



**ISPO Munich 2023**  
**November 28 - 30 2023, Messe München**

### **Important contact details**

Note: The project management as well as the team of the Technical Exhibitor Service TAS 2 of ISPO Munich can be found during the fair in the **Exhibitor Service Office at the Atrium in front of Hall B2**.

### **Project management**

The contact persons on the part of the ISPO Munich project management can be found under this [link](#).

### **The project management is there for you:**

Saturday, 25.11.- Sunday, 26.11.2023	08.00 am – 06.00 pm
Monday, 27.11.2023	08.00 am – 07.00 pm
Tuesday 28.11. - Wednesday, 29.11.2023	08.00 am – 06.00 pm
Thursday, 30.11.2023	08.00 am – 05.00 pm

→ **You can reach us under +49 89 949 11388.**

### **Technical exhibitor service TAS 2**

Monique Stanner	Technical Manager	+49 89 949 21127	A1, A2
Diana Reiter	Technical Manager	+49 89 949 21121	B1, C1, EW
Vera Santospirito	Technical Manager	+49 89 949 21133	B2
Steffen Hoffer	Technical Manager	+49 89 949 21126	A3, B3
Björn Lanna	Technical Manager	+49 89 949 21134	C2
Luca Heupel	Technical Coordinator	+49 89 949 21124	C3, C4, EN

### **Department SLT**

Maximilian Schweiggert	Logistics & Traffic Manager	+49 89 949 21203
Nicolas Strohuß	Security Manager	+49 89 949 21212
Karl Gutwillinger	Security Manager	+49 89 949 21218



**The technical exhibitor service TAS 2 is there for you:**

During setup

Saturday, 25.11 and Sunday 26.11.2023	08. am – 05.00 pm
Monday, 27.11.2023	07.00 am – 08.00 pm

During the fair

Tuesday, 28.11 to Thursday, 30.11.2023	08.00 am – 06.00 pm
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During dismantling

Friday, 01.12 and Saturday 02.12.2023	09.00 am to 05.00 pm
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## Accommodation

Through our partner [TRADEFAIRS.com](https://www.tradefairs.com) you can easily, quickly and directly book your hotel rooms and organise your arrival and departure:

TRADEFAIRS.com

Phone +49 69 95 88-36 16

Fax +49 69 95 88-19 13

messe-muenchen@tradefairs.com

You will find further information on accommodation and stay on our webpage under [Direction & Accommodation](#).

## Airport shuttle bus

At ISPO Munich there is an airport shuttle bus.

The airport shuttle bus will run from **Monday, 27.11.2023 - Thursday, 30.11.2023**.

The airport shuttle departs **every 30 minutes** from the airport to the exhibition grounds and vice versa, serving the West and Northwest entrances.

Transfer time: 45 to 60 minutes

Through the website of [Autobus-Oberbayern](https://www.autobus-oberbayern.de), you have the possibility to buy a ticket for the airport shuttle bus in advance.

## Caterer

Should you hire your own catering company, the company can enter the premises upon depositing a security deposit of EUR 100.00 in cash during the times specified in the traffic guide.

Alternatively, you can order an entry pass for external caterers through the Team Logistics and Traffic ([LT@messe-muenchen.de](mailto:LT@messe-muenchen.de)). This service offers the following advantages for you:

- Your deliveries are exempt from the regular deposit rule.
- Your deliveries are not subject to limited entry times within the delivery times stated on the order form.
- You can plan your delivery in advance.
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You will also find information on service partners of Messe München in the ISPO Munich [Exhibitor Shop](#) or in the [Service A-Z](#).



## Container parking space for storage purposes

During ISPO Munich 2023, you can rent a 20' container space for storage purposes close to the halls for EUR 750.00 plus VAT. If interested, please contact the Technical Exhibitor Services team at [tas2@messe-muenchen.de](mailto:tas2@messe-muenchen.de).

