

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

| A   | REQUIRED   |                |  |                    |
|-----|--|----------------|--|--------------------|
|     | Compliance Criteria  | Major or Minor | Score<br>0: inadequate<br>1: adequate<br>2: good<br>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 |                |  |                    |
|     |  |                |  |                    |
| 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                                     |  |  |  |
|     |  |  |  |  |
| 4   | Masterplan   |  |  |  |
|     | N/A  |  |  |  |
|     |  |  |  |  |
| 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   |  |  |  |
|     |  |  |  |  |
| 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  |  |  |  |
|     |  |  |  |  |
| 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"> <li>– Project Management &amp; Organisation</li> <li>– Plan for cultural activities and art</li> <li>– Plan for conferences and seminars</li> <li>– Plan for B2B &amp; Match Making</li> </ul> |  |  |  |

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|------|--|--|--|--|
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| 9    | Operations   |  |  |  |
| 9.1  | <p>The development of the Operations &amp; Security Concept is in line with the documented timeline</p> <ul style="list-style-type: none"> <li>– Project Management &amp; Organisation</li> <li>– Security Concept</li> <li>– Cooperation with Police</li> <li>– Cooperation with the Fire Brigade</li> <li>– Cooperation with the local Hospital</li> <li>– Guest relations &amp; guest services</li> <li>– Crowd management</li> </ul> |  |  |  |
|      |  |  |  |  |
| 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   |  |  |  |
| B    | <b>RECOMMENDED</b>   |  |  |  |

|     | Compliance Criteria   | Major or Minor | Score<br>0: inadequate<br>1: adequate<br>2: good<br>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   |                |  |                    |
|     |   |                |  |                    |
| 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                   |  |  |  |
|   |                       |  |  |  |
| 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   |  |  |  |
|      |   |  |  |  |
| 11   | Sales & Ticketing   |  |  |  |
| 11.1 | The development of the ticketing and ticket sales concepts are in line with the documented planning |  |  |  |
|      |   |  |  |  |

| C | OUTSTANDING NONCONFORMITIES<br>FROM PREVIOUS INSPECTIONS |                   |  |                    |
|---|--|-------------------|--|--------------------|
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