

Checklist

For your fair preparations for the Texcare 2021

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>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>Fair Log-In / Customer Center: You will find the Log-in on www.texcare.messefrankfurt.com at the top right corner. There you get to your personal Customer Center with all services regarding your participation at the fair.</p>	
<p>From Mid of September 2020 on</p>	<p>Invitation to exhibit at Texcare 2021</p>	<p>As of now you can login and submit your non-binding intention to exhibit at Texcare with your personal fair account (My Account).</p> <p>If you have either participated in past Texcare editions, or have already registered as an interested party, you will receive an invitation to take part in Texcare 2021 by email.</p> <p>Please follow the link in the invitation and complete your intention to exhibit.</p> <p>Fist time exhibitors can register at: www.texcare.messefrankfurt.com</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>From Mid of September 2020 on</p>	<p>Joint stand participants</p>	<p>Please note that every joint-stand participant has to be registered in your personal fair account.</p> <p>Joint-stand participants registered after the deadline of the catalogue entry will only be published in the online exhibitor search.</p>	<p>You will find the Log-in on top of the website www.texcare.messefrankfurt.com</p> <p>Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545</p>

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14 January 2021	Deadline early booking	<p>We can offer you the „early booking“ stand price by receipt of intention to exhibit until 14 January 2021.</p> <p>Please get further information from the official price list of Texcare 2021.</p>	
Start January 2021	Hall planning phase / dispatch of Stand Space Proposals	<p>We are going to contact you, as soon as we have examined the stand space possibilities.</p> <p>Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.</p> <p>Planning phase: January 2021 – approx. May 2021</p>	Frau Elisa Fornero elisa.fornero@messefrankfurt.com +49 69 7575-5880
Start January 2021	Stand-Confirmation	<p>From January 2021, depending on the progress in planning, the stand confirmations will be sent out.</p> <p>The contract between the exhibitor and Messe Frankfurt comes into effect with the dispatch of the written Exhibit Confirmation. (General terms of Business, point 6).</p>	Frau Elisa Fornero elisa.fornero@messefrankfurt.com +49 69 7575-5880
Start End of February 2021 Please note that the order deadlines for the specific services differ.	Exhibitor permits, setting-up and dismantling tickets Services	<p>You will receive your personal service documents via Email. You can now order exhibitor permits and setting-up and dismantling tickets as well as admission-ticket vouchers via the Ticket Service for exhibitors.</p> <p>From the end of February 2021 on, you can 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</p> <p>Deadline: We will be imposing an express surcharge of 25% for certain services starting on 06 November 2021.</p>	<p>You will find the Log-in on top of the website www.texcare.messefrankfurt.com</p> <p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
Start February 2021	Stand dividing walls	<p>If you want to use the complimentary stand dividing walls, please place your order in the Shop for exhibitor services.</p> <p>If we do not receive an order from you we will not set up any stand walls at your stand, unless your neighboring stand booked some.</p>	Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999

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Start June 2021	Stand rental invoice	<p>Depending on the progress of the planning process and depending on whether or not you already received your participation confirmation, you will be sent the stand rental invoice.</p> <p>The terms of payment will be included in the invoice.</p>	<p>Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545</p>
Start June 2021 Deadline: 8 October 2021	Stand construction plans	<p>Submission of stand construction plans, subject to approval</p> <p>→ Please heed the technical Guidelines at: www.texcare.messefrankfurt.com <u>Planning and preparation / Information for Exhibitors / Downloads</u></p> <p>Deadline: 8 October 2021</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> <p>Due to the corona pandemic, specific stand construction regulations can apply. There are continuously updated on our website www.texcare.messefrankfurt.com Planning and preparation / Information for Exhibitors</p>	<p>Technical Event Management for fairs standapproval@messefrankfurt.com</p>
Start April 2021 Order Deadline: 23 October 2021	Promotion package	<p>You will receive the Promotion Package, with which you can use to order promotional material for your trade fair presentation, free of charge.</p> <p>Use this chance to inform your customers of your participation and by this contribute to your company's success at Texcare 2021!</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Mr. Markus Lengyel Marketing markus.lengyel@messefrankfurt.com Tel.: +49 69 7575-6339</p>

