# Checklist for your personal preparations for the fair*

<table>
<thead>
<tr>
<th>Dates and important deadlines</th>
<th>Subject and details</th>
<th>Contact</th>
<th>Done / documents received?</th>
</tr>
</thead>
</table>
| **Hotline contact details**    | **For questions about:** Trade show registration and application of co-exhibitors. | Marcus Lutterberg  
  phone +49 711 61946-569  
  marcus.lutterberg@mesago.com | ☐ |
|                                | Trade Show-Login/MyAccount  
  myaccount@messefrankfurt.com | | |
|                                | Shop for  
  Serviceshop@messefrankfurt.com  
  Telefon: +49 69 75 75-2999 | | |
| **6 March 2020**               | End of the early bird price for the Formnext 2020.  
  For questions about the exhibition stand, stand-space proposal, etc., please contact the appropriate Sales Manager in the adjoining column. | (Hall: 11.0, 12.0)  
  Thomas Rosén  
  phone: +49 711 61946-563  
  thomas.rosen@mesago.com | ☐ |
|                                | (Hall: 11.1, 12.1)  
  Ina Kumm  
  phone: +49 711 61946-509  
  ina.kumm@mesago.com | | |
| **After your booth confirmation / earliest by mid June 2020** | You can create and manage exhibitor passes, VIP tickets and visitor vouchers at www.exhibitortickets.mesago.com conveniently online. | You can reach the Ticket Services for Exhibitors via the Shop for Exhibitor Services or at www.exhibitortickets.mesago.com | ☐ |
|                                | The ticket service for exhibitors works as follows (online from 14 June)  
  As the main contact for trade fair organisation, you create your desired number of personalised exhibitor passes on the portal and have the option of sending them to the e-mail addresses you specify.  
  In the same portal you can create visitor vouchers and invite your customers by mail. In addition, you have the possibility to invite 10 VIP guests who enjoy special services at Formnext. | The Exhibitor Service is available to answer any questions you may have about the Portal Ticket Services for Exhibitors.  
  Phone: +49 711 61946-809  
  exhibitortickets@mesago.com | |
|                                | After registration with the trade fair login at www.serviceshop.messefrankfurt.com in the “Shop for Exhibitor Services” you will find the products and services you are looking for.  
  - System and individual stand construction  
  - Technical connections (electricity, water, telecommunications, ...)  
  - Stand fixtures and furnishings (furniture, carpeting, decoration elements, media technology, ...)  
  - Stand services (guards, cleaning, hostesses, ...)  
  - Marketing and press services (advertising at the Exhibition Centre, banners, add-ons for your online presence...)  
  - Parking Permits  
  - Catering and events (stand parties, stand catering)  
  - Logistics | 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  
  If you have any questions about the trade fair login, please contact the hotline myaccount@messefrankfurt.com | ☐ |
# 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.

**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)

Ina Kumm
phone +49 711 61946-509
ina.kumm@mesago.com

## From Mid June

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.

**Mesago Messe Frankfurt GmbH**

Katharina Kato
katharina.kato@mesago.com
phone +49 711 61946-255
https://serviceshop.messefrankfurt.com

**Mesago Messe Frankfurt GmbH**

Stefan Rapp
phone +49 711 61946-501
anne-kathrin.hoetter@mesago.com

## From Mid July

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

## From Mid August

Book your press box on site at the Formnext Press Centre.

Information about your press appointment and rooms for press conferences can be found in the service shop for exhibitors.

Reservations are possible in advance.

**Press-Team Mesago**

phone +49 711 61946-38 or 297
https://serviceshop.messefrankfurt.com

## Mid October

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 available 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)

Ina Kumm
phone +49 711 61946-509
ina.kumm@mesago.com

## Until 21 September 2020

Stand construction plans, approvals

Submission approval obligatory stand construction plans*.

Please observe the technical guidelines:

**Deadline: 21.09.2020**

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, floor or ceiling connections.

