

Frankfurt am Main, 09 to 12 January 2018

## At a glance – your personal contacts

Dates and important deadlines	Subject and details	Contacts	Done / documents received?
<p><b>From April 2017</b></p>	<p>You will receive your <b>exhibit confirmation documents and stand rental invoice</b>.</p> <p>Your contacts regarding hall planning:  <a href="http://www.heimtextil.messefrankfurt.com">www.heimtextil.messefrankfurt.com</a></p>	<p>Sales Manager of Heimtextil:</p> <p>Telephone + 49 69 75 75 -  <b>-64 26, Ms Sandra Neumann</b>            (Halls 3.0, 4.0, 4.1, 4.2, Foyer 4.1)  <b>-54 10, Ms Petra Mertens</b>            (Halls 3.1, 5.1, Foyer 5.1/6.1)  <b>-67 05, Ms Simone Schneider</b>            (Halls 4.2, 6.0 (digital print))  <b>-58 59, Ms Verena Beck</b>            (Hall 6.1)  <b>-55 58, Ms Sabine Voigt</b>            (Halls 6.2, 6.3)  <b>-63 70, Mr André Kreimer</b>            (Hall 8, Galleria)  <b>-66 65, Ms Sibylle Krug</b>            (Halls 9.0, 11.0, 11.1)  <b>-53 77, Ms Olga Drexler</b>            (Halls 10.0, 10.3)  <b>-60 31, Ms Almut Kwetkus</b>            (Halls 10.1, 10.2)</p>	<input type="checkbox"/>
<p><b>From August 2017</b></p>	<p>Dispatch of the <b>service documents</b>:</p> <p>You can start with ordering services online via our Shop for Exhibitor Services: <b>electricity, water, stand cleaning, forwarding services, parking permits, visitor vouchers, etc.</b></p> <p>You can also register <b>co-exhibitors</b> quickly and easily online. We would like to remind you that all co-exhibitors on your stand must be registered.</p> <p>You will receive <b>exhibitor tickets and setting-up and dismantling tickets</b> (fixed contingents depending on stand size; additional tickets can be ordered).</p>	<p>You can find the different contacts by clicking on the service required at  <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a></p> <p>Should you have any questions in regard to ordering through our Shop for Exhibitor Services, please contact our colleagues on +49 69 75 75 - <b>29 99</b> or send an e-mail to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>From mid of September 2017</b></p>	<p>You will be sent a <b>Promotion Package</b> for ordering free promotional materials for your presentation at the fair, e.g., visitor vouchers, promotional postcards, folding invitation cards, etc.</p> <p>You will also find a large selection of digital promotional materials online at  <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a></p>	<p><b>Ms Monique Matthews</b>            Telephone: +49 69 75 75 – <b>60 17</b>  <a href="mailto:monique.matthews@messefrankfurt.com">monique.matthews@messefrankfurt.com</a></p>	<input type="checkbox"/>

*\*Please note that the order of the various points can vary depending on when you registered.*

