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. | Ina Kumm  
phone: +49 711 61946-509  
inakumm@mesago.com |                         |
|                               | Trade Show-Login/MyAccount  
myaccount@messefrankfurt.com |                         |                         |
|                               | Shop for  
Serviceshop@messefrankfurt.com  
Telcphon: +49 69 75 75-2999 |                         |                         |
| 16 April 2021                 | End of the early bird price for the Formnext 2021. | Ina Kumm  
phone: +49 711 61946-509  
inakumm@mesago.com |                         |
|                               | For questions about the exhibition stand, stand-space proposal, etc., please contact the appropriate Sales Manager in the adjoining column. |                         |                         |
| After your booth confirmation / earliest from the beginning of September | 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 the beginning of September)  
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 VIP guests who enjoy special services at Formnext.  
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 | 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 |                         |
|                               | 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*
# Checklist for your personal preparations for the fair*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Contact Information</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2021</td>
<td><strong>Plan your stand construction. If you do not use your own stand construction, you can request and order your stand construction package via Fairconstruction.</strong></td>
<td>Messe Frankfurt Medien und Service GmbH &lt;br&gt; phone +49 69 75 75-6666 &lt;br&gt; <a href="mailto:fairconstruction@messefrankfurt.com">fairconstruction@messefrankfurt.com</a></td>
<td></td>
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<tr>
<td>After your booth confirmation</td>
<td>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.</td>
<td>For questions: &lt;br&gt; (hall: 12.0, 12.1, 11.0) &lt;br&gt; Thomas Rosén &lt;br&gt; phone: +49 711 61946-563 &lt;br&gt; <a href="mailto:thomas.rosen@mesago.com">thomas.rosen@mesago.com</a></td>
<td></td>
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<tr>
<td>From Mid July</td>
<td>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. You will receive the link to fill in your online entry in the digital exhibitor search by e-mail.</td>
<td>Mesago Messe Frankfurt GmbH &lt;br&gt; Katharina Kato &lt;br&gt; <a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a> &lt;br&gt; phone +49 711 61946-255 &lt;br&gt; <a href="https://serviceshop.messefrankfurt.com">https://serviceshop.messefrankfurt.com</a> &lt;br&gt; Mesago Messe Frankfurt GmbH &lt;br&gt; Stefan Rapp &lt;br&gt; phone +49 711 61946-501 &lt;br&gt; <a href="mailto:stefan.rapp@mesago.com">stefan.rapp@mesago.com</a> &lt;br&gt; Mesago Messe Frankfurt GmbH &lt;br&gt; Team Media Services &lt;br&gt; phone +49 711 619 46-559 &lt;br&gt; <a href="mailto:service-mesago@online.messefrankfurt.com">service-mesago@online.messefrankfurt.com</a></td>
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<tr>
<td>From Mid August</td>
<td>Information about the possibility of a company press conference can be found in the service shop for exhibitors. Reservations are possible in advance. Book your press box on site at the Formnext Press Centre from Monday, 15.11.2021.</td>
<td>Press-Team Mesago &lt;br&gt; <a href="mailto:press-team@mesago.com">press-team@mesago.com</a> &lt;br&gt; <a href="https://serviceshop.messefrankfurt.com">https://serviceshop.messefrankfurt.com</a></td>
<td></td>
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<tr>
<td>Mid October</td>
<td>Registration deadline for your co-exhibitors &lt;br&gt; 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 <a href="https://serviceshop.messefrankfurt.com">https://serviceshop.messefrankfurt.com</a></td>
<td>For questions: &lt;br&gt; (hall: 12.0, 12.1, 11.0) &lt;br&gt; Thomas Rosén &lt;br&gt; phone: +49 711 61946-563 &lt;br&gt; <a href="mailto:thomas.rosen@mesago.com">thomas.rosen@mesago.com</a></td>
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<tr>
<td>Until 27 September 2021</td>
<td><strong>Stand construction plans, approvals Submission approval obligatory stand construction plans</strong>. Please observe the technical guidelines: &lt;br&gt; Deadline: 27.09.2021 Planning and preparation / Technology and service &lt;br&gt; *) e.g. two-storey exhibition stands, stand constructions and exhibits over 4 m high, closed ceilings, landings higher than 0.20 m, floor or ceiling connections, 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.</td>
<td>Messe Frankfurt Venue GmbH &lt;br&gt; Technical Event Management Exhibitions &lt;br&gt; phone +49 69 75 75-5904 &lt;br&gt; <a href="mailto:veranstaltungstechnik@messefrankfurt.com">veranstaltungstechnik@messefrankfurt.com</a></td>
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<tr>
<td>Date</td>
<td>Event Description</td>
<td>Contact Information</td>
<td>Notes</td>
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<tr>
<td>Until October 2021</td>
<td><strong>Suspensions / Rigging</strong>&lt;br&gt;Send your suspension plans to <a href="mailto:suspensions@messefrankfurt.com">suspensions@messefrankfurt.com</a> for review and approval.</td>
<td>Messe Frankfurt Venue GmbH&lt;br&gt;phone +49 69 7575-6899&lt;br&gt;<a href="mailto:suspensions@messefrankfurt.com">suspensions@messefrankfurt.com</a></td>
<td>□</td>
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<tr>
<td>Early October 2021</td>
<td><strong>Closing date for ordering services</strong>&lt;br&gt;In the shop for exhibitor services (e.g. electricity, water, stand cleaning, advertising opportunities, visitor brochures, services from the marketing flat rate, etc.)&lt;br&gt;<strong>For technical questions</strong> concerning the ordering process and the shop for exhibitor services, please contact our hotline at +49 69 75 75-2999 or <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>.</td>
<td>For any questions about the <strong>trade fair login</strong>, please contact the hotline <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>.</td>
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<td>15 October 2021</td>
<td><strong>Deadline for registration for early construction</strong> subject to a fee.&lt;br&gt;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.</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
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<tr>
<td>29 October 2021</td>
<td><strong>Advertisements for the Jobwall</strong>&lt;br&gt;Send us your job advertisements for posting on the job wall during the entire duration of the fair.</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Maria Besser&lt;br&gt;phone +49 711 61946-567&lt;br&gt;<a href="mailto:maria.besser@mesago.com">maria.besser@mesago.com</a></td>
<td>□</td>
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<tr>
<td>9 to 10 November 2021</td>
<td><strong>Early assembly, subject to a charge</strong>&lt;br&gt;9.11.2021 beginning 7.00 a.m.&lt;br&gt;10.11.2021 beginning 7.00 a.m.</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
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<tr>
<td>11 to 15 November 2021</td>
<td><strong>Regular setup:</strong>&lt;br&gt;In the time from 11.11. - 14.11.2021 daily 24 hours; on 15.11.2021 until 6:00 p.m.&lt;br&gt;Attention: On 15.11.2021 from 18.00 o'clock carpet laying in the corridors, assembly only possible within the stands!</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
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<tr>
<td>9 to 15 November 2021</td>
<td><strong>Construction:</strong>&lt;br&gt;From 9 - 15.11.2021 entrance to the exhibition grounds for cars / vans / trucks exclusively via “Tor West” (gate West). Please follow the signs!</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
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<td>16 to 19 November 2021</td>
<td><strong>Opening hours</strong>&lt;br&gt;Exhibitor&lt;br&gt;7 a.m. to 7 p.m.&lt;br&gt;7 a.m. to 4 p.m. (Friday)&lt;br&gt;Visitor&lt;br&gt;9 a.m. to 6 p.m.&lt;br&gt;9 a.m. to 4 p.m. (Friday)</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
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<tr>
<td>19 November 2021</td>
<td><strong>Delivery of empty packaging materials</strong>&lt;br&gt;Beginning at about 7 p.m.</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
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<tr>
<td>19 to 22 November 2021</td>
<td><strong>Regular dismantling</strong>&lt;br&gt;Beginning 19 November after 4 p.m. non-stop until 22 November 2021 12p.m.</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
<td>□</td>
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<tr>
<td>beginning by the end of November 2021</td>
<td>You will receive <strong>invoices</strong> for the <strong>services</strong> you have ordered (electricity, water, stand cleaning, forwarding services, exhibitor passes, etc.).</td>
<td>Mesago Messe Frankfurt GmbH&lt;br&gt;Katharina Kato&lt;br&gt;<a href="mailto:katharina.kato@mesago.com">katharina.kato@mesago.com</a>&lt;br&gt;phone +49 711 61946-255</td>
<td>□</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
ina.kumm@mesago.com
phone: +49 711 61946-509

