

Checklist for your personal preparations for the fair*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<p>Hotline contact details</p>	<p><u>For questions about:</u></p> <p>Intention to exhibit at the fair and registration of joint-stand participants easyorder@messefrankfurt.com Telephone: +49 69 75 75-55 88</p> <p>Shop for Exhibitor Services serviceshop@messefrankfurt.com Telephone: +49 69 75 75-29 99</p> <p>Login/MyAccount myaccount@messefrankfurt.com</p>		
<p>From May 2018</p>	<p>You will receive your exhibit confirmation documents and stand rental invoice.</p> <p>For questions regarding your stand, stand space proposal, etc. please contact the respective Sales Manager of Heimtextil:</p>	<p>Halls 1.1 / 1.2 Ms. Sabine Voigt Phone: +49 69 75 75-55 58 sabine.voigt@messefrankfurt.com</p> <p>Hall 3.0 Ms. Simone Schneider Phone: +49 69 75 75-67 05 simone.schneider@messefrankfurt.com</p> <p>Hall 3.1 Ms. Verena Beck Phone: +49 69 75 75-58 59 verena.beck@messefrankfurt.com</p> <p>Halls 4.0 / 4.1 / 4.1 Foyer / 4.2 Decorative & Furniture Fabrics Ms. Sandra Neumann Phone: +49 69 75 75-64 26 sandra.neumann@messefrankfurt.com</p> <p>Hall 4.2 Interior.Architecture.Hospitality Expo Ms. Verena Beck Phone: +49 69 75 75-58 59 verena.beck@messefrankfurt.com</p> <p>Hall 5.1 Ms. Verena Beck Phone: +49 69 75 75-58 59 verena.beck@messefrankfurt.com</p> <p>Hall 8.0 Ms. Petra Mertens Phone: +49 69 75 75-54 10 petra.mertens@messefrankfurt.com</p> <p>Hall 9.0 Ms. Sibylle Krug Phone: +49 69 75 75-66 65 sibylle.krug@messefrankfurt.com</p> <p>Halls 10.0 / 10.1 / 10.2 / 10.3 Ms. Lisa Latin Phone: +49 69 75 75-60 31 lisa.latin@messefrankfurt.com</p> <p>Halls 11.0 / 12.0 Ms. Olga Drexler Phone: +49 69 75 75-63 70 olga.drexler@messefrankfurt.com</p>	<p style="text-align: center;"><input type="checkbox"/></p>

Checklist for your personal preparations for the fair*

	<p>Galleria 0 Ms. Sibylle Krug Phone: +49 69 75 75-66 65 sibylle.krug@messefrankfurt.com</p> <p>Galleria 1 Ms. Miriam Bleuel Phone: +49 69 75 75-64 16 miriam.bleuel@messefrankfurt.com</p> <p>Hall 12.1 Ms. Sibylle Krug Phone: +49 69 75 75-66 65 sibylle.krug@messefrankfurt.com</p>	
<p>From August 2018</p>	<p>After registering with the MyAccount login details at www.heimtextil.messefrankfurt.com 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">• System and individual stand construction• Technical connections (<i>electricity, water, telecommunications, ...</i>)• Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>)• Stand services (<i>guards, cleaning, hostesses, ...</i>)• Marketing and press services (<i>advertising at the Exhibition Centre, banners, add-ons for your online presence...</i>)• Parking Permits• Catering and events (<i>stand parties, stand catering</i>)• Logistics	<p><input type="checkbox"/></p>
<p>From August 2018</p>	<p>NEW: Ticket services for exhibitors The printed exhibitor permits and set-up and dismantling permits that used to be sent to you automatically with the Service Folder have been discontinued. From now on, you can create and manage all your permits and visitor admission-ticket vouchers online at www.exhibitortickets.messefrankfurt.com</p> <p>Ticket services for exhibitors: As the main contact person for the trade fair preparation, you – or someone you have designated as a representative – can use the new portal to generate the desired number of personalised exhibitor passes. You will be sent the requested passes by email, and can print them by yourself. Furthermore you have the option of sending them to the email addresses you have specified.</p> <p>The set-up and dismantling permits can be downloaded by yourself and printed as often as desired. The personalisation has to be done on the ticket manually.</p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com</p> <p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-51 51 or send an email to etickets@messefrankfurt.com.</p>

