

expoSE & expoDirekt 2025 – Checklist for exhibitors

Deadline	to do	Contact person
April, 30th	Deadline early bird discount	<u>Andreas Lenhardt</u>
From mid-May	Obtaining the OSC data Ordering the Services	<u>Aylin Schmidt,</u> Messe Karlsruhe
From mid-July	Info on press and marketing activities	<u>Isabelle Bohnert, VSSE</u>
July, 31st	Recommended registration deadline	<u>Andreas Lenhardt</u>
From August	Placement start	<u>Andreas Lenhardt</u>
From August	Exhibitor list online; Correction of the entry by October 15th	<u>Simon Schumacher, VSSE</u>
From middle/end August	Receipt of the stand confirmation and invoice	<u>Andreas Lenhardt</u>
From September, 1st	Ordering guest codes in the OSC	<u>Visitor Service Messe</u> Karlsruhe
By September, 15th	Submission of press releases for the preliminary report	<u>Isabelle Bohnert, VSSE</u>
By September, 24th	Ordering suspensions	<u>Aylin Schmidt,</u> Messe Karlsruhe
By September, 30th	Submission deadline for the Innovation Award	<u>Isabelle Bohnert, VSSE</u>
By September, 30th	Closing date for catalogue	<u>Isabelle Bohnert, VSSE</u>
By October, 1st	Submission of the stand construction permit	<u>Aylin Schmidt,,</u> Messe Karlsruhe
By October, 15th	Submission of the stand sketch including the position of ordered technical connections (electricity, water, internet connection)	<u>Aylin Schmidt,,</u> Messe Karlsruhe
By October, 15th	Upload the logo print files for the stand lettering	<u>Aylin Schmidt,,</u> Messe Karlsruhe
By Oktober, 31st	Registration deadline video	<u>Isabelle Bohnert, VSSE</u>
By October, 31st	Order parking permits (limited availability)	<u>Parken Messe Karlsruhe</u>
Beginning of November	Send digital catalogue	<u>Isabelle Bohnert, VSSE</u>
From November, 5th	Express service surcharge (25% on all services)	Messe Karlsruhe
By November, 18th	Registration of the exhibitor passes via the OSC (Please note: absolutely necessary; guest tickets are not an alternative -> only access to the trade fair from 9 a.m.)	Messe Karlsruhe
November, 18th 8 a.m. – midnight	Construction	<u>Aylin Schmidt,,</u> Messe Karlsruhe
November, 20th 9 a.m. – 6 p.m.	1st day of the trade fair duo	
November, 19th from 9 o'clock	Awarding of the innovation prizes	<u>Simon Schumacher,</u> <u>Isabelle Bohnert; VSSE</u>
November, 20th 9 a.m. – 5 p.m.	2nd day of the trade fair duo	
November, 20th 5-10 p. m. (Entrance to the fairground only from 5.30 p.m.)	Dismanteling	<u>Aylin Schmidt,,</u> Messe Karlsruhe
November, 21st 8 a.m. – 12 p.m.	Dismanteling	<u>Aylin Schmidt,,</u> Messe Karlsruhe
from mid-December	Invoicing of services	<u>Aylin Schmidt,</u> Messe Karlsruhe