

Checklist*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
<p>From autumn 2020</p>	<p>You will receive your exhibit confirmation.</p>	<p>Jana Hößelbarth (Halls 11.1, 12.1) Telephone: +49 69 75 75 -67 12 Jana.Hoesselbarth@messefrankfurt.com</p> <p>Melanie Kirchgessner (Halls 11.0, 12.0) Telephone: +49 69 75 75 -61 79 Melanie.Kirchgessner@messefrankfurt.com</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 Shop for Exhibitor Services:</p> <ul style="list-style-type: none"> • System and individual stand construction • Technical services (electricity, water, telecommunications, ...) • Stand equipment and furnishings (furniture, carpeting, decorations, media technology, ...) • Stand services (guards, cleaning, hostesses, ...) • Marketing services (advertising at the Exhibition Centre, banners, add-ons for your website, ...) • Press services (press display units, ...) • Parking permits • Catering and event services (stand parties, stand deliveries) • Logistics services <p><u>Also:</u></p> <ul style="list-style-type: none"> • Registration of co-exhibitors (deadline: 05 February 2021) <p>Please note the different order times and deadlines for each service</p>	<p>For technical questions about the order processes and the Shop for Exhibitor Services, please contact our Shop Hotline on +49 69 7575-2999 or at serviceshop@messefrankfurt.com.</p> <p>You will find the name of the right person to contact by clicking on the service required in the Shop for Exhibitor Services.</p>	<input type="checkbox"/>
<p>On receipt of the exhibit confirmation</p>	<p>You can produce and manage your exhibitor permits, setting-up and dismantling tickets and visitor admission-ticket vouchers online at www.exhibitorickets.messefrankfurt.com.</p> <p>You will find information about our new ticket services on pages 14 and 15 of your service documents.</p>	<p>For technical questions, please contact the Ticket Hotline on +49 69 7575-5151 or at etickets@messefrankfurt.com.</p>	<input type="checkbox"/>
<p>from autumn 2020</p>	<p>You will be sent your stand rental invoice.</p>	<p>Jana Hößelbarth (Halls 11.1, 12.1) Telephone: +49 69 75 75 -67 12 Jana.Hoesselbarth@messefrankfurt.com</p> <p>Melanie Kirchgessner (Halls 11.0, 12.0) Telephone: +49 69 75 75 -61 79 Melanie.Kirchgessner@messefrankfurt.com</p>	<input type="checkbox"/>
<p>from January 2021</p>	<p>You will receive the order forms for the Media Package, Part 1 (basic information) by e-mail.</p> <p>The order forms for the Media Package, Part 2 (online presence) will also be sent to you by e-mail.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 -51 31 oder mediapackage.techtexsil@messefrankfurt.com</p> <p>Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -50 90 oder service@online.messefrankfurt.com</p>	<input type="checkbox"/> <input type="checkbox"/>

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<p>January 2021</p>	<p>You will be sent the Promotion Package 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 Shop for Exhibitor Services</p> <p>To promote your presentation at the fair, you can order free promotional materials at our website <a href="http://www.techtex<sup>til</sup>.messefrankfurt.com">www.techtex^{til}.messefrankfurt.com, e.g., key visual, logos, email signature and e-card.</p>	<p>Miriam Di Maggio Telephone: +49 69 75 75 -60 17 miriam.dimaggio@messefrankfurt.com</p>	<input type="checkbox"/>
<p>05 February 2021</p>	<p>Registration of your co-exhibitors</p> <p>Deadline: 05 February 2021</p> <p>To register co-exhibitors at Techtex^{til} 2021, please go to www.standspace.messefrankfurt.com</p>	<p>Für technische Fragen 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: serviceshop@messefrankfurt.com.</p>	<input type="checkbox"/>
<p>02 February 2021</p>	<p>Deadline for submitting Media Package Part 1 (Basic data): Deadline for submitting your data for the catalogue entry.</p> <p>Deadline for submitting Media Package Part 2</p>	<p>Messe Frankfurt Medien und Service GmbH Telefon: +49 69 75 75 -51 31 <a href="mailto:mediapackage.techtex<sup>til</sup>@messefrankfurt.com">mediapackage.techtex^{til}@messefrankfurt.com</p> <p>Messe Frankfurt Exhibition GmbH Telefon: +49 69 75 75 -50 90 oder service@online.messefrankfurt.com</p>	<input type="checkbox"/>
<p>March 2021</p>	<p>Order deadline for parking permits.</p>		<input type="checkbox"/>
<p>18 March 2021</p>	<p>Approval of stand-construction plans Submission of stand-construction plans requiring approval. Please see our Technical Guidelines (4.2)*</p> <p>Additionally, please note the special stand-construction regulations for Techtex^{til}.</p> <p>Deadline: 18 March 2021.</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>Messe Frankfurt Venue GmbH Technical Event Management Messen Telephone: +49 69 75 75-50 15 standapproval@messefrankfurt.com</p>	<input type="checkbox"/>
<p>18 March 2021</p>	<p>Deadline to order your stand dividing walls (free of charge) in the Shop for Exhibitor Services.</p>	<p>Kai Hohlstein Telephone: +49 69 7575 -69 02 Kai.Hohlstein@messefrankfurt.com</p>	<input type="checkbox"/>
<p>April 2021</p>	<p>You will be sent documents for ordering Press Services (press display unit in the Press Centre of Messe Frankfurt, registration of a press conference, etc.).</p>	<p>Peggy Behling Telephone: +49 69 75 75 -69 48 Peggy.Behling@messefrankfurt.com</p>	<input type="checkbox"/>

