Annex III – On site inspection for B Expos – 2 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 Exhibition Regulations are approved by AIPH			
1.2	The process of approval of Competition Regulations is proceeding in line with AIPH timescales			
2	Organisation			
2.1	The further development of the organisation is in line with the documented planning			
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			
4	Masterplan			
4.1	The development of a Masterplan for the Indoor Exhibition is in line with the project planning			
4.2	The design of the temporary buildings and the development of the public design concept are in line with documented timeline			
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	The quality of the planting is in line with the objectives of the exhibition			
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	The construction works concerning the temporary infrastructure and building are in line with the documented planning			
6.3	Accompanying infrastructure projects in the host city are in line with documented timeline			
7	Participants			
7.1	The invitation process of the official/international participants is in line with the documented planning			
7.2	The invitation process of the national participants is in line with the documented planning			
8	Events			
8.1	The development of the events project is in line with the documented timeline – Project Management & Organisation – Plan for cultural activities and art			

	– Plan for conferences and seminars – Plan for B2B & Match Making			
9	Operations			
9.1	The Operations & Security Concept has been approved			
9.2	The contracting of the operational services is in line with the documented timeline			
10	Marketing & Communications			
10.1	The marketing and PR measures are in line with the approved marketing plan			
11	Sales & Ticketing			
11.1	The acquisition of project partners and sponsors is in line with the documented planning			
11.2	The ticketing and ticket sales concept has been approved			
11.3	The contract with the ticketing partner / for the ticketing system has been signed			

B	**RECOMMENDED**			
	Compliance Criteria	**Major or Minor**	**Score**	**Inspector Comments**
1	Formal			
2	Organisation			
3	Planning			
4	Masterplan			
5	Landscape / Planting			
6	Construction			
7	Participants			

8	Events			
9	Operations & Security			
10	Marketing & Communications			
11	Sales & Ticketing			

C	**OUTSTANDING NONCONFORMITIES FROM PREVIOUS INSPECTIONS**			
	Compliance Criteria	**Major or Minor**	**Score** **0: inadequate** **1: adequate** **2: good** **3: excellent**	**Inspector Comments**