

# Checklist for Exhibitors



**EUROVINO**

Trade fair for wine. Karlsruhe.

**9 + 10 March 2025**

Explanation of signs:














Important document



**To Do!** Binding To Do



Information

- With registration**  Registration confirmation.  
After examination by the advisory board receipt of admission, online advertising material and hotel information for exhibitors.
- Mid of October**  Call for sending press-relevant information
-  Go-live online ticketshop
- November**  Receipt of stand confirmation, hall layout and login data for the Online Service Center (OSC)
-  Ordering services as well as ordering advertising services via OSC
-  Receipt of:
- information on how to use your voucher codes to invite your customers to the trade fair
  - online advertising banners with your booth number in different sizes for different possible applications
- Start your invitation management now and draw attention to your trade fair participation!**
-  Editing your entry in the list of exhibitors and entering your wines in the wine database
- January**  Receipt of stand invoice
-  Ordering parking passes (limited availability)
- until 24.01.2025**  Ordering of suspensions facilities and personnel services
-  Submission of all relevant permits and applications (e.g. stand construction permit, stand parties ... )  
Ordering of the matrix stand construction packages + upload of the print documents in the OSC for registration in the wine database













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- February**  **To Do!** Only for participants of the Wine Experience:  
Send registered wines to Messe Karlsruhe
- until 07.02.2025**  **To Do!** Ordering of technical infrastructure (electricity, water, LAN, compressed air) +  
upload of the stand sketch incl. position of the connections in the OSC  
Ordering of stand construction, graphic services, media technology, static  
advertising space  
Upload of print files / logos or stand lettering when booking complete stand  
New Style in the OSC
-  Activate your customers and interested parties and invite your  
target group to visit your stand free of charge!
- from 21.02.2025**  **i** Express service surcharge  
(plus 25 % on all services)
- until your access  
at the latest**  **To Do!** Registration of exhibitor passes in the OSC
- 07. + 08.03.2025**  **i** **Assembly**  
Friday: 8.00 a.m. – 8.00 p.m.  
Saturday: 8.00 a.m. – 8.00 p.m.  
**Attention:** Set-up in the action hall only possible on 8 March 2025 from 4 p.m.  
(e.g. for stage, expert area, catering)
- 09. + 10.03.2025**  **i** **Entry for exhibitors**  
Sunday and Monday from 8.00 a.m.
-  **i** **Opening hours for visitors**  
Sunday: 10.00 a.m. – 6.00 p.m.  
Monday: 10.00 a.m. – 6.00 p.m.  
**Power breakfast:** 9.00 a.m. – 10.00 a.m. daily  
**Networking evening:** Sunday from 6.00 p.m.
- 10. + 11.03.2025**  **i** **Disassembly**  
Monday: 6.30 p.m. – 10.00 p.m.  
Tuesday: 8.00 a.m. – 8.00 p.m.
- End of March**  **i** **Invoicing of services**