If you wish to order a container, please contact:

Schenker Deutschland AG  
Kühne & Nagel

Tel.: +49 89 949 - 24300  
Tel.: +49 89 949 - 24400

## Entrance to the exhibition grounds

During the entire duration of the exhibition, entry to the exhibition grounds is generally only possible in exceptional cases for one hour against a deposit of EUR 100.00 in cash and with presentation of a delivery note or exhibitor badge. Entry can only be made through the gates that are open as per the traffic guide. If this time is exceeded, the deposited security will be forfeited and the vehicle will be removed at a cost.

Please also note the deposit regulations during setup and dismantling (see traffic guide) and inform your driving and stand construction staff.

**Please understand that we must consistently implement this regulation; it is also in your best interest.**

Please note that trucks over 7.5 tons, or over 8 meters in total length, must report on-site at the truck check-in. Further information can be found in the [traffic guide](#).

## Exhibitor and visitor survey

The GMM Gelszus Messe Marktforschung institute will once again be conducting the anonymous exhibitor and visitor survey on our behalf this year. We strive to design and further develop the event according to your wishes and interests. By answering the questions, we can align the event even more closely with your needs. The survey evaluations will also be incorporated into the final exhibition report of the last day. We would appreciate your participation. Thank you!

## Exhibitor passes, press- and visitor tickets

Please note that access to the exhibition grounds with an exhibitor badge is possible from 07.30 am. Press tickets allow entry from 08.30 am, while visitor tickets are valid only from 09.00 am onwards.



**Exhibitor badges are also valid throughout the entire setup and dismantling periods. There is no need for separate setup and dismantling passes. Entry to the exhibition grounds is not possible without a pass.**

Please personalize your exhibitor badges (including the complimentary ones) in advance online in the Exhibitor Shop to avoid long waiting times on-site. Should you still require assistance from our Exhibitor Service, you can find the Exhibitor Service Counter on-site at the West Entrance. It will be open on the last setup day and during the event's duration.

During the exhibition, exhibitors can also approach the Registration Management if the Exhibitor Badge Counter is closed.

Opening hours exhibitor pass counter

First day of the exhibition, 28.11.2023:	08.00 am – 06.00 pm
Second day of the exhibition, 29.11.2023:	08.00 am – 06.00 pm
Third day of the exhibition, 30.11.2023:	08.00 am – 05.00 pm

Purchase and personalization are only possible through the Exhibitor Shop. Print@home tickets will be sent to the ticket holder's email address.

Please note: The exhibitor badge does not entitle you to use public transportation within the Munich Transport and Tariff Association (MVV) – see also "U-Bahn" (subway).

**Fair opening hours**

Duration	Tuesday, November 28 to Thursday, November 30, 2023	
Admission for visitors	Tuesday to Wednesday	09.00 am to 06.00 pm
	Thursday	09.00 am to 05:00 pm
Admission for exhibitors	Tuesday to Wednesday	07.30 am to 07.00 pm
	Thursday	07.30 am to 05.00 pm

**First aid**

First aid stations are located in the West and East entrances, phone: +49 89 949 - 28103

**Hall closure**

Please ensure that your staff have left the exhibition stand by 07.00 pm and your customers by 05.00 pm, as the halls are closed at this time.



Exceptions, such as stand parties, must be applied for and approved in advance, see also [Stand party at the exhibition stand](#). (B14)

### **Handcart Rental**

For the dismantling on the last day of the exhibition, November 30th, 2023, there will be a handcart rental available from 3.30 pm to 7.00 pm. The handcarts are intended for transporting smaller items from the exhibition stand to the parking lot, etc. They can carry a load of up to 350 kilograms. The handcarts can be borrowed at the West Entrance for a deposit of 50 Euros.

### **Information-Counter**

Trade fair-specific information is available at the information counters in the halls and at the West Entrance. The information counters are marked with a large "i" and are located on the north sides of the A halls, the south sides of the B halls and in the West Entrance in front of the turnstiles.

### **Lost property office**

Located in the Messehaus (security centre) / Access via gate 1: **Open 24 hours**.

