

## Checklist for your Participation in IAA TRANSPORTATION

What	When	Where and How	More info about it
<b>Stand Confirmation and Invoices</b>			
<input type="checkbox"/> Advance Payment Invoice	from the beginning of February 2022	30 days payment term	Exhibitor Service
<input type="checkbox"/> Receipt Stand Confirmation	from mid-April 2022		Stand Planning
<input type="checkbox"/> Final Invoice	from the beginning of May 2022	30 days payment term	Exhibitor Service
<input type="checkbox"/> Service Prepayment Invoice	from the beginning of August 2022	30 days payment term	Exhibitor Service
<b>Exhibitor Service, Exhibitor Shop, Exhibitor Directory</b>			
<input type="checkbox"/> Co-exhibitor application for non joint stands	free of charge until receipt of stand confirmation	registration.iaa.de	Exhibitor Service
<input type="checkbox"/> Co-exhibitor application for joint stands	free of charge for the entire period	registration.iaa.de	Exhibitor Service
<input type="checkbox"/> Log in Data Exhibitor Directory <i>Updating your exhibitor and product profile</i>	from the beginning of May 2022	by email	Exhibitor Service
<input type="checkbox"/> Log in Data Exhibitor Shop <i>Electricity, water, internet, stand cleaning, suspensions, parking permits, catering etc.</i>	from mid-May 2022	by email	Exhibitor Service Attention: Order deadlines/late order surcharge
<input type="checkbox"/> Stand Packages <i>Support in the design and construction of the exhibition stand</i>	from December 2021	mss@messe.de	Exhibitor Service
<input type="checkbox"/> Submission Stand Construction Plan for Approval	until 30.6.2022	stand@iaa.de	Organ. & Techn. Guidelines from p. 11
<input type="checkbox"/> Registration Exhibitor Passes, Set-up and Dismantling Passes	from mid-May 2022	in the Exhibitor Shop	Exhibitor Service
<input type="checkbox"/> Stand Package for Startups <i>We match startups with experienced professionals</i>	from end of January 2022	registration.iaa.de	<a href="#">Startup Area   IAA (iaa-transportation.com)</a>
<input type="checkbox"/> Stand Packages for Software Manufacturers and IT Service Providers	from end of February 2022	registration.iaa.de	<a href="#">Exhibitor Documents   IAA (iaa-transportation.com)</a>
<b>Participate &amp; Present</b>			
<input type="checkbox"/> IAA Elevator Stage Present your products and your company to a broad professional audience or discuss in your own session	until 06.06.2022	Information and registration documents on our website	<a href="#">IAA Conference   IAA (iaa-transportation.com)</a>
<input type="checkbox"/> IAA Career <i>Benefit from this format if you are looking for qualified professionals</i>	until 29.04.2022	Information and registration documents on our website	<a href="#">IAA Career   IAA (iaa-transportation.com)</a>
<input type="checkbox"/> IAA Experience <i>Offer test drives and interactive experiences at the Plug &amp; Play Campus, Last Mile Area and Innovation Stage, and showcase products and services during Guided Tours</i>	Innovation Stage: 29.04.2022 Plug & Play Campus: until 30.04.2022	Information and registration documents on our website	<a href="#">IAA Experiences   IAA (iaa-transportation.com)</a>
<input type="checkbox"/> IAA Virtual <i>Media reach to make your brand available everywhere and in real time</i>	until 30.04.2022	Information and registration documents on our website	<a href="#">IAA Virtual   IAA (iaa-transportation.com)</a>
<b>Sponsoring and Advertising</b>			
<input type="checkbox"/> We offer you a variety of attractive sponsoring and advertising opportunities		soeren.keup@vda.de	
<input type="checkbox"/> Career Guided Tour Goody Bag	from end of January 2022	jessica.delvos@vda.de	<a href="#">Exhibitor Documents   IAA (iaa-transportation.com)</a>
<input type="checkbox"/> Climate-neutral Trade Fair Participation with myClimate	from mid-February 2022	iaa2022@myclimate.de	<a href="#">CO2 offsetting with myclimate   IAA (iaa-transportation.com)</a>
<b>On Site</b>			
<input type="checkbox"/> Start of Construction Period	8.9.2022, 00:00 p.m.		Organ. & Techn. Guidelines from p. 55
<input type="checkbox"/> End of the Construction Period	18.9.2022, 18:00 p.m.		Organ. & Techn. Guidelines from p. 55
<input type="checkbox"/> Presence on Press Day (all exhibitors)	19.9.2022, 8:00 -18:00 p.m.		Organ. & Techn. Guidelines from p.7
<input type="checkbox"/> Start of Dismantling Period	25.9.2022, 18:00 p.m.		Organ. & Techn. Guidelines from p. 55
<input type="checkbox"/> End of Dismantling Period	30.9.2022, 24:00 p.m.		Organ. & Techn. Guidelines from p. 55
<b>Other</b>			
<input type="checkbox"/> Hotel Rooms	as of now	Hotel booking directly via the HMTG form	<a href="#">Accommodations   IAA (iaa-transportation.com)</a>
<input type="checkbox"/> Travel Directions	from March/April	Information and registration documents on our website	<a href="#">Arrival   IAA (iaa-transportation.com)</a>
<input type="checkbox"/> Service Provider Directory	as of now	Contact and inquiry directly via the directory	<a href="#">Service Provider   IAA (iaa-transportation.com)</a>