

Frankfurt am Main, 21. – 24. June 2022

## Checklist\*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
	<p><b>Contacts</b></p> <p><b><u>Techtexitl</u></b></p> <p><b>Jana Hößelbarth</b> (halls 9.1, 11.1, 12.1) phone: +49 69 75 75 -67 12 <a href="mailto:Jana.Hoesselbarth@messefrankfurt.com">Jana.Hoesselbarth@messefrankfurt.com</a></p> <p><b>Franziska Wild</b> (halls 11.0, 12.0) phone: +49 69 75 75 -61 79 <a href="mailto:Franziska.Wild@messefrankfurt.com">Franziska.Wild@messefrankfurt.com</a></p>	<p><b><u>Texprocess</u></b></p> <p><b>Doreen Abelt</b> (hall 8.0, 9.0) Telefon: +49 69 75 75 -32 74 <a href="mailto:Doreen.Abelt@messefrankfurt.com">Doreen.Abelt@messefrankfurt.com</a></p> <p><b>Elena Okatyev</b> (hall 8.0, 9.0) phone: +49 69 75 75 -59 38 <a href="mailto:Elena.Okayev@messefrankfurt.com">Elena.Okayev@messefrankfurt.com</a></p>	
From end of the year 2021	You will receive your <b>exhibit confirmation</b> .		
On receipt of the exhibit confirmation	<p>On receipt of the exhibit confirmation, you can order products and services online in our <a href="#">Shop for Exhibitor Services</a>:</p> <ul style="list-style-type: none"> <li>• System and individual stand construction</li> <li>• Technical services (electricity, water, telecommunications, ...)</li> <li>• Stand equipment and furnishings (furniture, carpeting, decorations, media technology, ...)</li> <li>• Stand services (guards, cleaning, hostesses, ...)</li> <li>• Marketing services (advertising at the Exhibition Centre, banners, add-ons for your website, ...)</li> <li>• Press services (press display units, ...)</li> <li>• Parking permits</li> <li>• Catering and event services (stand parties, stand deliveries)</li> <li>• Logistics services</li> </ul> <p>Already now you can let us know if you need <b>stand dividing walls</b> (free of charge)</p> <p><b>Please note the different order times and deadlines for each service</b></p>	<p>For technical <b>questions</b> about the order processes and the <a href="#">Shop for Exhibitor Services</a>, please contact our Shop Hotline on +49 69 7575-2999 or at <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>.</p> <p>You will find the name of the right person to contact by clicking on the service required in the <a href="#">Shop for Exhibitor Services</a>.</p>	<input type="checkbox"/>
From beginning of 2022	You will be sent your <b>stand rental invoice</b> .		<input type="checkbox"/>
From February 2022	You will receive the <b>order forms</b> and information for the " <b>Media Package Manager</b> " (MPM) (former: Media Package Part 1 and Part 2).	<p><b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75 -51 31 <a href="mailto:mediapackage.techtexitl@messefrankfurt.com">mediapackage.techtexitl@messefrankfurt.com</a> or <a href="mailto:mediapackage.texprocess@messefrankfurt.com">mediapackage.texprocess@messefrankfurt.com</a></p>	<input type="checkbox"/>
From February 2022	<p>You will be sent the <b>Promotion Package</b> 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 <a href="#">Shop for Exhibitor Services</a></p> <p>To promote your presentation at the fair, you can order <b>free promotional materials</b> at our website <a href="http://www.techtexitl.messefrankfurt.com">www.techtexitl.messefrankfurt.com</a> oder <a href="http://www.texprocess.messefrankfurt.com">www.texprocess.messefrankfurt.com</a> e.g., key visual, logos, email signature and e-card.</p>	<p><b>Hajera Sharifi</b> Telefon: +49 69 75 75 -66 87 <a href="mailto:hajera.sharifi@messefrankfurt.com">hajera.sharifi@messefrankfurt.com</a></p>	<input type="checkbox"/>

