

Milestones – key dates for your trade fair preparations

Corona Health & Security Line

We are happy to inform you that there is a support by phone if you or your customers do have any questions about Messe Frankfurt's measures to prevent infection during stand construction and dismantling, the staging of events during the pandemic, or about individual trades such as catering or cleaning of exhibits at the exhibition stand.

You are welcome to contact our Corona Health & Security Line personally at +49 69 / 75 75 - 66 99. It is available by phone from Monday to Friday from 8 a.m. to 4 p.m (MEZ).

October 2020

Stand registration	Commencement of the registration stage Please register your company at https://standspace.messefrankfurt.com/easy/en/home.html if you are a returning customer or at https://standspace.messefrankfurt.com/easy/en/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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January 2021

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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Heimtextil Trends 21/22	E-Mail invitation to participate in the Heimtextil Trends 21/22 presentation, with detailed information regarding your samples submission.	If you have any questions, please contact Shirley Tale Telephone: +49 69 75 75-62 43 E-mail: shirley.tale@messefrankfurt.com
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On receipt of the exhibit confirmation

Services	Once you have signed into the Exhibitor Services Shop at https://serviceshop.messefrankfurt.com/portallogin using your trade fair login data you can order the services you need including <ul style="list-style-type: none">• System and individual stand construction• Technical connections (electricity, water, telecommunications, ...)• Stand fixtures and furnishings (furniture, carpeting, decoration elements, media technology, ...)• Stand services (guards, cleaning, hostesses, ...)• Marketing and press services (advertising at the Exhibition Centre, banners, ...)• Parking permits• Catering and events (stand parties, stand catering)• Logistics	For technical questions relating to 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 about MyAccount login , please send a mail to myaccount@messefrankfurt.com You can find the names of the people to contact by clicking on the service required at www.serviceshop.messefrankfurt.com .
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February 2021

Registration of participants in joint stands

Please register the participants in your joint stand online at <https://standspace.messefrankfurt.com/easy/en/home.html>

Please note that all your fellow exhibitors at the joint stand must be registered and approved.

Deadline: tbd

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

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

Online ticket services

Under Ticket Services for Exhibitors at <https://exhibitor tickets.messefrankfurt.com/atp/en/index.html> you can create passes for exhibitors and for your setup and dismantling crew, and visitor admission vouchers.

Please note that passes for exhibitors and for your setup and dismantling crew are provided to you in the form of ticket codes/ticket links. Ticket users will be required to register in Heimtextil 2021 Online Ticketing. All exhibitor passes must be requested and registered in advance of the trade fair; **they will not be available for purchase on site.**

The number of free exhibitor passes automatically allotted to your stand will be displayed in the portal. You only will be charged for any additional exhibitor passes you create if they are used to enter the trade fair.

This year, all visitor admission vouchers will be provided to you free of charge.

You can order printed visitor admission vouchers in the Shop for Exhibitor Services.

Under Ticket Services for Exhibitors you can view the number of free passes allotted to you for your setup and dismantling crew and you can create additional passes for this purpose.

For **technical questions** relating to Ticket Services for Exhibitors please call +49 69 75 75-51 51, or send an email to etickets@messefrankfurt.com.

Heimtextil Trends 21/22

Dispatch of the Trend Book "Nothing new, Everything New" started back in August 2020. There will be another dispatch wave in February 2021 to recently added exhibitors.

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)

At <https://serviceshop.messefrankfurt.com> you can order free promotional materials and select from a variety of digital promotional materials including e-cards, online banners.

If you have any questions, please contact Miriam Di Maggio
Telephone: +49 69 75 75-60 17
E-mail: dimaggio@messefrankfurt.com

Deadline for payment of stand rental costs

Please note: All invoices for stand rentals must be settled by **18 February 2021**.

March 2021

Entry Deadline for Heimtextil Trends 21/22

Please note: The entry deadline for your samples is expected to be 5th March 2021.

Stand construction plans subject to approval

Deadline: 18 March 2021

If you have any questions, please contact standapproval@messefrankfurt.com

Please observe item 4.2 of the technical guidelines, Planning and Preparing/Technology and Services, available at <https://heimtextil.messefrankfurt.com/frankfurt/en/exhibitor-services/set-up/technology.html>
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.

Order deadlines

End of period for ordering

- suspended ceilings/rigging
- parking tickets

April 2021

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/de/iverer.html?lng=EN>

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 ordering services

Deadline for ordering services in the Exhibitor Services Shop

Please note:
From **12 April 2021** 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.

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.

Deadline for early installation

Please note: The deadline for free pre-installation is expected to be around mid-April 2021. Early installation applies only to stands measuring 50 m² or more.

Please apply in a timely manner at <https://serviceshop.messefrankfurt.com/portalloge>

If you have any questions, please contact

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

May 2021

Heimtextil 2021 schedule

3 May 2021

Heimtextil Preview (One day before the official opening of the trade fair an exclusive preview will be open to all exhibitors so they can discover the latest designs and establish contacts)

4-7 May 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)

7 May 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.)

7-9 May 2021

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

May 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

Sabine Scharrer

Telephone: +49 69 75 75-60 96

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Household textiles

Meike Kern

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Sales Managers

Asian Excellence/
Wall Decoration**Verena Beck**

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Textile Design &
Textile Technology/
Asian Selection**Miriam Bleuel**

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Smart Bedding /
Bed & Bath Fashion (Brands)**Olga Drexler**

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Bed & Bath Fashion (Private
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Beautiful Living**Sibylle Krug**

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Asian Selection & Asian
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Decorative & Furniture
Fabrics**Sandra Neumann**

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Window & Interior Decoration

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Asian Selection

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Assistant Sales Managers

Home textiles and
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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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