

Checklist for exhibitors

newWORK
EVOLUTION

6 – 8 May 2025

Karlsruhe Trade Fair Centre

from end of
October 2024



Receipt of stand confirmation and access data for the [Online Service Center \(OSC\)](#)

from November
2024



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

from December,
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-Ticketshop](#) for visitors goes online –
Invite your customers to your booth



Follow us on social media and feel free to mention #nwe25 in your posts!
You can find us on [LinkedIn](#), [\(LinkedIn-groups\)](#), [Instagram](#) and [facebook](#).

from February,
2025



Request to send information for the NEW WORK EVOLUTION 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...)

until April 08,
2025



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



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important
document



info



To Do



binding To Do

messe
— karlsruhe

from April 22,
2025



Express service surcharge (25 % on all services)

until May 02,
2025



Ordering parking passes (limited availability)

until May 05,
2025



Registration of exhibitor passes in the OSC

May 03 - 05,
2025



Assembly: Saturday, 8.00 a.m. – 8.00 p.m.
Sunday, 8.00 a.m. – 8.00 p.m.
Monday, 8.00 a.m. – 8.00 p.m.

May 06 - 08,
2025



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



After-Work and Meet of the NEW WORK EVOLUTION Community

May 08 - 09,
2025



Dismantling: Thursday, 6.00 p.m. – 12.00 a.m. (expected dismantling time)
Friday, 8.00 a.m. – 8.00 p.m.

May/June 2025



Invoicing of services



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document



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To Do



binding To Do

Contact person



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

For questions concerning ...



Stefanie Ruf, Senior Project Manager
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... sponsoring and strategic affairs



Nadine Quosdorf, Project Manager
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... registration, formats, workshop area, program and general questions about the exhibition



Friederike Koch, Junior Project Manager
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... registrations, trade fair app talque, invoices, program and general questions about the exhibition



Kim Pfersching, Exhibition Service Manager
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... stand construction, OSC service (e.g. electrical, internet, rental furniture)



Belen Meller, Marketing Manager
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... marketing, newsletter, social media



Tanja Stopper, PR Manager
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... press



Sabine Wohlfart-Bock, Senior Project Manager Visitor
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... customer vouchers and advertising material



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To Do



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Status October 07, 2024