

Ready for the show? Your checklist – for a perfect HANNOVER MESSE experience

This handy checklist will ensure that you don't forget anything and get the very most out of your time at HANNOVER MESSE.

Important before the show

- HANNOVER MESSE Newsletter Service:** Subscription set up so you'll receive all the latest news.
www.hannovermesse.de/en/newsletter.
- Admission ticket:** Received and registered online at www.hannovermesse.de/en/ticketregistration.
- Visa:** Letter of invitation requested from your local Deutsche Messe representative and visa application filed (if required for your country of origin).
- myHANNOVER MESSE:** Set up so you have access to exclusive online services (stored items and searches, plus your personal Info Center) and can create the perfect HANNOVER MESSE agenda.
- Match & Meet:** Online: profile entered/updated for free participation in online matchmaking service.
Onsite: entered a personal online profile via www.b2fair.com/onsitematching2011/ , made appointments with potential business partners, prepared face-to-face meetings on-site.
- Online Fair Planner:** Exhibitors and products of interest researched and stored, appointments set up, agenda planned for each day of attendance.
- HM2go:** Mobile phone/PDA configured for online features available at www.hannovermesse.de/en/mobile.
- Technology Tours 2011:** Registered at www.hannovermesse.de/en/tours.
- Accommodation:** Room booked, e.g. from among the **Deutsche Messe Selected Hotels** featured at www.hannover.de/hotels/hannovermesse.
- Trip planned:**
 - By rail:** Connections checked and ticket purchased.
 - By plane:** Ticket purchased at special trade fair rates.
 - By car:** Destination entered in your GPS.

Important during the show

- Map of grounds:** Familiar with the layout of the grounds; a site map is ready to take along.
- Important names, numbers and appointments:** Full details (including mobile phone numbers complete with international country codes) for all relevant business partners and meeting participants noted down or saved, plus appointment times and locations entered.
- Match & Meet – Onsite:** enter a personal online profile via www.b2fair.com/onsitematching2011/ , make appointments with potential business partners and attend face-to-face meetings on-site. (Hall 13/Stand G09)
- Visitor info & assistance:** Note taken of www.hannovermesse.de/en/visitorservices and hotline stored: +49 511 89-0.
- Tourist tips:** Dining and entertainment choices for an enjoyable after-hours experience.

We wish you a safe and pleasant trip to Hannover and a very rewarding time at HANNOVER MESSE 2011!

Your HANNOVER MESSE Services team