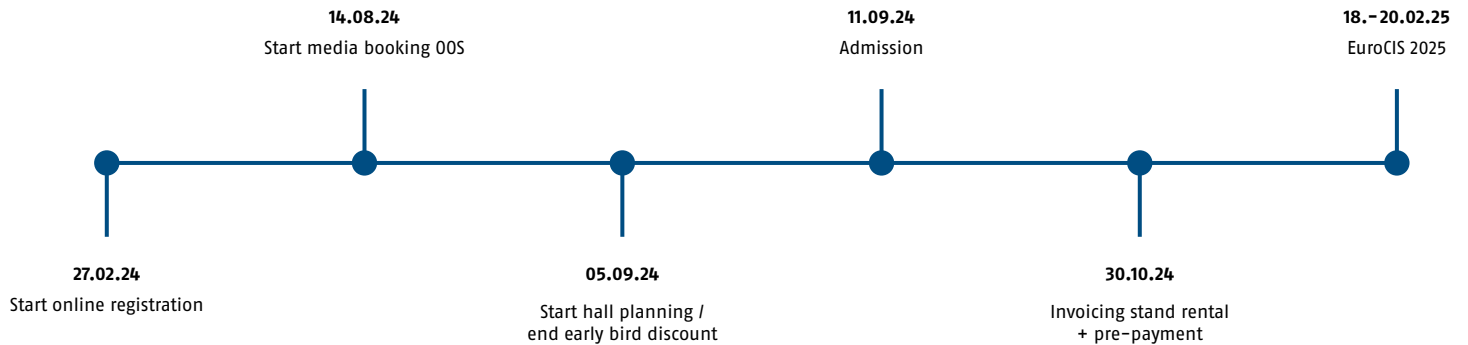


Checklist EuroCIS 2025



1st phase: from registration to admission

Complete [online registration](#).

You will receive a detailed stand offer prior to admission. If you have not specified a stand location in your application, please [reach out to us directly](#).

Please check whether an offer is required to generate a **PO number**. If required, [please reach out to us directly](#).

Please verify the accuracy of the **billing address** in your online registration. You can notify us of any changes by email. If you have not entered a different billing address but need one, please [contact us](#) directly. (Note: A fee of €50 will be charged for any changes made to the invoice after it has been issued.)

No stand constructor available? Messe Düsseldorf offers both customised stand construction and stand packages. For a quote, please reach out to our stand construction department at standbau@messe-duesseldorf.de or explore our [stand packages](#).

Do you want **other people to have access** to the [Online Order System \(OOS\)](#) in addition to yourself? If you already have a personal login, you can authorize additional users by navigating to My Account > Stand Management > User Management in the top right corner of the **OOS**. If you are a new exhibitor, you will have access to this option immediately after authorisation. In the **OOS**, you can place additional orders for your trade fair participation or access documents such as invoices, authorizations, stand sketches, parking permits, and more.

You can update your existing [exhibitor profile](#) free of charge; tips on maintaining your profile can be found [here](#). The benefit is that, once admitted, you can easily transfer your information to EuroCIS 2025 with just one click. Additionally, your news will remain visible to website visitors for a full year, ensuring ongoing visibility and engagement. Please note that exhibitor profiles that are at least 75% complete will be prioritized for visibility to visitors. Check your [exhibitor dashboard](#) for the current status of your profile.

View the [marketing opportunities](#) early on to include them in your budget planning. Please note: Until admission (from 11 September 2024) prices from 2024 are displayed. Event [partner packages](#) are limited. Please consider them early. If interested, please contact our media partner Neureuter directly at: eurocis@neureuter.de.)

Speaker slots are available free of charge on both the Blue Stage and Red Stage. Every exhibitor has the opportunity to apply for a speaker slot. Our partner, the EHI Retail Institute, reviews the topics and provide binding confirmations. The application process will begin in autumn 2024. For any inquiries, please contact Çetin Acar (acar@ehi.org) for the Blue Stage or Victor Guerra (guerra@ehi.org) for the Red Stage. We recommend reaching out to the EHI early, as capacities are limited.

From 14 August 2024, [advertising in fair media](#) can be officially booked in the **Online Order System (OOS)**.

Save the date: Join us for an evening of networking and relaxation at our **Afterwork Party on 19 February 2025, starting at 18:30** on the 'Red Stage' in Hall 10. Enjoy complimentary snacks and drinks while connecting with colleagues and visitors.

2nd phase: admission to trade fair

Are partner companies represented at your stand with their logo and staff? In that case, an official registration as a co-exhibitor is required. The co-exhibitor is € 900 + € 800 media fee and will be invoiced to your co-exhibitor. You must [authorize the co-exhibitor for registration](#), after which they will receive their own login for the [website](#) and [Online Order System \(OOS\)](#). This allows them to independently order additional advertising, parking tickets, or admission ticket vouchers. It is not permitted to exhibit without registration.

Once you have been admitted as an exhibitor, you can officially order all services available from Messe Düsseldorf and its service partners through the [Online Order System \(OOS\)](#).

An overview of the order deadlines can be found [here](#).

We would like to highlight the following services – all of which can only be booked through the [Online Order System \(OOS\)](#)! Please remember to book in advance.

Internet: Please coordinate your application's capacity requirements with Telekom and book the necessary services in advance to ensure that the cables are installed prior to construction.

Technical services: Please be aware of the deadlines for technical services to ensure that essential installations, such as power connections, are completed at your stand before the construction period. Technical orders must include a stand sketch. After the [order deadline](#), a 35% surcharge will be applied to any orders placed.

Approvals: If your stand construction is subject to approval in accordance with the [technical guidelines](#), it must be submitted through the [Online Order System \(OOS\)](#). Stand construction inspections of a stand that is not subject to authorisation is only possible for a fee of € 105 plus VAT.