Checklist for your personal preparations for the fair*

	<p>In the same portal, you can also create visitor admission-ticket vouchers and email them to your customers with an invitation.</p> <p>PLEASE NOTE: You will only be billed for the vouchers actually redeemed and used at the entrances to the fair. Printed visitor vouchers, which you can still order in our Shop for Exhibitor Services, must be ordered by 23 December 2018.</p>		
End of August / beginning of September 2018	You will be sent the order forms for the Media Package Part 1 (catalogue) by email.	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 mediapackage.heimtextil@messefrankfurt.com	<input type="checkbox"/>
	You will be sent the order forms for the Media Package Part 2 (online presence) by email.	Messe Frankfurt Exhibition GmbH Phone: +49 69 75 75-50 90 heimtextil@online.messefrankfurt.com	<input type="checkbox"/>
Mid of August / beginning of September 2018	You will receive an e-mailing regarding your participation for our Special Interest Guides (Contract Guide, Green Directory and Directory of retail-trade suppliers).	The respective sales manager for your hall (see the first point).	<input type="checkbox"/>
From September 2018	You will receive an e-mailing regarding your participation in our Trend- and special shows with your samples. Deadline is the 26 Oktober 2018 .	Ms. Shirley Tale Phone: +49 69 75 75-62 43 shirley.tale@messefrankfurt.com	<input type="checkbox"/>
Mid of September 2018	You will receive an e-mailing regarding the Promotion Package . We will inform you about the opportunities to order free promotion materials to advertise your presentation at the fair, e.g., promotional postcards, folding invitation cards, etc. Or place your order directly at www.promotion.messefrankfurt.com . There, you will also find a selection of digital promotional materials, e.g., e-cards, online banners, countdown counter, etc.	Ms. Katrin Fuchs Phone: +49 69 75 75-63 89 katrin.fuchs@messefrankfurt.com www.promotion.messefrankfurt.com .	<input type="checkbox"/>
Beginning of October 2018	Registration deadline for co-exhibitors Joint-stand participants at Heimtextil 2019 must be registered at www.standspace.messefrankfurt.com	Should you have any questions in regard to registering through our Shop for Exhibitor Services, please contact our colleagues on +49 69 75 75-55 88 or send an email to easyorder@messefrankfurt.com	<input type="checkbox"/>
12 October 2018	Deadline for sending in the Media Package, Part 1 (catalogue): Deadline for receipt by Messe Frankfurt of your information for your catalogue entry.	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 or mediapackage.heimtextil@messefrankfurt.com	<input type="checkbox"/>
End of October 2018	You will receive information via email on ordering press services (press display unit located at the Messe Frankfurt Press Centre, registering the date and time of a press conference, etc).	Ms. Heike Meub Phone: +49 69 75 75-65 20 heike.meub@messefrankfurt.com	<input type="checkbox"/>

