions / trussels / lighting – Telecommunications / WiFi – Compressed air 	<ul style="list-style-type: none"> – Stand security service (highly recommended!) – Stand cleaning – Insurance – Working platforms – Cranes / lifting equipment – Storage of goods / empties 	<input type="checkbox"/>	
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End of May / June	<ul style="list-style-type: none"> Book time slots for truck deliveries during setup of OutDoor by ISPO 2022 via FairLog (for vehicles over 8 m in length): ispo.com/en/outdoor/exhibitors/exhibitor-services Inquiries: Traffic and Security Department (+49 89 949-21208) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Create press kits / catalogs / brochures 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Prepare visitor survey 	<input type="checkbox"/>	
1 week before the show	<ul style="list-style-type: none"> Create name badges for stand staff 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Briefing of stand staff 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Define dress code 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Setting up the exhibition stand (please follow the traffic guide): ispo.com/en/outdoor/exhibitors/exhibitor-services Inquiries: tas2@ispo.com 	<input type="checkbox"/>	
On site / Start of trade show	<ul style="list-style-type: none"> Stand acceptance (inspection of stand structures, graphic arts, equipment, exhibits, etc.) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Kick-off meeting / show and explain the booth to your staff 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Pick up of Scan2Lead scanner (at the Scan2Lead Counter in the MOC Entrance) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Customer meetings 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Visitor survey 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Recording of visitor data with Scan2Lead scanners 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Documentation of areas with potential for improvement / need for action for the next show 	<input type="checkbox"/>	
End of trade show through end of June	<ul style="list-style-type: none"> Return Scan2Lead scanners (at the Scan2Lead Counter in the MOC Entrance) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Orderly dismantling and return transport (please follow the traffic guide): ispo.com/en/outdoor/exhibitors/exhibitor-services 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Download and evaluation of visitor details via the Scan2Lead Portal (You will receive a registration link) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Hotel reservation for next year: ispo.com/en/outdoor/travel/hotel 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Follow-up on business contacts (thank-you mailing, telephone follow-up, etc.) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Payment of final invoice (due upon receipt) 	<input type="checkbox"/>	
By end of July	<ul style="list-style-type: none"> Cost accounting and reconciliation with budget figures 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Analysis of return on investment 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Analysis of trade show presentation / goal achievement / improvements for the future 	<input type="checkbox"/>	
By end of August	<ul style="list-style-type: none"> Determine stand size for the next OutDoor by ISPO 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Complete online registration for OutDoor by ISPO 2023 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Registration of co-exhibitors (if applicable) 	<input type="checkbox"/>	