

Checklist for your personal preparations for the fair*

formnext

17. – 20.11.2026
Frankfurt am Main

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

Dates and important deadlines	Subject and details	Contact	Done
General contact details / Services	You will find all contacts of the Formnext team on our website:	Contact persons - Formnext - Mesago	<input type="checkbox"/>
Stand construction and stand construction packages	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.	Messe Frankfurt Medien und Service GmbH FAIRCONSTRUCTION.COM Homepage phone: +49 69 75 75-6666 fairconstruction@messefrankfurt.com	<input type="checkbox"/>
Stand rental invoices	<p>The rent for the stand space is due in two equal instalments. The first instalment (request for instalment) will be invoiced together with the stand confirmation, at the earliest from mid-April 2026 and is due immediately.</p> <p>The second instalment (final invoice) will be charged three months prior to the event at the earliest and is also due immediately.</p> <p>You will receive the invoices directly from our system to the e-mail address you specified (sender: noreply-outbound-invoice@mesago.com)</p>	<p>If you have any questions, please contact your Sales & Account Manager:</p> <p>Hall 11.0: André Kreimer phone: +49 711 61946-156 andre.kreimer@mesago.com</p> <p>Hall 12.0: Sarah Hüsmert phone: +49 711 61946-562 sarah.huesmert@mesago.com</p> <p>Hall 12.1: Anabell Condemi phone: +49 711 61946-569 anabell.condemi@mesago.com</p>	<input type="checkbox"/>
Mid-June 2026	<p>After registration with your 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 (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 (forklift, storage of empties, ...) 	<p>Exhibitor Service: Frequently Asked Questions Shop for Exhibitor Services Video Shop for Exhibitor Services</p> <p>For technical questions concerning the ordering process and the Shop for Exhibitor Services, please contact our hotline at phone: +49 69 75 75-2999 or serviceshop@messefrankfurt.com</p> <p>If you have any questions about the trade fair login, please contact us at myaccount@messefrankfurt.com</p>	<input type="checkbox"/>

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<p>From 01 July 2026</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. You additionally have the option of accessing the advertising options included in your booked Sales and Marketing Services (SMS) package. Login for this is also your myAccount (Sign in) data.</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>FAQ for the “Media Package Manager” - Formnext - Mesago Marketing Solutions Stefan Rapp phone: +49 711 61946-501 stefan.rapp@mesago.com</p>	<input type="checkbox"/>
<p>Mid of August 2026</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 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. Depending on the size of your booth, you will be allocated a certain number of free passes. Additional passes can be purchased for a fee.</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. A certain number of tickets are available for both, depending on the Sales and Marketing Services (SMS) package you have booked.</p>	<p>You can reach the Ticket Services for Exhibitors via the Shop for Exhibitor Services or at www.exhibitortickets.messefrankfurt.com</p> <p>If you have any questions about the Ticket Services for Exhibitors portal, please contact our Ticket Support. phone: +49 711 61946-809 exhibitortickets@mesago.com</p> <p>Would you like to upgrade your Sales and Marketing Services (SMS) package? Talk to your responsible Sales & Account Manager!</p>	<input type="checkbox"/>
<p>From September 2026</p>	<p>Information about the possibility of a company press conference can be found in the Shop for Exhibitor Services. Reservations are possible in advance.</p> <p>Book your press box on site at the Formnext Press Centre from Monday, 16.11.2026, 2 p.m.</p>	<p>Press-Team Mesago press-team@mesago.com https://serviceshop.messefrankfurt.com</p>	<input type="checkbox"/>
<p>Until end of September 2026</p>	<p>Deadline for submission of stand construction plans requiring approval*:</p> <p>When planning your exhibition booth, please notice our stand construction guidelines, technical guidelines and important information.</p> <p>*) 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.</p>	<p>submission of stand construction</p> <p>Please submit your stand construction documents via the Messe Frankfurt online portal: submit plan here.</p> <p>If your stand does not require a permit, you will receive official notification via the portal that you are authorized to erect your stand as submitted.</p> <p>Otherwise, your documents must first be checked by Messe Frankfurt. In this case, the Technical Event Management department will get in touch with you.</p>	<input type="checkbox"/>

