

checklist for your trade fair preparation for wof 2027

Your contacts in the WORLD OF FIREPLACES team		
	Trade fair management / registration	Christopher Boss +49 170 709 7211 boss@trendfairs.de
	Distribution WORLD OF FIREPLACES	Christopher Boss +49 170 70 97 211 boss@trendfairs.de Diana Habitzki +49 171 217 9244 habitzki@trendfairs.de Theresa Huber +49 151 720 368 87 huber@trendfairs.de Marc Röder +49 160 9798 1169 roeder@trendfairs.de
	Graphics / Advertising / Booking advertising media / Recipient of your print material	Nicole Dylong +49 89 244 193 205 dylong@trendfairs.de
	Visitor service	Christine Linz +49 89 244 193 204 linz@trendfairs.de
	Press / Media relations	Christopher Boss +49 170 709 7211 boss@trendfairs.de

checklist for your trade fair preparation for wof 2027

Dates and important deadlines	Keyword	Content	Contact person	Finished?
<p>April 2026</p> <p>Please note the deadlines for the various advertising media.</p> <p>General print material deadline: 22 January 2027</p>	Media data	<p>The media data for advertising media bookings will be published from April. These can be booked via the Aussteller Management System (AMS).</p> <p>Some of the advertising media are only available once, therefore 'first come – first serve' applies.</p> <p>General print deadline for advertising media: 22 January 2027</p>	<p>Link to media data</p> <p>Aussteller Management System (AMS): https://aussteller.trendfairs.de</p> <p>Nicole Dylong +49 89 244 193 205 dylong@trendfairs.de</p>	<input type="checkbox"/>
End of August 2026	Publication of hall plan / dispatch of stand confirmations	<p>Stand confirmations will be sent out from 27 July 2026 (by email).</p> <p>At the same time, we will publish the list of exhibitors on the website www.world-of-fireplaces.de.</p> <p>With your stand registration, you have already registered your exhibitor and, if applicable, other brands that will appear in the exhibitor list.</p>	<p>Please make changes directly here: Aussteller Management System (AMS): https://aussteller.trendfairs.de</p> <p>Up to 5 brands incl. your company name are included, additional brands cost EUR 395</p> <p>Yasemin Eker eker@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>
January 2027	Co-exhibitor on your stand	<p>Please note that all co-exhibitors are required to register on their stand (AMS). Co-exhibitors are those who are represented on your stand with their own staff and products / services.</p>	<p>www.world-of-fireplaces.de/exhibitor/become-an-exhibitor/</p> <p>Yasemin Eker eker@trendfairs.de</p>	<input type="checkbox"/>
Deadline: 12 February 2027	Services and technical orders (AMS order book)	<p>From mid-November, you will have access to the technical order booklet where you can order your services, e.g. electricity, water, suspension points and visitor scanners.</p> <p>You can find the technical order booklet in the Exhibitor Management System (AMS) via your personal login.</p>	<p>Service bookings / access via the AMS: https://aussteller.trendfairs.de</p> <p>Yasemin Eker eker@trendfairs.de +49 89 244 193 200</p> <p>Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>

checklist for your trade fair preparation for wof 2027

Dates and important deadlines	Keyword	Content	Contact person	Finished?
Deadline: 12 February 2027	Ceiling suspensions	<p>Processing is only possible with a dimensioned stand sketch (with the details below).</p> <ul style="list-style-type: none"> - Information on the type of suspension - Weight of the suspended parts - Exact location designation by attached plan - Height of suspensions above hall floor 	Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81	<input type="checkbox"/>
Deadline: 28 January 2027	Stand construction plans	<p>Upload stand construction plans requiring authorisation via Delegatis. Information will follow.</p> <p>The following are subject to approval: Areas over 100 m², walls over 4 m high, closed ceilings, glass constructions, moving components.</p> <p>Stands of less than 100 m² that do not have the above features are not subject to approval.</p>	<p>Please observe the technical guidelines / event conditions (see technical order booklet)</p> <p>Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>
Deadline: 12 February 2027	Stand partitions	<p>Please order your stand partition walls via the service bookings in the AMS.</p> <p>If we do not receive an order from you, no stand partition walls will be erected on your stand. Each exhibitor is responsible for separating their stand from their neighbours.</p>	<p>Stand partitions can be ordered via: https://aussteller.trendfairs.de</p>	<input type="checkbox"/>
Deadline: 12 February 2027	Carpet	<p>The hall floor is covered with sealed asphalt tiles. You can leave this for your presentation. You can otherwise order carpeting from AMS.</p>	<p>Access to the AMS / technical order booklet via: https://aussteller.trendfairs.de</p>	<input type="checkbox"/>

