

Frankfurt am Main, 23. – 26.04.2024

Checklist*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
	<p>Contacts</p> <p><u>Techtexitl</u></p> <p>Jana Hößelbarth (halls 9.1, 11.1, 12.1) phone: +49 69 75 75 -67 12 Techtextil@messefrankfurt.com</p> <p>Franziska Wild (halls 11.0, 12.0) phone: +49 69 75 75 -61 79 Franziska.Wild@messefrankfurt.com</p>	<p><u>Texprocess</u></p> <p>Britta Castañeda Street (hall 8.0, 9.0) Telefon: +49 69 75 75 -32 74 Britta.Castanedastreet@messefrankfurt.com</p> <p>Elena Okatyev (hall 8.0, 9.0) phone: +49 69 75 75 -59 38 Elena.Okayev@messefrankfurt.com</p>	
<p>Until 10th of March</p>	<p>Deadline Early-Booking</p>		
<p>Second Half 2023</p>	<p>You will receive your exhibit confirmation.</p>		
<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>Already now you can let us know if you need stand dividing walls (free of charge)</p> <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>Third Quarter 2023</p>	<p>You will be sent your stand rental invoice.</p>		<input type="checkbox"/>
<p>From January 2024</p>	<p>You will receive the order forms and information for the “Media Package Manager” (MPM)</p>	<p>Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75 -51 31 mediapackage.techtexitl@messefrankfurt.com or mediapackage.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>

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<p>From January 2024</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 www.techtexsil.messefrankfurt.com oder www.texprocess.messefrankfurt.com e.g., key visual, logos, email signature and e-card.</p>	<p>Hajera Sharifi Telefon: +49 69 75 75 -66 87 hajera.sharifi@messefrankfurt.com</p>	<input type="checkbox"/>
<p>From February 2024</p>	<p>You can produce and manage your exhibitor passes, setting-up and dismantling passes and visitor admission vouchers online at www.exhibitorickets.messefrankfurt.com.</p> <p>You will find information about our new ticket services in 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>Following soon</p>	<p>Deadline for submitting your data for the printed catalogue entry.</p>	<p>Messe Frankfurt Medien und Service GmbH Telefon: +49 69 75 75 -51 31 mediapackage.techtexsil@messefrankfurt.com or mediapackage.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
<p>Following soon</p>	<p>Deadline Registration of your co-exhibitors</p> <p>To register co-exhibitors please go to Techtexsil: Intention to exhibit Techtexsil (messefrankfurt.com) Texprocess: Intention to exhibit Texprocess (messefrankfurt.com)</p>	<p>For technical questions please contact the service shop hotline. phone +49 69 75 75 -29 99 serviceshop@messefrankfurt.com.</p>	<input type="checkbox"/>
<p>March 2024</p>	<p>Order deadline for parking permits.</p>	<p>APCOA PARKING Deutschland GmbH Phone: +49 69 69 75 75-55 20 parkservices@messefrankfurt.com</p>	<input type="checkbox"/>
<p>March 2024</p>	<p>Deadline for ordering rigging and suspensions</p>	<p>Team Suspensions Phone: +49 69 75 75-68 99 suspensions@messefrankfurt.com</p>	<input type="checkbox"/>
<p>Following soon</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 Techtexsil.</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 Phone: +49 69 75 75-50 15 standapproval@messefrankfurt.com</p>	<input type="checkbox"/>

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<p>März 2024</p>	<p>Deadline to order your stand dividing walls (free of charge) in the Shop for Exhibitor Services.</p>	<p>Kai Hohlstein Phone: +49 69 7575 -69 02 Kai.Hohlstein@messefrankfurt.com</p>	<input type="checkbox"/>
<p>Following soon</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 Phone: +49 69 75 75 -69 48 Peggy.Behling@messefrankfurt.com</p>	<input type="checkbox"/>
<p>Following soon</p>	<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 Phone: +49 69 75 75 -58 89 aufbau.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
<p>Following soon</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>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 in time.</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"/>
<p>At latest April 2024</p>	<p>Please register every vehicle, that will enter the Exhibition Centre during the setting-up and dismantling phases online at Electronic Entry System (messefrankfurt.com)</p>	<p>Messe Frankfurt Venue GmbH Phone: +49 69 75 75 -66 00 traffic@messefrankfurt.com</p>	<input type="checkbox"/>
<p>15 – 17 April 2024</p>	<p>Advanced set up (for stands of 50 sqm or more / registration necessary)</p> <p>Texprocess 15.04.2024: 07 am – 10 pm 16.04.2024: 07 am – 10 pm 17.04.2024: 07 am – 10 pm</p> <p>Techtexitl (only in hall 12.0) 17.04.2024: 07 am – 10 pm</p>	<p>Heike Schneeweis Phone: +49 69 75 75 - 58 89 heike.schneeweis@messefrankfurt.com</p>	<input type="checkbox"/>
<p>18 – 22 April 2024</p>	<p>Normal set-up Techtexitl & Texprocess</p> <p>18.04. – 21.04.2024 07 am – 10 pm 22.04.2024 07 am – 03 pm*</p> <p>* Please work only on the stand area after that (all night long) - Carpet will be layed in the aisles.</p>		<input type="checkbox"/>

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23 – 26 April 2024	<p>Opening Hours</p> <p>Exhibitors 8 am – 7 pm (Tuesday to Thursday) 8 am – 6 pm (Friday)</p> <p>Visitors 9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)</p>		
from 23th of April 2024	<p>Exhibitor catalogue collection</p>	<p>You can collect your copy of the exhibitor catalogue from the hall manager of your hall on presentation of your exhibitor permit.</p>	<input type="checkbox"/>
26 April 2024	<p>Delivery of empty packaging materials and carpet removal from 5 pm – 8 pm. Dismantling is only possible on the exhibition stand at this time.</p>	<p>Messe Frankfurt Logisticservice Phone: +49 69 7575 -60 75 logistics@messefrankfurt.com</p>	
26 – 28 April 2024	<p>Dismantling: 26 April 2024: 7 pm - midnight 27 April 2024: 24 hrs 28 April 2024: 0 am – 9 pm</p> <p>Extended dismantling:* 29 June 2024: 7 pm – 9 am</p> <p>*only Texprocess - please apply for extended dismantling in our Shop for Exhibitor Services.</p>		
from May 2024	<p>You will be send the invoices for the services you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).</p>		