

Checklist for exhibitors

**new WORK
EVOLUTION**

5 – 7 May 2026

Karlsruhe Trade Fair Centre

**from end of
July 2025**



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

**from November
2025**



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

**from December,
2025**



Exhibitor List goes online – edit your exhibitor profile via talque



Receive your customised online advertising banner with hall and stand number. Start your targeted invitation management with your customised digital voucher link to invite your customers (the link can be used indefinitely and corresponds to a permanent ticket that allows entry on all three days of the trade fair).



[Online-Ticketshop](#) for visitors goes online –
Invite your customers to your booth



You can find us on [LinkedIn](#), [\(LinkedIn-groups\)](#), [Instagram](#) and [facebook](#).

**from February,
2026**



Would you like our press colleague to report on you? You will receive a link from us by email



Receipt of the stand invoice

**until March 09,
2026**



Ordering of suspension facilities + Ordering personnel services (e.g. stand security, hostess service)



Submission of all relevant applications and approvals (including stand construction permit, stand parties...)

**until April 06,
2026**



Ordering of technical infrastructure (electricity, water, LAN, compressed air) + upload of stand sketch with position of connections in the OSC, printing/graphics, static advertising spaces, media equipment



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To Do



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messe
— karlsruhe

**from April 21,
2026**



Express service surcharge (25 % on all services)

**until April 30,
2026**



Ordering parking passes (limited availability)

**until May 04,
2026**



Registration of exhibitor passes in the OSC

**May 02 – 04,
2026**



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 05 – 07,
2026**



Opening hours for visitors:
Tuesday, 9.00 a.m. – 5.00 p.m.
Wednesday, 9.00 a.m. – 5.00 p.m.
Thursday, 9.00 a.m. – 4.00 p.m.

The opening hours for exhibitors are one hour before and
one hour after the official opening hours of the exhibition.

May 05, 2026



After-Work and Meet of the NEW WORK EVOLUTION Community

**May 07 – 08,
2026**



Dismantling: Thursday, 5.00 p.m. – 12.00 a.m. (expected dismantling time)
Friday, 8.00 a.m. – 8.00 p.m.

May/June 2026



Invoicing of services



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Contact person



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

For questions concerning ...



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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



Katrin Wagner, 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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