Stand security: must be booked separately via our service partners for set-up, dismantling and the duration of the event and is not included in the stand rental.

Stand cleaning: Pre-event cleaning and daily booth cleaning services are available upon request and must be paid for in advance, prior to the start of the trade fair.

Parking permits: High demand. The first allocation of parking permits is approx. 4 weeks prior to the event. You can find the parking cards for download in the **OOS** under stand management / parking cards. A printout of the parking ticket must remain clearly visible in the vehicle during the access and parking process. Any parking permits not canceled through the [Online Order System \(OOS\)](#) will be invoiced.

Stand party: Company events that are organised at the stand space and exceed the official opening hours must be registered as stand party.

Scan2Lead visitor registration: Digital visitor registration at the exhibition stand. The barcode on the visitor ticket is scanned and made available to you for real-time processing. Pre-booked Scan2Lead services can be picked up at the counter in the exhibition tower during the set-up period.

Logistics: Schenker and Kühne & Nagel are based on the exhibition grounds.

Stand rental invoices and prepayments for technical services will be uploaded to the Online Order System (OOS) on October 30th, 2024. The invoices are due immediately upon receipt. **For EuroCIS 2025, invoices from Messe Düsseldorf will only be provided in the OOS and will no longer be sent by e-mail!**

Are you looking for a **hotel**? Please [reach out to our service partners](#) Düsseldorf Tourismus and BCD Travel.

In our [stand builder portal](#) you will find the current technical guidelines with all regulations, important information sheets on special topics as well as stand sketches and area plans. Please also provide your stand constructor with the stand builder portal.

No stand constructor available? Messe Düsseldorf offers both **customised stand construction** and **stand packages**. For a quote, please reach out to our stand construction department at standbau@messe-duesseldorf.de or explore our [stand packages](#).

Media entry: Deadline January 8th, 2025. After this date, any changes can only be made online and will no longer be reflected in printed media. Please be aware that your company will appear in our media under its registered legal name. If you would like to be listed with an [additional brand](#), you have to order a trademark entry. We recommend listing with your [logo](#).

You will receive your included exhibitor passes approximately 6 weeks before the trade fair, with the quantity based on the size of your stand. [Additional paid exhibitor passes](#) can be ordered in the [Online Order System \(OOS\)](#). Each of your employees must register individually prior to the trade fair. Our [exhibitor voucher code manager](#) will help you with the administration.

Invite your customers well in advance using our [ticket vouchers](#). You can order and distribute as many vouchers as needed and pay only for those tickets that are redeemed at the turnstile with your code. The [visitor voucher code manager](#) provides a summary of completed registrations, allowing you to follow up with specific appointment proposals.

Attract the attention of the [press](#). Take advantage of the opportunity to upload press releases to your [dashboard](#) free of charge, inform us about your stand activities for inclusion in the [press guide](#), and utilize the [international trade press list](#) to reach media outlets within your industry.

Please follow our [traffic regulations](#). **At EuroCIS 2025, a deposit entrance will be introduced for the first time**, allowing all exhibitors to unload near the hall during set-up and dismantling. No passes will be required for set-up and dismantling.

Truck slots for loading and unloading: Please book via [FIRST](#).

Exhibit and material deliveries: Access is guaranteed via Gate 1 (Halls: 1 – 7 + 9 – 17) and 8.2 (Halls: 8A + B) during hall opening hours in accordance with [traffic regulations](#). Messe Düsseldorf employees cannot accept exhibitor materials. Therefore, please ensure that an authorized person is available at your stand to receive the materials. If this is not possible, storage and subsequent delivery to the exhibition stand can be organised by Messe Düsseldorf GmbH's [contract transport suppliers](#).

All deliveries (pallets, individual packages) for exhibitors to the fair stand must be labelled as follows:

Name of exhibitor
Name of exhibition
Hall and stand no.
Name of responsible person at the stand (phone)
Messe Düsseldorf GmbH
Gate 1
Am Staad
D40474 Düsseldorf

Advanced stand construction is possible from February 12th, 2025 at 7.30 am. Requests must be made in writing. The application must be submitted at least 21 days before the desired set-up date and should be sent to the following e-mail address TR-Service@messe-duesseldorf.de. The costs for **early set-up** are € 495 per day and stand plus the costs for hall security. Applications for advanced stand construction submitted less than 21 days before the official set-up start will incur a late fee of 35%. A prerequisite for early set-up is the timely submission of all documents (orders, approval of special constructions, etc.).

Construction times: 14/02/25, from 7:30 am – 17/02/25 until 8:00 pm. Decoration is possible until 10.00 pm. No exhibitor passes are required, but [traffic regulations](#) apply.

During the fair, exhibitors may enter the halls from 8.00 am to 7.00 pm. Please note that distributing advertising materials or similar items in the aisles is not permitted. Advertising is restricted exclusively to the stand area.

3rd phase: after the fair

Dismantling times: 20/02/25 from 6:00 pm – 22/02/25 until 4:00 pm. Exhibitor passes are not required. After the event, anyone may enter or drive onto the exhibition grounds, following the [traffic regulations](#).

EuroCIS is an annual trade fair, with every three years being integrated into [EuroShop - The World's No. 1 Retail Trade Fair](#). **Registration for EuroShop 2026** (22 to 26 February 2026) starts on September 3rd, 2024 and ends on April 29th, 2024. Registration is possible online at www.euroshop.com/2330.

Approx. 4 weeks after the event you can download the final invoice for all services/products from Messe Düsseldorf in the [Online Order System \(OOS\)](#). The invoices are due immediately upon receipt. **For EuroCIS 2025, invoices from Messe Düsseldorf will only be provided in the OOS and will no longer be sent by e-mail!**