

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.	Messe Frankfurt Medien und Service GmbH 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: (hall: 12.0, 12.1, 11.0) Thomas Rosén phone: +49 711 61946-563 thomas.rosen@mesago.com	<input type="checkbox"/>
From Mid July	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.	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 stefan.rapp@mesago.com Mesago Messe Frankfurt GmbH Team Media Services phone +49 711 619 46-559 service-mesago@online.messefrankfurt.com	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
From Mid August	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.	Press-Team Mesago press-team@mesago.com 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: (hall: 12.0, 12.1, 11.0) Thomas Rosén phone: +49 711 61946-563 thomas.rosen@mesago.com	<input type="checkbox"/>
Until 27 September 2021	Stand construction plans, approvals Submission approval obligatory stand construction plans* . Please observe the technical guidelines: Deadline: 27.09.2021 Planning and preparation / Technology and service *) 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. <u>Stands smaller than 100 sqm which do not have these features are not subject to approval.</u> Cinema rooms, auditoriums, stage areas, open-air buildings and temporary structures, regardless of their size, are always subject to approval.	Messe Frankfurt Venue GmbH Technical Event Management Exhibitions phone +49 69 75 75-5904 veranstaltungstechnik@messefrankfurt.com	<input type="checkbox"/>

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Until October 2021	Suspensions / Rigging Please send your suspension plans to suspensions@messefrankfurt.com for review and approval.	Messe Frankfurt Venue GmbH phone +49 69 7575-6899 suspensions@messefrankfurt.com	<input type="checkbox"/>						
Early October 2021	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	<input type="checkbox"/>						
15 October 2021	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							
29 October 2021	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 Maria Besser phone +49 711 61946-567 maria.besser@mesago.com	<input type="checkbox"/>						
9 to 10 November 2021	Early assembly, subject to a charge 9.11.2021 beginning 7.00 a.m. 10.11.2021 beginning 7.00 a.m.	Mesago Messe Frankfurt GmbH Katharina Kato katharina.kato@mesago.com phone +49 711 61946-255	<input type="checkbox"/>						
11 to 15 November 2021	Regular setup: In the time from 11.11. - 14.11.2021 daily 24 hours; on 15.11.2021 until 6:00 p.m. Attention: On 15.11.2021 from 18.00 o'clock carpet laying in the corridors, assembly only possible within the stands!								
9 to 15 November 2021	Construction: From 9 - 15.11.2021 entrance to the exhibition grounds for cars / vans / trucks exclusively via "Tor West" (gate West). Please follow the signs!								
16 to 19 November 2021	opening hours <table border="0"> <tr> <td>Exhibitor</td> <td>Visitor</td> </tr> <tr> <td>7 a.m. to 7 p.m.</td> <td>9 a.m. to 6 p.m.</td> </tr> <tr> <td>7 a.m. to 4 p.m. (Friday)</td> <td>9 a.m. to 4 p.m. (Friday)</td> </tr> </table>	Exhibitor	Visitor	7 a.m. to 7 p.m.	9 a.m. to 6 p.m.	7 a.m. to 4 p.m. (Friday)	9 a.m. to 4 p.m. (Friday)		
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19 November 2021	Delivery of empty packaging materials beginning at about 7 p.m.								
19 to 22 November 2021	Regular dismantling beginning 19 November after 4 p.m. non-stop until 22 November 2021 12p.m.								
beginning by the end of November 2021	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.

Your personal contacts

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