

Checklist for exhibitors

Europe's #1
in digital learning

LEARNTEC

6 – 8 May 2025
Karlsruhe Trade Fair Centre

from July, 2024



Receipt of stand confirmation and access data for the Online Service Center (OSC)

from mid October
2024



Ordering of services as well as sponsoring and advertising opportunities via OSC

from November 04,
2024



Possibility to book a presentation on one of our stages (in the exhibition halls via talque)

from November,
2024



Exhibitor List goes online – edit your exhibitor profile via talque



Receipt of your individual online banner with hall and stand number as well as start for your targeted invitation management with your digital invitation link for your customers



Online ticket shop for visitors goes online – www.learntec.de/en/tickets/
Invite your customers to your booth

from December,
2024



Follow us on social media and feel free to mention **LEARNTEC** in your posts! You can find us on Facebook @Learntec, LinkedIn @LEARNTEC, Twitter @learntec_news and now also on Instagram @learntec_karlsruhe!

from February,
2025



Application for Guided Tours and request to send information for the **LEARNTEC** press work (by e-mail)



Receipt of the stand invoice

from March 11,
2025



Ordering of suspension facilities + Ordering of personnel services

until March 25,
2025



Submission of all relevant applications and approvals (including stand construction permit, stand parties...)
Ordering the matrix stand construction packages + uploading the print documents in the OSC



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important
document



info



To Do



binding To Do

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— karlsruhe

until April 08, 2025	To Do!	Ordering of technical infrastructure (electricity, water, LAN, compressed air) + upload of stand sketch with position of connections in the OSC Ordering of stand construction, printing/graphics, static advertising spaces, media equipment Upload of print documents / logos (only for packages) in the OSC
from April 22, 2025	i	Express service surcharge (25 % on all services)
until May 02, 2025	To Do!	Ordering parking passes (limited availability)
until May 05, 2025	To Do!	Registration of exhibitor passes in the OSC
May 03 - 05, 2025	i	Assembly: Saturday, May 03, 2025: 8.00 a.m. – 8.00 p.m. Sunday, May 04, 2025: 8.00 a.m. – 8.00 p.m. Monday, May 05, 2025: 8.00 a.m. – 8.00 p.m.
May 06 - 08, 2025	i	Opening hours for visitors: Tuesday, 9.00 a.m. – 6.00 p.m. Wednesday, 9.00 a.m. – 6.00 p.m. Thursday, 9.00 a.m. – 5.00 p.m. The opening hours for exhibitors are one hour before and one hour after the official opening hours of the exhibition.
May 06, 2025	i	After-Work and Meet for the LEARNTEC Community
May 08 - 09, 2025	i	Dismantling: Thursday, May 08, 2025, 6.00 p.m. – 12.00 a.m. (expected dismantling time) Friday, May 09, 2025: 8.00 a.m. – 8.00 p.m.
May/June 2025	To Do!	Invoicing of services



important document



info



To Do



binding To Do

Contact person

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Feel free to contact us - We are here for you!

For questions around ...



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... sponsoring and strategic topics



Talesia Roth, Project Manager
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... registration, stand invoicing and general questions about the fair



Tamara Frankenhäuser, Project Manager
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... program, bookable talks as well as our trade fair app talque



Aylin Schmidt, Exhibition Service Manager
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... stand design/construction and bookable services



Kristina Baumgärtner, Marketing Manager
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... marketing campaigns, additional advertising services in the newsletter and social media campaigns



Tanja Stopper, PR Manager
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... placement of topics in our press work, support with individual press work



Sabine Wohlfart-Bock, Senior Project Manager Visitor
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... customer vouchers and customized online banner

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