

## Milestones – key dates for your trade fair preparations

### Corona Health & Security Hotline

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 Hotline 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).

### March 2021

<b>Stand registration</b>	Commencement of the registration stage on <b>22 March 2021</b>  Please register your company at: <a href="https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html">https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html</a>	If you have any <b>technical questions</b> , please contact our Service Hotline at  Telephone: +49 69 75 75-55 88 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
<b>Registration of joint stand participants</b>	Please register your joint stand participants online in the course of your registration.  We would like to point out that all co-exhibitors on your stand are subject to approval and registration.  <b>Registration deadline: probably beginning of October 2021</b>	If you have any <b>technical questions</b> , please contact our Service Hotline at  Telephone: +49 69 75 75-55 88 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>

### April 2021

<b>Early Bird Deadline</b>	The deadline for the early bird discount is <b>30 April 2021</b> .	If you have any <b>technical questions</b> , please contact our Service Hotline at  Telephone: +49 69 75 75-55 88 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
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### May 2021

<b>Hall layout planning/ placement proposals</b>	Commencement of hall layout planning activities and dispatch of stand placement proposals by Email.  Please sign the first page of your placement proposal and forward it to <a href="mailto:acceptance.heimtextil@messefrankfurt.com">acceptance.heimtextil@messefrankfurt.com</a> .	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 2021

<b>Services</b>	Once you have signed into the Exhibitor Services Shop at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> using your trade fair login data you can order the services you need. Including: <ul style="list-style-type: none"><li>• modular and individualised stand construction</li><li>• Utilities connections (electricity, water, telecommunications, etc.)</li><li>• stand equipment (furniture, carpets, decorations, media technology, etc.)</li><li>• stand services (security, cleaning, hostesses, etc.)</li><li>• Marketing and/or press services (advertising on the exhibition grounds, banners, add-ons to your online presence, etc.)</li><li>• parking tickets</li><li>• catering and events (parties at your stand, deliveries to your stand)</li><li>• logistics</li><li>• early installation</li></ul> Please note that order deadlines may vary depending on the service ordered.	If you have any <b>technical questions</b> regarding our order system, please contact our Service Hotline at  Telephone: +49 69 75 75-29 99 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>  If you have any questions regarding your trade fair login data, please address them to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a> .
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### July 2021

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#### Online ticket services

At the ticket services for exhibitor's portal, via <https://exhibitortickets.messefrankfurt.com/atp/en/index.html>, you can create exhibitor passes, visitor vouchers and/or tickets for set-up and dismantling. The tickets you create will be sent to you by Email 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 will only be charged for the excess passes logged into use at a trade fair entrance.

After the trade fair you will be charged only for visitor vouchers logged into use at a trade fair entrance.

Printed vouchers for visitors can be ordered in the Exhibitor Service Shop.

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

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

Telephone: +49 69 75 75-51 51

Email: [etickets@messefrankfurt.com](mailto:etickets@messefrankfurt.com)

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### August 2021

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#### Media Package

The Media Package Manager (MPM) is the practical online tool for your trade fair marketing: You can easily create your company profile and the MPM publishes it in the familiar media channels of Messe Frankfurt: from the printed catalogue to the interactive map of the exhibition grounds and the exhibitor and product search on our website and in the Navigator App.

Further information can be found at: <https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/exhibitors.html>

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

Telephone: +49 69 75 75-51 31

Email:

[mediapackage.heimtextil@messefrankfurt.com](mailto:mediapackage.heimtextil@messefrankfurt.com)

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#### Special Interest

You will receive 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

Email: [kirstin.reischl@messefrankfurt.com](mailto:kirstin.reischl@messefrankfurt.com)

##### **Green Directory:**

Olga Drexler

Telephone +49 69 75 75-63 70

Email: [olga.drexler@messefrankfurt.com](mailto:olga.drexler@messefrankfurt.com)

##### **Retail-Trade Suppliers:**

Lena Riedel

Telephone: +49 69 75 75-68 23

Email: [lena.riedel@messefrankfurt.com](mailto:lena.riedel@messefrankfurt.com)

