

Checklist*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
from October 2020	You will receive your exhibit confirmation .	<p>Doreen Abelt (halls 8.0, 9.0) phone: +49 69 75 75 -32 74 Doreen.Abelt@messefrankfurt.com</p> <p>Elena Okatyev (halls 8.0, 9.0) phone: +49 69 75 75 -59 38 Elena.Okayev@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 2021) <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	<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 2021	<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 2021	<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 2021	You will be sent your stand rental invoice .	Doreen Abelt (halls 8.0, 9.0) phone: +49 69 75 75 -32 74 Doreen.Abelt@messefrankfurt.com	<input type="checkbox"/>
		Elena Okatyev (halls 8.0, 9.0) phone: +49 69 75 75 -59 38 Elena.Okayev@messefrankfurt.com	
05 February 2021	Registration of your co-exhibitors Deadline: 05 February 2021 To register co-exhibitors at Texprocess 2021, please go to www.standspace.messefrankfurt.com	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"/>
02 February 2021	Deadline for submitting Media Package Part 1 (Basic data): Deadline for submitting your data for the catalogue entry. Deadline for submitting Media Package Part 2	Messe Frankfurt Medien und Service GmbH Telefon: +49 69 75 75 -51 31 mediapackage.texprocess@messefrankfurt.com Messe Frankfurt Exhibition GmbH Telefon: +49 69 75 75 -50 90 oder service@online.messefrankfurt.com	<input type="checkbox"/>
March 2021	Order deadline for parking permits .		<input type="checkbox"/>
18 March 2021	Approval of stand-construction plans Submission of stand-construction plans requiring approval . Please see our Technical Guidelines (4.2)* Additionally, please note the special stand-construction regulations for Texprocess. Deadline: 18 March 2021. *) 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. Cinema or viewing rooms, stages, constructions on the outdoor exhibition area and temporary structures are always subject to approval.	Messe Frankfurt Venue GmbH Technical Event Management Messen Telephone: +49 69 75 75-50 15 technics@messefrankfurt.com	<input type="checkbox"/>
18 March 2021	Deadline to order your stand dividing walls in the Shop for Exhibitor Services .	Kai Hohlstein Telephone: +49 69 7575 -69 02 Kai.Hohlstein@messefrankfurt.com	<input type="checkbox"/>
April 2021	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.).	Peggy Behling Telephone: +49 69 75 75 -69 48 Peggy.Behling@messefrankfurt.com	<input type="checkbox"/>

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01 April 2021	<p>Catalogue addendum: deadline for submitting your data for the entry in the catalogue addendum (catalogue insert).</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 -51 31 oder mediapackage.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
<p>from April 2021</p> <p>NEW!</p>	<p>Deadline for ordering services in the Shop for Exhibitor Services, e.g., electricity, water, stand cleaning, etc.</p> <p>For the exact deadlines, please go to the Shop for Exhibitor Services.</p> <p>Please order your services by no later than 12 April 2021</p> <p>We are happy to support you to make your trade fair a success. To ensure that all services can be made available in a timely manner, we ask you to place your orders in the Shop for Exhibitor Services by no later than 12 April 2021.</p> <p>Naturally you can also order shortly before or even during the event. Please note, in order to provide certain services with extensive planning/personnel requirements at short notice, increased expenditures are required. As a result, such services are subject to an express surcharge in the amount of 25% of the service price.</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"/>
April 2021	<p>Please register every vehicle, that will enter the Exhibition Centre during the setting-up and dismantling phases online at www.texprocess.messefrankfurt.com</p>	<p>Messe Frankfurt Venue GmbH Telephone: +49 69 75 75 -66 00 verkehr@messefrankfurt.com</p>	
April 2021	<p>Deadline for registering for free advanced setting-up from DETAILED INFORMATION WILL FOLLOW</p> <p>Please apply for advanced setting-up in our Shop for Exhibitor Services.</p> <p>Advanced setting up: DETAILED INFORMATION WILL FOLLOW</p>	<p>Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
May 2021	<p>Advanced setting up*: DETAILED INFORMATION WILL FOLLOW</p>	<p>Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com</p>	
29 April - 03 May 2021	<p>Normal setting-up: 29 April 2021: 7 am - midnight 30 April 2021: 24 hrs 03 Mai 2021: 0 am – 2 pm</p>	<p>During the fair, you will find the Trade Fair Management Office in DETAILED INFORMATION WILL FOLLOW</p>	
14 – 17 May 2021	<p>Hours of opening Texprocess 2021 Exhibitors 8 am – 7 pm (Tuesday, Wednesday* and Thursday) 8 am – 6 pm (Friday)</p> <p>*) The Exhibitor Evening will be held on Wednesday, 05 May 2021 and begins at 6:30 pm.</p>	<p>During the fair, you will find the Trade Fair Management Office in DETAILED INFORMATION WILL FOLLOW</p>	

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	Visitors 9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)		
from 04 May 2021	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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07 May 2021	Delivery of empty packaging materials and carpet removal from 5 pm – 8 pm. Dismantling is only possible on the exhibition stand at this time.	Messe Frankfurt LogistSERVICE Telephone: +49 69 7575 -60 75 logistics@messefrankfurt.com	<input type="checkbox"/>
07 – 09 May 2021	Normal dismantling: 07 May 2021: 7 pm - midnight 08 May 2021: 24 hrs 09 May 2021: 0 am – 9 pm		<input type="checkbox"/>
10 May 2021	Extended dismantling: Information will follow Please apply for extended dismantling in our Shop for Exhibitor Services .	Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com	<input type="checkbox"/>
from June 2021	You will be send the invoices for the services you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).		