

Frankfurt am Main, 20 to 24 June 2020

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

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<p><b>Hotline contact details</b></p>	<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>		
<p>21 May 2019</p>	<p><b>End of the early-booking rate</b> for Texcare 2020.</p>	<p><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></p>	<input type="checkbox"/>
<p>3 September 2019</p>	<p><b>Application deadline for Texcare 2020.</b></p> <p>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></p>	<p><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></p>	<input type="checkbox"/>
<p><b>By the end of September 2019</b></p>	<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"/>
<p><b>By the end of September 2019</b></p>	<p><b>NEW: ticket services for exhibitors</b></p> <p>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</p>	<p>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></p>	

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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! <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>From 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>From 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>From 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"/>

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<p><b>At the latest by 15 April 2020</b></p>	<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 m<sup>2</sup>, 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"/>
<p><b>April 2020</b></p>	<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"/>
<p><b>Beginning of May 2019</b></p>	<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"/>
<p><b>8 May 2020</b></p>	<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"/>
<p><b>19 May 2020</b></p>	<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"/>
<p><b>11 to 14 June 2020</b></p>	<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"/>
<p><b>15 to 19 June 2020</b></p>	<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>		
<p><b>15 to 19 June 2020</b></p>	<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>		

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<b>20 to 24 June 2020</b>	<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)
<b>24 June 2020</b>	<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.	
<b>24 to 27 June 2020</b>	<b>Normal dismantling:</b> From 24 June 2020, after 19.00 hrs daily around the clock until 27 June 2020, 18.00 hrs	
<b>28 June 2020</b>	<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>
<b>By the Mid of July 2020</b>	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>

\*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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