

## Checklist\*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
from October 2018	You will receive your <b>exhibit confirmation</b> .	<p><b>Jana Hößelbarth</b> (Halls 3.1, 4.2) Telephone: +49 69 75 75 -67 12 <a href="mailto:Jana.Hoesselbarth@messefrankfurt.com">Jana.Hoesselbarth@messefrankfurt.com</a></p> <p><b>Melanie Kirchgessner</b> (Halls 3.0, 4.1) Telephone: +49 69 75 75 -61 79 <a href="mailto:Melanie.Kirchgessner@messefrankfurt.com">Melanie.Kirchgessner@messefrankfurt.com</a></p>	<input type="checkbox"/>
On receipt of the exhibit confirmation	<p>On receipt of the exhibit confirmation, you can order products and services online in our <a href="#">Shop for Exhibitor Services</a>:</p> <ul style="list-style-type: none"> <li>• System and individual stand construction</li> <li>• Technical services (electricity, water, telecommunications, ...)</li> <li>• Stand equipment and furnishings (furniture, carpeting, decorations, media technology, ...)</li> <li>• Stand services (guards, cleaning, hostesses, ...)</li> <li>• Marketing services (advertising at the Exhibition Centre, banners, add-ons for your website, ...)</li> <li>• Press services (press display units, ...)</li> <li>• Parking permits</li> <li>• Catering and event services (stand parties, stand deliveries)</li> <li>• Logistics services</li> </ul> <p><u>Also:</u></p> <ul style="list-style-type: none"> <li>• Registration of co-exhibitors (deadline: 15 February 2019)</li> </ul> <p><b>Please note the different order times and deadlines for each service</b></p>	<p>For technical questions about the order processes and the <a href="#">Shop for Exhibitor Services</a>, please contact our Shop Hotline on +49 69 7575-2999 or at <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>.</p> <p>You will find the name of the right person to contact by clicking on the service required in the <a href="#">Shop for Exhibitor Services</a>.</p>	<input type="checkbox"/>
On receipt of the exhibit confirmation  NEW!	<p>You can produce and manage your <b>exhibitor permits, setting-up and dismantling tickets</b> and visitor admission-ticket vouchers online at <a href="http://www.exhibitor tickets.messefrankfurt.com">www.exhibitor tickets.messefrankfurt.com</a>.</p> <p>You will find information about our new ticket services on pages 14 and 15 of your service documents.</p>	<p>For technical <b>questions</b>, please contact the Ticket Hotline on +49 69 7575-5151 or at <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>.</p>	<input type="checkbox"/>
from January 2019	<p>You will receive the <b>order forms</b> for the <b>Media Package, Part 1</b> (basic information) by e-mail.</p> <p>The <b>order forms</b> for the <b>Media Package, Part 2</b> (online presence) will also be sent to you by e-mail.</p>	<p><b>Messe Frankfurt Medien und Service GmbH</b> Telephone: +49 69 75 75 -51 31 oder <a href="mailto:mediapackage.techtex&lt;sup&gt;til&lt;/sup&gt;@messefrankfurt.com">mediapackage.techtex<sup>til</sup>@messefrankfurt.com</a></p> <p><b>Messe Frankfurt Exhibition GmbH</b> Telephone: +49 69 75 75 -50 90 oder <a href="mailto:service@online.messefrankfurt.com">service@online.messefrankfurt.com</a></p>	<input type="checkbox"/>
January 2019	<p>You will be sent the <b>Promotion Package</b> for ordering free promotional materials for your trade-fair presentation, e.g., promotional postcards, folding invitation cards, etc.</p> <p>You will also find a large selection of digital promotional materials at <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>.</p> <p>To promote your presentation at the fair, you can order <b>free promotional materials</b> at our website <a href="http://www.techtex&lt;sup&gt;til&lt;/sup&gt;.messefrankfurt.com">www.techtex<sup>til</sup>.messefrankfurt.com</a>, e.g., key visual, logos, email signature and e-card.</p>	<p><b>Monique Matthews</b> Telephone: +49 69 75 75 -60 17 <a href="mailto:Monique.Matthews@messefrankfurt.com">Monique.Matthews@messefrankfurt.com</a></p>	<input type="checkbox"/>

