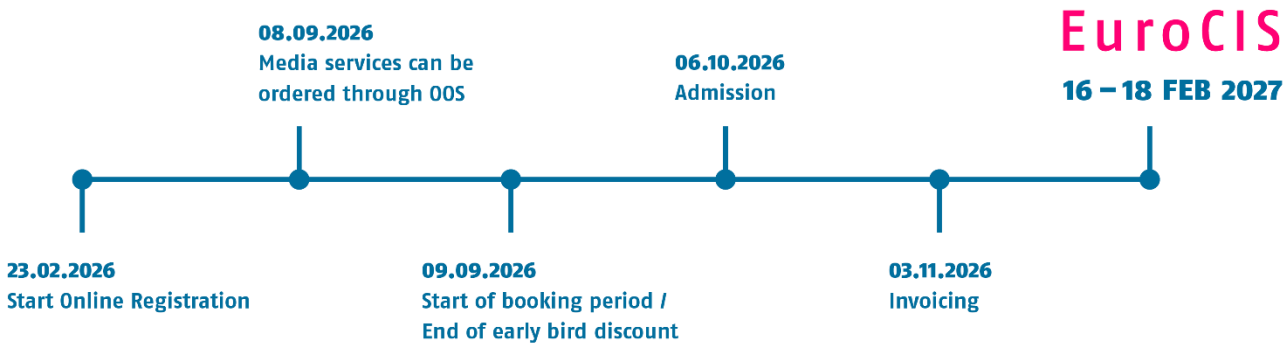
EuroCIS
THE LEADING TRADE FAIR FOR
RETAIL TECHNOLOGY 16 – 18 FEB 2027
DÜSSELDORF, GERMANY

Leading

EuroCIS 2027 Checklist



Phase 1: From registration to admission (6 October 2026)

- ☐ Please complete **the online registration form** here.
- ☐ You will receive a specific **stand offer** by email prior to approval (6 October 2026). If you have not yet specified any **placement preferences** in your registration, please feel free to contact us directly.
  Given the new hall allocation (Halls 1, 4 and 5 instead of Halls 9 and 10 in previous years), information regarding companies near which you would prefer to be situated is particularly helpful before we draw up the allocation proposal.
- ☐ Our 3D site plan also provides you with a clear **overview of the exhibition grounds** and helps you navigate the halls quickly and easily.
- ☐ Please check whether a quotation is required to generate a **PO number**. Please feel free to contact us if necessary.
- ☐ Please check that the **billing address** in your completed online registration is correct; you are welcome to notify us of any changes by email. If you have not entered a different billing address but need one, please contact us directly. (A fee of €50 applies for changes to the billing address after the invoice has been issued)
- ☐ Don't have a stand constructor? Messe Düsseldorf offers both bespoke **stand construction** and **stand packages**. For a quote, please contact our stand construction department or explore our stand packages.
- ☐ Would you like **other people** to have **access to the** Online Order System **(OOS)** as well as yourself? If you already have a personal login, you can grant them access to the OOS by clicking on 'My Account/Stand Management/User Management' in the top right-hand corner of the OOS.
  All new exhibitors gain access to this function immediately upon approval. You can place further orders for your exhibition presence via the OOS and have centralised access to all relevant documents, such as invoices, approvals, stand plans, parking permits, etc.

- ☐ You can update your existing **exhibitor profile** free of charge; tips on maintaining your profile can be found **here**. The advantage is that, once admitted, you can easily transfer your information for EuroCIS 2027 with just one click. Furthermore, visitors to the website will have a whole year to view your news and become aware of your company. Please note that exhibitor profiles which are **at least 75% complete** are given priority in the display to visitors. You can check your status on your **exhibitor dashboard**.

- ☐ Review the **marketing opportunities** well in advance so that you can factor them into your budget. **Please note**: Until approval is granted (from 6 October 2026), prices from 2025 will be displayed. A limited number of **sponsorship packages** (Coffee Networking Lounge, Stages & Guided Tours) are available at the OOS to ensure wide-reaching visibility (contact: **Kathrin Brüggemeier**).
Event partner packages are available on a limited basis; please consider your options well in advance and, if interested, contact our **media partner Neureuter** directly.

- ☐ **Free speaking slots** are available on the three stages: **Blue Stage (Hall 1), Red Stage (Hall 4) and Black Stage (Hall 5)**. Exhibitors can apply for a speaking slot. The selection of topics and allocation of slots for the **Blue and Red Stages** is handled by our partner, the **EHI Retail Institute** (contact: **Çetin Acar** – Blue Stage; **Anne Boxberg** – Red Stage). The application deadline is expected to be mid/late November 2026. The **Black Stage** is managed in-house by the trade fair organisers and focuses on innovative topics (including start-ups). Selected exhibitor contributions are possible (contact: **Jacky Paeßens**). Early application is recommended as capacity is limited.

