

Check list for your attendance at Open Space—Munich city center

| ✓ Description | Publication date/deadline | How/where I receive my information | Contact |
|--|---|--|--|
| Stand Confirmation and Invoices | | | |
| Stand confirmation, registration by December 20, 2024 | From mid-November to the end of February | via e-mail from VDA planners | Kathrin.Erdmann@vda.de |
| 1. invoice 50% of the stand rent via VDA | From December 2024 | via e-mail from mobility@iaa.de with 30 days payment term | mobility@iaa.de |
| Stand confirmation, registration after December 20, 2024 | From January 2025 | via e-mail from VDA planners | Kathrin.Erdmann@vda.de |
| 2. invoice 100% of the stand rent via VDA | From March 2025 | via e-mail from mobility@iaa.de with 30 days payment term | mobility@iaa.de |
| Invoice of advanced payment for services <i>Calculation of mandatory costs via Messe München GmbH</i> | From May 2025 | via e-mail from Messe München GmbH | fangyuan.hong@messe-muenchen.de |
| Exhibitor Service, Exhibitor Shop, Exhibitor Directory | | | |
| Co-exhibitor application for non joint stands | Free of charge until receipt of stand confirmation appr. from February 2025 | Please find more information here | mobility@iaa.de |
| Co-exhibitor application for joint stands | Free of charge for entire period | Please find more information here | mobility@iaa.de |
| Log in Data Exhibitor Directory <i>Managing your exhibitor and product profile</i> | From mid-April 2025 | via e-mail media partner | |
| Log in Data Exhibitor Shop <i>Electricity, water, internet, stand cleaning, suspensions, parking permits, catering, etc.</i> | From mid-April 2025 | via E-Mail Ausstellershop Messe München | shop@iaa.de |
| Registration exhibitor passes, guest and employee tickets, as well as set-up and dismantling passes | From mid-April 2025 | Ausstellershop, shop@iaa.de | shop@iaa.de |
| Organizational & Technical Guidelines | From July 2024 | Please find more information here | oms.iaa@messe-muenchen.de |
| Submission Stand Construction Plan for Approval <i>Please note the Organizational & Technical Guidelines</i> | No later than June 20, 2025 | Please find more information here | Kathrin.Erdmann@vda.de |

- Beginning of construction period: September 4, 2025, 06:00–22:00 h
- End of construction period: September 8, 2025, until 22:00 h

- Beginning of dismantling period: September 14, 2025, 18:00–22:00 h
- End of dismantling period: September 17, 2025, until 22:00 h
- Please find more information [here](#)

Help, support & information:
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| Participation & Presentation | | | |
| IAA Citizens Lab Exchange ideas together about mobility and development in the city and in the rural areas. | From July 2024 | Please find more information here | diana.eberl@messe-muenchen.de |
| IAA Family Trail Take part in an interactive treasure hunt for children with a station in your exhibition space | From July 2024 | Please find more information here | diana.eberl@messe-muenchen.de |
| IAA Experience Bring the future of mobility to life | From July 2024 | Please find more information here | simon.schoenberg@vda.de helge.brekau@messe-muenchen.de martina.haniskova@messe-muenchen.de |
| Others | | | |
| Sponsoring and Advertising | From July 2024 | Please find more information here | oliver.schaedel@messe-muenchen.de |
| Media entry | From mid-April 2025 | via e-mail media partner | |

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