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From 21 March 2022	<p>You can produce and manage your <b>exhibitor passes</b>, <b>setting-up</b> and <b>dismantling passes</b> and <b>visitor admission vouchers</b> online at <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a>.</p> <p>You will find information about our new ticket services in your service documents.</p>	<p>For <b>technical questions</b>, please contact the Ticket Hotline on +49 69 7575-5151 or at <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>.</p>	<input type="checkbox"/>
29 April 2022	<p>Deadline for submitting your data for the <b>printed catalogue</b> entry.</p>	<p><b>Messe Frankfurt Medien und Service GmbH</b>            Telefon: +49 69 75 75 -51 31  <a href="mailto:mediapackage.techtextil@messefrankfurt.com">mediapackage.techtextil@messefrankfurt.com</a>            or  <a href="mailto:mediapackage.texprocess@messefrankfurt.com">mediapackage.texprocess@messefrankfurt.com</a></p>	<input type="checkbox"/>
29 April 2022	<p><b>Deadline Registration of your co-exhibitors</b></p> <p>To register co-exhibitors please go to  <b>Techtextil:</b>  <a href="http://Intention.to.exhibit.Techtextil(messefrankfurt.com)">Intention to exhibit Techtextil (messefrankfurt.com)</a>  <b>Texprocess:</b>  <a href="http://Intention.to.exhibit.Texprocess(messefrankfurt.com)">Intention to exhibit Texprocess (messefrankfurt.com)</a></p>	<p>For <b>technical questions</b> please contact the service shop hotline.            phone +49 69 75 75 -29 99  <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>.</p>	<input type="checkbox"/>
09 May 2022	<p>Order deadline for <b>parking permits</b>.</p>	<p><b>APCOA PARKING Deutschland GmbH</b>            Phone: +49 69 69 75 75-55 20  <a href="mailto:parkservices@messefrankfurt.com">parkservices@messefrankfurt.com</a></p>	<input type="checkbox"/>
09 May 2022	<p>Deadline for ordering <b>rigging</b> and <b>suspensions</b></p>	<p><b>Team Suspensions</b>            Phone: +49 69 75 75-68 99  <a href="mailto:suspensions@messefrankfurt.com">suspensions@messefrankfurt.com</a></p>	<input type="checkbox"/>
09 May 2022	<p><b>Approval of stand-construction plans</b>            Submission of <b>stand-construction plans requiring approval</b>. Please see our <b>Technical Guidelines (4.2)*</b></p> <p>Additionally, please note the <a href="#">special stand-construction regulations</a> for Techtextil.</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, larger than 100 sqm standarea etc.</p> <p>Cinema or viewing rooms, stages, constructions on the outdoor exhibition area and temporary structures are always subject to approval.</p>	<p><b>Messe Frankfurt Venue GmbH</b>            Technical Event Management Messen            Phone: +49 69 75 75-50 15  <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p>	<input type="checkbox"/>
18 May 2022	<p><b>Deadline</b> to order your <b>stand dividing walls</b> (free of charge) in the <a href="#">Shop for Exhibitor Services</a>.</p>	<p><b>Kai Hohlstein</b>            Phone: +49 69 7575 -69 02  <a href="mailto:Kai.Hohlstein@messefrankfurt.com">Kai.Hohlstein@messefrankfurt.com</a></p>	<input type="checkbox"/>
May 2022	<p>You will be sent documents for ordering <b>Press Services</b> (press display unit in the Press Centre of Messe Frankfurt, registration of a press conference, etc.).</p>	<p><b>Peggy Behling</b>            Phone: +49 69 75 75 -69 48  <a href="mailto:Peggy.Behling@messefrankfurt.com">Peggy.Behling@messefrankfurt.com</a></p>	<input type="checkbox"/>
30 May 2022	<p><b>Deadline</b> for registering for <b>free advanced setting-up (for Texprocess only)*</b></p> <p>Please apply for advanced setting-up in our <a href="#">Shop for Exhibitor Services</a>.</p> <p>*for stands of 50 sqm or more</p>	<p><b>Messe Frankfurt Exhibition GmbH</b>            Phone: +49 69 75 75 -58 89  <a href="mailto:aufbau.texprocess@messefrankfurt.com">aufbau.texprocess@messefrankfurt.com</a></p>	<input type="checkbox"/>

