

Checklist for Exhibitors

Explanation of signs:



Important document

To Do!

Binding To Do



Info

With registration



Receipt of confirmation of receipt.

After examination by the advisory board, receipt of admission, general advertising banner and hotel information for exhibitors

September



Receipt of stand confirmation with hall plan

October



Call for information relevant to the press

End of October



Go-Live Online-Ticketshop

December



Receipt of the access data for the Online Service Center (OSC) and the link to the wine database (wine guide)



Ordering services via the OSC and ordering advertising opportunities



Processing of your entry in the list of exhibitors and entry of your wines in the wine database

January



Receipt of:

- Information on the free invitation to your target group with your customer voucher Registration link
- Personalized online advertising banners with your stand number in various formats for different applications

Invite your customers now and draw their attention to your participation in the fair!



Receipt of the stand invoice



Ordering parking permits (limited availability) and exhibitor passes via the OSC

until 01/16/2026





Ordering suspensions and personnel services



Submission of all relevant permits and applications (e.g. stand construction permit, stand parties ...)



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until 01/30/2026	To Do!	<p>Ordering the technical infrastructure (electricity, water, LAN, compressed air) + uploading the stand sketch with the position of the connections in the OSC</p> <p>Order stand construction, graphic services, media technology, static advertising space</p> <p>Upload the print documents / logo or stand lettering when booking a complete New Style stand or upgrade (Piccolo, Magnum, Imperiale) in the OSC</p> <p>Receipt of the FAQs</p>
until 02/01/2026	To Do!	<p>Only for participants of the Wine Experience:</p> <p>Send registered wines to the Karlsruhe Trade Fair Centre and enter the wines in the wine database</p>
02/02/2026	i	<p>Open team meeting with all exhibitors on the topic of ‘Inviting customers made easy’ – how do I use the customer vouchers correctly and efficiently? Where can I find the most important information? (Invitation included in the e-mail on customer vouchers in January)</p>
from 02/14/2026	i	<p>Express service surcharge (amounting to 25 % on all services)</p>
until access at the latest		<p>Registration of exhibitor passes in the OSC</p>
02/27 + 28/2026	i	<p>Assembly Friday: 8.00 a.m. – 8.00 p.m. Saturday: 8.00 a.m. – 8.00 p.m.</p>
02/28/2026		<p>Welcome to Karlsruhe evening (Tickets bookable at the OSC)</p>
03/01 + 02/2026	i	<p>Entry for exhibitors Sunday and Monday from 8.00 a.m.</p>
	i	<p>Opening hours for visitors Sunday: 10.00 a.m. – 6.00 p.m. Monday: 10.00 a.m. – 6.00 p.m. Admission from 09:30 a.m.</p>
03/02 + 03/2026	i	<p>Disassembly Monday: 6.30 p.m. – 10.00 p.m. Tuesday: 8.00 a.m. – 8.00 p.m.</p> <p>Attention: Dismantling in the action hall and in the circulation in front of the exhibition hall is only possible on Monday from 18:30 – 20:00. Dismantling is no longer possible on Tuesday.</p>
End of March		<p>Invoicing of services</p>