

Step-by-Step guide for the registration

September 17– 22, 2024

Hanover

Press day on

September 16, 2024

Starting page

IAA TRANSPORTATION 2024

September 17 - 22, 2024 (Press day September 16) in Hanover

If you have any questions regarding your stand registration, please contact:

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An event by VDA

German Association of the Automotive Industry (VDA)

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Online registration with login data

You have exhibited with us before and received your login data already?

Then use our online registration for exhibitors. After logging in, we will guide you through the process of registering your stand in only a few steps. Simply complete or correct the existing data and your registration will be sent directly to the organizer, the German Association of the Automotive Industry (VDA).

Username

Password

[Forgot your password?](#)

Here you can login with your existing login data or with the login data that was sent to you.

Online registration without login data

You do not have your access data with you or you would like to exhibit for the first time at the IAA?

Then we look forward to welcoming you as an exhibitor at the IAA TRANSPORTATION 2024. Please create a login first.


Please enter your registration information into the online form.

[Create login](#)

If you do not have an account yet, you can register here.

Internal section

Start Exhibitor data ▾ Stand registrations Co-exhibitors Downloads

English ▾  Logout

You are logged in now.

Please enter your exhibitor data by clicking on "**Exhibitor data**" in the menu.

After filling in all fields, you can use the full functionality of the online exhibitor registration to manage your correspondence address, invoice information, and stand orders. This sub-menu will become available after you've successfully entered your exhibitor data.

"Start"

This returns to the main menu.

Next →

"Exhibitor data"

Here you can add or change address and/or contacts.

"Stand
registrations"

Here you can register a stand.

"Co-exhibitors"

After you have registered your stand and received a confirmation of registration, you can register additional co-exhibitors via this tab.

"Downloads"

Here you will find all important documents e.g. Exhibition Conditions, stand rental, etc.

Exhibitor data

Exhibitor data

Please enter your company address and name. You can enter differing invoice/correspondence addresses for each individual stand in the



Start the registration from the "Exhibitor Data" tab. Click on "Edit" to fill in all the fields marked with an asterisk (*).

If you have already been an exhibitor, you only need to cross-check the information, if necessary, and enter any changes.

If you have filled in all the required fields, please consent to the further processing of your data in accordance with the GDPR by checking the appropriate box.

To save your data, click on "Ok" and then on "Next" at the bottom right.

Exhibitor data

Please enter your company address and name. You can enter differing invoice/correspondence addresses for each individual stand in the sub-category „Invoice information“.

*required field

Ok

Cancel

Exhibitor name *

Company *

Company 2

Street *

Street 2

Postal code *

City *

Country *

Telephone *

Fax

Website

E-mail *

VAT-ID *

Language of correspondence *

The VAT-ID is only required for members of EU countries (Germany excluded).

☐ I agree to the processing of my data in accordance with the GDPR

Ok

Cancel

Contacts

Contacts

Please enter your contacts here.



Here you can create new contacts [+ New] or manage your previously created contacts. Please note that you will not be able to make any changes to the contacts once the stand registration has been submitted. If you have any change requests, please contact: transportation@iaa.de

You can store up to 3 different contacts. The orderer is the main contact person. To save your data, click on "Ok" and then on "Next" at the bottom right.

The assignment of contacts to your task area will be offered to you later in the stand registration process.

Contact Information

*required field

Salutation *

Title

First name *

Name *

Telephone *

+ / /

Fax

+ / /

Mobile phone

+ / /

E-mail *

Language of correspondence *

Cancel

Save

Stand registration

Select stand registration

Here you can **add (+ New)** or **edit (click on the non-submitted stand)** your stand registrations. **Important note: Each new stand requires a new stand registration!**

Under "Downloads" see the document of the Stand Rental Charges for an overview of the costs per sqm. In the "[Downloads](#)" section you will also find information and prices for the packages.

Once you have entered all data, you can submit your stand registration to the VDA by clicking the button „**Submit binding and chargeable registration**“ under the sub-menu item "**Approve**".

By registering you accept the [Exhibition Conditions](#) and [Data Protection Regulations](#) of the IAA TRANSPORTATION 2024.

After successfully registering, an automatically generated e-mail with an overview of your order will be sent to you.

+ New

Sorry, no contracts for the current event could be found.

You can register your stand as soon as you click on [+NEW].

Please note that the minimum size of the stand is 20 sqm. Successfully registered stands can no longer be removed and can be identified by the green check mark. If you wish to have changes made to your already registered stand, please contact: transportation@iaa.de

Stand details

Your stand details

Your ordering no. *

Please enter the purchase order nr. of your accounting department. The number will be displayed on the invoice for the stand. If you do not have a purchase order nr, write „xx“.

Stand type / package *

Select

Preferred Location

Area [m²] *

1

Please note that the minimum stand size is 20 sqm.

Width [m]

0

Depth [m]

0

☐

Same stand as IAA 2022

You request the same stand as in IAA Transportation 2022. Please note: If you booked several stands (inside the hall and/or outdoor area) at the previous event, use the comment field to specify which of these stands you wish to register again.

Comment

What shall we consider for the stand assignment (e.g. measurements of the exhibits, multi-level construction, wishes for neighbouring stands, flexibility in stand size/stand type, etc.)?

Here you can enter your stand information and select a stand type or package.

Fields marked with * are mandatory.

After you have entered the information, always click on "Save" and then on "Next".

Please select a stand product and enter the dimensions. Afterwards click on "Save" and then on "Next".

+ Save

Further Presentation options

Further Presentation options

We are interested in the following additional presentation forms:



Exhibitor name

Test

IAA Conference

No

IAA Career

No

Stand construction packages

No

IAA Drives

No

Next →

On the next page you will find “Further Presentation options”.

