

Checklist	Deadline / when
<input type="checkbox"/> Booking <b>exclusive marketing</b> and <b>marketing packages</b>	from the middle of November 2025
<input type="checkbox"/> Organisation of <b>arrival, hotel and stay</b>	
<input type="checkbox"/> Application of your co-exhibitors in the <b>exhibitor area</b>	
<input type="checkbox"/> Booking <b>stand construction</b> from October 2025	
<input type="checkbox"/> Receipt of your stand confirmation via e-mail ■ Login-data for the <b>Online ExhibitorShop</b> in the <b>exhibitor area</b>	from the middle of November 2025
<input type="checkbox"/> <b>Online ExhibitorShop</b> in the <b>exhibitor area</b> ■ Stand construction checklist ■ Order all services	from the middle of November 2025
<input type="checkbox"/> Receipt of your invoice via e-mail	from the beginning of December 2025
<input type="checkbox"/> <b>TicketCenter</b> in the <b>exhibitor area</b> open ■ Use the invitation management and voucher codes for your visitor advertising ■ Register your exhibitor passes as well as assembly and dismantling passes	from the middle of January 2026
<input type="checkbox"/> Please note the order deadlines ■ Print marketing and entry exhibition guide ■ Suspension points, accessories for suspensions, working platforms, electricity, compressed air ■ All other services such as: water, guarding, cleaning, hostesses, catering, etc. <b>Please note:</b> For orders placed after the order deadline the on-schedule handling can not be guaranteed.	13th February 2026 20% from 6 weeks before the event 35% from the start of setup
<input type="checkbox"/> Receipt of Last Minute Information via e-mail The last important information before the exhibition for a smooth assembly, runtime and dismantling.	in the middle of March 2026

<b>Assembly</b>	17 – 20 April 2026	7:00 – 19:00
<b>Opening hours</b>	21 – 23 April 2026	9:00 – 17:00
<b>Dismantling</b>	23 April 2026	17:00 – 24:00
	24 – 25 April 2026	7:00 – 22:00

**Do you have any questions?  
Feel free to contact us!**  
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