

Frankfurt am Main, 19.–22.11.2019

Checklist for your personal preparations for the fair*

	Plan your stand construction. If you do not use your own stand construction, you can request and order your stand construction package via Fairconstruction.	phone +49 69 75 75-6666 fairconstruction@messefrankfurt.com .	<input type="checkbox"/>
After your booth confirmation	You will receive the first advance invoice for your stand rental together with the stand confirmation. The second advance payment is due in September. You will receive a separate invoice for this.	For questions: (Halls: 11.0, 12.0) Thomas Rosén phone +49 711 61946-563 thomas.rosen@mesago.com (Halls: 11.1, 12.1) Dominik Pecher phone +49 711 61946-566 dominik.pecher@mesago.com	<input type="checkbox"/>
From Mid June 2019	You have the option of calling up the advertising options contained in the marketing flat rate to advertise your trade fair presence (e.g. visitor brochures, signatures, trade fair logo). In addition, we offer you a wide range of advertising options, which are subject to a fee, in order to optimally advertise your trade fair presence.	Messe Frankfurt Venue GmbH https://serviceshop.messefrankfurt.com Mesago Messe Frankfurt GmbH Anne-Kathrin Hötter phone +49 711 61946-564 anne-kathrin.hoetter@mesago.com	<input type="checkbox"/> <input type="checkbox"/>
From Mid July 2019	You will receive the link to fill in your online entry in the digital exhibitor search by e-mail.	Mesago Messe Frankfurt GmbH Team Media Services phone +49 711 619 46 559 service-mesago@online.messefrankfurt.com	<input type="checkbox"/>
From Mid August 2019	Book your press box on site at the Formnext Press Centre. Please send us information about your press appointment, rooms for press conferences as well as questions by e-mail. Reservations are possible in advance.	Presse-Team Mesago phone +49 711 61946-38 297 Press-team@mesago.com	<input type="checkbox"/>
From Mid October 2019	Registration deadline for your co-exhibitors If a co-exhibitor registers after the deadline has expired, the co-exhibitor will only appear in the online exhibitor directory. Co-exhibitor registration is via https://serviceshop.messefrankfurt.com	For questions: (Halls: 11.0, 12.0) Thomas Rosén phone +49 711 61946-563 thomas.rosen@mesago.com (Halls: 11.1, 12.1) Dominik Pecher phone +49 711 61946-566 dominik.pecher@mesago.com	<input type="checkbox"/>
Until 25 September 2019	Stand construction plans, approvals Submission approval obligatory stand construction plans* . Please observe the technical guidelines: Deadline: 25.09.2019 Planning and preparation / Technology and service *) e.g. two-storey exhibition stands, walls over 4 m high, closed ceilings, landings higher than 0.20 m, glass constructions, moving parts. <u>Stands under 100 sqm which do not have these features are not subject to</u>	Messe Frankfurt Venue GmbH Technical Event Management Exhibitions phone +49 69 75 75-5904 veranstaltungstechnik@messefrankfurt.com	<input type="checkbox"/>