If you are interested in any of the above presentation options, click on "Edit", place a check mark in the appropriate place, click on "OK" and the appropriate contact person will contact you after your registration to provide more information and assist you with the registration process.

This is just an indication of your interest. It is not a binding booking of the additional participation opportunities.

Invoice information

Invoice information

Important Instructions:

Your invoice for the stand rental includes 19 % German VAT. Please be informed that despite recent changes of the VAT law across the EU and in Germany, we are still liable to pay 19 % German VAT to the tax authorities for the letting of areas for trade fair stands at the IAA. Compared to other trade fair companies, VDA in essence only provides trade fair stand areas without extensive inclusive services. For more information, please refer to the document [German VAT](#)

☒ Electronic invoice per E-Mail

☐ Alternative billing address

Save

Please enter your general invoice email address here. If you have a different invoice address, please enter it below. Click on "Save" and then on "Next“.

The organizer and the exhibitor agree, in accordance with article 45 of the Exhibition Conditions, that invoices will be sent only in electronic form (by e-mail with pdf attachment). The exhibitor agrees not to receive invoices on paper, unless otherwise agreed between the organizer and the exhibitor.

If changes are made to the details provided by the exhibitor regarding the invoice address and/or legal form after December 22, 2023, the organizer will charge a processing fee of € 150 (plus VAT) for each invoice change in accordance with Item 24 of the Exhibition Conditions for the first change. For each subsequent change, € 250 (plus VAT) will be charged.

Differing correspondence address

Differing correspondence address

We hereby authorize the company / branch office named below to **accept the stand confirmation and all further documents in our name** and to place legally binding orders on our behalf for services pertaining to all available media as well as issuing statements regarding our event participation.

☐ Please send correspondence to the following differing address

Save

Next →

Should you assign an agency or similar, to manage and coordinate your stand, please indicate this as “differing correspondence”.

After entering data, click on "Save" first and then on "Next".

Stand registration contacts

Stand registration contacts

Ordering contact *

No contact assigned yet.

+ New

Select

Contact 1

No contact assigned yet.

+ New

Select

Contact 2

No contact assigned yet.

+ New

Select

The contacts you have saved can be assigned here. To do so, click on "Select" and search for the corresponding contact. If you want to add additional contacts, click on "New":

The ordering contact is the main contact person.

Contact person 1 and 2 can, but do not have to be specified. In this case, please leave this contact field blank

Product groups

Product groups

Edit

Group 1 Trucks / Truck tractors

Group 2 Light commercial vehicles up to 3.5 tons (delivery vans)

Group 3 Buses/Minibuses

Group 4 Special motor vehicles:
- Ambulances
- Municipal vehicles (for waste disposal, street cleaning, environmental engineering etc.)
- Fire fighting vehicles
- Towing vehicles
- Motorcaravans for commercial use

Group 5 Trailers, bodies and containers for vehicles and Systems from groups 1-4

Group 6 Vehicle Interior - Fixtures and Equipment

Group 7 Suppliers: Parts and accessories; partly finished products

Group 8 Services for the operation of vehicles in groups 1 - 4 and transport logistics (fleet management and fleet funding)

Group 9 Servicing, repair and maintenance (repair shop installation)

Group 10 Online media and technical publications related to transportation topics and transport economics

Group 11 Organizations, corporations and authorities whose activities are related to transportation issues, motor vehicles traffic or the transport industry (including univer agencies, associations, public transport providers)

Group 12 Services, among others IT and internet specific services (e.g. IT-Consulting, IT-Services, software, cloudservices), development services (design, vehicle develop assurance) and financial services

Group 13 Infrastructure providers (e.g. tank and charging infrastructure, telecommunication networks and network operation, power supply)

Group 14 Services and products for automated and autonomous driving, driver assistance systems

Group 15 Development services (design, vehicle development, testing, approval, quality assurance)

Group 16 Light vehicles, cargo bikes and autonomous delivery systems

Group 17 Transportation and passenger transport services (smart city solutions, last mile logistics, mobile logistics hubs, traffic management, traffic planning, cargo bike bus)

OK

New

Cancel

Remove

Product group *

Exact description *

Manufacturer *

Country of Manufacture *

Here you can manage your products.

To do so, click "Edit" and then [+ New] to add new product groups to your collection and click "Remove" to remove them. When you are finished editing, click "Ok".

You can then click "Next" to proceed to the next page. Your information will be saved.

Approve stand registration

Approve stand registration

Summary of your registration

With confirmation of this registration (by clicking on the button "**Binding and chargeable registration**" at the end of this page)

- ☐ We have taken note of the [Exhibition Conditions](#) and the [Organizational & Technical Regulations \(status 2022\)](#) in the currently valid version as the basis of the business relationship between us and the organiser and declare our agreement with the contents.
- ☐ We declare that we have taken note of the [data protection information](#) for the online exhibitor registration.

Notice:

You will receive the following information automatically by e-mail after your registration.

By registering, the exhibitor undertakes to participate in the exhibition and to set up an exhibition stand in the event that an exhibition stand is allocated.

- ☐ We herewith register for the IAA TRANSPORTATION 2024 with **legally binding effect** and **subject to a fee**. The data entered, as listed above, has been checked and is correct.

Submit binding and chargeable registration

Here you will find the summary of your registration.

Please review it carefully and then accept the [Exhibition Conditions](#) and [data protection information](#).

By clicking on the button "Submit binding and chargeable registration" at the bottom of this page you confirm your stand registration.

Please note that this is not an inquiry but a firm booking of a stand at the IAA TRANSPORTATION.

Note for exhibitors who exhibit third-party products: to complete the order, the [manufacturer's certificate](#) with signature and company stamp must be send by mail or scanned and send via email to transportation@iaa.de (Form is available in the infobox on the left and in the download section).