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Till 06 October 2026	<p>Suspensions / Rigging Suspensions can be ordered up to and including October 6, 2026 (please note: no orders will be accepted after this date). Please send the plans for your suspensions to suspensions@messefrankfurt.com for review and approval. After this date there is no order of suspensions possible anymore.</p>	<p>Messe Frankfurt Venue GmbH phone: +49 69 7575-6899 suspensions@messefrankfurt.com</p>	<input type="checkbox"/>
12 October 2026	<p>Registration deadline for your co-exhibitors Co-exhibitor registration is available via your myAccount</p> <p>Application co-exhibitor</p> <p>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.</p>	<p>For queries: Vanessa Gries Halle 11.0 & 12.0 Sales & Account Assitant phone: +49 711 61946-572 vanessa.gries@mesago.com</p> <p>Katrin Häming Halle 12.1 Sales & Account Assistant phone: +49 711 61946-560 katrin.haeming@mesago.com</p>	<input type="checkbox"/>
30 October 2026	<p>Deadline for registration for early construction subject to a fee.</p> <p>Minimum stand size for an assembly period extension on Wednesday 11 November 2026: 200 sqms or a two-storey stand construction.</p>	<p>Event Services Katharina Kato Senior Event Operations Manager katharina.kato@mesago.com phone: +49 711 61946-255</p>	<input type="checkbox"/>
From 27 October 2026	<p>From this day forward express surcharges of 25% will be charged by service providers for some orders in the Shop for Exhibitor Services.</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 Messe-Login, please contact the hotline myaccount@messefrankfurt.com</p>	<input type="checkbox"/>
Mid-November 2026	<p>Closing date for the most ordering services in the Shop for Exhibitor Services. We will inform you of the exact date in due time in one of our "Best prepared"-mailings and on our website.</p>	<p>If you have any questions about the Messe-Login, please contact the hotline myaccount@messefrankfurt.com</p>	<input type="checkbox"/>
From 09 November 2026	<p>Advertisements for the Jobwall Send us your job advertisements for posting on the job wall.</p>	<p>Matthias Mißling Tel: +49 711 61946-250 matthias.missling@mesago.com</p>	<input type="checkbox"/>
11 November 2026	<p>Early assembly, subject to a charge Extended assembly period available upon request. Additional fee applies. Minimum stand size for an assembly period extension on Wednesday 11 November 2026: 200 sqms or a two-storey stand construction.</p>	<p>Event Services Katharina Kato katharina.kato@mesago.com Tel: +49 711 61946-255</p>	<input type="checkbox"/>
12 - 16 November 2026	<p>Access to the exhibition grounds during construction:</p> <p>Information will be submitted with the Last-Minute Mailing approx. four weeks prior to the show.</p>		<input type="checkbox"/>
12 - 16 November 2026	<p>Regular setup: 12 November 2026 from 7:00 a.m. continuously until Monday, 16 November 2026 6:00 p.m.</p> <p>In cases where the assembly of a stand has not begun by 3 p.m. on Monday 16 November 2026 and no other instructions have been received, the event organizer will undertake this task. The exhibitor will be charged for this work.</p>		<input type="checkbox"/>

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17 - 20 November 2026	<p>Opening hours</p> <p>Exhibitors (only with valid exhibitor pass) 7:00 a.m. to 7:00 p.m. 7:00 a.m. to 4:00 p.m. (Friday 20 November)</p> <p>For security reasons, exhibitors must leave the halls by no later than one hour past end of the opening time (6:00 p.m.).</p>	<p>Visitors 9:00 a.m. to 6:00 p.m. 9:00 a.m. to 4:00 p.m. (Friday 20 November)</p>	<input type="checkbox"/>
20 November 2026 / Dismantling situation directly after the trade fair closes	<p>Please note: Cars up to 3.5 tons can drive to the halls from the P12 parking garage or via Gate West between 4:00 p.m. and 6:00 p.m., but must either return to P12 or leave the site completely at 6:00 p.m. Please note, however, that no (freight-) elevators are available between 4:00 p.m. and 6:00 p.m.</p> <p>The regular dismantling entrance begins at approx. 6:30 p.m., empties will be delivered after the aisle carpets have been removed.</p>		<input type="checkbox"/>
20 - 23 November 2026	<p>Regular dismantling Starts from Friday, 20 November 2026, 4 p.m. continuously to Monday 23 November 2026, midnight.</p> <p>Further information on entering the exhibition grounds will be provided in the last-minute mailing approximately four weeks prior to the show.</p>		<input type="checkbox"/>
From the end of November 2026	<p>You will receive invoices for the services you have ordered (electricity, water, stand cleaning, forwarding services, exhibitor passes, etc.)</p>		<input type="checkbox"/>
Until 5 January 2027	<p>Information on your visitors scanned via Lead&Track is available as download. Lead&Track is part of your Sales and Marketing Services (SMS) package and included in your stand rental.</p>		<input type="checkbox"/>
Until end of January 2027	<p>For your trade show follow-up and analysis, the Ticket Services for Exhibitors portal will be available after Formnext until the end of January.</p>		<input type="checkbox"/>
All year around	<p>The AM Directory is online 365 days a year and helps the AM community to find AM solutions providers at a glance. Therefore, we recommend to keep your profile up to date after Formnext.</p>		<input type="checkbox"/>