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from January 2019	You will be sent your <b>stand rental invoice</b> .	<p><b>Jana Hößelbarth</b> (Halls 3.1, 4.2) Telephone: +49 69 75 75 -67 12 <a href="mailto:Jana.Hoesselbarth@messefrankfurt.com">Jana.Hoesselbarth@messefrankfurt.com</a></p> <p><b>Melanie Kirchgessner</b> (Halls 3.0, 4.1) Telephone: +49 69 75 75 -61 79 <a href="mailto:Melanie.Kirchgessner@messefrankfurt.com">Melanie.Kirchgessner@messefrankfurt.com</a></p>	<input type="checkbox"/>
15 February 2019	<p><b>Registration of your co-exhibitors</b></p> <p><b>Deadline: 15 February 2019</b></p> <p>To register co-exhibitors at Techtexsil 2019, please go to <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a></p>	Für <b>technische Fragen</b> rund um die Anmeldung Ihrer Mitaussteller wenden Sie sich bitte an unsere Shop-Hotline unter der Telefonnummer +49 69 75 75 -29 99, oder per E-Mail: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> .	<input type="checkbox"/>
22 February 2019	<p><b>Deadline for submitting Media Package Part 1</b> (Basic data): Deadline for submitting your data for the catalogue entry.</p> <p><b>Deadline for submitting Media Package Part 2</b></p>	<p><b>Messe Frankfurt Medien und Service GmbH</b> Telefon: +49 69 75 75 -51 31 <a href="mailto:mediapackage.techtexsil@messefrankfurt.com">mediapackage.techtexsil@messefrankfurt.com</a></p> <p><b>Messe Frankfurt Exhibition GmbH</b> Telefon: +49 69 75 75 -50 90 oder <a href="mailto:service@online.messefrankfurt.com">service@online.messefrankfurt.com</a></p>	<input type="checkbox"/>
March 2019	Order deadline for <b>parking permits</b> .		<input type="checkbox"/>
22 March 2019	<p><b>Approval of stand-construction plans</b> Submission of <b>stand-construction plans requiring approval</b>. Please see our <b>Technical Guidelines (4.2)*</b></p> <p>Additionally, please note the <a href="#">special stand-construction regulations</a> for Techtexsil.</p> <p><b>Deadline: 22 March 2019.</b></p> <p>*) Only required for special stand constructions, e.g., two-storey exhibition stands, stands over four metres high, closed ceilings, platforms higher than 0.20 m, glass constructions, etc.</p> <p>Cinema or viewing rooms, stages, constructions on the outdoor exhibition area and temporary structures are always subject to approval.</p>	<p><b>Messe Frankfurt Venue GmbH</b> Technical Event Management Messen Telephone: +49 69 75 75-50 15 <a href="mailto:veranstaltungstechnik@messefrankfurt.com">veranstaltungstechnik@messefrankfurt.com</a></p>	<input type="checkbox"/>
1 April 2019	<p><b>Deadline</b> to order your <b>stand dividing walls</b> in the <a href="#">Shop for Exhibitor Services</a>.</p>	<p><b>Kai Hohlstein</b> Telephone: +49 69 7575 -69 02 <a href="mailto:Kai.Hohlstein@messefrankfurt.com">Kai.Hohlstein@messefrankfurt.com</a></p>	<input type="checkbox"/>
April 2019	<p>You will be sent documents for ordering <b>Press Services</b> (press display unit in the Press Centre of Messe Frankfurt, registration of a press conference, etc.).</p>	<p><b>Peggy Behling</b> Telephone: +49 69 75 75 -69 48 <a href="mailto:Peggy.Behling@messefrankfurt.com">Peggy.Behling@messefrankfurt.com</a></p>	<input type="checkbox"/>