Checklist for your personal preparations for the fair*

<p>Until 20 November 2018</p>	<p>Submission of stand-construction plans* requiring approval. Please see our Technical Guidelines (paragraph 4.2):</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></p> <p>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 technics@messefrankfurt.com</p>	<input type="checkbox"/>
<p>23 November 2018</p>	<p>Deadline for ordering rigging and suspension.</p>		<input type="checkbox"/>
<p>27 November 2018</p>	<p>Deadline for ordering parking permits.</p>		<input type="checkbox"/>
<p>3 December 2018</p>	<p>Catalogue addendum: Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).</p>	<p>Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 or mediapackage.heimtextil@messefrankfurt.com</p>	<input type="checkbox"/>
<p>From December 2018</p>	<p>Deadline for ordering services in the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, printed admission-ticket vouchers, promotion materials, etc.</p> <p>We would like to support you in the realisation of your exhibition stand in the best way. Therefore, we ask you to order products such as stand equipment (flooring, lighting or furniture), stand services and stand technology, catering / event and logistics services as early as possible, as sometimes only a limited number is available.</p>	<p>You can find the names of the contact persons by clicking on the required service at www.serviceshop.messefrankfurt.com</p>	<input type="checkbox"/>
<p>19 December 2018</p>	<p>Registration deadline for advanced set-up (free of charge).</p> <p>Please apply for advanced set-up in a timely manner via www.serviceshop.messefrankfurt.com</p>	<p>Phone: +49 69 75 75-66 28 aufbau.heimtextil@messefrankfurt.com</p>	<input type="checkbox"/>
<p>27 and 28 December 2018 + 2 January 2019</p>	<p>Advanced set-up for stands with a size of 50m² or above (free of charge)</p> <p>Thursday, 27 December 2018 and Friday, 28 December 2018 - 7 a.m. to 11 p.m.</p> <p>Wednesday, 2 January 2019 - 7 a.m. to midnight</p> <p>Please apply for advanced set-up as early as possible via the Exhibitor Services Shop: www.serviceshop.messefrankfurt.com</p>	<p>For technical questions regarding order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99 or send an email to serviceshop@messefrankfurt.com</p> <p>For questions regarding the MyAccount login please send an email to myaccount@messefrankfurt.com</p>	<input type="checkbox"/>

Checklist for your personal preparations for the fair*

<p>3 January - 7 January 2019</p>	<p>General set-up (free of charge)</p> <p>Thursday, 3 January 2019 until Sunday, 6 January 2019 - at all times</p> <p>Monday, 7 January 2019 - ending 3 p.m.*</p> <p>*) From 3 p.m.: Due to the carpet laying in the aisles, set-up can be continued inside the stands only. Please keep aisles free.</p>	<input type="checkbox"/>
<p>3 January - 7 January 2019</p>	<p>Vehicle entry to the Exhibition Centre via the Rebstock Check-in only. Please follow the signs "Check-in".</p> <p>Please note: In order to drive onto the exhibition grounds, it is necessary to register beforehand. Please register in advance online, in order to avoid waiting times on site. You can register on our homepage starting from 5 November 2018.</p>	<input type="checkbox"/>
<p>8 January 2019</p>	<p>Collection of the exhibitor catalogue.</p> <p>You can collect the exhibitor catalogue in the respective Hall inspector office.</p>	<input type="checkbox"/>
<p>8 – 11 January 2019</p>	<p>Opening hours - Heimtextil</p> <p>Exhibitors 8 a.m. – 7 p.m. 8 a.m. – end of dismantling time (last day of the fair)</p> <p>Visitors 9 a.m. – 6 p.m. 9 a.m. – 5 p.m. (last day of the fair)</p>	<input type="checkbox"/>
<p>11 January 2019</p>	<p>Delivery of empty packaging materials and carpet removal from 5 p.m. to 10 p.m.</p>	<input type="checkbox"/>
<p>11 – 13 January 2019</p>	<p>General dismantling</p> <p>Friday, 11 January 2019 - starting 8 p.m. Saturday, 12 January 2019 - at all times Sunday, 13 January - ending 11 p.m.</p>	<input type="checkbox"/>
<p>From February 2019</p>	<p>You will receive the invoices for the ordered services (electricity, water, stand cleaning, forwarding services, etc).</p>	<input type="checkbox"/>

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

Directors:

Ms. Sabine Scharrer

Director Home Textiles (Halls 1-8)
sabine.scharrer@messefrankfurt.com
Phone: +49 69 75 75-60 96

Ms. Meike Kern

Director Household Textiles (Halls 9-12)
meike.kern@messefrankfurt.com
Phone: +49 69 75 75-52 66

Sales:

Halls 1.1 / 1.2

Ms. Sabine Voigt
sabine.voigt@messefrankfurt.com
Phone: +49 69 75 75-55 58

Hall 3.0

Ms. Simone Schneider
simone.schneider@messefrankfurt.com
Phone: +49 69 75 75-67 05

