CHECKLIST
FOR EXHIBITORS

IT-TRANS
POWERING DIGITAL SOLUTIONS FOR URBAN MOBILITY

1 – 2 February 2028
Karlsruhe Trade Fair Centre
Germany

After registration		Receipt of **ADMISSION**, **STAND CONFIRMATION** and preliminary floor plan
as of 23.07.2026		Receipt of **ACCESS DATA TO THE EXHIBITOR LIST** via the talque app
as of 23.07.2026	To Do!	**EDITING THE INFORMATION** in the online exhibitor list
as of 05.10.2026		Receipt of the **SPONSORSHIP BROCHURE**
as of 11.01.2027	To Do!	Booking of **SPONSORSHIP** and **ADVERTISING OPPORTUNITIES**
as of 01.02.2027		Receipt of the **ACCESS DATA** for the Online Service Center (OSC)
as of 01.02.2027	To Do!	**BOOKING OF ONLINE ADVERTISING OPPORTUNITIES** via the OSC
as of 01.02.2027	To Do!	**ORDERING SERVICES** via the OSC
as of 01.08.2027 (afterwards together with stand confirmation)	To Do!	Receipt of the **STAND INVOICE** (Please respect payment terms!)
as of 15.09.2027		Go-Live **ONLINE-TICKETSHOP**
as of 04.10.2027		Receipt of **VOUCHER** to invite customers **FOR FREE EXHIBITION VISIT**
as of 18.10.2027		Receipt of **ONLINE ADVERTISING BANNERS**
as of November 2027	To Do!	**EXHIBITOR MEETING**
01.12.2027	To Do!	Final call for **PRESS-RELATED INFORMATION**
till 06.12.2027	To Do!	Order **SUSPENSION** & **PERSONNEL SERVICES**

Continued on the next page

Important document

Info

To Do! To do

To Do! Mandatory to do

Organiser

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till 06.12.2027	To Do!	**SUBMITTING THE APPLICATION** for a stand construction permit from a height of 3,51m & other approvals
As of 13.12.2027	i	Access to the **TALQUE PLATFORM FOR EXHIBITOR STAFF AND VISITORS**
till 20.12.2027	To Do!	Order **STAND CONSTRUCTION DESIGNS AND GRAPHIC SERVICES WITH MATRIX WALLS + SUBMISSION OF PRINT DATA** using Matrix Walls
till 03.01.2028	To Do!	Order **STAND CONSTRUCTION DESIGNS AND GRAPHIC SERVICES WITH OCTANORM WALLS, MEDIA, STATIC ADVERTISING SPACE + SUBMISSION OF PRINT DATA / LOGO** using Octanorm Walls
till 03.01.2028	To Do!	Order **TECHNICAL INFRASTRUCTURE + SUBMISSION OF STAND SKETCH** incl. position of ordered technical installations (electricity, water, internet connection)
As of 10.01.2028 (and on all orders on site)	i	**EXPRESS SERVICE SURCHARGE** (25% on all services)
till 17.01.2028	To Do!	**ORDER OF PARKING TICKETS** (limited availability)
29.01. - 31.01.2028	i	**CONSTRUCTION** Saturday, 29.01.2028, 8 a.m. – 8 p.m. / Sunday, 30.01.2028, 8 a.m. – 8p.m. Monday, 31.01.2028, 8 a.m. – 8 p.m.
till 01.02.2028	To Do!	**ORDER TICKETS FOR THE KARLSRUHE NETWORKING NIGHT VIA OSC**
until access to the exhibition	To Do!	**REGISTRATION OF EXHIBITOR PASSES AND NETWORKING NIGHT TICKETS VIA ESC** via ESC
01.02.2028	i	NETWORKING EVENT: **KARLSRUHE NETWORKING NIGHT**
01. - 02.02.2028	i	**EXHIBITION OPENING HOURS** (opening hours for visitors) Tuesday & Wednesday, 10 a.m. – 6 p.m. Thursday, 9 a.m. – 3 p.m. The opening hours for exhibitors are one hour before and one hour after the official opening hours of the exhibition.
02.02. - 04.02.2028	i	**DISMANTLING** Wednesday, 02.02.2028, 7 p.m. – 12 a.m. / Thursday, 03.02.2028, 8 a.m. – 8 p.m. Friday, 04.02.2028, 8 a.m. – 8 p.m.
March 2028	To Do!	**INVOICING OF THE SERVICES**

Status: August 2026 | Subject to alterations

Important document | Info | To Do! To do | To Do! Mandatory to do

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