













# Checklist for exhibitors

Europe's #1  
in digital learning

**LEARNTEC**

**5 – 7 May 2026**  
**Karlsruhe Trade Fair Centre**

from July, 2025		Receipt of stand confirmation and access data for the Online Service Center (OSC)
from mid October 2025		Ordering of services as well as sponsoring and advertising opportunities via OSC
October 21, 2025		Possibility to book a presentation on one of our stages (in the exhibition halls via talque)
from end of October 2025		Exhibitor List goes online – edit your exhibitor profile via talque
from December 2025		Receipt of your individual online banner with hall and stand number as start for your targeted invitation management with your digital invitation link for your customers
		Online ticket shop for visitors goes online – <a href="http://www.learntec.de/en/tickets/">www.learntec.de/en/tickets/</a> Invite your customers to your booth
		Follow us on social media and feel free to mention <b>LEARNTEC</b> in your posts! You can find us on LinkedIn @LEARNTEC, Facebook @Learntec and on Instagram @learntec_karlsruhe!
from February, 2026		Application start for Guided and Self Guided Tours
		Query start for information for press relations. Deadline for submissions: April 03 (the earlier, the better!)
		Receipt of the stand invoice
until March 09, 2026		Ordering of suspension facilities + Ordering of personnel services
until March 23, 2026		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



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To Do



binding To Do

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— karlsruhe

until April 06, 2026	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 21, 2026	i	Express service surcharge (25 % on all services)
until April 30, 2026	To Do!	Ordering parking passes (limited availability)
until May 04, 2026	To Do!	Registration of exhibitor passes in the OSC
May 02 - 04, 2026	i	Assembly: Saturday, May 02, 2026: 8.00 a.m. – 8.00 p.m. Sunday, May 03, 2026: 8.00 a.m. – 8.00 p.m. Monday, May 04, 2026: 8.00 a.m. – 8.00 p.m.
May 05 - 07, 2026	i	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	i	After-Work and Meet for the <b>LEARNTEC</b> Community
May 07 - 08, 2026	i	Dismantling: Thursday, May 07, 2026, 5.00 p.m. – 12.00 a.m. (expected dismantling time) Vehicle access to the indoor area possible from 5.00 p.m. at the earliest! Friday, May 08, 2026: 8.00 a.m. – 8.00 p.m.
May/June 2026	To Do!	Invoicing of services

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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**



**Kim Pfersching, 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**



**Katrin Wagner, Senior PR Manager**  
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**... placement of topics in our press work, support with individual press work**



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**... customer vouchers and customized online banner**

Status July 17, 2025