##### **Weavers:**

Sandra Neumann

Telephone: +49 69 75 75-64 26

Email: [sandra.neumann@messefrankfurt.com](mailto:sandra.neumann@messefrankfurt.com)

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#### Heimtextil Trends 22/23

Dispatch of the Trend Book of the 2022/23 trends starts in August 2021

If you have any questions, please contact

##### **Shirley Tale**

Telephone: +49 69 75 75-62 43

Email: [shirley.tale@messefrankfurt.com](mailto:shirley.tale@messefrankfurt.com)

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### Interior.Architecture.Hospitality LIBRARY

As a working tool for interior designers, planners and furnishers, the Interior.Architecture.Hospitality LIBRARY will show a selection of textiles that offer solutions for special challenges in interior design.

All exhibitors who have listed their functional product features for the Interior.Architecture.Hospitality visitor programme free of charge will be invited to send us products for presentation within the library.

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

Email: [library.heimtextil@messefrankfurt.com](mailto:library.heimtextil@messefrankfurt.com)

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### September 2021

#### Heimtextil Trends 22/23

You will receive an email 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

Email: [shirley.tale@messefrankfurt.com](mailto:shirley.tale@messefrankfurt.com)

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#### Promotion Package

You will receive an email 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](http://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

Email: [katrin.fuchs@messefrankfurt.com](mailto:katrin.fuchs@messefrankfurt.com)

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### October 2021

#### 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 2021**.

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

Telephone: +49 69 75 75-55 88

Email: [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

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#### Deadline for Media Package

Please note: The deadline for submitting your data for entry in the catalogue is expected to be at the **beginning of October 2021**.

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

Telephone: +49 69 75 75-51 31

Email: [mediapackage.heimtextil@messefrankfurt.com](mailto:mediapackage.heimtextil@messefrankfurt.com)

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#### Deadline for participation in Special Interest

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 2021**.

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#### Deadline Interior.Architecture.Hospitality LIBRARY

Please note that the deadline for submitting your samples to the Interior.Architecture.Hospitality LIBRARY is expected to be **mid-October**.

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#### Deadline for payment of stand rental costs

Please note: All invoices for stand rentals must be settled by the **end of October 2021**.

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## Milestones – key dates for your trade fair preparations

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### November 2021

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#### Registration of vehicles used for set-up and dismantling

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

Please register your vehicles at [www.gateway.messefrankfurt.com](http://www.gateway.messefrankfurt.com)

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

Telephone: +49 69 75 75-60 75  
Email: [logistik@messefrankfurt.com](mailto:logistik@messefrankfurt.com)

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#### Stand construction plans subject to approval

Please observe the technical guidelines available at [www.heimtextil.messefrankfurt.com](http://www.heimtextil.messefrankfurt.com)

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

- two-storey trade-fair stands
- walls higher than 4m
- closed ceilings
- floor platforms higher than 0.20m
- 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 m<sup>2</sup> 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.

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#### Order deadlines

Ordering deadline for:

- 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 expected to be at **the end of November 2021**.

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

Telephone: +49 69 75 75-51 31  
Email: [mediapackage.heimtextil@messefrankfurt.com](mailto:mediapackage.heimtextil@messefrankfurt.com)

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## Milestones – key dates for your trade fair preparations

### December 2021

#### Deadline for ordering services

Please note:  
**From the middle of December 2021 we will levy a 25% express surcharge** on selected services. As 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  
Email: [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

If you have any questions regarding your trade fair login data, please address them to [myaccount@messefrankfurt.com](mailto:myaccount@messefrankfurt.com).

#### Deadline for early set-up

Please note: The deadline for free pre set-up is expected to be around mid-December 2021. Early set-up only applies to stands measuring **50 m<sup>2</sup> or more**.

