

Checklist*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
from October 2018	You will receive your exhibit confirmation .	<p>Doreen Abelt (Halls 4.0, 5.1) Telephone: +49 69 75 75 -32 74 Doreen.Abelt@messefrankfurt.com</p> <p>Halls 4.1, 5.0 Telephone: +49 69 75 75 -59 38 texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
On receipt of the exhibit confirmation	<p>On receipt of the exhibit confirmation, you can order products and services online in our Shop for Exhibitor Services:</p> <ul style="list-style-type: none"> • System and individual stand construction • Technical services (electricity, water, telecommunications, ...) • Stand equipment and furnishings (furniture, carpeting, decorations, media technology, ...) • Stand services (guards, cleaning, hostesses, ...) • Marketing services (advertising at the Exhibition Centre, banners, add-ons for your website, ...) • Press services (press display units, ...) • Parking permits • Catering and event services (stand parties, stand deliveries) • Logistics services <p><u>Also:</u></p> <ul style="list-style-type: none"> • Registration of co-exhibitors (deadline: 15 February 2019) <p>Please note the different order times and deadlines for each service</p>	<p>For technical questions about the order processes and the Shop for Exhibitor Services, please contact our Shop Hotline on +49 69 7575-2999 or at serviceshop@messefrankfurt.com.</p> <p>You will find the name of the right person to contact by clicking on the service required in the Shop for Exhibitor Services.</p>	<input type="checkbox"/>
On receipt of the exhibit confirmation NEW!	<p>You can produce and manage your exhibitor permits, setting-up and dismantling tickets and visitor admission-ticket vouchers online at www.exhibitor tickets.messefrankfurt.com.</p> <p>You will find information about our new ticket services on pages 14 and 15 of your service documents.</p>	<p>For technical questions, please contact the Ticket Hotline on +49 69 7575-5151 or at etickets@messefrankfurt.com.</p>	<input type="checkbox"/>
from January 2019	<p>You will receive the order forms for the Media Package, Part 1 (basic information) by e-mail.</p> <p>The order forms for the Media Package, Part 2 (online presence) will also be sent to you by e-mail.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 -51 31 oder mediapackage.texprocess@messefrankfurt.com</p> <p>Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -50 90 oder service@online.messefrankfurt.com</p>	<input type="checkbox"/> <input type="checkbox"/>
January 2019	<p>You will be sent the Promotion Package for ordering free promotional materials for your trade-fair presentation, e.g., promotional postcards, folding invitation cards, etc.</p> <p>You will also find a large selection of digital promotional materials at www.promotion.messefrankfurt.com.</p> <p>To promote your presentation at the fair, you can order free promotional materials at our website www.texprocess.messefrankfurt.com, e.g., key visual, logos, email signature and e-card.</p>	<p>Monique Matthews Telephone: +49 69 75 75 -60 17 Monique.Matthews@messefrankfurt.com</p>	<input type="checkbox"/>

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from January 2019	You will be sent your stand rental invoice .	<p>Doreen Abelt (Halls 4.0, 5.1) Telephone: +49 69 75 75 -32 74 Doreen.Abelt@messefrankfurt.com</p> <p>Halls 4.1, 5.0 Telephone: +49 69 75 75 -59 38 texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
15 February 2019	<p>Registration of your co-exhibitors</p> <p>Deadline: 15 February 2019</p> <p>To register co-exhibitors at Texprocess 2019, please go to www.standspace.messefrankfurt.com</p>	Für technische Fragen rund um die Anmeldung Ihrer Mitaussteller wenden Sie sich bitte an unsere Shop-Hotline unter der Telefonnummer +49 69 75 75 -29 99, oder per E-Mail: serviceshop@messefrankfurt.com .	<input type="checkbox"/>
22 February 2019	<p>Deadline for submitting Media Package Part 1 (Basic data): Deadline for submitting your data for the catalogue entry.</p> <p>Deadline for submitting Media Package Part 2</p>	<p>Messe Frankfurt Medien und Service GmbH Telefon: +49 69 75 75 -51 31 mediapackage.texprocess@messefrankfurt.com</p> <p>Messe Frankfurt Exhibition GmbH Telefon: +49 69 75 75 -50 90 oder service@online.messefrankfurt.com</p>	<input type="checkbox"/>
March 2019	Order deadline for parking permits .		<input type="checkbox"/>
22 March 2019	<p>Approval of stand-construction plans Submission of stand-construction plans requiring approval. Please see our Technical Guidelines (4.2)*</p> <p>Additionally, please note the special stand-construction regulations for Texprocess.</p> <p>Deadline: 22 March 2019.</p> <p>*) Only required for special stand constructions, e.g., two-storey exhibition stands, stands over four metres high, closed ceilings, platforms higher than 0.20 m, glass constructions, etc.</p> <p>Cinema or viewing rooms, stages, constructions on the outdoor exhibition area and temporary structures are always subject to approval.</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management Messen Telephone: +49 69 75 75-50 15 veranstaltungstechnik@messefrankfurt.com</p>	<input type="checkbox"/>
1 April 2019	Deadline to order your stand dividing walls in the Shop for Exhibitor Services .	<p>Kai Hohlstein Telephone: +49 69 7575 -69 02 Kai.Hohlstein@messefrankfurt.com</p>	<input type="checkbox"/>
April 2019	You will be sent documents for ordering Press Services (press display unit in the Press Centre of Messe Frankfurt, registration of a press conference, etc.).	<p>Peggy Behling Telephone: +49 69 75 75 -69 48 Peggy.Behling@messefrankfurt.com</p>	<input type="checkbox"/>