### **Mail**

The dispatch of **parcels** etc. is handled by the courier service

Kühne+Nagel Expo Service Servicebetriebe Nord                      Tel. +49 89 949-24400

Schenker Deutschland AG    Tel.: +49 89 949 – 24300

A postal agency is also located in the area of the EDEKA centre in the Riem Arcaden.

Consignments of goods, letters or other items to be delivered to the exhibitor's stand must contain the following information:

ISPO Munich 2023  
Name of exhibitor  
Hall + stand number  
Exhibition grounds / Willy-Brandt-Allee  
81829 Munich, Germany

Messe München GmbH will not accept any consignments of goods, letters or other items intended for exhibitors or third parties.



Exhibitors are advised not to leave any deliveries of goods or other items unsecured in the hall or outdoor area during the stand set-up and dismantling periods.

### **Maintenance work**

Maintenance work after 6:00 pm is only possible for safety reasons with permission from Messe München. This so-called "night work permit" is issued upon presentation of a written order confirmation at the Messe München security center. The security center is open 24 hours and is located in the southern part of the exhibition building and can be accessed via the West entrance or Gate 1. Access to the grounds during the event is possible with a deposit. Please refer to the [traffic guide](#) for details.

Please note: It is necessary to hire a security guard from the event service Paul Mayr GmbH & Co. KG (Tel. 089 949-24500 and via the exhibitor shop) who must be present near the maintenance staff during the entire duration of the maintenance. We ask for your understanding of this regulation, which is in your own interest for safety reasons. The costs for the security staff are at your expense.

### **Meeting- and conference rooms**

During the event, conference and meeting rooms adjacent to the halls can be rented. Room allocation is based on availability and the "first come – first served" principle. If you are interested, please contact the Technical Exhibitor Service TAS 2 at [tas2@messe-muenchen.de](mailto:tas2@messe-muenchen.de), or order directly from the [Exhibitor Shop](#).

### **Orders for technical services**

Orders for services (stand security, parking permits, etc.), advertising spaces, or marketing materials can easily be booked online in the [Exhibitor Shop](#).

For questions regarding technical services, please contact: [tas2@messe-muenchen.de](mailto:tas2@messe-muenchen.de).

### **Parking**

Exhibitors can park their cars in the designated exhibitor parking lots and the designated truck parking area (see [traffic guide](#)). The requirement is that a parking permit has been purchased for the vehicle. You can order this permit through the Exhibitor Shop for cars, trailers, and trucks. Parking during the set-up and dismantling period is free of charge.

Parking permits, which cannot be sent due to time constraints, as well as additional permits, can be picked up or purchased at the APCOA counter in the West Entrance on the last set-up day (27.11.2023, 09.00 am – 06.00 pm) and on the first day of the fair from 08.00 – 12.00 am.



During the exhibition period, the parking lots are open until 11.00 pm (on the last day of the fair until 8.00 pm).

If you have any questions about this, please contact APCOA Autoparking GmbH directly at +49 89 949-28130.

The Messestadt Ost car park (Park + Ride facility) is NOT operated by Messe München and is therefore not free of charge during set-up and dismantling!

### **Patent attorney**

For patent attorney advice, a patent attorney will be available to you again during the event duration. You can direct inquiries through the exhibitor office in front of Hall B2.

### **Photographing and filming trade fair stands**

Photography, filming, and video recording, as well as making drawings within the event grounds, is only permitted to individuals who have been authorized by Messe München and possess a valid permit issued by Messe München. Making photographic or other recordings of other exhibitors' stands is strictly prohibited. This equally applies to the grounds and the architectural structures of Messe München GmbH.