Frankfurt am Main, 09 to 12 January 2018

## At a glance – your personal contacts

Dates and important deadlines	Subject and details	Contacts	Done / documents received?
End of August/ beginning of September 2017	You will receive the <b>order forms</b> for the <b>Media Package, Part 1</b> (catalogue) by e-mail.	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 – <b>51 31</b> or <a href="mailto:mediapackage.heimtextil@messefrankfurt.com">mediapackage.heimtextil@messefrankfurt.com</a>	<input type="checkbox"/>
	The <b>order forms</b> for the <b>Media Package, Part 2</b> (online presence) will also be sent to you by e-mail.	Messe Frankfurt Exhibition GmbH Telephone +49 69 75 75 – <b>50 90</b> or <a href="mailto:service@online.messefrankfurt.com">service@online.messefrankfurt.com</a>	<input type="checkbox"/>
Mid of August / beginning of September 2017	You will receive an <b>e-mailing</b> regarding your participation for our <b>Special Interest Guides</b> (Interior.Architecture. Hospitality, Retail.Future.Style, Sustainability.Mindset.Responsibility).	The respective sales manager for your hall (see the first point).	<input type="checkbox"/>
From September 2017	You will receive an <b>e-mailing</b> regarding your participation in our <b>Trend-</b> and <b>special shows</b> with your samples.  Deadline will be November 2017.	<b>Ms Shirley Tale</b> Telephone: +49 69 75 75 – <b>62 43</b> <a href="mailto:shirley.tale@messefrankfurt.com">shirley.tale@messefrankfurt.com</a>	<input type="checkbox"/>
Beginning of October 2017	<b>Deadline for the registration of your co-exhibitors</b> via <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>	Should you have any questions in regard to registering through our Shop for Exhibitor Services, please contact our colleagues on +49 69 75 75 – <b>55 88</b> or send an e-mail to <a href="mailto:easyorder@messefrankfurt.com">easyorder@messefrankfurt.com</a>	<input type="checkbox"/>
Mid of October 2017	<b>Deadline</b> for sending in the <b>Media Package, Part 1</b> (catalogue): Deadline for receipt by Messe Frankfurt of your information for your catalogue entry.	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 – <b>51 31</b> or <a href="mailto:mediapackage.heimtextil@messefrankfurt.com">mediapackage.heimtextil@messefrankfurt.com</a>	<input type="checkbox"/>
End of October 2017	You will receive information about ordering <b>press services</b> (press display unit in the Messe Frankfurt Press Centre, registering the date and time of a press conference, etc).	<b>Ms Heike Meub</b> Telephone: +49 69 75 75 - <b>65 20</b> <a href="mailto:heike.meub@messefrankfurt.com">heike.meub@messefrankfurt.com</a>	<input type="checkbox"/>
No later than November 2017	Deadline for submitting your <b>stand-construction plans</b> which have to be checked by the 'Technical Event Management, Fairs' Department.  Only necessary in the case of non-standard stand constructions, e.g., height over 4 metres, two-storey stands, closed ceiling, special structural analysis, etc. See section 4.2 of the <b>Technical Guidelines</b> in technology and services at our website.	Messe Frankfurt Venue GmbH & Co. KG <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a>  Click on <a href="#">technology and services</a> for more information.	<input type="checkbox"/>

*\*Please note that the order of the various points can vary depending on when you registered.*

Frankfurt am Main, 09 to 12 January 2018

## At a glance – your personal contacts

Dates and important deadlines	Subject and details	Contacts	Done / documents received?
Beginning of December 2017	<b>Catalogue supplement:</b> deadline for submitting your details for the entry in the catalogue addendum (insert).	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75 – 51 31 or <a href="mailto:mediapackage.heimtextil@messefrankfurt.com">mediapackage.heimtextil@messefrankfurt.com</a>	<input type="checkbox"/>
From December 2017	<p><b>Deadline for ordering services</b> via our Shop for Exhibitor Services (e.g., electricity, water, stand cleaning, etc.)</p> <p><b>Deadline for ordering visitor vouchers</b> via our Shop for Exhibitor Services.</p> <p><b>PLEASE NOTE:</b> You will only be charged for voucher tickets that have actually been redeemed and used at the entrances to the fair.</p>	You can find the names of the people to contact by clicking on the service required at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>	<input type="checkbox"/>
1 December 2017	<p><b>Registration deadline for advanced set-up</b> (subject to a fee).</p> <p>Please apply for advanced setting-up in a timely manner via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a></p>	Telephone: +49 69 75 75 – 66 28 <a href="mailto:aufbau.heimtextil@messefrankfurt.com">aufbau.heimtextil@messefrankfurt.com</a>	<input type="checkbox"/>
From 09 January 2018	<b>Collection of the exhibitor catalogue</b>	You can collect the exhibitor catalogue in the Hall inspector office.	<input type="checkbox"/>
From February 2018	You will receive the <b>invoices</b> for the <b>services</b> ordered (electricity, water, stand cleaning, forwarding services, etc).		<input type="checkbox"/>

*\*Please note that the order of the various points can vary depending on when you registered.*