

Checklist for Exhibitors



EUROVINO

Trade fair for wine. Karlsruhe.

3. + 4. March 2024

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

To Do!

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)

To Do!

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!

December

To Do!

Edit your profile in the online exhibitor directory
Enter your wine information into the wine database

until 22.12.2023

To Do!

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



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

Continued on the next page

until 02.02.2024

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



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i

Start your advertising and invite your target group to visit your stand free of charge!

from 16.02.2024

i

Express service surcharge
(plus 25 % on all services)

until your access
at the latest

To Do!

Registration of exhibitor passes in the OSC

01. + 02.03.2024

i

Assembly
Friday: 8.00 a.m. - 8.00 p.m.
Saturday: 8.00 a.m. - 8.00 p.m.

03. + 04.03.2024

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.

04. + 05.03.2024

i

Disassembly
Monday: 6.30 p.m. - 10.00 p.m.
Tuesday: 8.00 a.m. - 8.00 p.m.

End of March



Invoicing of services