- ☐ From 8 September 2026, **marketing activities in the media** can be officially booked via **the Online Order System (OOS)**.

- ☐ **Save the date**: Round off the exhibition day in a relaxed atmosphere with your team and visitors at our **after-work party** on **17 February 2027 from 6.30 pm on one of our stages.** Look forward to free snacks and drinks in a relaxed atmosphere. It's the perfect opportunity to make new contacts and strengthen existing ones. Networking is at the heart of the event.

Phase 2: From admission (6 October 2026) to trade fair

- [ ] **Are partner companies represented at your stand with their logo and stand staff?** If so, official registration as **a co-exhibitor** is required. The fee is €900 plus an €829 media flat rate and will be invoiced to your co-exhibitor. You must authorise the co-exhibitor for the co-exhibitor registration process; once approved, they will receive their own login for the website and the Online Order System **(OOS)** so that they can, for example, independently order additional advertising in the trade fair media, parking passes or admission ticket vouchers. Participation without registration is prohibited.

- [ ] Once you have been approved as an exhibitor, you can order all services available from Messe Düsseldorf and its service partners via the Online Order System **(OOS)**. An overview of **the order deadlines** can be found here.

- [ ] **We would like to highlight the following services – all services can only be booked via the Online Order System (OOS)! Please ensure you book in good time:**

- [ ] Internet: Coordinate the capacity requirements for your application with Telekom and book the relevant services to ensure that the cables are installed prior to construction. **The operation your own Wi-Fi components across the entire exhibition grounds is strictly prohibited**. Wi-Fi transmitters may only operate in the 2.4 GHz band, not in the 5 GHz band.

- [ ] 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. Please submit technical orders together with a stand plan. After the order deadline, a 35% surcharge will apply to any orders placed.

- [ ] Approvals: If your stand construction requires approval in accordance with the technical guidelines, the relevant documents must be submitted via the Online Order System **(OOS)**. Please note that an inspection of a stand construction not requiring approval is only possible for a fee of €105 plus VAT.

- [ ] Stand security: Please arrange stand security in advance. Security can only be booked via our official service partners in the OOS. We strongly recommend booking this well in advance to prevent theft during set-up and dismantling, as well as throughout the entire duration of the trade fair.

- [ ] 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.

- [ ] Waste disposal: The disposal of set-up and dismantling materials is subject to a charge and must be ordered and registered in advance.

- [ ] Parking permits: Due to high demand, the quantity ordered per exhibitor may be reduced later. Parking permits will be allocated approximately 4 weeks before the event. You will find the parking permits in the stand administration office. For organisational reasons, a printed copy of the parking permit must be presented upon entering the exhibition grounds. Parking permits that have not been cancelled via the Online Order System **(OOS)** will be invoiced.

- [ ] Stand party: If you are planning a corporate event at the trade fair that extends beyond the official opening hours (after 6.00 pm), the event must be registered as a 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 in real time for processing. **Booked Scan2Lead services can be collected from the counter in the exhibition centre tower during set-up**.

- [ ] Logistics: DSV and Kühne & Nagel are based at the exhibition centre.

- [ ] Stand rental fees and advance payment invoices will be made available in the Online Order System **(OOS)** from 3 November 2026 and are due for payment immediately upon publication. As soon as the invoices are available, you will receive an email notification informing you that they are ready for download in the OOS. Please log in to your OOS account, navigate to 'My Account' and then to 'Invoices & Documents' to access the relevant invoice. **Please note that, due to an increase in fake invoices, no invoices will be sent by email. All invoices from Messe Düsseldorf are made available exclusively via the OOS.**

- [ ] Are you looking for a **hotel**? KUONI Tumlare Congress and Düsseldorf Tourism will be happy to assist you.

- [ ] In our stand builder portal, you will find the latest technical guidelines with all regulations, important information sheets on specific topics, and, in due course, all stand sketches and site plans. Please also provide your stand builder with access to the stand builder portal.

- [ ] Don't have a stand builder? Messe Düsseldorf offers both bespoke **stand construction** and **turnkey stands**. For a quote, please contact our stand construction department or look at our stand packages here.

- [ ] Media listing: Deadline 12 January 2027. After this date, changes can only be made online; they cannot be incorporated into the printed media. Please note that you will always appear in our media under the registered, legal company name. If you would also like to be listed under a brand name, you must book a brand listing. We recommend listing with a logo.

