

Checklist for your trade fair preparation for WOF 2025

Your contacts in the WORLD OF FIREPLACES team		
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	Project management / Exhibitor services / Event technology / Approval of stand construction plans	<p>Yasemin Eker +49 89 244 193 200 eker@trendfairs.de</p> <hr/> <p>Arian Kiesling +49 151 633 211 81 kiesling@trendfairs.de</p>
	Online marketing / social media / newsletter	<p>Melissa Dütsch +49 89 244 193 207 duetsch@trendfairs.de</p>
	Marketing management	<p>Sylvia Rasek +49 89 244 193 201 rasek@trendfairs.de</p>
	Graphics / Advertising / Booking advertising media / Recipient of your print material	<p>Nora Täumer +49 89 244 193 205 taeumer@trendfairs.de</p>
	Visitor service	<p>Christine Linz +49 89 244 193 204 linz@trendfairs.de</p>
	Press / Media relations	<p>Michael Rambach +49 171 770 1014 rambach@trendfairs.de</p>

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Dates and important deadlines	Keyword	Content	Contact person	Finished?
<p>April 2024</p> <p>Please note the deadlines for the various advertising media.</p> <p>General print material deadline: 24 January 2025</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: 24 January 2025</p>	<p>Link to media data</p> <p>Aussteller Management System (AMS): https://aussteller.trendfairs.de</p> <p>Nora Täumer taeumer@trendfairs.de +49 89 244 193 205</p>	<input type="checkbox"/>
July 2024	Publication of hall plan / dispatch of stand confirmations	<p>Stand confirmations will be sent out from 29 July 2024 (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>Claudia Weidner weidner@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>
Deadline: 12 December 2024	Services and technical orders (AMS order book)	<p>From August, 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>	<input type="checkbox"/>

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<p>Deadline: 12 December 2024</p>	<p>Ceiling suspensions</p>	<p>Processing is only possible with a dimensioned stand sketch (with the details below), which you can order by email.</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 	<p>Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>
<p>Deadline: 12 December 2024</p>	<p>Stand construction plans</p>	<p>Submission of approvable stand construction plans</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"/>
<p>Deadline: 12 December 2024</p>	<p>Stand partitions</p>	<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"/>
<p>Deadline: 12 December 2024</p>	<p>Carpet</p>	<p>The hall floor is covered with sealed asphalt tiles. Please remember to order carpeting for your stand if you are not bringing your own floor covering.</p>	<p>Access to the AMS / technical order booklet via: https://aussteller.trendfairs.de</p>	<input type="checkbox"/>

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January 2025	Co-exhibitor on your stand	Please note that all co-exhibitors are required to register on their stand (AMS); if registration is after the official media deadline, exhibitors will only be published online in the exhibitor list.	www.world-of-fireplaces.de/exhibitor/become-an-exhibitor/ Yasemin Eker eker@trendfairs.de	<input type="checkbox"/>
February 2025	Stand invoice	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. Stand construction may be prohibited if the stand costs invoice is outstanding.	Yasemin Eker info@trendfairs.de +49 89 244 193 200	<input type="checkbox"/>
February 2025 Deadline: 17 February 2025	Trade fair logistics / Forwarding services	To order forwarding or logistics services, please contact our trade fair service partner DHL Trade Fairs & Events directly. The order forms and price lists can be found in the service bookings (AMS) and on our homepage.	DHL Trade Fairs & Events fairs.lej@dhl.com +49 341 678-7244 www.world-of-fireplaces.de Section: Exhibitor services	<input type="checkbox"/>
March 2025	Exhibitor passes	From now on, you can order free exhibitor passes via the trendfairs ticket service for exhibitors.	https://wof-team-checkin.trendfairs.de	<input type="checkbox"/>
March 2025	Advertising media invoice	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.	Yasemin Eker info@trendfairs.de +49 89 244 193 200	<input type="checkbox"/>

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March 2025	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: 22 to 23 April 2025	Advanced structure 22 to 23 April 2025, 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 1,280 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: 24 to 27 April 2025	Regular structure 7 am – 10 pm	Regular set-up of WOF 2025 from 24 to 27 April 2025.	The exhibition management is in Hall 5.	
27 April 2025	Last set-up day	On 27 April 2025 the set-up is from 12 pm only within the stands and dirt-free.		
28 to 30 April 2025	WORLD OF FIREPLACES 2025	<p>The WORLD OF FIREPLACES 2025 will take place in Leipzig from 28 to 30 April 2025.</p> <p>Exhibitors receive access to the exhibition centre with their exhibitor passes – daily from 8 am to 7 pm.</p>		
30 April to 2 May 2025 from 7 pm	Regular dismantling	<p>Regular dismantling in the hall</p> <p>2 May 2025 by 6 pm: All exhibition stands must be dismantled and handed over free of residues. Each exhibitor is responsible for waste disposal.</p>		
June 2025	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	