

Milestones – key dates for your trade fair preparations

January 2019

Stand registration	Commencement of the registration stage Please register your company at https://standspace.messefrankfurt.com/easy/de/home.html if you are a returning customer or at https://standspace.messefrankfurt.com/easy/de/home_registerinterests.html if you are a new customer	If you have any technical questions , please contact our Service Hotline at Telephone: +49 69 75 75-55 88 E-mail: easyorder@messefrankfurt.com
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May 2019

Hall layout planning/ placement proposals	Commencement of hall layout planning activities and dispatch of stand placement proposals by E-mail Please sign the first page of your placement proposal and forward it to acceptance.heimtextil@messefrankfurt.com .	If you have any questions regarding your stand, placement proposal, etc. , please contact the Sales Manager responsible for the respective hall. A list of Sales Managers is included at the bottom of this list of milestones .
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June 2019

Registration of participants in joint stands	Please register the participants in your joint stand online at https://standspace.messefrankfurt.com/easy/de/home.html . Please note that all your fellow exhibitors at the joint stand must be registered and approved. Deadline: 4 October 2019	If you have any technical questions , please contact our Service Hotline at Telephone: +49 69 75 75-55 88 E-mail: easyorder@messefrankfurt.com
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Services

Once you have signed into the Exhibitor Services Shop at

<https://serviceshop.messefrankfurt.com/portallogin?lang=de> using your trade fair login data you can order the services you need including

- modular and individualised stand construction
- utilities connections (electricity, water, telecommunications, etc.)
- stand equipment (furniture, carpets, decorations, media technology, etc.)
- stand services (security, cleaning, hostesses, etc.)
- marketing and/or press services (advertising on the exhibition grounds, banners, add-ons to your online presence, etc.)
- parking tickets
- catering and events (parties at your stand, deliveries to your stand)
- logistics
- early installation

Please note that order deadlines may vary depending on the service ordered.

If you have any **technical questions** regarding our order system, please contact our Service Hotline at

Telephone: +49 69 75 75-29 99

E-mail: serviceshop@messefrankfurt.com

If you have any **questions regarding your trade fair login data**, please address them to myaccount@messefrankfurt.com.

July 2019

Online ticket services

At ticket services for exhibitors at <https://exhibitorickets.messefrankfurt.com/atp/de/index.html> you can create **exhibitor passes, visitors' vouchers** and/or **tickets for installation and dismantling** online. The tickets you create will be sent to you by E-mail for printing.

A number of free **exhibitor passes** will be allocated automatically to your stand and will be shown in the Portal. If you order exhibitor passes in excess of the number of free exhibitor passes allocated to you, you only will be charged for the excess passes logged into use at a trade fair entrance.

After the trade fair, you will be charged only for **visitors' vouchers** logged into use at a trade fair entrance.

Printed vouchers for visitors can be ordered in the Exhibitor Services Shop until **20 December 2019**.

Also, at ticket services for exhibitors you can view the number of **tickets** allocated to your company **for use during installation and dismantling**. Please order any additional tickets you may need in ticket services for exhibitors.

If you have any **technical questions**, please contact our Ticket Hotline at

Telephone: +49 69 75 75-51 51

E-mail: etickets@messefrankfurt.com

August 2019

Media Packages Dispatch of the documents for ordering Media Package 1 (catalogue entry) and Media Package 2 (online presence)

If you have any questions, please contact Messe Frankfurt Medien und Service GmbH at

Telephone: +49 69 75 75-51 31
E-mail: mediapackage.heimtextil@messefrankfurt.com

Special Interest Programmes Dispatch of an e-mail with information regarding your participation in our **Special Interest Programmes** (Interior.Architecture.Hospitality Directory, Green Directory, Retail-Trade Suppliers, Weavers)

Find more information at <https://heimtextil.messefrankfurt.com/frankfurt/de/programm-events/special-interest.html>

If you have any questions, please contact

Interior.Architecture.Hospitality Directory:
Kirstin Reischl
Telephone: +49 69 75 75-64 56
E-mail: kirstin.reischl@messefrankfurt.com

Green Directory:
Olga Drexler
Telephone +49 69 75 75-63 70
E-mail: olga.drexler@messefrankfurt.com

Retail-Trade Suppliers:
Lena Riedel
Telephone: +49 69 75 75-68 23
E-mail: lena.riedel@messefrankfurt.com

Weavers:
Sandra Neumann
Telephone: +49 69 75 75-64 26
E-mail: sandra.neumann@messefrankfurt.com

Heimtextil Trends 2020/21 Dispatch of the Trend Book **WHERE I BELONG** about the 2020/21 trends starts in August 2019

If you have any questions, please contact

Shirley Tale
Telephone: +49 69 75 75-62 43
E-mail: shirley.tale@messefrankfurt.com

Interior.Architecture.Hospitality LIBRARY For the first time, Interior.Architecture.Hospitality LIBRARY as a working tool for interior designers, planners and furnishers will show a selection of textiles that offer solutions for special demands in interior design.