**Messe Frankfurt Venue GmbH**

Technical Event Management Exhibitions
phone +49 69 75 75-5904
veranstaltungstechnik@messefrankfurt.com
## Checklist for your personal preparations for the fair*

**glass constructions, moving parts. Stands smaller than 100 sqm which do not have these features are not subject to approval.**

**Cinema rooms, auditoriums, stage areas, open-air buildings and temporary structures, regardless of their size, are always subject to approval.**

### Until 21 September 2020

**Suspensions / Rigging**

Please send your suspension plans to serviceshop@messefrankfurt.com for review and approval.

**Messe Frankfurt Venue GmbH**  
phone +49 69 7575-6899  
serviceshop@messefrankfurt.com

### Early October 2020

**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.)

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

If you have any questions about the [trade fair login](#), please contact the hotline myaccount@messefrankfurt.com

### 9 October 2020

**Deadline for registration for early construction subject to a fee**

With a stand size of 150sqm – 199sqm you can book one day for early construction, for a stand size over 200sqm up to two days. For stands with more than one floor, you can generally book 2 days early construction.

**Mesago Messe Frankfurt GmbH**  
Katharina Kato  
katharina.kato@mesago.com  
phone +49 711 61946-255

### 23 October 2020

**Deadline for registering your booth party**

**Mesago Messe Frankfurt GmbH**  
Katharina Kato  
katharina.kato@mesago.com  
phone +49 711 61946-255

### 30 October 2020

**Advertisements for the Jobwall**

Send us your job advertisements for posting on the job wall during the entire duration of the fair.

**Mesago Messe Frankfurt GmbH**  
Anne-Kathrin Hötter  
anne-kathrin.hoetter@mesago.com  
phone +49 711 61946-564

### 3 to 4 November 2020

**Early assembly, subject to a charge**

3.11.2019 beginning 7.00 a.m.  
4.11.2019 beginning 7.00 a.m.

**Mesago Messe Frankfurt GmbH**  
Katharina Kato  
katharina.kato@mesago.com  
phone +49 711 61946-255

### 5 to 9 November 2020

**Regular setup:**

In the time from 5.11. - 8.11.2020 daily 24 hours; on 9.11.2020 until 6:00 p.m.

Attention: On 9.11.2020 from 16.00 o’clock carpet laying in the corridors, assembly only possible within the stands!

### 3 to 9 November 2020

**Construction:**

From 3 - 9.11.2020 entrance to the exhibition grounds for cars / vans / trucks exclusively via “Tor West” (gate West). Please follow the signs!

### 10 to 13 November 2019

**opening hours**

<table>
<thead>
<tr>
<th>Exhibitor</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>
Frankfurt, Germany,  
10 – 13 November 2020  

**Checklist for your personal preparations for the fair**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 November 2020</td>
<td>Delivery of empty packaging materials beginning at about 7 p.m.</td>
</tr>
<tr>
<td>13 to 16 November 2019</td>
<td>Regular dismantling beginning 13 November after 4 p.m. non-stop until 16 November 2020 12p.m.</td>
</tr>
<tr>
<td>beginning by the end of November 2020</td>
<td>You will receive invoices for the services you have ordered (electricity, water, stand cleaning, forwarding services, exhibitor passes, etc.).</td>
</tr>
</tbody>
</table>

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

Ina Kumm
Sales Manager
responsible for halls 11.1 und 12.1
ina.kumm@mesago.com
phone +49 711 61946-509

Thomas Rosén
Sales Manager
responsible for halls 11.0 und 12.0
thomas.rosen@mesago.com
phone +49 711 61946-563

Exhibitor Management BMWi & Start-Ups, Advertising opportunities:

Anne-Kathrin Hötter
Senior 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

Visitor care/supporting program:

Maria Besser
Junior Exhibition Manager
maria.besser@mesago.com
phone +49 711 61946-567

Caroline Muders
Exhibition Assistant
caroline.muders@mesago.com
phone: +49 711 61946-568

Marketing & Communication:

Christoph Stüker
Senior Communication Manager
christoph.stueker@mesago.com
phone +49 711 61946-565

Nina Schwarzer
Communication Manager
nina.schwarzer@mesago.com
phone +49 711 61946-566

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 61946-370

Katharina Kato
Exhibition Manager
katharina.kato@mesago.com
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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
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