

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
Invoice of stand package <i>Citizens Lab, Cycling & Micromobility</i>	From May 2025	via e-mail from Messe München GmbH	fangyuan.hong@messe-muenchen.de
Final invoice of additional services <i>All services ordered via the Exhibitor Shop</i>	From October 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 Exhibitor Shop Messe München GmbH	shop@iaa.de
Log in Data Exhibitor Shop <i>Electricity, water, internet, stand cleaning, suspensions, parking permits, catering, etc.</i>	From mid-April 2025	via e-mail Exhibitor Shop Messe München GmbH	shop@iaa.de
Registration exhibitor passes, guest and employee tickets, as well as set-up and dismantling passes	From mid-April 2025	via e-mail Exhibitor Shop Messe München GmbH	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	via upload 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:
Exhibitor Service

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

✓ Description	Publication date/deadline	How/where I receive my information	Contact
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	vanessa.schaller@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
Others			
Sponsoring and Advertising	From July 2024	Please find more information here	manuel.ezberci@messe-muenchen.de
Media entry	From mid-April 2025	via e-mail Exhibitor Shop Messe München GmbH	info@iaa-media.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:
Exhibitor Service