

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 Phone: +49 69 75 75-55 88</p> <p>Shop for Exhibitor Services serviceshop@messefrankfurt.com Phone: +49 69 75 75-29 99</p> <p>Login/MyAccount myaccount@messefrankfurt.com</p> | | |
| <p>From May 2019</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>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>Halls 6.0 / 6.2 Ms. Sabine Voigt Phone: +49 69 75 75-55 58 sabine.voigt@messefrankfurt.com</p> <p>Hall 6.1 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 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 Olga Drexler Phone: +49 69 75 75-63 70 olga.drexler@messefrankfurt.com</p> | <p style="text-align: center;"><input type="checkbox"/></p> |

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| | <p>Galleria 0 Ms. Petra Mertens Phone: +49 69 75 75-54 10 petra.mertens@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 July 2019</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>For technical questions regarding the 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 data-bbox="1481 779 1513 813" type="checkbox"/> |
| <p>From July 2019</p> | <p>Ticket services for exhibitors You can produce and manage all your passes 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 passes can be downloaded by yourself and printed as often as desired. The personalisation has to be done on the ticket manually.</p> <p>In the same portal, you can also create visitor admission-ticket vouchers and email them to your customers with an invitation.</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> |

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| | <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 20 December 2019.</p> | | |
| End of August / beginning of September 2019 | You will be sent the order forms for the Media Package (catalogue and online presence) by email. | Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 mediapackage.heimtextil@messefrankfurt.com | <input type="checkbox"/> |
| Mid of August / beginning of September 2019 | 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 2019 | You will receive an e-mailing regarding your participation in our Trend and special shows with your samples. Deadline is the 25 October 2019 . | Ms. Shirley Tale Phone: +49 69 75 75-62 43 shirley.tale@messefrankfurt.com | <input type="checkbox"/> |
| Mid of September 2019 | 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 2019 | Registration deadline for co-exhibitors Joint-stand participants at Heimtextil 2020 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"/> |
| Mid of October 2019 | Deadline for sending in the Media Package . | Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 or mediapackage.heimtextil@messefrankfurt.com | <input type="checkbox"/> |
| End of October 2019 | 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"/> |
| Until Mid of November 2019 | Submission of stand-construction plans* requiring approval . Please see our Technical Guidelines (paragraph 4.2): *) 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 below 100 m² that do not include such features, are not subject to approval.</u> | Messe Frankfurt Venue GmbH technics@messefrankfurt.com | <input type="checkbox"/> |

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| | Regardless of their size, special constructions, two-storey structures, exhibition stands located in outdoor areas, temporary structures, cinemas and auditoriums rooms and stages and platforms are always subject to approval. | |
| Mid of November 2019 | Deadline for ordering rigging and suspension. | <input type="checkbox"/> |
| End of November 2019 | Deadline for ordering parking permits. | <input type="checkbox"/> |
| Beginning of December 2019 | Catalogue addendum: Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue). | Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 or mediapackage.heimtextil@messefrankfurt.com |
| From December 2019 | Deadline for ordering services in the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, printed admission-ticket vouchers, promotion materials, etc. 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. | You can find the names of the contact persons by clicking on the required services at www.serviceshop.messefrankfurt.com |
| 18 December 2019 | Registration deadline for advanced set-up (free of charge). Only possible for stands from 50 sqm. Please apply for advanced setting-up in a timely manner via www.serviceshop.messefrankfurt.com | Phone: +49 69 75 75-66 28 aufbau.heimtextil@messefrankfurt.com |
| 27 and 28 December 2019 | Advanced set-up for stands with a size of 50m² or above (free of charge) Friday, 27 December 2019 and Saturday, 28 December 2019 - 7 a.m. to 11 p.m. Please apply for advanced set-up as early as possible via the Exhibitor Services Shop: www.serviceshop.messefrankfurt.com | 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 For questions regarding the MyAccount login , please send an email to myaccount@messefrankfurt.com |
| 2 January - 6 January 2020 | General set-up (free of charge) Thursday, 2 January 2020 until Sunday, 5 January 2020 - at all times Monday, 6 January 2020 - 7:00 a.m. to 3 p.m.* *) 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. | <input type="checkbox"/> |

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| <p>2 January - 6 January 2020</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 online advance, in order to avoid waiting times on site.</p> <p>You can register on our homepage starting from 5 November 2019.</p> | <input type="checkbox"/> |
| <p>6 January 2020</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>7 – 10 January 2020</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>10 January 2020</p> | <p>Delivery of empty packaging materials and carpet removal from 5 p.m. to 10 p.m.</p> | <input type="checkbox"/> |
| <p>10 – 12 January 2020</p> | <p>General dismantling</p> <p>Friday, 10 January 2020 - starting 8 p.m.* until Sunday, 12 January 2020 – 11 p.m.</p> <p>*) From 5 p.m. until 8 p.m. dismantling inside the stands only, due to carpet removal in the aisles and delivery of empties by the logistic service.</p> | <input type="checkbox"/> |
| <p>From February 2020</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)
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Ms. Meike Kern

Director Household Textiles (Halls 9-12)
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Hall 3.1

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

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Hall 4.2 Interior.Architecture.Hospitality Expo

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Halls 6.0 / 6.2

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Hall 9.0

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Halls 10.0 / 10.1 / 10.2 / 10.3

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Halls 11.0 / 12.0

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Galleria 1

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Hall 12.1

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Team assistants / exhibitor support:

Halls 1 - 8

Ms. Kalaya Insala
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Halls 9 – 12, Galleria

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Organisation, complementary programme, events:

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