In general, photography on the exhibition grounds is not allowed. The following photographers and film/TV productions are officially permitted on the exhibition grounds:

#### **Photographer**

Markus Brönnner

Tel. +49 (0) 1799962979

E-Mail: [info@markus-broenner.com](mailto:info@markus-broenner.com)

#### **TV- & Videoservices**

mediaBox TV GmbH

Tel.- +49 89 949-28741

E-Mail: [redaktion@mediaboxtv.com](mailto:redaktion@mediaboxtv.com)

[www.mediaboxtv.com](http://www.mediaboxtv.com)

Contrary to section A10 of the participation terms A, permission for photographs, film, and video recordings of one's own exhibition stand during the official set-up and dismantling times, as well as during exhibitor opening hours, is no longer necessary.

Written permission is now only required outside these times (i.e., during night closure times). During the night closure times (period outside the exhibitor opening hours), a security escort is required. This can be booked from the security and order service via the exhibitor shop or at the number 089-949-24500. The minimum booking time is 4.5 hours. Early booking is recommended. The costs must be borne by the applicant (exhibitor or photographer). During



the night closure times, the photo/film permit serves as access permission to the exhibition grounds. Exhibitor badges, visitor vouchers, etc. are not necessary here.

All information on this will be published in the exhibitor shop in the [information leaflet](#).

The use of drones is explicitly prohibited at all times (setup, event duration, dismantling).

## Police

Police Station 25 is located at Werner-Eckert-Str. 12, 81829 Munich, only 5 minutes from the West Entrance. The police station is open around the clock.  
Tel. +49 89 45 187-0 or emergency call 110.

## Press Centre West Entrance

### Opening hours:

Tuesday, 28th to Wednesday 29th November 2023	08.30 am – 05.30 pm
Thursday, 30th November 2023	08.30 am – 04:30 pm

## Promotion

The distribution of advertising material must be agreed and approved with the Media Sales Department. Mobile promotion on the entire exhibition grounds outside the stand boundaries is generally not permitted.

For orders, please contact Mr. Senad Kabashi, phone +49 89 949-20595,  
E-mail: [senad.kabashi@messe-muenchen.de](mailto:senad.kabashi@messe-muenchen.de)

## Safety at the exhibition stand

Messe München is not liable for damages and losses to the goods brought in by the exhibitor, as well as to the booth setup (General Terms of Participation A9). For this reason, we have developed the following preventive security measures in collaboration with the police to prevent thefts:

- Order your own booth security. You can find the corresponding "Booth Security" form in the [Exhibitor Shop](#).
- Please remember to book booth security already on the last setup day.
- During the setup or dismantling phase, do not leave your goods unattended or unsecured at your trade fair booth.



- Remove all valuable, unsecured exhibition items when you leave the booth after the trade fair has closed. Insure your goods.

### Sales regulation

We would like to draw your attention to our sales regulation (clause B 9 of the Special Participation Conditions (B) of ISPO Munich): Direct sales, as well as other services and deliveries made from the booth, are not permitted. Exhibition goods can only be delivered to buyers after the trade fair has closed. The public display of the sales price according to regulation B 9 is not allowed. According to § 64 GewO, sales are only permitted to commercial resellers, commercial consumers, or bulk buyers.

### Setup and dismantling

#### Setup:

25th and 26th November 2023	07.00 am – 11.00 pm each day
27th November 2023	07.00 am - 06.00 pm (stand construction) 06.00 – 08.00 pm (Decorative booth construction)

#### Dismantling:

30th November 2023	after fair closing – 00.00 pm
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Admittance for trade fair construction companies and suppliers on 30th November 2023 not before 18:00 hrs.

1st December 2023	00.00 pm – 11.00 pm
2nd December 2023	07.00 am – 06.00 pm

#### Truck check-in during set-up:

Trucks over 7.5 tons, or over 8 meters in total length, must register on-site at the LKW Check-In. Further information can be found in the [traffic guide](#).

**On the last setup day, 27th November 2023, all delivery and setup vehicles must leave the premises by 08.00 pm.** Vehicles that are still on the premises after the aforementioned times will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Decorative construction on the individual booth area is possible until 20:00 hrs. An extension of the setup time is only permissible in exceptional cases with prior written consent from Messe München GmbH, Technical Exhibitor Service.