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Start April 2021	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. Natalie Maas Press Organisation natalie.maas@messefrankfurt.com Tel.: +49 69 7575-6357
24 September 2021	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
3 November 2021	Catalogue Addendum	Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).	Messe Frankfurt Medien und Service GmbH mediapackage.texcare@messefrankfurt.com Tel.: +49 69 7575-5131
15 October 2021	Ordering of extended set-up and dismantling	Closing date for the registration for Early 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 early set-up and extended dismantling.	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
15 – 21 November 2021	Advanced Set-up daily from 7 a.m. until 9 p.m.	Start of advanced set up in some hall levels . You can find detailed information on set-up and dismantling times at: www.texcare.messefrankfurt.com under <u>Planning and preparation - Information for exhibitors</u>	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
22 – 26 November 2021	Regular set-up	Regular Set up of Texcare from 22 November 2021 until 26 November 2021, 24 hours a day Please check the specific entrance regulations.	Information on the Check-In procedures can be found under: www.texcare.messefrankfurt.com <u>Exhibitor services – Logistics and traffic management</u>
26 November 2021	Last day of set-up	On 26 November 2021 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.	
27 November – 1 December 2021	Texcare	From 27 November 2021 – 1 December 2021 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.

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1 December 2021 Start 5 p.m.	carpet removal / delivery of packing material	<p>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.</p> <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>	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
1 – 4 December 2021	Dismantling 24 hours a day	Regular Dismantling regarding the dismantling and access regulations.	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
5 December 2021	Extended Dismantling from 7 a.m. to 9 p.m.	<p>Extended dismantling is only allowed in particular hall levels.</p> <p>Please note that, if you want to use this extended dismantling time you have to register for it.</p> <p>You will find detailed information on set-up and dismantling times on the Texcare-website www.texcare.messefrankfurt.com under <u>Planning and Preparation - Information for exhibitors</u></p>	Texcare-Team texcare@messefrankfurt.com Tel.: +49 69 7575-3545
Start Mid of December 2021	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-wiedersheim@messefrankfurt.com Tel: +49 69 7575-5784
	Sales	<p>Ms. Elisa Fornero elisa.fornero@messefrankfurt.com Tel: +49 69 7575-5880</p> <p>Assistant: Ms. Sabine Preiss sabine.preiss@messefrankfurt.com Tel: +49 69 7575-3500</p> <p>Ms. Karolina Jaen-Casas karolina.jaen-casas@messefrankfurt.com Tel: +49 69 7575-5294</p>
	<p>Fringe Program and Special Events</p> <p>Event Organisation</p>	<p>Ms. Natalie Hahn natalie.hahn@messefrankfurt.com Tel: +49 69 7575-6045</p> <p>Ms. Fithi Habtemariam fithi.habtemariam@messefrankfurt.com Tel: +49 69 7575-3033</p> <p>Ms. Ulrike Eggerstedt ulrike.eggerstedt@messefrankfurt.com Tel: +49 69 7575-6810</p>
Your contact persons at the Marketing-communications -Team	Director Marketing communication	Ms. Dominique Ewert dominique.ewert@messefrankfurt.com Tel: +49 69 7575-6463
	<p>Media Relations</p> <p>Advertising</p> <p>Organisation Marketing communication</p>	<p>Ms. Susanne Brendle susanne.brendle@messefrankfurt.com Tel: +49 69 7575-6457</p> <p>Mr. Markus Lengyel markus.lengyel@messefrankfurt.com Tel: +49 69 7575-6339</p> <p>Ms. Natalie Maas natalie.maas@messefrankfurt.com Tel: +49 69 7575-6357</p>