

Milestones – key dates for your trade fair preparations

January 2020

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_e_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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March 2020

Early Bird Deadline	The deadline for the early bird discount is 06 March 2020 . 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_e_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 2020

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 2020

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.	If you have any technical questions , please contact our Service Hotline at Telephone: +49 69 75 75-55 88 E-mail: serviceshop@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 2020

Online ticket services

At ticket services for exhibitors at <https://exhibitortickets.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.

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

Aug 20

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)

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

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

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: lana.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 2020

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

Sep 20

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

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)

If you have any questions, please contact

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

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.

October 2020

Deadline for registering joint stand participants

Please note: The registration deadline for your joint stand participants is expected to be at the beginning of October 2020.

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: serviceshop@messefrankfurt.com

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/declarer.html>

If you have any questions, please contact our Logistics Team at

Telephone: +49 69 75 75-60 75
E-mail: logistik@messefrankfurt.com

Deadline for Media Packages

Please note: The deadline for submitting your data for entry in the catalogue is expected to be at the beginning of October 2020.

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 expected to be at the beginning of October 2020.
(see "Special Interest" on page 3).

Deadline for payment of stand rental costs

Please note: All invoices for stand rentals must be settled by the end of October 2020.

**Stand construction plans
subject to approval**

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-2020-28-08-2018-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

**Deadline for submitting
catalogue amendments**

Please note: The deadline for submitting your data to amend an entry in the catalogue is expected to be at the end of November 2020.

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 2020

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:
From the middle of December 2020 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 pre-installation is expected to be around mid-December 2020. 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/portallogi/n?lang=de>

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

January 2021

Heimtextil 2021 schedule

11 January 2021

Heimtextil Preview (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)

12-15 January 2021

Heimtextil (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)

15 January 2021

Return of empty containers and carpet removal (Between 5:00 p.m. and 8:00 p.m., dismantling activities must be confined to the stands. 5:00 p.m. – 10:00 p.m.)

15-16 January 2021

Dismantling (Friday, 8:00 p.m. – Sunday, 11:00 p.m.)

February 2021

Invoices for services

Dispatch of invoices for services you ordered

Date Heimtextil 2022: 11 to 14 January 2022

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
E-mail: miriam.bleuel@messefrankfurt.com

Hall 3.0
Textile Technology

Doreen Abelt
Telephone: +49 69 75 75-32 74
E-mail: doreen.abelt@messefrankfurt.com

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
Telephone: +49 69 75 75-64 16
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Hall 9.0/ Galleria 0
Beautiful Living

Sibylle Krug
Telephone: +49 69 75 75-66 65
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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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E-mail: olga.drexler@messefrankfurt.com

Hall 12.1
Bed & Bath Fashion (Private
Label)

Sibylle Krug
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Assistant Sales Managers

Home textiles
(Halls 3-8)

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Natalie Boos
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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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Communications

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Communications

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Media Relations

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Marketing Communications

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Organisation

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