If you have any questions, please contact

Telephone: +49 69 75 75-66 28  
Email: [aufbau.heimtextil@messefrankfurt.com](mailto:aufbau.heimtextil@messefrankfurt.com)

### January 2022

#### Heimtextil 2022 schedule

5.- 6. January 2022

#### Early set-up free of charge for stands of 50m<sup>2</sup> or more

5 January 2022 - 07.00 hrs continuously until  
6 January 2022 - at 24.00 hrs.

7.- 10. January 2022

#### Regular, free set-up

7 - 10 January 2022: 00.00 - 24.00 hrs  
11 January 2022: 00.00 - 15.00 h  
From 3.00 p.m. start of carpet laying in the aisles. Set-up only possible inside the stand.

10. January 2022

#### Heimtextil Preview

One day before the official opening of the trade fair the exclusive preview in Hall 4.0 will be open to all exhibitors so they can discover the latest designs and establish contacts

11.- 14. January 2022

#### Heimtextil

##### Access for visitors:

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

14. January 2022

Return of empty containers and carpet removal between 5:00 p.m. and 8:00 p.m.,

14.- 16. January 2022

#### Dismantling

Friday, 8:00 p.m. - Sunday, 11:00 p.m.

## Milestones – key dates for your trade fair preparations

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### February 2022

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**Invoices for services**      Dispatch of invoices for services you ordered

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**Date Heimtextil 2023: 10.01 - 13.01.2023**

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### Your personal contacts

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#### Show Directors

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**Home textiles**  
Halls 4 - 8

**Sabine Scharrer**  
Telephone: +49 69 75 75-60 96  
Email: [sabine.scharrer@messefrankfurt.com](mailto:sabine.scharrer@messefrankfurt.com)

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**Household textiles**  
Halls 9 - 12

**Meike Kern**  
Telephone: +49 69 75 75-52 66  
Email: [meike.kern@messefrankfurt.com](mailto:meike.kern@messefrankfurt.com)

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#### Sales Manager

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**Hall 4.0**  
Textile Design

**Miriam Bleuel**  
Telephone: +49 69 75 75-64 16  
Email: [miriam.bleuel@messefrankfurt.com](mailto:miriam.bleuel@messefrankfurt.com)

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**Halls 4.1 / 4.2**  
Decorative & Furniture  
Fabrics

**Sandra Neumann**  
Telephone: +49 69 75 75-64 26  
Email: [sandra.neumann@messefrankfurt.com](mailto:sandra.neumann@messefrankfurt.com)

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**Halls 6.0 / 6.2**  
Asian Selection

**Sabine Voigt**  
Telephone: +49 69 75 75-55 58  
Email: [sabine.voigt@messefrankfurt.com](mailto:sabine.voigt@messefrankfurt.com)

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**Hall 6.1**  
Asian Excellence

**Verena Beck**  
Telephone: +49 69 75 75-58 59  
Email: [verena.beck@messefrankfurt.com](mailto:verena.beck@messefrankfurt.com)

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**Hall 8.0**  
Window & Interior Decoration & Textile Technology

**Petra Mertens**  
Telephone: +49 69 75 75-54 10  
Email: [petra.mertens@messefrankfurt.com](mailto:petra.mertens@messefrankfurt.com)

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**Hall 8.0**  
Wall Decoration

**Verena Beck**  
Telephone: +49 69 75 75-58 59  
Email: [verena.beck@messefrankfurt.com](mailto:verena.beck@messefrankfurt.com)

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**Hall 9.0 / Galleria 0**  
Beautiful Living/  
Media & Services

**Sibylle Krug**  
Telephone: +49 69 75 75-66 65  
Email: [sibylle.krug@messefrankfurt.com](mailto:sibylle.krug@messefrankfurt.com)

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**Hall 10.0**  
Asian Selection

**Miriam Bleuel**  
Telephone: +49 69 75 75-64 16  
Email: [miriam.bleuel@messefrankfurt.com](mailto:miriam.bleuel@messefrankfurt.com)

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**Halls 10.1 / 10.2 / 10.3**  
Asian Selection & Asian Excellence