Hall 3.1

Ms. Verena Beck
verena.beck@messefrankfurt.com
Phone: +49 69 75 75-58 59

Halls 4.0 / 4.1 / 4.1 Foyer / 4.2 Decorative & Furniture Fabrics

Ms. Sandra Neumann
sandra.neumann@messefrankfurt.com
Phone: +49 69 75 75-64 26

Hall 4.2 Interior.Architecture.Hospitality Expo

Ms. Verena Beck
verena.beck@messefrankfurt.com
Phone: +49 69 75 75-58 59

Hall 5.1

Ms. Verena Beck
verena.beck@messefrankfurt.com
Phone: +49 69 75 75-58 59

Hall 8.0

Ms. Petra Mertens
petra.mertens@messefrankfurt.com
Phone: +49 69 75 75-58 59

Hall 9.0

Ms. Sibylle Krug
sibylle.krug@messefrankfurt.com
Phone: +49 69 75 75-66 65

Halls 10.0 / 10.1 / 10.2 / 10.3

Ms. Lisa Latin
lisa.latin@messefrankfurt.com
Phone: +49 69 75 75-60 31

Halls 11.0 / 12.0

Ms. Olga Drexler
olga.drexler@messefrankfurt.com
Phone: +49 69 75 75-63 70

Mr. Thimo Schwenzfeier

Director Marketing Communications
thimo.schwenzfeier@messefrankfurt.com
Phone: +49 69 75 75-62 91

Ms. Jennifer Burger

Marketing Communications
jennifer.burger@messefrankfurt.com
Phone: +49 69 75 75-56 31

Marketing Communications:

Mr. Stefan Jakob

Media Relations
stefan.jakob@messefrankfurt.com
Phone: +49 69 75 75-58 22

Ms. Edda Simon

Media Relations
edda.simon@messefrankfurt.com
Phone: +49 69 75 75-35 30

Ms. Nina Jung

Media Relations
nina.jung@messefrankfurt.com
Phone: +49 69 75 75-67 81

Ms. Kerstin Hedrich

Marketing Communications
kerstin.hedrich@messefrankfurt.com
Phone: +49 69 75 75-35 40

Ms. Monique Matthews

Marketing Communications
monique.matthews@messefrankfurt.com
Phone: +49 69 75 75-60 17

Ms. Katrin Fuchs

Marketing Communications
katrin.fuchs@messefrankfurt.com
Phone: +49 69 75 75-63 89

Ms. Heike Meub

Organisation
heike.meub@messefrankfurt.com
Phone: +49 69 75 75-65 20

Ms. Peggy Behling

Organisation
peggy.behling@messefrankfurt.com
Phone: +49 69 75 75-67 81

Galleria 0

Ms. Sibylle Krug
sibylle.krug@messefrankfurt.com
Phone: +49 69 75 75-66 65

Galleria 1

Ms. Miriam Bleuel
miriam.bleuel@messefrankfurt.com
Phone: +49 69 75 75-64 16

Hall 12.1

Ms. Sibylle Krug
sibylle.krug@messefrankfurt.com
Phone: +49 69 75 75-66 65

Team assistants / exhibitor support:

Halls 1 - 8

Ms. Kalaya Insala
kalaya.insala@messefrankfurt.com
Phone: +49 69 75 75-64 37

Ms. Karin Mayer
karin.mayer@messefrankfurt.com
Phone: +49 69 75 75-68 23

Halls 9 – 12, Galleria

Ms. Miriam Bleuel
miriam.bleuel@messefrankfurt.com
Phone: +49 69 75 75-64 16

Ms. Astrid Olthoff
astrid.olthoff@messefrankfurt.com
Phone: +49 69 75 75-61 98

Organisation, complementary programme, events:

Mr. Simon Beck

Eventmanager
simon.beck@messefrankfurt.com
Phone: +49 69 75 75-58 69

Ms. Kirstin Reischl

Eventmanager
kirstin.reischl@messefrankfurt.com
Phone: +49 69 75 75-64 56

Ms. Lisa Rieger

Eventmanager
lisa.rieger@messefrankfurt.com
Phone: +49 69 75 75-65 53

Ms. Shirley Tale

Coordination Heimtextil Trends (Hall 3.0)
shirley.tale@messefrankfurt.com
Phone: +49 69 75 75-62 43