

Annex II – On site inspection for B Expos – 3 years before opening

| A | REQUIRED | | | |
|-----|--|----------------|--|--------------------|
| | Compliance Criteria | Major or Minor | Score 0: inadequate 1: adequate 2: good 3: excellent | Inspector Comments |
| 1 | Formal | | | |
| 1.1 | For a B Exhibition: The process of approval of the Exhibition Regulations in proceeding in line with AIPH timescales | | | |
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| 2 | Organisation | | | |
| 2.1 | The further development of the organisation is in line with the documented timeline | | | |

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| 3 | Planning | | | |
| 3.1 | The project planning contains no major risks that endanger the opening date. | | | |
| 3.2 | The planning for the accompanying projects in the host city contains no major risks that endanger the opening date | | | |
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| 4 | Masterplan | | | |
| | N/A | | | |
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| 5 | Landscape / Planting | | | |
| 5.1 | The development of a detailed plantings plan (trees, shrubs, perennials, annuals, flower bulbs, potted plants) is in line with the documented timeline | | | |
| 5.2 | The landscape development and planting activities are in line with documented timeline | | | |
| 5.3 | A landscape maintenance plan taking into account the soil analysis and a watering system has been developed | | | |
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| 6 | Construction | | | |
| 6.1 | The construction works concerning the infrastructure development are in line with the documented timeline | | | |
| 6.2 | The construction works concerning the permanent buildings are in line with the documented timeline. | | | |
| 6.3 | Accompanying infrastructure projects in the host city are in line with documented timeline | | | |
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| 7 | Participants | | | |
| 7.1 | The invitation of the official participants / international has been sent out by the national Government | | | |
| 7.2 | The invitation of the national participation has been sent out by the organiser | | | |
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| 8 | Events | | | |
| 8.1 | <p>The development of the events project is in line with the documented timeline</p> <ul style="list-style-type: none"> - Project Management & Organisation - Plan for cultural activities and art - Plan for conferences and seminars - Plan for B2B & Match Making | | | |

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| 9 | Operations | | | |
| 9.1 | <p>The development of the Operations & Security Concept is in line with the documented timeline</p> <ul style="list-style-type: none"> - Project Management & Organisation - Security Concept - Cooperation with Police - Cooperation with the Fire Brigade - Cooperation with the local Hospital - Guest relations & guest services - Crowd management | | | |
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| 10 | Marketing & Communications | | | |
| 10.1 | The marketing and PR measures are in line with the approved marketing plan | | | |
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| 11 | Sales & Ticketing | | | |
| 11.1 | The acquisition of project partners and sponsors is in line with the documented planning | | | |
| B | RECOMMENDED | | | |

| | Compliance Criteria | Major or Minor | Score 0: inadequate 1: adequate 2: good 3: excellent | Inspector Comments |
|-----|---|-----------------------|---|---------------------------|
| 1 | Formal | | | |
| 1.2 | The process of approval of Competition Regulations in proceeding in line with AIPH timescales | | | |
| | | | | |
| 2 | Organisation | | | |
| | | | | |
| 3 | Planning | | | |
| | N/A | | | |
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| 4 | Masterplan | | | |
| | The development of a Masterplan for the Indoor Exhibition is in line with the documented timeline | | | |
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|---|-----------------------|--|--|--|
| 5 | Landscape / Planting | | | |
| | N/A | | | |
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| 6 | Construction | | | |
| | N/A | | | |
| | | | | |
| 7 | Participants | | | |
| | N/A | | | |
| | | | | |
| 8 | Events | | | |
| | N/A | | | |
| | | | | |
| 9 | Operations & Security | | | |
| | N/A | | | |
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|------|---|--|--|--|
| 10 | Marketing & Communications | | | |
| | N/A | | | |
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| 11 | Sales & Ticketing | | | |
| 11.1 | The development of the ticketing and ticket sales concepts are in line with the documented planning | | | |
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| C | OUTSTANDING NONCONFORMITIES FROM PREVIOUS INSPECTIONS | | | |
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| | Compliance Criteria | Major or Minor | Score 0: inadequate 1: adequate 2: good 3: excellent | Inspector Comments |
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