All exhibitors who have listed their functional product features free of charge for the Interior.Architecture.Hospitality visitor programme will be invited to send us products for a presentation within the library. The closing date for samples is **15 October**. The selection of products will be carried out by an external expert and will take place at the end of October.

If you have any questions, please contact

Kirstin Reischl
Telephone: +49 69 75 75-64 56
E-mail: library.heimtextil@messefrankfurt.com

September 2019

Heimtextil Trends 2020/21 Dispatch of an e-mail with information regarding your submission of fabrics for our Trend Area

If you have any questions, please contact

Shirley Tale
Telephone: +49 69 75 75-62 43
E-mail: shirley.tale@messefrankfurt.com

Deadline for submission: 28 October 2019

Promotion Packages

Dispatch of an e-mail with information regarding our Promotion Package and on how to order free promotion materials for your participation in the trade fair (e.g., advertising postcards, folded invitation cards)

At www.promotion.messefrankfurt.com you can order free promotional materials and select from a variety of digital promotional materials including e-cards, online banners and a countdown timer.

If you have any questions, please contact

Katrin Fuchs
Telephone: +49 69 75 75-63 89
E-mail: katrin.fuchs@messefrankfurt.com

October 2019

Deadline for registering joint stand participants

Please note: The deadline for registering the participants in your joint stand is 4 October 2019.

Please register at
<https://standspace.messefrankfurt.com/easy/de/home.html>

If you have any **technical questions**, please contact our Service Hotline at

Telephone: +49 69 75 75-55 88
E-mail: easyorder@messefrankfurt.com

Deadline for Media Packages

Please note: The deadline for submitting your data for entry in the catalogue is **4 October 2019**.

If you have any questions, please contact Messe Frankfurt Medien und Service GmbH at

Telephone: +49 69 75 75-51 31
E-mail: mediapackage.heimtextil@messefrankfurt.com

Deadline for participation in Special Interest Programmes

Please note: The deadline for submitting your data to participate in any of the Special Interest Programmes is **4 October 2019** (see "Special Interest" on page 3).

Deadline for Interior.Architecture. Hospitality LIBRARY

Please note: The closing date for samples is **15 October**.

Deadline for payment of stand rental costs

Please note: All invoices for stand rentals must be settled by **23 October 2019**.

November 2019

Registration of vehicles used for installation and dismantling

Please note: Every vehicle you intend to use to access the exhibition grounds for installation and/or dismantling activities must be registered online.

Please register your vehicles at <https://einfahrt.messefrankfurt.com/inWeb/ees/deliverer.html>

If you have any questions, please contact our Traffic management Team at

Telephone: +49 69 75 75-66 00
E-mail: verkehr@messefrankfurt.com

Stand construction plans subject to approval

The deadline for submitting your stand construction plans for approval is **1 November 2019**.

Please observe item 4.2 of the technical guidelines, Planning and Preparing/Technology and Services, available at <https://heimtextil.messefrankfurt.com/content/dam/messefrankfurt-redaktion/ebu23/download/general-pdf/ti-techn-richtlinien-d-2019-28-08-2018-mf.pdf>

The following types of construction are subject to approval regardless of size:

- two-storey trade-fair stands
- walls higher than 4 m
- closed ceilings
- floor platforms higher than 0.20 m
- glass formations
- moving elements
- theatre or audience rooms
- separate display areas
- outdoor structures
- flying assemblies

Stands that do not include any of the above features and measure less than 100 m² are not subject to approval.

The following types of construction are subject to inspection by a structural engineer:

- specialty structures
- two-storey structures
- outdoor trade fair stands
- flying assemblies
- theatre or audience rooms
- separate display areas

If no statics-related information prepared by a second, independent structural engineer is provided, the engineering firm contracted by Messe Frankfurt will conduct the inspection. The cost will be charged to the exhibitor separately.

The cost of the approval process (review of documents submitted and on-site inspection) will be charged to the exhibitor/builder of the stand. Exhibitors/builders of stands may incur additional costs if no static-related information is provided.

If you have any questions, please contact

veranstaltungstechnik@messefrankfurt.com

Order deadlines

- End of period for ordering
- suspended ceilings/rigging
 - parking tickets
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Deadline for submitting catalogue amendments

Please note: The deadline for submitting your data to amend an entry in the catalogue is 25 November 2019.

