

Checklist

For your fair preparations for the Texcare 2024

Dates and important deadlines	Keyword	Topic	Contact person
<p>Hotline</p> <p>Contact information</p>		<p>For Questions regarding:</p> <p>Intention to exhibit at Texcare and the registration of Joint-stands: serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>texcare@messefrankfurt.com Tel.: +49 69 7575-3545</p> <p>Shop for exhibitor services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Technical Event Management for Fairs standapproval@messefrankfurt.com</p> <p>Fair Log-In / My Account myaccount@messefrankfurt.com</p>	
<p>06. September 2023</p>	<p>Invitation to exhibit at Texcare 2024</p>	<p>Exhibitor registration for Texcare International 2024 opens on September 6, 2023. From then on you can declare your non-binding "intention to exhibit" at www.texcare.messefrankfurt.com. Texcare with your personal fair account (My Account).</p> <p>The declaration requires personal registration via the Messe-Login. If you already have a login from any previous Frankfurt trade fair, it is still valid. First-time exhibitors can register at www.texcare.messefrankfurt.com at any time.</p> <p>If you have either participated in earlier Texcare editions, or have let us know you're interested, you will receive an e-mail invitation as well. The link included takes you to the same declaration form.</p>	<p>You will find the Log-in on top of the website www.texcare.messefrankfurt.com</p> <p>serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545</p>
<p>06. September 2023</p>	<p>Joint stand participants</p>	<p>Please note that other companies exhibiting at your stand (joint stand participants) need registration, too. Please register them online using your Messe-Login.</p>	<p>You will find the Log-in on top of the website www.texcare.messefrankfurt.com</p>

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		Until the print deadline, joint stand participants will be included in the print catalogue. Thereafter, publication is limited to the online search.& app.	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
15. December 2023	Early booking deadline	Reduced “early booking” stand fees are offered to all companies registering until 15 December 2023 (declaration completed). Please find further information in the official price list of Texcare 2024.	
Start January 2024	Hall planning phase / dispatch of Stand Space Proposals Stand-Confirmation	We are going to contact you, as soon as we have examined the stand space possibilities. Please be aware that hall planning is a step-by-step process that requires communication with each individual customer and may involve waiting times. Once you are issued a stand space proposal, please note that it is subject to a time limit in order to proceed with the planning. If you have any questions, the sales team will be happy to advise. Planning phase: January 2024 – approx. June 2024 Stand confirmations will be dispatched from January 2024 onwards, depending on the progress on planning. The contract between the exhibitor and Messe Frankfurt comes into effect with the receipt of the stand confirmation. (See General Terms of Business, section 6).	Ms. Sara Ortells Timmons sara.ortells-timmons@messefrankfurt.com Tel: +49 69 7575-5880 Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
Start February 2024 Please note that the order deadlines for the specific services differ.	Exhibitor passes, set-up and dismantling tickets Services	You will receive your personal service documents via Email. You can now order exhibitor passes and set-up and dismantling tickets as well as admission-ticket vouchers via the Ticket Service for exhibitors . From February 2024 on, you can also order services such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. via the Shop for Exhibitor Services Deadline: We will be imposing an express surcharge of 25% for certain services starting on 16 October 2024 .	You will find the Log-in on top of the website www.texcare.messefrankfurt.com Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999 Click on the service you want to utilize to find the right contact person.

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Start May 2024	Stand dividing walls	<p>If you want to use the complimentary stand dividing walls, please place your order in the <u>Shop for exhibitor services</u>.</p> <p>If we do not receive an order, we will not set up any free-of-charge stand walls at your stand, unless your neighboring stand booked some.</p>	Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999
Start March 2024	Stand rental invoice	<p>Depending on the planning progress and on whether or not you already received your stand confirmation, you will receive your stand rental invoice.</p> <p>The terms of payment will be included in the invoice.</p>	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
Start June 2024 Deadline: 20 September 2024	Stand construction plans	<p>Submission of stand construction plans, subject to approval</p> <p>→ Please heed the technical Guidelines at: Messe Frankfurt -Services</p> <p>Deadline: 20 September 2024</p> <p><u>Subject to mandatory authorisation are:</u></p> <ul style="list-style-type: none"> • Stand spaces of more than 100 sqm. • two-storey exhibition stands, • Walls higher than 4 m, • enclosed ceilings, • platforms higher than 0.20 m, • glass constructions, • moving parts. <p>Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size.</p> <p><u>Exhibition stands under 100 sqm, that do not include such features, are not subject to approval.</u></p>	Technical Event Management for fairs standapproval@messefrankfurt.com
Start June 2024 Order Deadline: Beginning of October 2024	Promotion package	<p>You will receive the Promotion Package, allowing you to order promotional material for your trade fair presentation free of charge.</p> <p>Use the opportunity to inform your customers of your participation and thus contribute to your company's success at Texcare 2024!</p>	Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999 Ms. Martina Lange Marketing martina.lange@messefrankfurt.com m Tel.: +49 69 7575-5191

