## Checklist for Exhibitors



Explanation of signs:







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

To Do!

## 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 and draw attention to your participation in the trade fair!

Book your voucher codes FLATRATE for a free trade fair visit for only 300 Euros and invite unlimited customers and business partners.

December



Edit your profile in the online exhibitor directory

Enter your wine information into the wine database

until 22.12.2023



Ordering of suspensions facilities and personnel services

January



Receipt of stand invoice

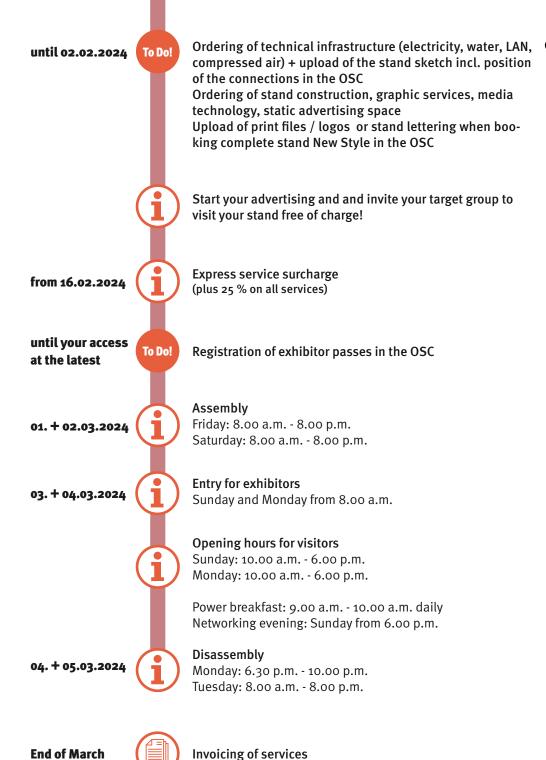
To Do!

Ordering parking passes (limited availability)

until 19.01.2024



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





**EUROVINO** 

Trade fair for wine. Karlsruhe.

3. + 4. March 2024