

Checklist for your personal preparations for the fair*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<p>Hotline contact details</p>	<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 Exhibitor Services Serviceshop@messefrankfurt.com phone: +49 69 75 75-2999</p>	<p>Katja Weller phone: +49 711 61946-572 katja.weller@mesago.com</p>	
<p>After having received your booth confirmation / earliest from the beginning of August 2022</p>	<p>You can create and manage exhibitor passes, VIP tickets and visitor vouchers at www.exhibitortickets.messefrankfurt.com conveniently online.</p> <p>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.</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 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.messefrankfurt.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>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
	<p>Please plan your stand construction in time. If you do not use your own stand construction, you can request and order your stand construction package via our partner Fairconstruction.</p>	<p>Messe Frankfurt Medien und Service GmbH phone +49 69 75 75-6666 fairconstruction@messefrankfurt.com</p>	<p><input type="checkbox"/></p>

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<p>Stand rental invoices</p>	<p>You will receive the first advance invoice for your stand rental (50%) separately shortly after receipt of the stand confirmation.</p> <p>The second instalment payment (final invoice) is due in September. You will receive a separate invoice for this, as well as the invoice for the mandatory digital package.</p> <p>If you have specified "electronic invoicing" in the registration form, you will receive the invoices directly from our system to the e-mail address you have named (sender: noreply-outbound-invoice@mesago.com)</p>	<p>If you have any questions, please contact your sales manager:</p> <p>Hall 11.0 & 12.0: Thomas Rosén phone: +49 711 61946-563 thomas.rosen@mesago.com</p> <p>Hall 11.1: Anabell Condemi phone: +49 711 61946-569 anabell.condemi@mesago.com</p> <p>Hall 12.1: Ina Kumm phone: +49 711 61946-509 ina.kumm@mesago.com</p>	<input type="checkbox"/>
<p>From July 2022</p>	<p>You have the possibility to access / order the advertising options in the Shop for Exhibitor Services, which are contained in the marketing package (e.g. visitor brochures, signatures, trade fair logo).</p> <p>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.</p> <p>You will receive the link to the Media Package Manager (MPM) by e-mail – to update, check and fill your digital exhibitor profile. Login for this is also your myAccount data.</p>	<p>Exhibitor Service For contacts please see page 5</p> <p>https://serviceshop.messefrankfurt.com</p> <p>Advertising Service Stefan Rapp phone +49 711 61946-501 stefan.rapp@mesago.com</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>From September 2022</p>	<p>Information about the possibility of a company press conference can be found in the Shop for Exhibitor Services.</p> <p>Reservations are possible in advance.</p> <p>Book your press box on site at the Formnext Press Centre from Monday, 14 November 2022.</p>	<p>Press-Team Mesago press-team@mesago.com https://serviceshop.messefrankfurt.com</p>	<input type="checkbox"/>
<p>26 September 2022</p>	<p>Deadline for submission of stand construction plans requiring approval*: 26.09.2022</p> <p>When planning your exhibition booth, please notice our stand construction guidelines, technical guidelines and important information.</p> <p><small>*) 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.</small></p>	<p>Messe Frankfurt Venue GmbH Technical Event Management Exhibitions phone: +49 69 75 75-5904 veranstaltungstechnik@messefrankfurt.com</p>	<input type="checkbox"/>
<p>Until End of September 2022</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>	<input type="checkbox"/>

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From Early October 2022	After that, service providers will charge late order surcharges for orders.	If you have any questions about the trade fair login / myAccount , please contact the hotline myaccount@messefrankfurt.com							
4 October 2022	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, 2 days of early set-up can generally be booked.	Exhibitor Service Katharina Kato katharina.kato@mesago.com phone: +49 711 61946-255							
4 October 2022	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"/>						
14 October 2022	Registration deadline for your co-exhibitors Co-exhibitor registration is available via https://serviceshop.messefrankfurt.com If you register a co-exhibitor after this date, the company name will only appear in the online exhibitor directory and no longer in the print media.	For questions: (hall: 12.0, 12.1, 11.0, 11.1.) Katja Weller phone: +49 711 61946-572 katja.weller@mesago.com	<input type="checkbox"/>						
7 November 2022	Advertisements for the Jobwall Send us your job advertisements for posting on the job wall.	Caroline Muders caroline.muders@mesago.com phone: +49 711 61946-568	<input type="checkbox"/>						
8 to 9 November 2022	Early assembly, subject to a charge 9.11.2021 beginning 7.00 a.m. 10.11.2021 beginning 7.00 a.m.	Exhibitor Service Katharina Kato katharina.kato@mesago.com phone: +49 711 61946-255	<input type="checkbox"/>						
10 to 14 November 2022	Regular setup: In the time from 10 – 13 November 2022 daily 24 hours; on 14 November 2022 until 6:00 p.m. Attention: On 14 November 2022 from 6:00 p.m. carpet laying in the corridors, assembly only possible within the stands!								
8 to 14 November 2022	Access to the fairgrounds during construction: From 8 to 14 November 2022 entrance to the exhibition grounds for cars / vans / trucks exclusively via "Tor West" (gate West) . Please follow the signs!								
15 to 18 November 2022	Opening hours <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Exhibitors (only with valid exhibitor pass)</td> <td style="width: 50%;">Visitors</td> </tr> <tr> <td>7:00 a.m. to 7:00 p.m.</td> <td>9:00 a.m. to 6:00 p.m.</td> </tr> <tr> <td>7:00 a.m. to 4:00 p.m. (Friday)</td> <td>9:00 a.m. to 4:00 p.m. (Friday)</td> </tr> </table>		Exhibitors (only with valid exhibitor pass)	Visitors	7:00 a.m. to 7:00 p.m.	9:00 a.m. to 6:00 p.m.	7:00 a.m. to 4:00 p.m. (Friday)	9:00 a.m. to 4:00 p.m. (Friday)	
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18 November 2022/ Dismantling situation directly after the trade fair closes	Delivery of empty packaging materials beginning at about 7:00 p.m. Please note: Cars, vans and trucks will not be allowed to enter the exhibition grounds directly after the trade fair closes at 4:00 p.m., but only from approx. 6:00 p.m. Exhibitors who already park their cars on the exhibition grounds and have an exhibitor parking permit can drive up to the halls before this time in order to remove their equipment by hand. Please note, however, that no (freight) elevators will be available between 4:00 - 6:00 pm. We therefore recommend that exhibitors who only have to transport a small volume of equipment to their cars by hand park their cars on the exhibition grounds. An exhibitor parking permit for this is required.								

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18 to 21 November 2022	Regular dismantling Beginning 18 November after 4 p.m. non-stop until 21 November 2022 12p.m.	
beginning by the end of November 2022	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

Exhibitor Management:

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

Anabell Condemi
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Ina Kumm
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Katja Weller
Exhibition Assistant
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Exhibitor Support BMWK & Start-Ups:

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Event management / visitor care / supporting program:

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Caroline Muders
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Marketing & Communication:

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Exhibitor Service:

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Katharina Kato
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Cara Seiler (Room bookings for Formnext)
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Trade Show Directors:

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Christoph Stüker
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