

## expoSE & expoDirekt 2024 – Checklist for exhibitors

Deadline	to do	Contact person
April, 30th	<b>Deadline early bird discount</b>	<b>Marliese Weber, VSSE</b>
From mid-May	Obtaining the OSC data Ordering the Services	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
From mid-July	Info on press and marketing activities	<a href="#">Isabelle Bohnert, VSSE</a>
July, 31st	<b>Recommended registration deadline</b>	Marliese Weber, VSSE
From August	Placement start	<a href="#">Andreas Lenhardt</a>
From August	Exhibitor list online; Correction of the entry by October 15th	<a href="#">Simon Schumacher, VSSE</a>
From middle/end August	Receipt of the stand confirmation and invoice	<a href="#">Marliese Weber, VSSE</a>
From September, 1st	Ordering guest codes in the OSC	<a href="#">Visitor Service Messe Karlsruhe</a>
By September, 15th	<b>Submission of press releases for the preliminary report</b>	<a href="#">Isabelle Bohnert, VSSE</a>
By September, 30th	<b>Submission deadline for the Innovation Award</b>	<a href="#">Isabelle Bohnert, VSSE</a>
By September, 30th	<b>Closing date for catalogue</b>	<a href="#">Isabelle Bohnert, VSSE</a>
By October, 1st	<b>Ordering suspensions</b>	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
By October, 1st	<b>Submission of the stand construction permit</b>	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
By October, 15th	<b>Submission of the stand sketch including the position of ordered technical connections (electricity, water, internet connection)</b>	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
By October, 15th	<b>Upload the logo print files for the stand lettering</b>	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
By Oktober, 31st	Registration deadline video	<a href="#">Isabelle Bohnert, VSSE</a>
By October, 31st	<b>Order parking permits (limited availability)</b>	<a href="#">Parken Messe Karlsruhe</a>
Beginning of November	Send digital catalogue	<a href="#">Isabelle Bohnert, VSSE</a>
From November, 5th	Express service surcharge (25% on all services)	<a href="#">Monika Werle, Messe Karlsruhe</a>
By November, 19th	<b>Registration of the exhibitor passes via the ESC (Please note: absolutely necessary; guest tickets are not an alternative -&gt; only access to the trade fair from 9 a.m.)</b>	<b>Messe Karlsruhe</b>
November, 19th 8 a.m. – midnight	<b>Construction</b>	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
November, 20th 9 a.m. – 6 p.m.	1st day of the trade fair duo	
November, 20th from 9 o'clock	Awarding of the innovation prizes	<a href="#">Simon Schumacher</a> , <a href="#">Isabelle Bohnert</a> ; <a href="#">VSSE</a>
November, 21st 9 a.m. – 5 p.m.	2nd day of the trade fair duo	
November, 21st 5-10 p. m. (Entrance to the fairground only from 5.30 p.m.)	<b>Dismanteling</b>	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
November, 22nd 8 a.m. – 12 p.m.	<b>Dismanteling</b>	<a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe
From December, 1st from mid-December	<b>Online registration for expoSE &amp; expoDirekt 2025</b> Billing for Services	<a href="#">Marliese Weber, VSSE</a> <a href="#">Melanie Metz</a> / <a href="#">Talesia Roth</a> , Messe Karlsruhe