

Annex I – On site inspection for B Expos – 4 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 is proceeding in line with AIPH timescales			
2	Organisation			
2.1	The organisation and organisational structure in charge of the preparation of the Expo has been established			
2.2	The Management Team and Organising Committee has been appointed			
2.3	There is documented evidence of the support of the Host City (Section 4 of the AIPH Regulations)			
2.4	There is documented support of the Local Government (Section 4 of the AIPH Regulations)			

2.5	The Business plan / Financial Plan has been approved by AIPH			
3	Planning			
3.1	A milestone planning covering the following subjects has been established: <ul style="list-style-type: none"> - Construction - Planting - Participants - Cultural Program - Seminars, Workshops, Congresses - Marketing & Communication - Sales & Ticketing 			
3.2	Formal planning approval has been granted to allow construction to proceed.			
4	Masterplan			
4.1	The Expo site has been defined			
4.2	There are no outstanding issues relating to ownership of the Expo site			
4.3	The Masterplan for the Expo site has been completed			

4.4.	The Masterplan is in compliance with Section 3, Specific Regulations of the AIPH Regulations B: min 25ha, min 3% of the exhibition area are reserved for full time international participants			
4.4	There has been a full review of accompanying infrastructure requirements for the Expo and a project plan and timeline has been developed by the host city and has the support of the host city			
5	Landscape / Planting			
5.1	The Planting plan has been completed along with details of trees and plants to be procured and timescales for planting			
5.2	A minimum of 80% of the required trees have been sourced and selected			
5.3	Soil Analysis has been completed based on a soils risk assessment. Plan has been produced to address any soil quality, nutritional or contamination (i.e. chemical or weed/pest) concerns			
6	Construction			

6.1	Accompanying infrastructure projects in the host city have commenced in line with documented timeline			
6.2	The construction undertaken is in line with a documented construction plan (min 90%)			

7	Participants			
7.1	A clear documented and timed plan is in place for the invitation of participants			
8	Events			
	N/A			
9	Operations			
9.1.	Traffic Management Concept has been approved			

10	Marketing & Communications			
10.1	Attendance projection and Design Day Analysis has been completed			
10.2	<p>A masterplan for the exhibition and events (Experience Concept has been established:</p> <ul style="list-style-type: none"> - Expo Park (highlights concerning design and planting, - International Participants - National Participants - Cultural Program - Art - Knowledge Exchange (seminars, workshops, symposia, congresses - B2B (B2B meetings, matchmaking events, etc) - Kids (playgrounds, educational activities) 			
10.3	The Corporate Identity Process has been completed			
11	Sales & Ticketing			
	N/A			
B	RECOMMENDED			

	Compliance Criteria	Major or Minor	Score 0: inadequate 1: adequate 2: good 3: excellent	Inspector Comments
1	Formal			
1.1	Competition Regulations under development and the process of approval is in line with AIPH timescales			
2	Organisation			
	N/A			
3	Planning			
	N/A			
4	Masterplan			
	N/A			

5	Landscape / Planting			
	The landscape development and planting are in line with documented timeline			
6	Construction			
	N/A			
7	Participants			
7.1	Prepared plan for the invitation of the international participants?			
7.2	Prepared plan for the invitation of the national participants?			
8	Events			
8.1	Plan for cultural activities and art under development			
8.2	Plan for Conferences & Seminars under development			

8.3	Plan for B2B and Match Making under development			
9	Operations & Security			
9.1	Operations and Security Concept under development			
10	Marketing & Communications			
10.1	Marketing Plan approved			
10.2	Preview Concept for the citizens and potential partner of the exhibition has been developed			
11	Sales & Ticketing			
11.1	Sponsoring plan approved			
11.2	Ticketing plan approved			

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