Thomas Rosèn
Sales Manager
thomas.rosen@mesago.com
phone: +49 711 61946-563

Bianca Steinmetz
Exhibition Assistant
bianca.steinmetz@mesago.com
phone: +49 711 61946-500

Katja Weller
Exhibition Assistant
katja.weller@mesago.com
phone: +49 711 61946-572

Exhibitor Management BMWi & Start-Ups:

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

Exhibitor Management new exhibitors:

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

Team Leader Exhibitor Management / Sales

Heike Pfab
Team Leader Sales
heike.pfab@mesago.com
phone +49 711 61946-562

Event management/visitor care/supporting program:

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

Anja Schöck
Exhibition Manager
anja.schoeck@mesago.com
phone +49 711 61946-573

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

Marketing & Communication:

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 Head of Exhibitor Service
vera.laengerer@mesago.com
phone +49 711 61946-970

Katharina Kato
Exhibition Manager
katharina.kato@mesago.com
phone +49 711 61946-255

Advertising Services:

Pierre Kütterer
Team Leader Advertising Services
pierre.kuettterer@mesago.com
phone: +49 711 61946-464

Stefan Rapp
Media Sales Manager
stefan.rapp@mesago.com
phone: +49 711 61946-501

Trade Show Director:

Christoph Stüker
Deputy Vice President Formnext
christoph.stueker@mesago.com
phone: +49 711 61946-565

Sascha Wenzler
Vice President Formnext
sascha.wenzler@mesago.com
phone +49 711 61946-561