

Annex IV – On site inspection for B Expos – 1 year before opening

A	REQUIRED			
	Compliance Criteria	Major or Minor	Score 0: inadequate 1: adequate 2: good 3: excellent	Inspector Comments
1	Formal			
1.1	The Competition Regulations have been approved by AIPH			
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 Masterplan for the Indoor Exhibition has been approved			
4.2	The design of the temporary buildings and the development of the public design has been approved			
5	Landscape / Planting			
5.1	The plantings plan has been completed			
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			
5.4	A minimum of 80 % of the total planting has been sourced and selected			
5.5	The development and contracting of the landscape maintenance is in line with the documented timeline			
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 buildings are in line with the documented planning			
6.4	Accompanying infrastructure projects in the host city are in line with documented timeline			
6.5	The preparation of the participants areas (outdoor and indoor) are in line with the 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			
7.3	Is the number of participants in line with Section 3, of the AIPH Regulations: B: Minimum 10 international participants			
7.4	An organisation coordinating the participants services defined in the Exhibition / General / Special Regulations has been established			
7.5	The concept for the National Days has been approved			

8	Events			
8.1	The development and contracting of the events project are in line with the documented timeline <ul style="list-style-type: none"> - cultural activities and art - conferences and seminars - B2B & Match Making 			
9	Operations			
9.1	The contracting of the operational services is in line with the documented timeline			
9.2	A concept for a test day / soft opening has been developed			
10	Marketing & Communications			
10.1	The marketing measures are in line with the approved marketing plan			
11	Sales & Ticketing			
11.1	The contracting of tour operators is in line with the documented timeline			

11.2	The realization and implementation of the ticketing system is in line with the documented timeline			
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RECOMMENDED				
	Compliance Criteria	Major or Minor	Score 0: inadequate 1: adequate 2: good 3: excellent	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			