#### Truck check-in during dismantling:

Trucks over 7.5 tons/8 m must register in advance via [FairLog](#) and book a time slot for access/loading. On-site, the trucks have to check in to complete the process. Further information can be found in the [traffic guide](#).



An extension of the dismantling time is only permissible in exceptional cases with prior written consent from Messe München GmbH (Technical Exhibition Services TAS2).

### **Side Program**

ISPO Munich offers an extensive side program for exhibitors and visitors, to which we cordially invite you:

All information about it can be found on our website in the Event Program. Rules for smoking on the Messe München grounds:

Messe München kindly asks that out of consideration and at the request of the non-smoking trade fair visitors and exhibitors, smoking on the Messe München grounds is limited to the designated smoking areas outside the halls or in the atrium. Thank you very much for your understanding!

### **Supporting program**

ISPO Munich offer an extensive supporting program for exhibitors and visitors, to which we cordially invite you:

You can find all the information on our webpage in the [event program](#).

### **Stand party at the exhibition stand**

Do you want to invite your customers to a booth party after the trade fair closes? Please note that these parties are subject to registration and must be registered by 14th November 2023 at the latest.

Registrations are to be made using Form 18.3 to the SLT/Security department ([security@messe-muenchen.de](mailto:security@messe-muenchen.de)).

For further questions regarding the organizational process, please contact the Security team at [security@messe-muenchen.de](mailto:security@messe-muenchen.de) or feel free to read Clause B 14 of the Special Participation Conditions (B) of ISPO Munich.

### **Tourist-Information**

At the West Entrance, our Tourist Information is available to you during the duration of the trade fair: Professional guides from the tourism office offer the following services:

- Information on museums, theaters, concerts, attractions, activities, and special events in Munich and the surrounding area



- Train and flight bookings by phone and online
- Telephone bookings for rental cars, limousine and bus shuttles
- Bookings for excursions throughout Bavaria
- Hotel room and apartment referrals
- Recommendations for restaurants and beer gardens as well as nightlife tips
- Shopping recommendations

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### **Underground connection / Public transport - MVV**

#### Münchner Verkehrs- und Tarifverbund

The **U2 underground line runs directly to Messe München - Messestadt West** stop. The journey time from the central station is just under 20 minutes. The exhibitor pass does not entitle the holder to free use of public transport.

To purchase a ticket for public transport, feel free to visit the [MVV website](#).

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### **Visitor registration**

To enter the fair directly and without waiting, tickets can be purchased online. To ensure comprehensive service and security standards when ordering and using an online ticket, the Print@home tickets are personalized and registration is required.

Providing an email address is necessary because the Print@home ticket is sent via email. Tickets are sent exclusively to the email address provided during registration.

Please note: Admission tickets and vouchers do not entitle you to free travel on public transportation to and from the fair.

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You can also find more information on our website under [Tickets](#).

### **Vouchers for visitor day tickets**

Invite your potential customers personally to the fair and send them a free online voucher for ISPO Munich 2023.

The effort is certainly worth it: 94% of online voucher holders actually visit the exhibitor who invited them. You can find more information on our website [Connect by ISPO](#). Orders can be made in our [exhibitor shop](#).

### **Wardrobe**



The cloakrooms are located in the basement at the West entrance and on the upper floor at the North entrance.

The cloakrooms are open during the official opening hours of ISPO Munich.

Official opening hours:

28.11.2023 and 29.11.2023: 09.00 am – 06:00 pm

30.11.2023: 09.00 am – 06.00 pm

Attention: Items not collected will be taken to the lost and found office after closing

**WirelessLAN / Internet**

As an exhibitor, you have the option to book a dedicated internet connection through the Exhibitor Shop. Please realistically estimate your needs when booking: A hardwired data connection is more stable than Wi-Fi and is often the better choice.

MESSE MÜNCHEN GMBH  
Your ISPO Munich Team

Status: August 14, 2023