

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

Stand registration	Commencement of the registration stage on 22 March 2021	If you have any technical questions , please contact our Service Hotline at
	Please register your company at: https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html	Telephone: +49 69 75 75-55 88 Email: serviceshop@messefrankfurt.com

Registration of joint stand participants	Please register your joint stand participants online in the course of your registration.	If you have any technical questions , please contact our Service Hotline at
	We would like to point out that all co-exhibitors on your stand are subject to approval and registration.	Telephone: +49 69 75 75-55 88 Email: serviceshop@messefrankfurt.com
	Registration deadline: probably beginning of October 2021	

April 2021

Early Bird Deadline	The deadline for the early bird discount is 30 April 2021 .	If you have any technical questions , please contact our Service Hotline at
		Telephone: +49 69 75 75-55 88 Email: serviceshop@messefrankfurt.com

From June 2021

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

September 2021

Heimtextil Trends 22/23	The colour flyer for Heimtextil Trends 22/23 will be sent on 1 September .	If you have any questions, please contact
	Please visit the website www.heimtextil-trends.com , which will present the Heimtextil Trends 22/23 and provide download options from 1 September.	Shirley Tale Telephone: +49 69 75 75-62 43 Email: shirley.tale@messefrankfurt.com

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

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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.

The Media Package Manager will be available from **end of September**.

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

Online ticket services

In the ticket services for exhibitor's portal, via <https://exhibitor.tickets.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, in the ticket services for exhibitor's portal 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 service 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

Special Interest

You will receive information at the **end of September** 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

Green Directory:

Olga Drexler

Telephone +49 69 75 75-63 70

Email: olga.drexler@messefrankfurt.com

Retail-Trade Suppliers:

Lena Riedel

Telephone: +49 69 75 75-68 23

Email: lana.riedel@messefrankfurt.com

Weavers:

Sandra Neumann

Telephone: +49 69 75 75-64 26

Email: sandra.neumann@messefrankfurt.com

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Promotion Package	<p>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)</p> <p>At www.serviceshop.messefrankfurt.com/portallogin you can order free promotional materials and select from a variety of digital promotional materials including e-cards, online banners and a countdown timer.</p>	<p>If you have any questions, please contact</p> <p>Katrin Fuchs Telephone: +49 69 75 75-63 89 Email: katrin.fuchs@messefrankfurt.com</p>
Services	<p>Once you have signed into the Exhibitor Services Shop at www.serviceshop.messefrankfurt.com using your trade fair login data you can order the services you need. Including:</p> <ul style="list-style-type: none">• 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 <p>Please note that order deadlines may vary depending on the service ordered.</p>	<p>If you have any technical questions regarding our order system, please contact our Service Hotline at</p> <p>Telephone: +49 69 75 75-29 99 Email: serviceshop@messefrankfurt.com</p> <p>If you have any questions regarding your trade fair login data, please address them to myaccount@messefrankfurt.com.</p>
<hr/> October 2021 <hr/>		
Deadline for payment of stand rental costs	<p>Please note: All invoices for stand rentals must be settled by the end of October 2021.</p>	
<hr/> November 2021 <hr/>		
Heimtextil Trends 22/23	<p>The deadline for sample dispatch is the 1st of November 2021</p>	<p>If you have any questions, please contact</p> <p>Shirley Tale Telephone: +49 69 75 75-62 43 Email: shirley.tale@messefrankfurt.com</p>
Deadline for registering joint stand participants	<p>Please note: The registration deadline for your joint stand participants is expected to be at the 5 of November 2021.</p>	<p>If you have any technical questions, please contact our Service Hotline at</p> <p>Telephone: +49 69 75 75-55 88 Email: serviceshop@messefrankfurt.com</p>
Deadline for Media Package	<p>Please note: The deadline for submitting your data for entry in the catalogue is expected to be at the 5 of November 2021.</p>	<p>If you have any questions, please contact Messe Frankfurt Medien und Service GmbH at</p> <p>Telephone: +49 69 75 75-51 31 Email: mediapackage.heimtextil@messefrankfurt.com</p>
Deadline for participation in Special Interest	<p>Please note: The deadline for submitting your data to participate in any of the Special Interest Programmes is expected to be at the 11 of November 2021.</p>	

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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

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

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

Order deadlines

Ordering deadline for:

- suspended ceilings/rigging
- parking tickets

Stand construction plans subject to approval

Please observe the technical guidelines available at www.heimtextil.messefrankfurt.com

If you have any questions, please contact standapproval@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 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.

December 2021

Deadline for ordering services

Please note:
From 21 December, 2021 we will charge an express surcharge of 25% 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

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

Milestones – key dates for your trade fair preparations

Deadline for submitting catalogue amendments (Media Package)	Please note: The deadline for submitting your data to amend an entry in the catalogue is expected to be in December 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
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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 50m² or more .	If you have any questions, please contact Telephone: +49 69 75 75-66 28 Email: aufbau.heimtextil@messefrankfurt.com
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January 2022

Heimtextil 2022 schedule	4.- 5. January 2022	Early set-up free of charge for stands of 50m² or more 4 January 2022 - 07.00 – 22.00 hrs 5 January 2022 - 07.00 – 22.00 hrs
	6.- 10. January 2022	Regular, free set-up 6 – 7 January 07.00 – 22.00 hrs 8 - 9 January 2022 - 07.00 - 24.00 hrs 10 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 10 January 2022 09.00 – 18.00 hrs
	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.

February 2022

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

Show Directors

Home textiles
Halls 4 - 8

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

Household textiles
Halls 8 - 12

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

Sales Manager

Hall 4.0
Textile Design

Petra Hauschild
Telephone: +49 69 75 75-64 16
Email: petra.hauschild@messefrankfurt.com

Halls 4.1 / 4.2
Decorative & Furniture Fabrics

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

Hall 6.1
Asian Selection

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

Hall 6.1
Asian Excellence

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

Hall 8.0
Window & Interior Decoration /
Textile Technology

Petra Mertens
Telephone: +49 69 75 75-54 10
Email: petra.mertens@messefrankfurt.com

Hall 8.0
Wall Decoration

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

Hall 8.0
Beautiful Living (Brands & Private Label) /
Media

Sibylle Krug
Telephone: +49 69 75 75-66 65
Email: sibylle.krug@messefrankfurt.com

Halls 10.0 / 10.1 / 10.2
Asian Selection /
Asian Excellence

Lisa Latin
Telephone: +49 69 75 75-60 31
Email: lisa.latin@messefrankfurt.com

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

Olga Drexler
Telephone: +49 69 75 75-63 70
Email: olga.drexler@messefrankfurt.com

Hall 12.1
Bed & Bath Fashion (Private Label)

Sibylle Krug
Telephone: +49 69 75 75-66 65
Email: sibylle.krug@messefrankfurt.com

Milestones – key dates for your trade fair preparations

Sales Manager Assistant

Halls 4 - 12
Home textiles and
Household textiles

Natalie Boos
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Lena Riedel
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Organisation, side programme, events

Organisation, side programme, events

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Kirstin Reischl
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Heimtextil Trends

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Marketing Communications

Director Marketing Communications

Ivonne Seifert
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Media Relations

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Telephone: +49 69 75 75-58 22
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Edda Simon
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Marketing Communications

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