

## Annex II – On site inspection for A1 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 an A1 Exhibition: The General Regulations are approved by AIPH and BIE			
1.2	For an A1 Exhibition: The process of approval of Special Regulations is proceeding in line with BIE timescales			
1.3	For an A1 Exhibition: The Exhibition is recognized by the BIE			
1.4	The process of approval of the Exhibition Regulations is proceeding in line with AIPH timescales			
2	Organisation			
2.1	The further development of the organisation is in line with the documented timeline			

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			

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>			

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 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			
1.1	For an A1 Exhibition: The Commissioner General has been appointed by the National Government			
3	Planning			
	N/A			
4	Masterplan			

	The development of a Masterplan for the Indoor Exhibition is in line with the documented timeline			
5	Landscape / Planting			
	N/A			
6	Construction			
	N/A			
7	Participants			
	N/A			
8	Events			
	N/A			

9	Operations & Security			
	N/A			
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 FROM PREVIOUS INSPECTIONS			
	Compliance Criteria	Major or Minor	Score 0: inadequate 1: adequate 2: good 3: excellent	Inspector Comments