

# Checklist for your trade fair preparation for WOF

Dates and important deadlines	Keyword	Content	Contact	Done?
Hotline Contact details	For questions about:	Registration as exhibitor:	Michael Rambach Ulrike Rohde Marc Röder  info@trendfairs.de Tel. +49 89 244 193 202	
		Technical Order Booklet / Exhibitor services:	Jördis Mehler mehler@trendfairs.de Tel.: +49 89 244 193 200	
		Event technology / Approval stand construction plans:	Jördis Mehler mehler@trendfairs.de Tel.: +49 89 244 193 200	
		Booking Advertising Media:	Sylvia Rasek rasek@trendfairs.de Tel.: +49 89 244 193 201	
		Social Media / Recipient of your printing data:	Lea Röhling roehling@trendfairs.de Tel.: +49 89 244 193 205	
		Login <b>AusstellerManagementSystem</b> (AMS):	<a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a>	
from February 2022	Regular exhibitor information by e-mail.	We regularly send out information about the trade fair appearance to registered exhibitors by e-mail and remind you of important deadlines. You can also find past exhibitor information on our website <a href="http://www.world-of-fireplaces.de">www.world-of-fireplaces.de</a> under the heading "Exhibitor".		<input type="checkbox"/>
from February 2022	Rental system stands	We will be happy to submit you an offer for rental system stands.	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>
from March 2022  <b>Deadline: March 15, 2022</b>	Smoke / gas extraction ducts	Request for required smoke / gas extraction ducts and information about the connected appliances so that a quotation can be prepared for you.	Contact: Jördis Mehler mehler@trendfairs.de	<input type="checkbox"/>

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from April 2022	Deposit invoice	You will receive an invoice for 25% of the stand costs on account, approx. 12 months before the start of the fair. The payment on account will be offset against the subsequent invoice for stand costs (approx. 10 weeks before the fair).	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>
from May 2022	Online fair	Information on our planned online trade fair, which will take place parallel to the physical WORLD OF FIREPLACES 2023, is available in a live video presentation. We offer several dates so that you can definitely be there and see the features.	Michael Rambach rambach@trendfairs.de Tel.: +49 171 770 1014	<input type="checkbox"/>
from June 2022  Please note the deadlines for the different advertising media	Media data	<p>The media data for advertising media bookings will be published from June. These can be booked via exhibitor information and online via the exhibitor management system.</p> <p>Some of the advertising media are only available once, so the rule is "first come - first serve".</p> <p>General print material deadline for advertising media: 01.02.2023</p>	Sylvia Rasek rasek@trendfairs.de Tel.: +49 89 244 193 201	<input type="checkbox"/>
from October 2022	Publication of Hall plan / Dispatch of the stand confirmations	<p>Depending on the planning status, stand confirmations will be sent out (by e-mail and post) from the beginning of October 2022.</p> <p>At the same time, we will publish the exhibitor list on the website <a href="http://www.world-of-fireplaces.de">www.world-of-fireplaces.de</a>.</p>	Jördis Mehler mehler@trendfairs.de Tel.: +49 89 244 193 200	<input type="checkbox"/>

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from October 2022	Co-exhibitor on Your exhibition stand	<p>Please note that all co-exhibitors on your stand are subject to registration (written registration).</p> <p>Should the registration be after the official catalogue deadline, these exhibitors will only be published online in the exhibitor list.</p>	<p>Contact: Jördis Mehler mehler@trendfairs.de</p> <p>www.world-of-fireplaces.de/exhibitor/become-an-exhibitor/</p>	<input type="checkbox"/>
from October 2022  <b>Deadline: January 5, 2023</b>	Services / Technical order booklet	<p>When you receive your stand confirmation, you also have access to the technical order booklet where you can order your services, e.g. electricity, water, suspension points, visitor scanners, etc.</p> <p>You will find the technical order booklet in the Exhibitor Management System via your personal login.</p>	<p>Technical order booklet / Access via AMS: <a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a></p> <p>Tel.: +49 89 244 193 200</p> <p>Contact: Jördis Mehler mehler@trendfairs.de</p>	<input type="checkbox"/>
from November 2022  <b>Deadline: February 7, 2023</b>	Suspension points	<p>Sending of stand sketches / required suspension points so that a quotation can be prepared for you.</p>	<p>Contact: Jördis Mehler mehler@trendfairs.de</p>	<input type="checkbox"/>
from December 2022  <b>Deadline: April 18, 2023</b>	Online fair WORLD OF FIREPLACES	<p>Activation of the exhibitor area (VMP Backend) of WORLD OF FIREPLACES online 2022 for posting your content on your exhibitor site.</p> <p>Deadline: Start of the online fair 18.04.2023</p>	<p>Access to the backend VMP admin.vmp.trendfairs.de</p> <p>Contact: Jördis Mehler mehler@trendfairs.de</p>	<input type="checkbox"/>