checklist for your trade fair preparation for wof 2027

Dates and important deadlines	Keyword	Content	Contact person	Finished?
February 2027	Stand invoice	<p>You will receive your stand invoice (less the advance payment already made) approximately 10 weeks before the start of the trade fair, depending on the planning process. The invoice is due immediately.</p> <p>Stand construction may be prohibited if the stand costs invoice is outstanding.</p>	<p>Yasemin Eker info@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>
February 2027	Trade fair logistics / Forwarding services	<p>To order forwarding or logistics services, please contact our trade fair service partner DHL Global Event Logistics GmbH directly.</p> <p>The order forms and price lists can be found in the service bookings (AMS) and on our homepage.</p>	<p>DHL Global Event Logistics Heike.Eckardt@dhl.com +49 341 678-7247 www.event-logistics.dhl</p> <p>www.world-of-fireplaces.de Section: Exhibitor guide</p> <p>If you book DHL services by 5 March 2027, you will receive an early booking discount of in the amount of 5%.</p>	<input type="checkbox"/>
from March 2027	Exhibitor passes	<p>In March you can register for free exhibitor passes via the trendfairs ticket service for exhibitors.</p>		<input type="checkbox"/>
March 2027	Advertising media invoice	<p>If you have booked advertising media, you will receive your advertising media invoice approx. 4 weeks before the start of the trade fair. The invoice is due immediately.</p>	<p>Yasemin Eker info@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>

checklist for your trade fair preparation for wof 2027

Dates and important deadlines	Keyword	Content	Contact person	Finished?
March 2027	Technical invoice	<p>Some of the technical services ordered (electricity, water) must be paid for before the start of the trade fair. This technical invoice will be sent to you approx. 4 weeks before the start of the trade fair and is due immediately.</p> <p>All other services ordered (and subsequently booked services) will be invoiced with the final invoice approx. 1 month after the trade fair.</p>	Yasemin Eker info@trendfairs.de +49 89 244 193 200	<input type="checkbox"/>
Advanced structure: 7 to 8 April 2027	Advanced structure 7 to 8 April 2027, 7 am – 10 pm	Early set-up must be booked in good time via the AMS. Early set-up is only possible for stands of 100 m² or more and is subject to a charge of EUR 1,290 per day .	You can find information on the deposit regulation in the transport guide in the technical order booklet or at www.world-of-fireplaces.de/exhibitor/exhibitor-services/ .	
Regular structure: 9 to 12 April 2027	Regular structure 7 am – 10 pm	Regular set-up of WOF 2025 from 9 to 12 April 2027.	The exhibition management is in Hall 5.	
12 April 2027	Last set-up day	On 12 April 2027 the set-up is from 12 pm only within the stands and dirt-free.		
13 to 15 April 2027	WORLD OF FIREPLACES 2027	<p>The WORLD OF FIREPLACES 2025 will take place in Leipzig from 13 to 15 April 2027.</p> <p>Exhibitors receive access to the exhibition centre with their exhibitor passes – daily from 7 am to 7 pm.</p>		
15 to 18 April 2027 from 7 pm	Regular dismantling	<p>Regular dismantling in the hall</p> <p>18 April 2027 by 6 pm: All exhibition stands must be dismantled and handed over free of residues.</p> <p>Each exhibitor is responsible for waste disposal.</p>		
15 April from 6.30 pm until 18 April 6 pm throughout				
June 2027	Final invoice	Up to 4 weeks after the end of the trade fair, all remaining and subsequently ordered services will be invoiced with the final invoice. This invoice is due immediately.	Yasemin Eker info@trendfairs.de +49 89 244 193 200	