

CHECKLIST FOR EXHIBITORS



Info



To Do



mandatory
To Do

April 2025



From April: Stand confirmation incl. hall plan



Go Live Online Service Center (OSC)

Start of service orders such as:

- › Stand equipment
- › Advertising options and exclusive partnership
- › Parking tickets and much more



At the start of your trade fair preparation think about booking a hotel.



Go Live NUFAM Ticket Shop

Tickets can be purchased regularly and vouchers can be redeemed.

May 2025



Delivering of the advertising package

Each exhibitor receives a comprehensive advertising package by post. You will also receive your individual online advertising banners plus social media graphics with hall and stand number.



Order your individual needs of vouchers and advertising material in the Online Service Center.



Please feel free to send us your press-relevant information:

matthias.jundt@messe-karlsruhe.de



20 May 2025: NUFAM DAY

The NUFAM DAY will take place digitally and will replace the 'classic press conference' and report on initial details of the trade fair.



25 May 2025: Official registration deadline

Registration at a later date will only be accepted with reservation.

June 2025



Application for guided tours

If you are interested in participating as a station in our guided tours or e.g. demonstrations in the Demo Park, please contact us from June: info@nufam.de
You will also receive detailed information from us.

July 2025



Receipt of the stand invoice

Invoices are sent digitally and only by post on request



30 July 2025: Orders for

- › Suspensions
- › Personnel service (hostess, interpreter, set-up and dismantling assistants)
- › 'Matrix' stand construction package

August 2025



13 August 2025

Submission of application for authorisation

- › Stand constructions from 3.50m height
- › Vehicles of all kinds
- › Containers / tents
- › Kitchen and cooking areas
- › Gas systems

Upload

- › Print files (from ordered digital print)
- › Logo for front plate



14 August 2025: Deadline booking trade fair media

Increase your presence and take advantage of our wide range of marketing activities. We will send you the booking information in advance.



28 August 2025

Ordering technical equipment

- › Electrical connection
- › Water connection
- › Compressed air connection
- › LAN connection

Upload

- › Drawings with the position of the technology

Service orders

- › Stand construction
- › Static advertising space
- › Media technology

September 2025



10 Sept. 2025: Express service surcharge

From now on a 25% express service surcharge will become payable on all service orders.



11 Sept. 2025: Deadline Tickets NUFAM Exhibitors' Night

Book your tickets (limited availability) for the exhibitors' night until today!



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September 2025

i **11 Sept. 2025: Last chance to order print advertising material and printed voucher cards**

Digital voucher codes are available to you at all times, even during NUFAM.

To Do! **19 Sept. 2025: Ordering parking permits**
Book your tickets today (limited availability).

i **Set-up**

Hall 1

22 - 24 Sept. 2025 | 8 am to 8 pm

Hall 3

22 - 24 Sept. 2025 | 8 am to 8 pm

Peter-Gross-Bau Areal (Outdoor area)

19 - 21 Sept. 2025 | 8 am to 6 pm

22 - 24 Sept. 2025 | 8 am to 8 pm

Hall 2

19 - 21 Sept. 2025 | 8 am to 6 pm

22 - 24 Sept. 2025 | 8 am to 8 pm

dm-arena

19 - 21 Sept. 2025 | 8 am to 6 pm

22 - 24 Sept. 2025 | 8 am to 8 pm

i **Opening hours for visitors**
25 - 28 Sept. 2025 | 9 am to 5 pm



Early assembly is only permitted by prior arrangement. Please contact: service@nufam.de

To Do! **Invitation to ...**
Exhibitors' Night
25 Sept. 2025: after the fair closes

Joint honking

28 Sept. 2025: 5 pm



Share impressions of NUFAM on your social media
#NUFAM
#NUFAM2025

i **Dismantling**
28 Sept. 2025 | 5 pm to midnight (access to the halls after 6 pm)
29 - 30 Sept. 2025 | 8 am to 8 pm

October 2025

To Do! **Receiving service invoice**
(including electricity, water, stand construction, parking, redeemed vouchers)



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Contact us – we are here for you!

For questions about ...

REGISTRATION, STAND ALLOCATION, LIVE DEMO FORMATS, SPONSORSHIP AND INVOICING



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