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Start June 2024	Press Services	Book your press tray unit in the 'Marketing Services (Press Services)' section of the <u>Shop for exhibitor services.</u> Should you have any questions and should you like to forward the details of your press event, please contact: press.texcare@messefrankfurt.com	Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999 Ms. Chiara Lauter Press Organisation chiara.lauter@messefrankfurt.com Tel: +49 69 7575-5081
18 September 2024	Catalogue	Last day for sending us your details for the catalogue entry.	Messe Frankfurt Medien und Service GmbH mediapackage.texcare@messefrankfurt.com Tel.: +49 69 7575-5131
24 September 2024	Ordering of extended set-up and dismantling	Closing date for the registration for advanced set-up and extended dismantling at the Shop for Exhibitor Services. Please note that it is obligatory to register in advance in order to make use of the advanced set-up and extended dismantling.	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
25 – 31 October 2024	Advanced Set-up daily from 7 a.m. until 9 p.m.	Start of advanced set up. You can find detailed information on set-up and dismantling times at: www.texcare.messefrankfurt.com under Planning and preparation - Information for exhibitors	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
01 – 05 November 2024	Regular set-up	Regular Set up of Texcare from 01 November 2024 until 05 November 2024, 24 hours a day. The regular Set-up starts on 01 November 2024 at 7.00 a.m. Please check the specific entrance regulations.	Information on the Check-In procedures can be found under: www.texcare.messefrankfurt.com Exhibitor services – Logistics and traffic management
05 November 2024	Last day of set-up	On 05 November 2024 at 3 p.m. the carpet will be layed in the aisles - therefore from this time on you are only allowed to carry out set-up work on your stand space.	
06 – 09 November 2024	Texcare	From 06 - 09 November the Texcare takes place. The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m., last day of exhibition from 8 a.m. to 6 p.m.	The trade fair management office is located in Hall 8 on the west side.
09 November 2024 Start 5 p.m.	carpet removal / delivery of packing material	At first you can only carry out the dismantling work on your stand space , during this time the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545

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		<p>After the carpet has been removed, empty packing material are delivered. Until the final empties delivery, dismantling is only possible to a limited extent and without a forklift.</p> <p>Please inform yourself about the separate entry regulations.</p>	
09 – 13 November 2024	Dismantling At 09.11. dismantling starts 5 p.m., Afterwards 24h / day until end of 13.11.	Regular dismantling in compliance with the dismantling and access regulations.	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
14 November 2024	Extended Dismantling from 7 a.m. to 9 p.m.	<p>Extended dismantling on 14th November 2024.</p> <p>Please note that, if you want to use this extended dismantling time you have to register for it in shop for exhibitor services.</p> <p>You will find detailed information on set-up and dismantling times on the Texcare-website www.texcare.messefrankfurt.com under Planning and Preparation - Information for exhibitors</p>	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
Start End of November 2024	Invoice of Services	You will be sent invoices for the services you ordered (electricity, water, stand cleaning, forwarding, etc.)	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545

Contact persons

During your fair preparations

Your contact persons at Texcare - Team	Director Texcare	Mr. Johannes Schmid-Wiedershem johannes.schmid@messefrankfurt.com Tel: +49 69 7575-5784
	Sales	Ms. Sara Ortells Timmons sara.ortells-timmons@messefrankfurt.com Tel: +49 69 7575-5880 Assistant: Ms. Selina Dorn selina.dorn@messefrankfurt.com Tel: +49 69 7575-3633
	Event Organisation Fringe Program and Special Events	Ms. Natalie Hahn natalie.hahn@messefrankfurt.com Tel: +49 69 7575-6045
Your contact persons at the Marketing-communications-Team	Director Marketing communication	Ms. Dominique Ewert dominique.ewert@messefrankfurt.com Tel: +49 69 7575-6463
	Media Relations	Ms. Anneke Beckdorf anneke.beckdorf@messefrankfurt.com Tel: +49 69 7575-6457
	Advertising	Ms. Martina Lange martina.lange@messefrankfurt.com Tel: +49 69 7575-5191
	Organisation Marketing communication	Ms. Chiara Lauter chiara.lauter@messefrankfurt.com Tel: +49 69 7575-5081