

## At a glance – your personal contacts\*

Dates and important deadlines	Subject and details	Contacts	Done / documents received?
From September 2018	<p>You will be sent your <b>exhibit confirmation documents</b>.</p> <p>Your Techtexsil contacts:  <a href="http://www.techtexsil.messefrankfurt.com">www.techtexsil.messefrankfurt.com</a></p>	<p>Sales Manager of Techtexsil:</p> <p><b>Ms. Jana Hoesselbarth</b>            (Halls 3.1, 4.2)            Phone: +49 69 75 75 -67 12  <a href="mailto:Jana.Hoesselbarth@messefrankfurt.com">Jana.Hoesselbarth@messefrankfurt.com</a></p> <p><b>Ms. Melanie Kirchgessner</b>            (Halls 3.0, 4.1)            Phone: +49 69 75 75 -61 79  <a href="mailto:Melanie.Kirchgessner@messefrankfurt.com">Melanie.Kirchgessner@messefrankfurt.com</a></p>	<input type="checkbox"/>
From October 2018	<p>Dispatch of the <b>service documents</b>:</p> <p>You can start with ordering services online via our order system <a href="#">Shop for Exhibitor Services</a>: <b>electricity, water, stand cleaning, stand party, forwarding services, parking permits, visitor vouchers, etc.</b></p> <p>Register your <b>joint stand participants</b> quickly and easily online. We would like to remind you that <b>all</b> joint stand participants on your stand must be registered.</p> <p><b>NEW:</b> Generate your <b>exhibitor passes, visitor admission vouchers and set-up and dismantling passes</b> digitally. You will receive your requested tickets by email, after which you need to print them yourself.</p>	<p>You can find the different contacts by clicking on the service required in our <a href="#">Shop for Exhibitor Services</a>.</p> <p>Should you have any questions in regard to ordering through the <a href="#">Shop for Exhibitor Services</a>, please contact our colleagues of the Shop-hotline on +49 69 75 75 -29 99 or send us an <a href="#">e-mail</a>.</p>	<input type="checkbox"/>
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>            Phone: +49 69 75 75 -51 31 or  <a href="mailto:mediapackage.techtexsil@messefrankfurt.com">mediapackage.techtexsil@messefrankfurt.com</a></p> <p><b>Messe Frankfurt Exhibition GmbH</b>            Phone: +49 69 75 75 -50 90 or  <a href="mailto:service@online.messefrankfurt.com">service@online.messefrankfurt.com</a></p>	<input type="checkbox"/>  <input type="checkbox"/>
January 2019	<p>You will be sent a <b>Promotion Package</b> for ordering free promotional materials for your presentation at the fair, e.g., visitor vouchers, promotional postcards, folding invitation cards, etc.</p> <p>You will also find a large selection of digital promotional materials online at <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a></p>	<p><b>Ms. Monique Matthews</b>            Phone: +49 69 75 75 -60 17  <a href="mailto:Monique.Matthews@messefrankfurt.com">Monique.Matthews@messefrankfurt.com</a></p>	<input type="checkbox"/>

\*Please note that the order of the various points can vary depending on when you registered.

