

Frankfurt, Germany,
10 – 13 November 2020

Checklist for your personal preparations for the fair*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
Hotline contact details	<p>For questions about: Trade show registration and application of co-exhibitors.</p> <p>Trade Show-Login/MyAccount myaccount@messefrankfurt.com</p> <p>Shop for Serviceshop@messefrankfurt.com Telefon: +49 69 75 75-2999</p>	<p>Marcus Lutterberg phone +49 711 61946-569 marcus.lutterberg@mesago.com</p>	
6 March 2020	<p>End of the early bird price for the Formnext 2020.</p> <p>For questions about the exhibition stand, stand-space proposal, etc., please contact the appropriate Sales Manager in the adjoining column.</p>	<p>(Hall: 11.0, 12.0) Thomas Rosén phone: +49 711 61946-563 thomas.rosen@mesago.com</p> <p>(Hall: 11.1, 12.1) Ina Kumm phone: +49 711 61946-509 ina.kumm@mesago.com</p>	<input type="checkbox"/>
After your booth confirmation / earliest by mid June 2020	<p>You can create and manage exhibitor passes, VIP tickets and visitor vouchers at www.exhibitortickets.mesago.com conveniently online.</p> <p>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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • System and individual stand construction • Technical connections (<i>electricity, water, telecommunications, ...</i>) • Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>) • Stand services (<i>guards, cleaning, hostesses, ...</i>) • Marketing and press services (<i>advertising at the Exhibition Centre, banners, add-ons for your online presence...</i>) • Parking Permits • Catering and events (<i>stand parties, stand catering</i>) • Logistics 	<p>You can reach the Ticket Services for Exhibitors via the Shop for Exhibitor Services or at www.exhibitortickets.mesago.com</p> <p>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</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"/>

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	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) Ina Kumm phone +49 711 61946-509 ina.kumm@mesago.com	<input type="checkbox"/>
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	<input type="checkbox"/> <input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>

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	<p>glass constructions, moving parts. <u>Stands smaller than 100 sqm which do not have these features are not subject to approval.</u></p> <p>Cinema rooms, auditoriums, stage areas, open-air buildings and temporary structures, regardless of their size, are always subject to approval.</p>		
Until 21 September 2020	<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"/>
Early October 2020	<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"/>
9 October 2020	<p>Deadline for registration for early construction subject to a fee</p> <p>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.</p>	<p>Mesago Messe Frankfurt GmbH Katharina Kato katharina.kato@mesago.com phone +49 711 61946-255</p>	
23 October 2020	<p>Deadline for registering your booth party</p>	<p>Mesago Messe Frankfurt GmbH Katharina Kato katharina.kato@mesago.com phone +49 711 61946-255</p>	
30 October 2020	<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"/>
3 to 4 November 2020	<p>Early assembly, subject to a charge 3.11.2019 beginning 7.00 a.m. 4.11.2019 beginning 7.00 a.m.</p>	<p>Mesago Messe Frankfurt GmbH Katharina Kato katharina.kato@mesago.com phone +49 711 61946-255</p>	<input type="checkbox"/>
5 to 9 November 2020	<p>Regular setup: In the time from 5.11. - 8.11.2020 daily 24 hours; on 9.11.2020 until 6:00 p.m.</p> <p>Attention: On 9.11.2020 from 16.00 o'clock carpet laying in the corridors, assembly only possible within the stands!</p>		
3 to 9 November 2020	<p>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!</p>		
10 to 13 November 2019	<p>opening hours Exhibitor 8 a.m. to 7 p.m. 8 a.m. to 6 p.m. (Friday)</p>	<p>Visitors 9 a.m. to 6 p.m. 9 a.m. to 4 p.m. (Friday)</p>	

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

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

Frankfurt am Main, 19.–22.11.2019

Your personal contacts

Exhibitor Management:

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Exhibitor Management new exhibitors:

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