**Lisa Latin**  
Telephone: +49 69 75 75-60 31  
Email: [lisa.latin@messefrankfurt.com](mailto:lisa.latin@messefrankfurt.com)

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**Halls 11.0 / 12.0**  
Smart Bedding/ Bed & Bath Fashion (Brands)

**Olga Drexler**  
Telephone: +49 69 75 75-63 70  
Email: [olga.drexler@messefrankfurt.com](mailto:olga.drexler@messefrankfurt.com)

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**Hall 12.1**  
Bed & Bath Fashion (Private Label)

**Sibylle Krug**  
Telephone: +49 69 75 75-66 65  
Email: [sibylle.krug@messefrankfurt.com](mailto:sibylle.krug@messefrankfurt.com)

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### Sales Manager Assistant

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**Halls 4 - 12**  
Home textiles and  
Household textiles

**Natalie Boos**  
Telephone: +49 69 75 75-64 37  
Email: [natalie.boos@messefrankfurt.com](mailto:natalie.boos@messefrankfurt.com)

**Lena Riedel**  
Telephone: +49 69 75 75-68 23  
Email: [lena.riedel@messefrankfurt.com](mailto:lena.riedel@messefrankfurt.com)

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### Organisation, side programme, events

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**Organisation, side programme, events**

**Doreen Pelka**  
Telephone: +49 69 75 75-55 40  
Email: [doreen.pelka@messefrankfurt.com](mailto:doreen.pelka@messefrankfurt.com)

**Christian Preuß**  
Telephone: +49 69 75 75-58 69  
Email: [christian.preuss@messefrankfurt.com](mailto:christian.preuss@messefrankfurt.com)

**Kirstin Reischl**  
Telephone: +49 69 75 75-64 56  
Email: [kirstin.reischl@messefrankfurt.com](mailto:kirstin.reischl@messefrankfurt.com)

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**Heimtextil Trends**

**Shirley Tale**  
Telephone: +49 69 75 75-62 43  
Email: [shirley.tale@messefrankfurt.com](mailto:shirley.tale@messefrankfurt.com)

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### Marketing Communications

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**Director Marketing Communications**

**Thimo Schwenzfeier**  
Telephone: +49 69 75 75-62 91  
Email: [thimo.schwenzfeier@messefrankfurt.com](mailto:thimo.schwenzfeier@messefrankfurt.com)

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**Team Manager Marketing Communications**

**Bianka Kurz**  
Telephone: +49 69 75 75-56 31  
Email: [bianka.kurz@messefrankfurt.com](mailto:bianka.kurz@messefrankfurt.com)

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**Media Relations**

**Stefan Jakob**  
Telephone: +49 69 75 75-58 22  
Email: [stefan.jakob@messefrankfurt.com](mailto:stefan.jakob@messefrankfurt.com)

**Edda Simon**  
Telephone: +49 69 75 75-35 30  
Email: [edda.simon@messefrankfurt.com](mailto:edda.simon@messefrankfurt.com)

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**Marketing Communications**

**Kerstin Hedrich**  
Telephone: +49 69 75 75-35 40  
Email: [kerstin.hedrich@messefrankfurt.com](mailto:kerstin.hedrich@messefrankfurt.com)

**Miriam Di Maggio**  
Telephone: +49 69 75 75-60 17  
Email: [miriam.dimaggio@messefrankfurt.com](mailto:miriam.dimaggio@messefrankfurt.com)

## Milestones – key dates for your trade fair preparations

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**Katrin Fuchs**

Telephone: +49 69 75 75-63 89

Email: [katrin.fuchs@messefrankfurt.com](mailto:katrin.fuchs@messefrankfurt.com)

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**Organisation**

**Peggy Behling**

Telephone: +49 69 75 75-67 81

Email: [peggy.behling@messefrankfurt.com](mailto:peggy.behling@messefrankfurt.com)

**Heike Meub**

Telephone: +49 69 75 75-65 20

Email: [heike.meub@messefrankfurt.com](mailto:heike.meub@messefrankfurt.com)

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