

# Checklist for exhibitors

Digital Learning meets AI – at EUROPE'S NO. 1

## 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 January, 2026



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 – [www.learntec.de/en/tickets/](http://www.learntec.de/en/tickets/)  
Invite your customers to your booth



Follow us on social media and feel free to mention **LEARNTEC** 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  
Submission of all relevant applications and approvals (including stand construction permit, stand parties...)

until March 23, 2026



Ordering the matrix stand construction packages + uploading the print documents in the OSC



Continued on next page



important document



info



To Do



binding To Do

messe  
— 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 **LEARNTEC** 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

important  
document

info



To Do



binding To Do

# Contact person

Digital Learning meets AI – at EUROPE'S NO. 1

**LEARNTEC**

**5 – 7 May 2026**

Karlsruhe Trade Fair Centre

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

**For questions around ...**



**Stefanie Ruf, Senior Project Manager**

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**... sponsoring and strategic topics**



**Stephanie Höllwarth, 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**



**Sabine Wohlfart-Bock, Senior Project Manager Visitor**

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

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