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10 April 2019	<b>Catalogue addendum:</b> deadline for submitting your data for the entry in the catalogue addendum (catalogue insert).	<b>Messe Frankfurt Medien und Service GmbH</b> Telephone: +49 69 75 75 -51 31 oder <a href="mailto:mediapackage.techtexsil@messefrankfurt.com">mediapackage.techtexsil@messefrankfurt.com</a>	<input type="checkbox"/>
from April 2019	<b>Deadline for ordering services</b> in the <a href="#">Shop for Exhibitor Services</a> , e.g., electricity, water, stand cleaning, etc.  For the exact deadlines, please go to the <a href="#">Shop for Exhibitor Services</a> .	For technical questions about the order processes and the <a href="#">Shop for Exhibitor Services</a> , please contact our Shop Hotline on +49 69 7575-2999 or at <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> .  You will find the name of the right person to contact by clicking on the service required in the <a href="#">Shop for Exhibitor Services</a> .	<input type="checkbox"/>
April 2019	Please <b>register</b> every <b>vehicle</b> , that will enter the Exhibition Centre during the <b>setting-up and dismantling phases</b> online at <a href="http://www.techtexsil.messefrankfurt.com">www.techtexsil.messefrankfurt.com</a>	<b>Messe Frankfurt Venue GmbH</b> Telephone: +49 69 75 75 -66 00 <a href="mailto:verkehr@messefrankfurt.com">verkehr@messefrankfurt.com</a>	
2 May 2019	<b>Deadline</b> for registering for <b>free advanced setting-up</b> from 4 to 8 May 2019.  Please apply for advanced setting-up in our <a href="#">Shop for Exhibitor Services</a> .  <b>Advanced setting up:</b> 4 to 8 May 2019: daily 7 am – 9 pm	<b>Messe Frankfurt Exhibition GmbH</b> Telephone: +49 69 75 75 -58 89 <a href="mailto:aufbau.techtexsil@messefrankfurt.com">aufbau.techtexsil@messefrankfurt.com</a>	<input type="checkbox"/>
8 May 2019	<b>Advanced setting up*:</b> 8 May 2019: 7 am – 9 pm  *) advanced setting-up is only possible for stands of exhibitors with the product group "Technology" in Hall 3.0.	<b>Messe Frankfurt Exhibition GmbH</b> Telephone: +49 69 75 75 -58 89 <a href="mailto:aufbau.techtexsil@messefrankfurt.com">aufbau.techtexsil@messefrankfurt.com</a>	
9 – 13 May 2019	<b>Normal setting-up:</b> 9 May 2019: 7 am - midnight 10. – 12. Mai 2019: 24 hrs 13. Mai 2019: 0 am – 2 pm	During the fair, you will find the <b>Trade Fair Management Office</b> in Hall 4.C	
14 – 17 May 2019	<b>Hours of opening Techtexsil 2019 Exhibitors</b> 8 am – 7 pm (Tuesday, Wednesday* and Thursday) 8 am – 6 pm (Friday)  *) The Exhibitor Evening will be held on Wednesday, 15 May 2019 and begins at 6:30 pm.  <b>Visitors</b> 9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)	During the fair, you will find the <b>Trade Fair Management Office</b> in Hall 4.C	
from 14 May 2019	<b>Exhibitor catalogue collection</b>	You can collect your copy of the exhibitor catalogue from the hall manager of your hall on presentation of your exhibitor permit.	<input type="checkbox"/>

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17 May 2019	<b>Delivery of empty packaging materials and carpet removal</b> from 5 pm – 8 pm. Dismantling is only possible on the exhibition stand at this time.	<b>Messe Frankfurt Logisticservice</b> Telephone: +49 69 7575 -60 75 <a href="mailto:logistics@messefrankfurt.com">logistics@messefrankfurt.com</a>	<input type="checkbox"/>
17 – 19 May 2019	<b>Normal dismantling:</b> 17 May 2019: 7 pm - midnight 18 May 2019: 24 hrs 19 May 2019: 0 am – 9 pm		<input type="checkbox"/>
from June 2019	You will be send the <b>invoices</b> for the <b>services</b> you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).		