

Checklist for your trade fair preparation for küchenwohntrends 2025

Your contacts in the küchenwohntrends team	Responsibility	Contact person
	Trade fair management / registration	Michael Rambach +49 171 770 1014 rambach@trendfairs.de
	Distribution küchenwohntrends	Diana Habitzki +49 171 217 9244 habitzki@trendfairs.de
		Michael Rambach +49 171 770 1014 rambach@trendfairs.de
		Marc Röder +49 160 9798 1169 roeder@trendfairs.de
	Project management / Exhibitor services / Event technology / Approval of stand construction plans	Yasemin Eker +49 171 359 1637 eker@trendfairs.de
		Arian Kiesling +49 151 633 211 81 kiesling@trendfairs.de
	Online marketing / social media / newsletter	Melissa Dütsch +49 89 244 193 207 duetsch@trendfairs.de
	Marketing management	Sylvia Rasek +49 151 442 612 54 rasek@trendfairs.de
	Graphics / Advertising / Booking advertising media / Recipient of your print material	Nora Täumer +49 89 244 193 205 taeumer@trendfairs.de
	Visitor service	Christine Linz +49 89 244 193 204 linz@trendfairs.de
	Press / Media relations	Michael Rambach +49 171 770 1014 rambach@trendfairs.de

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Exhibitor information

We regularly send registered exhibitors information about their trade fair presence by email and remind them of important deadlines.

Dates and important deadlines	Keyword	Content	Contact person	Finished?
Please note the deadlines for the various advertising media	Media data	<p>The media data for advertising media bookings have been published.</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: 6 February 2025</p>	<p><u>Media data</u></p> <p>Access to the media data in the AMS via: <u>https://aussteller.trendfairs.de</u></p> <p>Nora Täumer taeumer@trendfairs.de +49 89 244 193 205</p>	<input type="checkbox"/>
from December 2024	Regular exhibitor information by email.	We regularly send registered exhibitors information about their trade fair appearance by email and remind them of upcoming dates and deadlines.		
End of November 2024	Publication Hall plan / dispatch of the stand confirmations	Stand confirmations are sent to the registered exhibitors at the end of November.		
	Co-exhibitor at your stand	<p>Please note that all co-exhibitors on your stand must register. Co-exhibitors must also register online or in writing.</p> <p>If registration takes place after the official deadline for printing the trade fair magazine, exhibitors will only be published online in the exhibitor list.</p>		<input type="checkbox"/>
Deadline: 7 March 2025	Stand construction plans for stand construction permits	<p>Please upload the stand construction plans in the AMS. You will receive exhibitor information as soon as this is possible. Please note the technical guidelines / event conditions in the AMS.</p> <p>The following are subject to authorisation: Areas over 100 m², walls over 3.5 m high, closed ceilings, glass constructions, moving components.</p>	<p>Yasemin Eker eker@trendfairs.de +49 171 359 1637</p> <p>Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>

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from mid-December 2024 Deadline: 28 February 2025	Service bookings	<p>In mid-December 2024, we will open access to the service bookings, where you can order the services you need for your stand, such as electricity, water, suspension points and VIMA Event Scan for visitor scans, etc.</p> <p>You can access your service bookings in the Exhibitor Management System via your personal login.</p> <p>Please note that some services may be subject to a late booking surcharge from 4 weeks before the trade fair.</p>	Service bookings / Access via AMS: https://aussteller.trendfairs.de Yasemin Eker eker@trendfairs.de +49 171 359 1637	<input type="checkbox"/>
Deadline: 28 February 2025	Stand partitions	<p>As part of your participation in küchenwohntrends, we provide you with stand space only. All additional services, such as stand partitions, can be ordered via the service booking system in the AMS.</p> <p>Each exhibitor is responsible for separating their stand from their neighbours.</p>	Access to the service bookings / AMS via: https://aussteller.trendfairs.de	<input type="checkbox"/>
from February 2025	Stand invoice	<p>Depending on the planning process, you will receive your stand cost invoice approx. 10 weeks before the start of the trade fair. The invoice is due immediately.</p> <p>Stand construction may be prohibited if the stand costs invoice is outstanding.</p>	Yasemin Eker eker@trendfairs.de +49 89 244 193 200	<input type="checkbox"/>
Deadline: 28 March 2025	Parking tickets for set-up / dismantling and trade fair duration	Order your car park tickets for set-up and dismantling as well as for the duration of the trade fair conveniently via the service bookings in the AMS.	Yasemin Eker eker@trendfairs.de +49 89 244 193 200	<input type="checkbox"/>

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from March 2025 Deadline: 28 March 2025	Trade fair logistics	Ordering forwarding and logistics services The order forms and price lists can be found in the AMS / Service bookings. Please send your order directly to the exhibition forwarding agent.	https://aussteller.trendfairs.de	<input type="checkbox"/>
from March 2025 Deadline: 5 April 2025	Stand cleaning Stand security	Order stand cleaning and stand security for your exhibition stand. The order forms can be found in the AMS under Service Bookings. Please send your order directly to Messezentrum Salzburg.	https://aussteller.trendfairs.de Order directly by email to: Messezentrum Salzburg service@mzs.at	<input type="checkbox"/>
from March 2025	Exhibitor passes	We will inform you by exhibitor information as soon as the exhibitor passes can be registered. Only one email address can be registered per exhibitor pass. The exhibitor pass will be made available to you as a PDF and can be saved in your digital wallet.	https://kwt-team-checkin.trendfairs.de	<input type="checkbox"/>
from April 2025	Advertising media calculation	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 +49 171 359 1637	<input type="checkbox"/>
from April 2025	Technical invoice	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. All other services ordered (and subsequently booked services) will be invoiced approx. 1 month after the trade fair.	Yasemin Eker info@trendfairs.de +49 171 359 1637	<input type="checkbox"/>

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29 April to 2 May 2025	Advanced structure	Early set-up is possible from 29 April to 2 May 2025 for a fee from 8 am to 6 pm after registration if the stand size is 51 m ² or larger.	Please book in AMS: https://aussteller.trendfairs.de	<input type="checkbox"/>
3 May to 6 May 2025	Regular structure	Regular setup of küchenwohntrends 2025 from 3 to 6 May 2025.		
6 May 2025	Last set-up day	From 12 noon on 6 May 2025, set-up will only be possible within the stands and dirt-free, as carpeting will be laid in the aisles.		
7 to 9 May 2025	küchenwohntrends and möbel austria 2025	küchenwohntrends and möbel austria 2025 will take place in Salzburg from 7 to 9 May 2025. Exhibitors receive access to the exhibition centre with their exhibitor passes – daily from 8 am to 7 pm	You will find the trade fair office in the ground floor foyer of Hall 10.	
9 to 11 May 2025	Regular dismantling from 7 pm	on 9 May from 7 pm 11 May until 6 pm: All exhibition stands must be dismantled and handed over free of residues. Exhibitors are responsible for disposing of waste on their stands.	Please order your waste disposal at AMS: https://aussteller.trendfairs.de	<input type="checkbox"/>
from 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 +49 171 359 1637	