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	<p><u>approval.</u> Cinema rooms, auditoriums, stage areas, open-air buildings and temporary structures, regardless of their size, are always subject to approval.</p>								
<p>Until 4 October 2019</p>	<p>Suspensions / Rigging Please send your suspension plans to serviceshop@messefrankfurt.com for review and approval.</p>	<p>Messe Frankfurt Venue GmbH phone +49 69 7575-6899 serviceshop@messefrankfurt.com</p>	<input type="checkbox"/>						
<p>Early October 2019</p>	<p>Closing date for ordering services In the shop for exhibitor services (e.g. electricity, water, stand cleaning, advertising opportunities, visitor brochures, services from the marketing flat rate, etc.)</p>	<p>For technical questions concerning the ordering process and the shop for exhibitor services, please contact our hotline at +49 69 75 75-2999 or serviceshop@messefrankfurt.com</p> <p>If you have any questions about the trade fair login, please contact the hotline myaccount@messefrankfurt.com</p>	<input type="checkbox"/>						
<p>At the latest by 11 November 2019</p>	<p>Advertisements for the Jobwall Send us your job advertisements for posting on the job wall during the entire duration of the fair.</p>	<p>Mesago Messe Frankfurt GmbH Anne-Kathrin Hötter phone +49 711 61946-564 anne-kathrin.hoetter@mesago.com</p>	<input type="checkbox"/>						
<p>18 October 2019</p>	<p>Deadline for registration for early construction subject to a fee</p>	<p>Mesago Messe Frankfurt GmbH Katharina Kato katharina.kato@mesago.com</p>	<input type="checkbox"/>						
<p>12 to 13 November 2019</p>	<p>Early assembly, subject to a charge 12.11.2019 from 7.00 a.m. through to 18.11.2019 6:00 p.m.</p>		<input type="checkbox"/>						
<p>14 to 18 November 2019</p>	<p>Regular setup: from 14.11. - 17.11.2019 daily 24 hours; on 18.11.2019 until 6:00 p.m.</p> <p>Attention: On 18.11.2019 from 16.00 o'clock carpet laying in the corridors, assembly only possible within the stands!</p>								
<p>12 18 November 2019</p>	<p>Construction: From 12 - 18.11.2019 entrance to the exhibition grounds for cars / vans / trucks exclusively via "Tor West" (gate West). Please follow the signs!</p>								
<p>19 to 22 November 2019</p>	<p>opening hours</p> <table border="0"> <tr> <td>Exhibitor</td> <td>Visitors</td> </tr> <tr> <td>8 a.m. to 7 p.m.</td> <td>9 a.m. to 6 p.m.</td> </tr> <tr> <td>8 a.m. to 6 p.m. (Friday)</td> <td>9 a.m. to 4 p.m. (Friday)</td> </tr> </table>	Exhibitor	Visitors	8 a.m. to 7 p.m.	9 a.m. to 6 p.m.	8 a.m. to 6 p.m. (Friday)	9 a.m. to 4 p.m. (Friday)		
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<p>22 November 2019</p>	<p>Delivery of empty packaging materials beginning at about 7 p.m.</p>								
<p>22 to 25 November 2019</p>	<p>Normal dismantling beginning 22 November after 4 p.m. non-stop until 25 November 2019 12p.m.</p>								
<p>beginning by the end of November 2019</p>	<p>You will receive invoices for the services you have ordered (electricity, water, stand cleaning, forwarding services, exhibitor passes, etc.).</p>		<input type="checkbox"/>						

*Please note that this sequence may vary depending on when you register for the fair.

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Your personal contacts

Exhibitor Management:

Thomas Rosén

Sales Manager

responsible for halls 11.0 und 12.0

thomas.rosen@mesago.com

phone +49 711 61946-563

Dominik Pecher

Sales Manager

responsible for halls 11.1 und 12.1

dominik.pecher@mesago.com

phone +49 711 61946-566

Exhibitor Management BMWi & Start-Ups,

Advertising opportunities:

Anne-Kathrin Hötter

Exhibition Manager

anne-kathrin.hoetter@mesago.com

phone +49 711 61946-564

Exhibitor Management new exhibitors:

Marcus Lutterberg

Sales Manager

marcus.lutterberg@mesago.com

phone +49 711 61946-569

Team Leader Exhibitor Management / Sales

Heike Pfab

Team Leader Sales

heike.pfab@mesago.com

phone +49 711 61946-562

Trade Show Organisation:

Maria Besser

Exhibition Assistant

maria.besser@mesago.com

phone +49 711 61946-567

Marketing & Communication:

Christoph Stüker

Communication Manager

christoph.stueker@mesago.com

phone +49 711 61946-565

Press:

Petra Buss

Senior Press Manager

petra.buss@mesago.com

phone +49 711 61946-38

Vineeta Manglani

Deputy Vice President Communication / Head of Event
Communication Team

vineeta.manglani@mesago.com

phone +49 711 61946-297

Exhibitor Service:

Vera Längerer

Deputy Vice President Exhibitor Service

vera.laengerer@mesago.com

phone +49 711 61946-970

Trade Show Director:

Sascha Wenzler

Vice President Formnext

sascha.wenzler@mesago.com

phone +49 711 61946-561

Anja Henritzi

Deputy Vice President Formnext

anja.henritzi@mesago.com

phone +49 711 61946-560