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June 2022	<p><b>Deadline for ordering services</b> in the <a href="#">Shop for Exhibitor Services</a>, e.g., electricity, water, stand cleaning, etc.</p> <p>For the exact deadlines, please go to the <a href="#">Shop for Exhibitor Services</a>.</p>	<p>For <b>technical questions</b> about the order processes and the <a href="#">Shop for Exhibitor Services</a>, please contact our Shop Hotline on +49 69 7575-2999 or at <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>.</p> <p>You will find the name of the right person to contact by clicking on the service required in the <a href="#">Shop for Exhibitor Services</a>.</p>	<input type="checkbox"/>
NEW!	<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 <b>30 May 2022</b></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 <b>express surcharge in the amount of 25%</b> of the service price.</p>		
June 2022	<p>Please <b>register</b> every <b>vehicle</b>, that will enter the Exhibition Centre during the <b>setting-up and dismantling phases</b> online at <a href="#">Electronic Entry System (messefrankfurt.com)</a></p>	<p><b>Messe Frankfurt Venue GmbH</b> Phone: +49 69 75 75 -66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a></p>	<input type="checkbox"/>
13 – 14 June 2022	<p><b>Advanced set up</b> (for Texprocess only) (for stands of 50 sqm or more / registration necessary)</p> <p><b>Texprocess</b> 13.06.2022: 7 am – 10 pm 14.06.2022: 7 am – 10 pm</p>	<p><b>Maïke Brosig</b> Phone: +49 69 75 75 - 58 89 <a href="mailto:maïke.brosig@messefrankfurt.com">maïke.brosig@messefrankfurt.com</a></p>	
15 – 20 June 2022	<p><b>Normal set-up Techtexsil &amp; Texprocess</b></p> <p><b>NEW in 2022</b> <b>6 days long set-up</b></p> <p>15.06. – 19.06.2022: 07 am – 10 pm 20.06.2022: 07 am – 03 pm*</p> <p>* Please work only on the stand area after that (all night long) - Carpet will be layed in the aisles.</p>	<p>During the fair, you will find the <b>Trade Fair Management Office</b> in hall 8, western side, next to the hall manager office</p>	
21 - 24 June 2022	<p><b>Hours of opening</b></p> <p><b>Exhibitors</b> 8 am – 7 pm (Tuesday to Thursday) 8 am – 6 pm (Friday)</p> <p><b>Visitors</b> 9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)</p>	<p>During the fair, you will find the <b>Trade Fair Management Office</b> in hall 8, western side, next to the hall manager office</p>	
from 21th of June 2022	<p><b>Exhibitor catalogue collection</b></p>	<p>You can collect your copy of the exhibitor catalogue from the hall manager of your hall on presentation of your exhibitor permit.</p>	<input type="checkbox"/>

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24 June 2022	<b>Delivery of empty packaging materials and carpet removal</b> from 5 pm – 8 pm. Dismantling is only possible on the exhibition stand at this time.	<b>Messe Frankfurt Logisticservice</b> Phone: +49 69 7575 -60 75 <a href="mailto:logistics@messefrankfurt.com">logistics@messefrankfurt.com</a>
24 – 27 June 2022	<b>Dismantling:</b> 24 June 2022: 7 pm - midnight 25 June 2022: 24 hrs 26 June 2022: 0 am – 9 pm  <b>Extended dismantling:*</b> 27 June 2022: 7 pm – 9 am  * <b>only Texprocess</b> - please apply for extended dismantling in our <a href="#">Shop for Exhibitor Services</a> .	
from July 2022	You will be send the <b>invoices</b> for the <b>services</b> you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).	