



APPENDIX 2

Important dates and cancellation policy for SightCity 2026



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APPENDIX 2 – Important dates and cancellation policy for SightCity 2026

1. Important dates for planning your trade fair participation

Booking times

- **8 September 2025, 12:00 noon:**
Opening of the booking system for SightCity. From this point onwards, exhibitors can book their participation.
- **30 October 2025, 11:59 p.m.:**
End of the pre-booking phase. Until this time, exhibitors from the previous year have the opportunity to secure their preferred locations and services.
- **3 November 2025, 12:00 noon:**
Start of booking for all interested exhibitors who have not yet participated in the pre-booking phase
- **31 March 2026, 11:59 p.m.:**
Closing of the booking system: No further bookings will be possible after this date.

Delivery deadlines

- **10 April 2026, 23:59:**
Deadline for data delivery: All information for the online presence and the catalogue must be submitted in full by this time.
- **8 May 2026, 23:59:**
Last chance to order presentations, accessories and equipment.

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2. Trade fair dates 2026

Trade fair days (assumed dates Wednesday–Friday)

- **Wednesday, 27 May 2026:** 10:00 a.m.–6:00 p.m.
- **Thursday, 28 May 2026:** 10:00 a.m.–6:00 p.m.
- **Friday, 29 May 2026:** 10:00 a.m.–4:00 p.m.

Set-up and dismantling

- **Set-up:**

Tuesday, 26 May 2026 from 10:00 a.m. to 27 May 2026, 9:00 a.m.
(earlier access only with permission)

- **Dismantling:**

Friday, 29 May 2026, 4:00 p.m.–10:00 p.m.

Early dismantling only with written consent (application at least 5 calendar days before the start). Unauthorised early dismantling may result in contractual penalties.

Stand staffing

Mandatory during all visitor opening hours; empty stands may be closed.

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3. Online follow-up and visibility

- **Exhibitors from the current trade fair year:**
Visible until 31 December of the respective trade fair year.
- **Exhibitors already approved for the following year:**
May appear in advance with the label '(provisional)'.
- **As of 1 January of the following year:**
Deletion of profiles of non-approved exhibitors from the previous year.

Content adjustments

Content may be adjusted or blocked for technical, security-related, legal or compliance reasons, taking into account the principle of proportionality.

Schedule changes

We reserve the right to change times for compelling reasons; reasonable adjustments do not justify a reduction in price.

4. Withdrawal and cancellation

4.1 General provisions

- Withdrawal requires the express written consent of the organiser.
- Non-utilisation or non-appearance does not constitute withdrawal.
- Services that cannot be cancelled individually (e.g. special construction after approval) must always be paid for in full.

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4. Withdrawal and cancellation

4.2 Free early bird window

Until 23:59 on 31 December 2025, the exhibitor may withdraw free of charge with the organiser's consent.

- Provisional exhibitor page will be deleted.
- No claim for compensation.

4.3 Cancellation fee

In the event of approved withdrawal after the early bird window has expired (calculation basis: participation fee for in-person & online attendance + non-cancellable additional costs):

withdrawal period	compensation
1 January–31 January 2026 (event year)	40 %
1 February–31 March 2026 (until registration deadline)	70 %
From 1 April 2026 or later	100 %

All dates and conditions are subject to mandatory changes.

As of: September 2025

27–29 May 2026

SightCity



**Further information is available
on the SightCity website.**