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January 2019	<b>Deadline for the registration of your joint stand participants</b> via the <a href="#">Shop for Exhibitor Services</a>	Should you have any questions in regard to ordering through the <a href="#">Shop for Exhibitor Services</a> , please contact our colleagues of the Shop-hotline on +49 69 75 75 -29 99 or send us an <a href="#">e-mail</a> .	<input type="checkbox"/>
January 2019	You will be sent your <b>stand rental invoice</b> .  Your contacts regarding hall planning: <a href="http://www.techtex&lt;sup&gt;til&lt;/sup&gt;.messefrankfurt.com">www.techtex<sup>til</sup>.messefrankfurt.com</a>	Sales Manager of Techtex <sup>til</sup> :  <b>Ms. Jana Hoesselbarth</b> (Halls 3.1, 4.2) Phone: +49 69 75 75 -67 12 <a href="mailto:Jana.Hoesselbarth@messefrankfurt.com">Jana.Hoesselbarth@messefrankfurt.com</a>  <b>Ms. Melanie Kirchgessner</b> (Halls 3.0, 4.1) Phone: +49 69 75 75 -61 79 <a href="mailto:Melanie.Kirchgessner@messefrankfurt.com">Melanie.Kirchgessner@messefrankfurt.com</a>	<input type="checkbox"/>
February 2019	<b>Deadline for the Media Package, Part 1</b> (basic data): Deadline for submitting your details for your catalogue entry.	<b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75 -51 31 or <a href="mailto:mediapackage.techtex&lt;sup&gt;til&lt;/sup&gt;@messefrankfurt.com">mediapackage.techtex<sup>til</sup>@messefrankfurt.com</a>	<input type="checkbox"/>
March 2019	<b>Deadline to order your stand dividing walls</b> in the <a href="#">Shop for Exhibitor Services</a> .	<b>Mr. Kai Hohlstein</b> Phone: +49 69 7575 -69 02 <a href="mailto:Kai.Hohlstein@messefrankfurt.com">Kai.Hohlstein@messefrankfurt.com</a>	<input type="checkbox"/>
22 March 2019	Deadline for submitting your <b>stand-construction plans</b> which have to be checked by the 'Technical Event Management, Fairs' Department until <b>22 March 2019</b> .  Only necessary in the case of non-standard stand constructions, e.g., height over 4 metres, two-storey stands, closed ceiling, special structural analysis, etc. See section 4.2 of the <b>Technical Guidelines</b> in technology and services at our website.  Attention should be paid to our <a href="#">special stand-construction regulations</a> .	<b>Messe Frankfurt Venue GmbH &amp; Co. KG</b> <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a>  Click on <a href="#">technology and services</a> for more information.	<input type="checkbox"/>
April 2019	You will receive information about ordering <b>press services</b> .	<b>Ms. Peggy Behling</b> Phone: +49 69 75 75 -69 48 <a href="mailto:Peggy.Behling@messefrankfurt.com">Peggy.Behling@messefrankfurt.com</a>	<input type="checkbox"/>
April 2019	<b>Catalogue supplement:</b> deadline for submitting your details for the entry in the catalogue addendum (insert).	<b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75 -51 31 or <a href="mailto:mediapackage.techtex&lt;sup&gt;til&lt;/sup&gt;@messefrankfurt.com">mediapackage.techtex<sup>til</sup>@messefrankfurt.com</a>	<input type="checkbox"/>

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From April 2019	<p><b>Deadline for ordering services</b> via the <a href="#">Shop for Exhibitor Services</a>. (e.g., electricity, water, stand cleaning, etc.)</p> <p>The exact deadlines may be found online.</p>	<p>You can find the names of the people to contact by clicking on the service required in the <a href="#">Shop for Exhibitor Services</a>.</p>	<input type="checkbox"/>
02 May 2019	<p><b>Registration deadline for free of charge advanced set-up (Hall 3.0 only!).</b></p> <p>Please apply for advanced set-up in a timely manner via the <a href="#">Shop for Exhibitor Services</a></p> <p><b>Advanced set-up:</b> 08 May 2019 From 07:00 am until 09:00 pm</p> <p><b>Regular set-up:</b> From 09 May 07:00 am until 13 May 2019 02:00 pm continuously</p>	<p>Phone: +49 69 75 75 -58 89 <a href="mailto:aufbau.techtex&lt;sup&gt;til&lt;/sup&gt;@messefrankfurt.com">aufbau.techtex<sup>til</sup>@messefrankfurt.com</a></p>	<input type="checkbox"/>
From 14 May 2019	<p><b>Collection of the exhibitor catalogue</b></p>	<p>You can collect the exhibitor catalogue in the hall inspector office. Please bring your exhibitor pass for verification.</p>	<input type="checkbox"/>
17 May 2019	<p><b>Delivery of empty containers and carpet removal</b> From 05:00 pm until 08:00 pm. Dismantling only possible within the stands!</p>	<p><b>Messe Frankfurt Logisticservice</b> Phone: +49 69 7575 -60 75 <a href="mailto:logistics@messefrankfurt.com">logistics@messefrankfurt.com</a></p>	<input type="checkbox"/>
From 17 May 2019	<p><b>Regular dismantling:</b> From 17 May 08:00 pm until 19 May 2019 09:00 pm continuously</p>	<p>Phone: +49 69 75 75 -58 89 <a href="mailto:aufbau.techtex&lt;sup&gt;til&lt;/sup&gt;@messefrankfurt.com">aufbau.techtex<sup>til</sup>@messefrankfurt.com</a></p>	<input type="checkbox"/>
From June 2019	<p>You will receive the <b>invoices</b> for the <b>services</b> ordered (electricity, water, stand cleaning, forwarding services, etc.).</p>		<input type="checkbox"/>

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