

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

✓ 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 planners	<a href="mailto:Kathrin.Erdmann@vda.de">Kathrin.Erdmann@vda.de</a>
<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 planners	<a href="mailto:Kathrin.Erdmann@vda.de">Kathrin.Erdmann@vda.de</a>
<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 appr. from February 2025	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 Ausstellershop 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	Ausstellershop, <a href="mailto:shop@iaa.de">shop@iaa.de</a>	<a href="mailto:shop@iaa.de">shop@iaa.de</a>
<b>Organizational &amp; Technical Guidelines</b>	From July 2024	Please find more information <a href="#">here</a>	<a href="mailto:oms.iaa@messe-muenchen.de">oms.iaa@messe-muenchen.de</a>
<b>Submission Stand Construction Plan for Approval</b> <i>Please note the <a href="#">Organizational &amp; Technical Guidelines</a></i>	No later than June 20, 2025	Please find more information <a href="#">here</a>	<a href="mailto:Kathrin.Erdmann@vda.de">Kathrin.Erdmann@vda.de</a>

- 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**

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<b>Participation &amp; Presentation</b>			
<b>IAA Citizens Lab</b> Exchange ideas together about mobility and development in the city and in the rural areas.	From July 2024	Please find more information <a href="#">here</a>	<a href="mailto:diana.eberl@messe-muenchen.de">diana.eberl@messe-muenchen.de</a>
<b>IAA Family Trail</b> Take part in an interactive treasure hunt for children with a station in your exhibition space	From July 2024	Please find more information <a href="#">here</a>	<a href="mailto:diana.eberl@messe-muenchen.de">diana.eberl@messe-muenchen.de</a>
<b>IAA Experience</b> Bring the future of mobility to life	From July 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 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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