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from November 2022  <b>Deadline: January 13, 2023</b>	Stand construction plans	Submission of approvable stand construction plans  The following are subject to approval: Areas over 100 m <sup>2</sup> , walls over 3.50 m high, closed ceilings, glass constructions, moving components.  Stands smaller than 100 m <sup>2</sup> that do not have the above-mentioned features do not require approval.	Please observe the technical guidelines / Event conditions (see technical order booklet or website)  Contact: Jördis Mehler mehler@trendfairs.de	<input type="checkbox"/>
from November 2022  <b>Deadline: Januar 5, 2023</b>	Stand partition walls	If you require stand partitions from our service partner for your stand, please order them via the Technical Order Booklet in the AMS.  If we do not receive an order, NO stand partitions will be erected on your stand unless one of your stand neighbours orders them.	Access to the AMS / Technical Order Booklet via: <a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a>	<input type="checkbox"/>
from November 2022  <b>Deadline: January 5, 2023</b>	Carpeting	The hall floor is covered with sealed asphalt tiles, black carpet will be laid in the aisle areas. Please remember to order carpeting for your stand if you do not bring your own flooring.	Access to the AMS / Technical Order Booklet via: <a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a>	<input type="checkbox"/>
from February 2023	Billing of stand rental costs	You will receive your stand rental cost invoice depending on the planning process, approx. 10 weeks before the start of the fair.  Stand construction may be prohibited if the stand rental cost invoice is still open.	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>

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from February 2023  <b>Deadline: April 1, 2023</b>	Trade fair logistics / Forwarding services	<p>To order forwarding or logistics services, contact the trade fair service partner DHL Trade Fairs &amp; Events directly.</p> <p>You will find the order forms in the Technical Order Booklet or on the website in the Downloads section.</p>	DHL Trade Fairs & Events fairs.lej@dhl.com Tel.: +49 341 678-7244  www.world-of-fireplaces.de/exhibitor/exhibitor-services/downloads-manuals/	<input type="checkbox"/>
from March 2023	Exhibitor passes	From now on, you can order the free exhibitor passes via the trendfairs ticket service for exhibitors.	<a href="https://wof-team-checkin.trendfairs.de">https://wof-team-checkin.trendfairs.de</a>	<input type="checkbox"/>
from March 2023	Billing of Advertising Media	If you have booked advertising media, you will receive your advertising media invoice approx. 4 weeks before the start of the fair.	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>
from March 2023	Billing of Technical Services	<p>Some of the technical services ordered (electricity, water) must be paid for before the start of the fair. This technical invoice will be sent to you approx. 4 weeks before the start of the fair and is due immediately.</p> <p>All other ordered services (and subsequently booked services) will be invoiced with the final invoice approx. 1 month after the end of the fair.</p>	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>

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14 to 17 April 2023	Regular set-up 07:00 – 20:00 Uhr	Regular set-up of WORLD OF FIREPLACES 2023	<p>You will find information on the bail system in our Traffic Guide in the Technical Order Booklet or on our website under <a href="http://www.world-of-fireplaces.de/exhibitor/exhibitor-services/downloads-manuals/">www.world-of-fireplaces.de/exhibitor/exhibitor-services/downloads-manuals/</a></p> <p>You will find the Fair management in hall 5 (see hall plan)</p>	
April 17, 2023	Last set-up day	On 17.04.2023, set-up from 12:00 noon onwards will only be possible inside the stands and free of dirt, as carpeting will be laid in the aisles.		
18 to 20 April 2023	WORLD OF FIREPLACES 2023	<p><b>The WORLD OF FIREPLACES 2023 will take place from 18 to 20 April 2023 in Leipzig.</b></p> <p>Exhibitors are granted access to the exhibition grounds with their exhibitor passes - daily from 8 a.m. to 7 p.m.</p>		
April 20, 2023 from 18:00	Carpet pick-up	Dismantling for exhibitors is initially only possible within the stands - the carpeting in the hall aisles will be taken up so as not to interfere with further dismantling work.		
20 to 22 April 2023 from 19:00	Regular dismantling	<p>Regular dismantling in the hall</p> <p>22 April 2023 by 18:00: All stands must be dismantled and handed over free of residues. Each exhibitor is responsible for his own waste disposal.</p>		
from June 2023	Final account	Up to 4 weeks after the end of the fair, all remaining and subsequently ordered services will be charged with the final invoice. This invoice is due immediately.	<p>Ulrike Rohde <a href="mailto:info@trendfairs.de">info@trendfairs.de</a> Tel.: +49 89 244 193 202</p>	<input type="checkbox"/>

# Checklist for your trade fair preparation for WOF

Your contact persons of your WORLD OF FIREPLACES team		
	Fair Management	<p>Mr. Michael Rambach Tel.: +49 171 770 1014</p> <hr/> <p>Mrs. Ulrike Rohde Tel.: +49 151 506 70333</p>
	Sales WORLD OF FIREPLACES	<p>Mr. Michael Rambach Tel.: +49 171 770 1014 rambach@trendfairs.de</p> <hr/> <p>Mrs. Ulrike Rohde Tel.: +49 89 244 193 202 rohde@trendfairs.de</p> <hr/> <p>Mr. Marc Röder Tel.: +49 160 9798 1169 roeder@trendfairs.de</p> <hr/> <p>Mr. Andreas Jung Tel.: +49 171 21 79 244 jung@trendfairs.de</p>
	Project Management / Exhibitor Services	<p>Mrs. Jördis Mehler Tel.: +49 89 244 193 200 mehler@trendfairs.de</p>
	Marketing Management	<p>Mrs. Sylvia Rasek Tel.: +49 89 244 193 201 rasek@trendfairs.de</p>
	Graphics / Advertising / Social Media	<p>Mrs. Lea Röhling Tel.: +49 89 244 193 205 roehling@trendfairs.de</p>
	Press / Media Relations	<p>Mr. Michael Rambach Tel.: +49 171 770 1014 rambach@trendfairs.de</p>
	Visitor Service	<p>Mrs. Christine Linz Tel.: +49 89 244 193 204 linz@trendfairs.de</p>