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10 April 2019	Catalogue addendum: deadline for submitting your data for the entry in the catalogue addendum (catalogue insert).	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 -51 31 oder mediapackage.texprocess@messefrankfurt.com	<input type="checkbox"/>
from April 2019	Deadline for ordering services in the Shop for Exhibitor Services , e.g., electricity, water, stand cleaning, etc. For the exact deadlines, please go to the Shop for Exhibitor Services .	For technical questions about the order processes and the Shop for Exhibitor Services , please contact our Shop Hotline on +49 69 7575-2999 or at serviceshop@messefrankfurt.com . You will find the name of the right person to contact by clicking on the service required in the Shop for Exhibitor Services .	<input type="checkbox"/>
April 2019	Please register every vehicle , that will enter the Exhibition Centre during the setting-up and dismantling phases online at www.texprocess.messefrankfurt.com	Messe Frankfurt Venue GmbH Telephone: +49 69 75 75 -66 00 verkehr@messefrankfurt.com	
2 May 2019	Deadline for registering for free advanced setting-up from 4 to 8 May 2019. Please apply for advanced setting-up in our Shop for Exhibitor Services . Advanced setting up: 4 to 8 May 2019: daily 7 am – 9 pm	Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com	<input type="checkbox"/>
8 May 2019	Advanced setting up*: 4 to 8 May 2019: daily 7 am – 9 pm *) In Hall 4.1, advanced setting-up is only possible for exhibition stands of 50 m ² or more.	Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com	
9 – 13 May 2019	Normal setting-up: 9 May 2019: 7 am - midnight 10. – 12. Mai 2019: 24 hrs 13. Mai 2019: 0 am – 2 pm	During the fair, you will find the Trade Fair Management Office in Hall 4.C	
14 – 17 May 2019	Hours of opening Texprocess 2019 Exhibitors 8 am – 7 pm (Tuesday, Wednesday* and Thursday) 8 am – 6 pm (Friday) *) The Exhibitor Evening will be held on Wednesday, 15 May 2019 and begins at 6:30 pm. Visitors 9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)	During the fair, you will find the Trade Fair Management Office in Hall 4.C	
from 14 May 2019	Exhibitor catalogue collection	You can collect your copy of the exhibitor catalogue from the hall manager of your hall on presentation of your exhibitor permit.	<input type="checkbox"/>

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17 May 2019	<p>Delivery of empty packaging materials and carpet removal from 5 pm – 8 pm. Dismantling is only possible on the exhibition stand at this time.</p>	<p>Messe Frankfurt Logisticservice Telephone: +49 69 7575 -60 75 logistics@messefrankfurt.com</p>	<input type="checkbox"/>
17 – 19 May 2019	<p>Normal dismantling: 17 May 2019: 7 pm - midnight 18 May 2019: 24 hrs 19 May 2019: 0 am – 9 pm</p>		<input type="checkbox"/>
20 May 2019	<p>Extended dismantling: 20 May 2019: 7 am – 9 pm</p> <p>Please apply for extended dismantling in our Shop for Exhibitor Services.</p>	<p>Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
from June 2019	<p>You will be send the invoices for the services you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).</p>		