

## Checklist for your personal preparations for the fair\*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
Hotline contact details	<p><b>For questions about:</b>  <b>Intention to exhibit at the fair and registration of joint-stand participants</b>  <a href="mailto:easyorder@messefrankfurt.com">easyorder@messefrankfurt.com</a>            Telephone: +49 69 75 75-5588</p> <p><b>Shop for Exhibitor Services</b>  <a href="mailto:Serviceshop@messefrankfurt.com">Serviceshop@messefrankfurt.com</a>            Telephone: +49 69 75 75-2999</p> <p><b>Login / MyAccount</b>  <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>		
21 May 2019	<b>End of the early-booking rate</b> for Texcare 2020.	(Halls: 8.0, 9.0 and Galleria) Elisa Fornero Telephone: +49 69 75 75-58 80 <a href="mailto:elisa.fornero@messefrankfurt.com">elisa.fornero@messefrankfurt.com</a>	<input type="checkbox"/>
3 September 2019	<b>Application deadline for Texcare 2020.</b>  The intention to exhibit and registration of joint-stand participants for Texcare 2020 should be made online at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>	(Halls: 8.0, 9.0 and Galleria) Elisa Fornero Telephone: +49 69 75 75-58 80 <a href="mailto:elisa.fornero@messefrankfurt.com">elisa.fornero@messefrankfurt.com</a>	<input type="checkbox"/>
Start September 2019	<p>After registering with the MyAccount login at <a href="http://www.texcare.messefrankfurt.com">www.texcare.messefrankfurt.com</a> Exhibitors can click on the Exhibitor Services Shop in the Customer Centre to order products and services.</p> <p>Order the products and services you require in the Exhibitor Services Shop:</p> <ul style="list-style-type: none"> <li>• System and individual stand construction</li> <li>• Technical connections (<i>electricity, water, telecommunications, ...</i>)</li> <li>• Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>)</li> <li>• Stand services (<i>guards, cleaning, hostesses, ...</i>)</li> <li>• Marketing and press services (<i>advertising at the Exhibition Centre, banners, add-ons for your online presence...</i>)</li> <li>• Parking Permits</li> <li>• Catering and events (<i>stand parties, stand catering</i>)</li> <li>• Logistics</li> </ul>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For <b>questions about MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<input type="checkbox"/>
Start September 2019	<b>NEW: ticket services for exhibitors</b> The printed exhibitor passes and set-up/dismantling passes that used to be sent to you automatically with the Service Folder have been discontinued. From now on, you	You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a>	

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	<p>can produce and manage all your passes and visitor admission-ticket vouchers online at <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a></p> <p><b>Ticket services for exhibitors:</b> As the main contact person for the trade fair organisation, you produce your desired number of personalised exhibitor passes and set-up/dismantling passes on the portal and have the option of sending them to the e-mail addresses you have specified.</p> <p>In the same portal, you can also produce <b>visitor admission-ticket vouchers</b> and mail them to your customers with an invitation to visit you at the fair. Visitor advertising pays off!</p> <p><b>PLEASE NOTE:</b> You will only be billed for the vouchers actually redeemed and used at the entrances to the fair.</p> <p>Printed visitor admission-ticket vouchers, which you can still order in our <b>Shop for Exhibitor Services</b>, can be ordered by the <b>beginning of April</b>.</p>	<p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>.</p> <p>They will be pleased to help you.</p>	
<b>Start December 2019</b>	<p>Book your press box at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> under "Marketing Services (Press Services)".</p> <p>For information about your press event, as well as any queries, please send an e-mail to: <a href="mailto:press.texcare@messefrankfurt.com">press.texcare@messefrankfurt.com</a>.</p>	<p><b>Information:</b> Telephone: +49 69 75 75-6357 <a href="mailto:press.texcare@messefrankfurt.com">press.texcare@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>Start January 2020</b>	<p>You will be sent <b>your stand-space invoice</b></p>	<p>Elisa Fornero Telephone: +49 69 75 75-58 80 <a href="mailto:elisa.fornero@messefrankfurt.com">elisa.fornero@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>Start January 2020</b>	<p>You have the opportunity to order the <b>Promotion Package</b> of free promotion materials to advertise your presentation at the fair, e.g., promotional postcards, folding invitation cards, etc.</p> <p>Or place your order directly at <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>. There, you will also find a selection of digital promotional materials, e.g., e-cards, online banners, countdown counter, etc.</p>	<p><b>Information:</b> Telephone: +49 69 75 75-6339 <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>.</p>	<input type="checkbox"/>
<b>By the end of January 2020</b>	<p>You will be sent the <b>order forms for Media Package</b> (catalogue and online presence) by email.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 <a href="mailto:mediapackage.texcare@messefrankfurt.com">mediapackage.texcare@messefrankfurt.com</a></p>	
<b>28 February 2020</b>	<p><b>Registration deadline for co-exhibitors</b> Joint-stand participants at Texcare 2020 must be registered at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a></p>	<p>Elisa Fornero Telephone: +49 69 75 75-58 80 <a href="mailto:elisa.fornero@messefrankfurt.com">elisa.fornero@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>9 April 2020</b>	<p><b>Deadline for Media Package</b> (catalogue and online presence): Last day for sending us your details for the entry.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 <a href="mailto:mediapackage.texcare@messefrankfurt.com">mediapackage.texcare@messefrankfurt.com</a></p>	<input type="checkbox"/>

