

## Checklist\*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
<p>From autumn 2020</p>	<p>You will receive your <b>exhibit confirmation</b>.</p>	<p><b>Jana Hößelbarth</b> (halls 9.1, 11.1, 12.1) Phone: +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 11.0, 12.0) Phone: +49 69 75 75 -61 79 <a href="mailto:Melanie.Kirchgessner@messefrankfurt.com">Melanie.Kirchgessner@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p>On receipt of the exhibit confirmation</p>	<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: 05 February 2021)</li> </ul> <p><b>Please note the different order times and deadlines for each service</b></p>	<p>For technical <b>questions</b> 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"/>
<p>from autumn 2020</p>	<p>You will be sent your <b>stand rental invoice</b>.</p>	<p><b>Jana Hößelbarth</b> (halls 9.1, 11.1, 12.1) Phone: +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 11.0, 12.0) Phone: +49 69 75 75 -61 79 <a href="mailto:Melanie.Kirchgessner@messefrankfurt.com">Melanie.Kirchgessner@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p>from January 2021</p>	<p>You will receive the <b>order forms</b> and information for the <b>"Media Package Manager"</b> (MPM) (former Media Package Part 1 and Part 2)</p>	<p><b>Messe Frankfurt Medien und Service GmbH</b> Phone: +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> Phone: +49 69 75 75 -50 90 <a href="mailto:service@online.messefrankfurt.com">service@online.messefrankfurt.com</a></p>	<input type="checkbox"/>  <input type="checkbox"/>
<p>January 2021</p>	<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="#">Shop for Exhibitor Services</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.techtexsil.messefrankfurt.com">www.techtexsil.messefrankfurt.com</a>, e.g., key visual, logos, email signature and e-card.</p>	<p><b>Miriam Di Maggio</b> Phone: +49 69 75 75 -60 17 <a href="mailto:miriam.dimaggio@messefrankfurt.com">miriam.dimaggio@messefrankfurt.com</a></p>	<input type="checkbox"/>

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<p><b>From February 2021</b></p>	<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"/>
<p><b>05 February 2021</b></p>	<p>Registration of your <b>co-exhibitors</b></p> <p><b>Deadline:</b> 05 February 2021</p> <p>To register co-exhibitors at Techtexsil 2021, please go to <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a></p>	<p>For technical <b>questions</b> please contact the service shop hotline. phone +49 69 75 75 -29 99 or at <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>.</p>	<input type="checkbox"/>
<p><b>05 March 2021</b></p>	<p><b>Deadline for the Media Package Manager (MPM)</b> (Basic data): Deadline for submitting your data for the catalogue entry. (former Media Package Part 1 and Part 2)</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 <a href="mailto:service@online.messefrankfurt.com">service@online.messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>March 2021</b></p>	<p>Order deadline for <b>parking permits</b>.</p>	<p><b>Messe Frankfurt Venue GmbH</b> Phone: +49 69 75 75 -66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>01 March 2021</b></p>	<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. Please also note the special COVID-19 regulations.</p> <p><b>Deadline: 01 March 2021.</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, larger than 100 sqm standarea 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 Phone: +49 69 75 75-50 15 <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>18 March 2021</b></p>	<p><b>Deadline</b> to order your <b>stand dividing walls</b> (free of charge) in the <a href="#">Shop for Exhibitor Services</a>.</p>	<p><b>Kai Hohlstein</b> Phone: +49 69 7575 -69 02 <a href="mailto:Kai.Hohlstein@messefrankfurt.com">Kai.Hohlstein@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>April 2021</b></p>	<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> Phone: +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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13 April 2021	<p><b>Catalogue addendum:</b> deadline for submitting your data for the entry in the catalogue addendum (catalogue insert).</p>	<p><b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75 -51 31 <a href="mailto:mediapackage.techtex&lt;sup&gt;til&lt;/sup&gt;@messefrankfurt.com">mediapackage.techtex<sup>til</sup>@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p>from April 2021</p> <p><b>NEW!</b></p>	<p><b>Deadline for ordering services</b> in the <a href="#">Shop for Exhibitor Services</a>, e.g., electricity, water, stand cleaning, etc.</p> <p>For the exact deadlines, please go to the <a href="#">Shop for Exhibitor Services</a>.</p> <p><b>Please order your services by no later than 12 April 2021</b></p> <p>We are happy to support you to make your trade fair a success. To ensure that all services can be made available in a timely manner, we ask you to place your orders in the Shop for Exhibitor Services by no later than 12 April 2021.</p> <p>Naturally you can also order shortly before or even during the event. Please note, in order to provide certain services with extensive planning/personnel requirements at short notice, increased expenditures are required. As a result, such services are subject to an express surcharge in the amount of 25% of the service price.</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"/>
April 2021	<p>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.techtex&lt;sup&gt;til&lt;/sup&gt;.messefrankfurt.com">www.techtex<sup>til</sup>.messefrankfurt.com</a></p>	<p><b>Messe Frankfurt Venue GmbH</b> Phone: +49 69 75 75 -66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a></p>	<input type="checkbox"/>
12 April 2021	<p><b>Deadline</b> for registering for <b>free advanced setting-up*</b></p> <p>Please apply for advanced setting-up in our <a href="#">Shop for Exhibitor Services</a>.</p> <p>*for stands of 50 sqm or more in hall 12</p>	<p><b>Messe Frankfurt Exhibition GmbH</b> 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"/>
April 2021	<p><b>Advanced setting up*:</b></p> <p>28 April 2021: 7 am – 9 pm</p> <p>* for stands of 50 sqm or more in hall 12</p>		
29 April – 03 May 2021	<p><b>Normal setting-up:</b></p> <p>29.04.2021: 07 am – midnight 30.04. – 02.05.2021: 24 hours 03.05.2021: 00:00 – 2 pm*</p> <p>* Please work only on the stand area after that. Carpet will be laid in the aisles.</p>	<p>During the fair, you will find the <b>Trade Fair Management Office</b> in hall 8, western side, next to the hall manager office</p>	
04 - 07 May 2021	<p><b>Hours of opening Techtex<sup>til</sup> 2021</b></p> <p><b>Exhibitors</b></p> <p>8 am – 7 pm (Tuesday to Thursday) 8 am – 6 pm (Friday)</p> <p><b>Visitors</b></p> <p>9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)</p>	<p>During the fair, you will find the <b>Trade Fair Management Office</b> in hall 8, western side, next to the hall manager office</p>	

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from 04 May 2021	<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"/>
07 May 2021	<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 Logistickservice</b> Phone: +49 69 7575 -60 75 <a href="mailto:logistics@messefrankfurt.com">logistics@messefrankfurt.com</a>	<input type="checkbox"/>
07 – 09 May 2021	<b>Normal dismantling:</b> 17 May 2021: 7 pm - midnight 18 May 2021: 24 hrs 19 May 2021: 0 am – 9 pm		<input type="checkbox"/>
from June 2021	You will be send the <b>invoices</b> for the <b>services</b> you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).		