- [ ] From 10 November 2026, you will be able to manage your **free exhibitor passes** via the Exhibitor Voucher Code Manager. The number of passes you receive will depend on the size of your stand. Paid exhibitor passes can be ordered via the Online Order System **(OOS)**. Each of your staff members must register personally before the trade fair.

- [ ] Use Messe Düsseldorf's matchmaking tool **(Fair Match)** to get in touch with relevant visitors and potential business partners in the run-up to the event – efficiently, saving time and tailored precisely to your target group.

- [ ] Invite your customers well in advance using our admission voucher codes. Order and send out as many as you need – you'll be billed later! You only pay for the admission tickets of those who have actually entered via the turnstile using your code. The Visitor Voucher Code Manager gives you an overview of registrations already made, so you can follow up with specific meeting proposals.

- [ ] Make sure the **press** takes notice of you too. Take advantage of the free option to upload press releases via your dashboard, let us know about your stand activities for the press planner, and use the international trade press list to target media outlets in your sector. You are welcome to send us your new products for the press tour and for journalists' enquiries. Please note that our press department reserves the right to select the topics.

☐ **Musical or audiovisual performances** may need to be registered with GEMA in accordance with copyright law. GEMA may carry out checks on site. Further details can be found in the Technical Guidelines under section 5.11.

☐ **Photography and filming:** Photography and filming are permitted in accordance with the relevant legal requirements (e.g. the GDPR). If, as an exhibitor, you film your stand area during opening hours, visitors must be clearly informed of this upon entering the stand area. Third parties must not be inconvenienced, and escape and rescue routes must be kept clear at all times.
Filming outside opening hours is subject to authorisation and a fee.

☐ Please observe our traffic regulations at all times. **A deposit-based entry system will again be in place for EuroCIS** to enable all exhibitors to unload close to the halls during set-up and dismantling. No passes are required for set-up and dismantling.

☐ Truck slots for loading and unloading: Please book these via FIRST.

☐ **Delivery of exhibits/materials for set-up**: Access is provided via Gate 1 (Halls: 1–7 + 9–17) and 8.2 (Halls: 8A + B) during hall opening hours in accordance with the traffic regulations. Messe Düsseldorf staff cannot accept exhibitor materials. Please therefore ensure that a person authorised by you is on hand to receive the materials at the exhibition stand. If this is not possible, Messe Düsseldorf GmbH's contracted hauliers can store the items and deliver them to the exhibition stand at a later date.

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

Exhibitor's company name
Title of the event
Hall and stand number
Contact person (tel.)
Messe Düsseldorf GmbH
Tor 1
Am Staad
D40474 Düsseldorf

☐ **Early set-up** is possible from 8 February 2027, from 7.30 am. A written application must be submitted for this. The application must be received no later than 21 days before the desired set-up date and must be sent by email. The cost of early set-up is approximately €495 per day per stand, plus the cost of hall security. Applications for early set-up received later than 21 days before the start of set-up will incur a late fee of 35 per cent. A prerequisite for early set-up is the timely submission of all documents (orders, approval of special structures, etc.).

☐ **Official set-up: 12 February 2027 from 7.30 am – 15 February 2027** until **8.00 pm**. Decorative work may be carried out until 10.00 pm. No exhibitor passes are required, but traffic regulations apply.

☐ **During the exhibition period (16–18 February 2027)**, exhibitors may enter the halls from 8.00 am to 7.00 pm. Please note that no promotional materials or similar items may be distributed in the aisles. Only the stand area may be used for promotional purposes.

Phase 3: After the event

- ☐ **Dismantling times: 18 February 2027 from 6.00 pm – 20 February 2027 at 3.30 pm**. No exhibitor passes are required; once the event has ended, anyone may enter the site and drive in in accordance with traffic regulations.

- ☐ EuroCIS – The Leading Trade Fair for Retail Technology takes place every three years as part of EuroShop – The World's No. 1 Retail Trade Fair, and is held as a stand-alone event in the intervening years.
  The **registration period for EuroCIS 2028** (15 to 17 February 2028) begins on 17 February 2027 and ends on 7 September 2027. Registration can be completed online.
  Registration **for EuroShop 2029** (18 to 22 February 2029) is expected to start on 7 September 2027 and end on 25 April 2028.

- ☐ Approximately four weeks after the event, the final invoices from Messe Düsseldorf for all services and products will be made available in the Online Order System **(OOS)** and are due for payment immediately. Please check in good time whether a **purchase order number** is **required**. Please note that a fee of € 50 will be charged for any changes to invoices once they have been issued.