If you have any questions, please contact Messe Frankfurt Medien und Service GmbH at

Telephone: +49 69 75 75-51 31
E-mail: mediapackage.heimtextil@messefrankfurt.com

December 2019**Deadline for ordering services**

Deadline for ordering services in the Exhibitor Services Shop

If you have any **technical questions regarding our order system**, please contact our Service Hotline at

Please note:
After 17 December 2019 we will levy a 25% express surcharge on selected services. Because we strive to provide you with the best possible support for the construction of your stand, we ask that you kindly order the products you need as early as possible to ensure all the resources can be prepared for you efficiently and in a timely manner.

Telephone: +49 69 75 75-29 99
E-mail: serviceshop@messefrankfurt.com

If you have any **questions regarding your trade fair login data**, please address them to myaccount@messefrankfurt.com.

Deadline for early installation

Please note: The deadline for free early installation is **15 December 2019**. Early installation applies only to stands measuring **50 m²** or more.

If you have any questions, please contact

Please apply in a timely manner at <https://serviceshop.messefrankfurt.com/portalloign?lang=de>

Telephone: +49 69 75 75-66 28
E-mail: aufbau.heimtextil@messefrankfurt.com

January 2020**Heimtextil 2020 schedule**

27-28 <u>December 2019</u>	27 December 2019, 7:00 a.m. through 28 December 2019, 11:00 p.m.	Early installation (stands 50 m ² and more only)
2-6 <u>January 2020</u>	Thursday to Sunday: 7:00 a.m. – 00:00 Monday: 7:00 a.m. – 3:00 p.m. Carpets will be installed in the hallways by 3:00 p.m.; installation activities must be confined to the stands as of this time.	Installation
6 <u>January 2020</u>	9:00 a.m. – 6:00 p.m.	Heimtextil Preview Day (One day before the official opening of the trade fair the exclusive preview in Hall 3.0 will be open to all exhibitors so they can discover the latest designs and establish contacts)
7-10 <u>January 2020</u>	Visitor access to the trade fair: Tuesday to Thursday: 9:00 a.m. – 6:00 p.m. Friday: 9:00 a.m. – 5:00 p.m. Access for exhibitors: Tuesday to Thursday: 8:00 a.m. – 7:00 p.m. Friday, 8:00 a.m. to the end of dismantling	Heimtextil
10 <u>January 2020</u>	Between 5:00 p.m. and 8:00 p.m., dismantling activities must be confined to the stands.	Return of empty containers and carpet removal
10-12 <u>January 2020</u>	Friday, 8:00 p.m. – Sunday, 11:00 p.m.	<u>Dismantling</u>

February 2020**Invoices for services**

Dispatch of invoices for services you ordered

Date Heimtextil 2021: 12 to 15 January

Your personal contacts

Directors

Home textiles
(Halls 3-8)

Sabine Scharrer
Telephone: +49 69 75 75-60 96
E-mail: sabine.scharrer@messefrankfurt.com

Household textiles
(Halls 9-12)

Meike Kern
Telephone: +49 69 75 75-52 66
E-mail: meike.kern@messefrankfurt.com

Sales Managers

Hall 3.0
Textile Design

Miriam Bleuel
Telephone: +49 69 75 75-64 16
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Hall 3.0
Textile Technology

Doreen Abelt
Telephone: +49 69 75 75-32 74
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Hall 3.1
Wall Decoration

Verena Beck
Telephone: +49 69 75 75-58 59
E-mail: verena.beck@messefrankfurt.com

Halls 4.0/ 4.1/ 4.2
Decorative & Furniture
Fabrics

Sandra Neumann
Telephone: +49 69 75 75-64 26
E-mail: sandra.neumann@messefrankfurt.com

Hall 4.2
Interior Architecture.
Hospitality Expo

Verena Beck
Telephone: +49 69 75 75-58 59
E-mail: verena.beck@messefrankfurt.com

Halls 6.0/ 6.2
Asian Selection

Sabine Voigt
Telephone: +49 69 75 75-55 58
E-mail: sabine.voigt@messefrankfurt.com

Hall 6.1
Asian Excellence

Verena Beck
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Hall 8.0
Window & Interior Decoration

Petra Mertens
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Galleria 1
Media & Services

Miriam Bleuel
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Hall 9.0/ Galleria 0
Beautiful Living

Sybille Krug
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**Halls 10.0/ 10.1/
10.2/ 10.3**
Asian Selection & Asian
Excellence

Lisa Latin
Telephone: +49 69 75 75-60 31
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Halls 11.0/12.0
Smart Bedding / Bed & Bath
Fashion (Brands)

Olga Drexler
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Hall 12.1
Bed & Bath Fashion (Private
Label)

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Assistant Sales Managers

Home textiles
(Halls 3-8)

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Household textiles
(Halls 9-12)

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Organisation, side programme, events

Organisation, side
programme, events

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Heimtextil Trends

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Marketing Communications

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Organisation

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