

## Check list for your attendance at Summit—Fairgrounds

✓ Description	Publication date/deadline	How/where I receive my information	Contact
<b>Stand Confirmation and Invoices</b>			
<b>Stand confirmation, registration by December 20, 2024</b>	From mid-November to the end of February	via e-mail from VDA planers	Marius.Heil@vda.de Lars.Schmidt@vda.de
<b>1. invoice</b> 50% of the stand rent via VDA	From December 2024	via e-mail from <a href="mailto:mobility@iaa.de">mobility@iaa.de</a> with 30 days payment term	<a href="mailto:mobility@iaa.de">mobility@iaa.de</a>
<b>Stand confirmation, registration after December 20, 2024</b>	From January 2025	via e-mail from VDA planers	Marius.Heil@vda.de Lars.Schmidt@vda.de
<b>2. invoice</b> 100% of the stand rent via VDA	From March 2025	via e-mail from <a href="mailto:mobility@iaa.de">mobility@iaa.de</a> with 30 days payment term	<a href="mailto:mobility@iaa.de">mobility@iaa.de</a>
<b>Invoice of advanced payment for services</b> <i>Calculation of mandatory costs via Messe München GmbH</i>	From May 2025	via e-mail from Messe München GmbH	<a href="mailto:fangyuan.hong@messe-muenchen.de">fangyuan.hong@messe-muenchen.de</a>
<b>Exhibitor Service, Exhibitor Shop, Exhibitor Directory</b>			
<b>Co-exhibitor application for non joint stands</b>	Free of charge until receipt of stand confirmation	Please find more information <a href="#">here</a>	<a href="mailto:mobility@iaa.de">mobility@iaa.de</a>
<b>Co-exhibitor application for joint stands</b>	Free of charge for entire period	Please find more information <a href="#">here</a>	<a href="mailto:mobility@iaa.de">mobility@iaa.de</a>
<b>Log in Data Exhibitor Directory</b> <i>Managing your exhibitor and product profile</i>	From mid-April 2025	via e-mail media partner	
<b>Log in Data Exhibitor Shop</b> <i>Electricity, water, internet, stand cleaning, suspensions, parking permits, catering, etc.</i>	From mid-April 2025	via e-mail Exhibitor Shop Messe München	<a href="mailto:shop@iaa.de">shop@iaa.de</a>
<b>Registration exhibitor passes, guest and employee tickets, as well as set-up and dismantling passes</b>	From mid-April 2025	via e-mail Exhibitor Shop Messe München	<a href="mailto:shop@iaa.de">shop@iaa.de</a>
<b>Stand packages PURE &amp; EASY</b> <i>All-inclusive packages including stand construction, furniture and technical equipment as well as tickets and passes for a successful IAA appearance</i>	Until July 14, 2025	Please find more information <a href="#">here</a>	<a href="mailto:beate.silwedel@messe-muenchen.de">beate.silwedel@messe-muenchen.de</a>
<b>Startup packages</b> <i>Special packages including stand construction, furniture and technical equipment as well as tickets and passes for selected start-ups</i>	Until July 14, 2025	Please find more information <a href="#">here</a>	<a href="mailto:beate.silwedel@messe-muenchen.de">beate.silwedel@messe-muenchen.de</a>
<b>Stand packages Smart Infrastructure</b> <i>All-inclusive packages including stand construction, furniture and technical equipment as well as tickets and passes for companies in the Smart Infrastructure/Smart City segment</i>	Until July 31, 2025	Please find more information <a href="#">here</a>	<a href="mailto:simon.bellin@messe-muenchen.de">simon.bellin@messe-muenchen.de</a>

- Beginning of construction period: August 30, 2025 - from 00:00 h - daily 24 h
- End of construction period: September 7, 2025 - until 18:00 h
- Presence on press day (all exhibitors): September 8, 2025 - 08:00-18:00 h

- Beginning of dismantling period: September 12, 2025 - from 18:00 h - daily 24 h
- End of dismantling period: September 18, 2025 - until 18:00 h
- Please find more information [here](#)

Help, support & information:  
**Exhibitor Service**

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<b>Submission Stand Construction Plan for Approval</b> <i>Please note the <a href="#">Organizational &amp; Technical Guidelines</a></i>	Until June 20, 2025	via e-mail from VDA planners	<a href="mailto:Marius.Heil@vda.de">Marius.Heil@vda.de</a> <a href="mailto:Lars.Schmidt@vda.de">Lars.Schmidt@vda.de</a>
<b>Technical orders</b> <i>Please note the <a href="#">Organizational &amp; Technical Guidelines</a></i>	Until July 11, 2025; Large suspended loads (> 5 kg/m <sup>2</sup> stand area) are only possible on request and must be submitted in advance	via e-mail Exhibitor Shop Messe München	<a href="mailto:tas.iaa@messe-muenchen.de">tas.iaa@messe-muenchen.de</a>
<b>Late payment surcharge for technical orders</b>	For orders submitted after the closing date orders may be subject to late surcharges for some trades arise	via e-mail Exhibitor Shop Messe München	<a href="mailto:tas.iaa@messe-muenchen.de">tas.iaa@messe-muenchen.de</a>
<b>Participation &amp; Presentation</b>			
<b>IAA Conference</b> <i>Be part of the mobility of the future and present your expert knowledge to a global audience of professionals</i>	From July 1, 2024	Please find more information <a href="#">here</a>	<a href="mailto:Klaus.Vartzbed@vda.de">Klaus.Vartzbed@vda.de</a> <a href="mailto:lea.huemmler@messe-muenchen.de">lea.huemmler@messe-muenchen.de</a> <a href="mailto:johanna.hauk@messe-muenchen.de">johanna.hauk@messe-muenchen.de</a> <a href="mailto:isabella.bayer@messe-muenchen.de">isabella.bayer@messe-muenchen.de</a>
<b>IAA Experience</b> <i>Bring the future of mobility to life</i>	From July 1, 2024 Application deadline December 31, 2024	Please find more information <a href="#">here</a>	<a href="mailto:Simon.Schoenberg@vda.de">Simon.Schoenberg@vda.de</a> <a href="mailto:helge.brekau@messe-muenchen.de">helge.brekau@messe-muenchen.de</a> <a href="mailto:martina.haniskova@messe-muenchen.de">martina.haniskova@messe-muenchen.de</a>
<b>Others</b>			
<b>Sponsoring and Advertising</b>	From July 1, 2024	Please find more information <a href="#">here</a>	<a href="mailto:oliver.schaedel@messe-muenchen.de">oliver.schaedel@messe-muenchen.de</a>
<b>Media entry</b>	From mid-April 2025	via e-mail media partner	

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