

Checklist for exhibitors

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

LEARNTEC



2 – 4 February 2027
Messe Karlsruhe

from June, 2026



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

from
September 07,
2026



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

To Do!

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 mid-
September
2026

To Do!

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

To Do!

Exhibitor List goes online – edit your exhibitor profile via talque

To Do!

Application start for Guided and Self Guided Tours

To Do!

Query start for information for press relations.

from October,
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

from October 08,
2026

To Do!

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

from mid-
November 2026

To Do!

Receipt of the stand invoice

until December
07, 2026

To Do!

Ordering of suspension facilities + Ordering of personnel services
Submission of all relevant applications and approvals (including stand construction permit, stand parties...)

until December
21, 2026

To Do!

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 January 04,
2027****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 January 12,
2027****i**

Express service surcharge (25 % on all services)

**until January 28,
2027****To Do!**

Ordering parking passes (limited availability)

**until February 02,
2027****To Do!**

Registration of exhibitor passes in the OSC

**January 30 -
February 01, 2027****i**

Assembly:
 Saturday, January 30, 2027: 8.00 a.m. – 8.00 p.m.
 Sunday, January 31, 2027: 8.00 a.m. – 8.00 p.m.
 Monday, February 01, 2027: 8.00 a.m. – 8.00 p.m.

**February
02 - 04, 2027****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.

February 02, 2027**i**

After-Work and Meet for the LEARNTEC Community

**February
04 - 05, 2027****i**

Dismantling:
 Thursday, February 04, 2027, 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, February 05, 2027: 8.00 a.m. – 8.00 p.m.

**February/ March
2027****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

**2 – 4 February 2027
Messe Karlsruhe**

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

For questions around ...



Stefanie Ruf, Senior Project Manager
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stefanie.ruf@messe-karlsruhe.de

... sponsoring and strategic topics



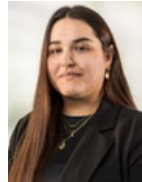
Stephanie Höllwarth, Project Manager
tel +49 721 3720-5148
stephanie.hoellwarth@messe-karlsruhe.de

... registration, stand invoicing and general questions about the fair



Tamara Frankenhäuser, Project Manager
tel +49 721 3720-5142
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... program, bookable talks as well as our trade fair app talque



Aylin Schmidt, Exhibition Service Manager
tel +49 170 7408372
service@learntec.de

... stand design/construction and bookable services



Kristina Baumgärtner, Marketing Manager
tel +49 721 3720-2347
kristina.baumgaertner@messe-karlsruhe.de

... marketing campaigns, additional advertising services in the newsletter and social media campaigns



Katrin Wagner, Senior PR Manager
tel +49 721 3720-2308
katrin.wagner@messe-karlsruhe.de

... 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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