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01 April 2021	<p>Catalogue addendum: deadline for submitting your data for the entry in the catalogue addendum (catalogue insert).</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 -51 31 oder <a href="mailto:mediapackage.techtex<sup>til</sup>@messefrankfurt.com">mediapackage.techtex^{til}@messefrankfurt.com</p>	<input type="checkbox"/>
<p>from April 2021</p> <p>NEW!</p>	<p>Deadline for ordering services in the Shop for Exhibitor Services, e.g., electricity, water, stand cleaning, etc.</p> <p>For the exact deadlines, please go to the Shop for Exhibitor Services.</p> <p>Please order your services by no later than 12 April 2021</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 Shop for Exhibitor Services, please contact our Shop Hotline on +49 69 7575-2999 or at serviceshop@messefrankfurt.com.</p> <p>You will find the name of the right person to contact by clicking on the service required in the Shop for Exhibitor Services.</p>	<input type="checkbox"/>
April 2021	<p>Please register every vehicle, that will enter the Exhibition Centre during the setting-up and dismantling phases online at <a href="http://www.techtex<sup>til</sup>.messefrankfurt.com">www.techtex^{til}.messefrankfurt.com</p>	<p>Messe Frankfurt Venue GmbH Telephone: +49 69 75 75 -66 00 verkehr@messefrankfurt.com</p>	
April 2021	<p>Deadline for registering for free advanced setting-up*</p> <p>Please apply for advanced setting-up in our Shop for Exhibitor Services.</p> <p>*for stands of 50 sqm or more</p>	<p>Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 <a href="mailto:aufbau.techtex<sup>til</sup>@messefrankfurt.com">aufbau.techtex^{til}@messefrankfurt.com</p>	<input type="checkbox"/>
April 2021	<p>Advanced setting up*:</p> <p>28 April 2021: 7 am – 9 pm</p> <p>*only for exhibitors in hall 12</p>	<p>Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75 -58 89 <a href="mailto:aufbau.techtex<sup>til</sup>@messefrankfurt.com">aufbau.techtex^{til}@messefrankfurt.com</p>	
29 April – 03 May 2021	<p>Normal setting-up:</p> <p>29 April 2021: 7 am - midnight 30 April – 02 May 2021: 24 hrs 03 May 2021: 0 am – 2 pm</p>	<p>During the fair, you will find the Trade Fair Management Office in hall 8, western side, next to the hall manager office</p>	
04 - 07 May 2021	<p>Hours of opening Techtex^{til} 2021 Exhibitors</p> <p>8 am – 7 pm (Tuesday, Wednesday* and Thursday) 8 am – 6 pm (Friday)</p> <p>Visitors 9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)</p>	<p>During the fair, you will find the Trade Fair Management Office in hall 8, western side, next to the hall manager office</p>	

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from 04 May 2021	Exhibitor catalogue collection	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	Delivery of empty packaging materials and carpet removal from 5 pm – 8 pm. Dismantling is only possible on the exhibition stand at this time.	Messe Frankfurt Logisticservice Telephone: +49 69 7575 -60 75 logistics@messefrankfurt.com	<input type="checkbox"/>
07 – 09 May 2021	Normal dismantling: 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 invoices for the services you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).		