

At a glance – your personal contacts*

Dates and important deadlines	Subject and details	Contacts	Done / documents received?
10 April 2018	<p>Early bird deadline</p> <p>Every intention to exhibit, reaching us until 10 April 2018, will take advantage of a reduced stand rental price. All prices can be found on www.texprocess.messefrankfurt.com</p>	<p>Sales Manager of Texprocess:</p> <p>Ms. Doreen Abelt (Halls 4.0, 5.1) Phone: +49 69 75 75 -32 74 Doreen.Abelt@messefrankfurt.com</p> <p>Mr. Falco Fuchs (Halls 4.1, 5.0) Phone: +49 69 75 75 -59 38 Falco.Fuchs@messefrankfurt.com</p>	<input type="checkbox"/>
From September 2018	<p>You will receive your exhibit confirmation documents.</p> <p>Your Texprocess contacts: www.texprocess.messefrankfurt.com</p>	<p>Sales Manager of Texprocess:</p> <p>Ms. Doreen Abelt (Halls 4.0, 5.1) Phone: +49 69 75 75 -32 74 Doreen.Abelt@messefrankfurt.com</p> <p>Mr. Falco Fuchs (Halls 4.1, 5.0) Phone: +49 69 75 75 -59 38 Falco.Fuchs@messefrankfurt.com</p>	<input type="checkbox"/>
From October 2018	<p>Dispatch of the service documents:</p> <p>You can start with ordering services online via our order system Shop for Exhibitor Services: electricity, water, stand cleaning, stand party, forwarding services, parking permits, visitor vouchers, etc.</p> <p>Register your joint stand participant quickly and easily online. We would like to remind you that all joint stand participants on your stand must be registered.</p> <p>NEW: Generate your exhibitor passes, visitor admission vouchers and set-up and dismantling passes digitally. You will receive your requested tickets by email, after which you need to print them yourself.</p>	<p>You can find the different contacts by clicking on the service required in the Shop for Exhibitor Services.</p> <p>Should you have any questions in regard to ordering through the Shop for Exhibitor Services, please contact our colleagues of the Shop-hotline on +49 69 75 75 -29 99 or send us an e-mail.</p>	<input type="checkbox"/>
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 Phone: +49 69 75 75 -51 31 or mediapackage.texprocess@messefrankfurt.com</p> <p>Messe Frankfurt Exhibition GmbH Phone: +49 69 75 75 -50 90 or service@online.messefrankfurt.com</p>	<input type="checkbox"/> <input type="checkbox"/>

*Please note that the order of the various points can vary depending on when you registered.

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January 2019	<p>You will be sent a Promotion Package for ordering free promotional materials for your presentation at the fair, e.g., visitor vouchers, promotional postcards, folding invitation cards, etc.</p> <p>You will also find a large selection of digital promotional materials online at www.promotion.messefrankfurt.com</p>	<p>Ms. Monique Matthews Phone: +49 69 75 75 -60 17 Monique.Matthews@messefrankfurt.com</p>	<input type="checkbox"/>
January 2019	<p>Deadline for the registration of your joint stand participants via the Shop for Exhibitor Services.</p>	<p>Should you have any questions in regard to ordering through the Shop for Exhibitor Services, please contact our colleagues of the Shop-hotline on +49 69 75 75 -29 99 or send us an e-mail.</p>	<input type="checkbox"/>
January 2019	<p>You will be sent your stand rental invoice.</p> <p>Your contacts regarding hall planning: www.texprocess.messefrankfurt.com</p>	<p>Sales Manager of Texprocess:</p> <p>Ms. Doreen Abelt (Halls 4.0, 5.1) Phone: +49 69 75 75 -32 74 Doreen.Abelt@messefrankfurt.com</p> <p>Mr. Falco Fuchs (Halls 4.1, 5.0) Phone: +49 69 75 75 -59 38 Falco.Fuchs@messefrankfurt.com</p>	<input type="checkbox"/>
February 2019	<p>Deadline for the Media Package, Part 1 (basic data): Deadline for submitting your details for your catalogue entry.</p>	<p>Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75 -51 31 or mediapackage.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
March 2019	<p>Deadline to order your stand dividing walls in the Shop for Exhibitor Services.</p>	<p>Mr. Kai Hohlstein Phone: +49 69 7575 -69 02 Kai.Hohlstein@messefrankfurt.com</p>	<input type="checkbox"/>
22 March 2019	<p>Deadline for submitting your stand-construction plans which have to be checked by the 'Technical Event Management, Fairs' Department until 22 March 2019.</p> <p>Only necessary in the case of non-standard stand constructions, e.g., height over 4 metres, two-storey stands, closed ceiling, special structural analysis, etc. See section 4.2 of the Technical Guidelines in technology and services at our website.</p> <p>Attention should be paid to our special stand-construction regulations.</p>	<p>Messe Frankfurt Venue GmbH & Co. KG technics@messefrankfurt.com</p> <p>Click on technology and services for more information.</p>	<input type="checkbox"/>
April 2019	<p>You will receive information about ordering press services.</p>	<p>Ms. Peggy Behling Phone: +49 69 75 75 -69 48 Peggy.Behling@messefrankfurt.com</p>	<input type="checkbox"/>

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April 2019	Catalogue supplement: deadline for submitting your details for the entry in the catalogue addendum (insert).	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75 -51 31 or mediapackage.texprocess@messefrankfurt.com	<input type="checkbox"/>
From April 2019	Deadline for ordering services via the Shop for Exhibitor Services . (e.g., electricity, water, stand cleaning, etc.) The exact deadlines may be found online.	You can find the names of the people to contact by clicking on the service required in the Shop for Exhibitor Services .	<input type="checkbox"/>
02 May 2019	Registration deadline for free of charge advanced set-up and extended dismantling. Please apply for advanced setting-up and extended dismantling in a timely manner via the Shop for Exhibitor Services Advanced set-up: 04 May until 08 May 2019 From 07:00 am until 09:00 pm Regular set-up: From 09 May 07:00 am until 13 May 2019 02:00 pm continuously Regular dismantling: From 17 May 08:00 pm until 19 May 2019 09:00 pm continuously Extended dismantling: 20 May 2019 From 07:00 am until 09:00 pm	Phone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com	<input type="checkbox"/>
From 14 May 2019	Collection of the exhibitor catalogue	You can collect the exhibitor catalogue in the hall inspector office. Please bring your exhibitor pass for verification.	<input type="checkbox"/>
17 May 2019	Delivery of empty containers and carpet removal From 05:00 pm until 08:00 pm. Dismantling only possible within the stands!	Messe Frankfurt Logisticservice Phone: +49 69 7575 -60 75 logistics@messefrankfurt.com	<input type="checkbox"/>
From 17 May 2019	Regular dismantling: From 17 May 08:00 pm until 19 May 2019 09:00 pm continuously Extended dismantling: 20 May 2019 From 07:00 am until 09:00 pm	Phone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com	<input type="checkbox"/>
From June 2019	You will receive the invoices for the services ordered (electricity, water, stand cleaning, forwarding services, etc.).		<input type="checkbox"/>