Frankfurt am Main, 20 to 24 June 2020

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<b>At the latest by 15 April 2020</b>	<p><b>Stand-construction plans, approval</b> Submission of <b>stand-construction plans* requiring approval</b>. Please see our Technical Guidelines (4.2):</p> <p><b>Deadline: 15 April 2020</b> <a href="http://www.texcare.messefrankfurt.com">www.texcare.messefrankfurt.com</a> / Planning and preparation / equipment and services.</p> <p>*) e.g., two storey exhibition stands, walls over 4 metres high, closed ceilings, platforms higher than 0.2 metres, glass constructions, moving components. <u>Exhibition stands under 100 m², that do not include such features, are not subject to approval.</u> Regardless of their size, cinemas or viewing rooms, scenic areas, constructions on the outdoor areas and temporary structures are always subject to approval.</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Telephone: +49 69 75 75-5904 <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>April 2020</b>	<p>Please order the <b>stand-dividing walls</b> (stand partition) free of charge - if desired - in the Exhibitor Services Shop.</p>	<p>Telephone: +49 69 75 75-3277 <a href="mailto:standtrennwaende.texcare@messefrankfurt.com">standtrennwaende.texcare@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>Beginning of May 2020</b>	<p><b>Deadline for ordering services</b> In the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, printed admission-ticket vouchers, promotion materials, etc.</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For <b>questions about MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>8 May 2020</b>	<p><b>Deadline for registering for advanced setting up and extended dismantling</b> Please apply for advanced setting up and / or extended dismantling via the Exhibitor Services Shop.</p>	<p>Telephone: +49 69 75 75-3277 <a href="mailto:aufbau.texcare@messefrankfurt.com">aufbau.texcare@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>19 May 2020</b>	<p><b>Catalogue addendum:</b> Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 <a href="mailto:mediapackage.texcare@messefrankfurt.com">mediapackage.texcare@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>11 to 14 June 2020</b>	<p><b>Advanced setting-up, free of charge,</b> daily 07.00 hrs until 21.00 hrs.</p> <p>Please apply for advanced setting up via the Exhibitor Services Shop at an early stage.</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For <b>questions about MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>15 to 19 June 2020</b>	<p><b>Normal setting-up:</b> From 15 to 19 June 2020, daily around the clock;</p> <p>19 June 2020, from 15.00 hrs: carpeting will be laid in the aisles so that setting-up will only be possible on the exhibition stand itself!</p>		
<b>15 to 19 June 2020</b>	<p><b>From 15 to 19 June 2020</b> <b>Vehicular entry to the Exhibition Centre via the Rebstock Check-in only. Please follow the signs "Check-in".</b></p>		

Frankfurt am Main, 20 to 24 June 2020

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20 to 24 June 2020	<b>Hours of opening</b> <b>Exhibitors</b> 08.00 – 19.00 hrs 08.00 – 18.00 hrs (Wednesday)	<b>Visitors</b> 09.00 – 18.00 hrs 09.00 – 17.00 hrs (Wednesday)	
24 June 2020	<b>Delivery of empty packaging materials and carpet removal</b> from 17.00 – approx. 19.30 hrs.  Dismantling work will only be possible on the exhibition stand itself.		
24 to 27 June 2020	<b>Normal dismantling:</b> From 24 June 2020, after 19.00 hrs daily around the clock until 27 June 2020, 18.00 hrs		
28 June 2020	<b>Extended dismantling, free of charge</b> 07.00 hrs to 21.00 hrs  Please apply for extended dismantling via the Exhibitor Services Shop at an early stage!	For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 7575-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>  For <b>questions about MyAccount login</b> , please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>	<input type="checkbox"/>
By the Mid of July 2020	You will be sent <b>invoices</b> for the <b>services</b> you ordered (electricity, water, stand cleaning, forwarding, etc.).	<b>(Halls: 8.0, 9.0 and Galleria)</b> Elisa Fornero Telephone: +49 69 75 75-58 80 <a href="mailto:elisa.fornero@messefrankfurt.com">elisa.fornero@messefrankfurt.com</a>	<input type="checkbox"/>

\*Please note that this sequence may vary depending on when you register for the fair.

Frankfurt am Main, 20 – 24 June 2020 / At a glance – your personal contact persons

**Director:**

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Director Texcare

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