

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 2022

Stand registration	Commencement of the registration stage. Please register your company at: https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html	If you have any technical questions , please contact our Service Hotline at Telephone: +49 69 75 75-55 88 Email: serviceshop@messefrankfurt.com
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Registration of joint stand participants	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. Registration deadline: probably end of October 2022	If you have any technical questions , please contact our Service Hotline at Telephone: +49 69 75 75-55 88 Email: serviceshop@messefrankfurt.com
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April 2022

Early Bird Deadline	The deadline for the early bird discount is the 6 April 2022	If you have any technical questions , please contact our Service Hotline at Telephone: +49 69 75 75-55 88 Email: serviceshop@messefrankfurt.com
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May 2022

Hall layout planning/ placement proposals	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 acceptance.heimtextil@messefrankfurt.com .	If you have any questions regarding your stand, placement proposal, etc., please contact the responsible Sales Manager for the respective hall. A list of Sales Managers is included at the end of this list of milestones.
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July 2022

Online ticket services	In 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, 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
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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 the different order deadlines depending on the service.

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.

August 2022

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 August**.

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

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)

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

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

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

Milestones – key dates for your trade fair preparations

September 2022

Heimtextil Trends 22/23 You will receive an emailing regarding fabric submissions 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

The deadline is expected to be the **end of October**.

Promotion Material You can now find the promotion materials in the Shop for Exhibitor Services at: www.serviceshop.messefrankfurt.com/portalllogin. If you have any questions, please contact **Katrin Fuchs**
Telephone: +49 69 75 75-63 89
Email: katrin.fuchs@messefrankfurt.com

There you can download the digital promotion materials (e.g. e-cards, online banners, e-mail signatures) directly. You can also order invitation cards there and switch to the Ticket Shop for the voucher codes.

In **September**, we will send you an e-mailing regarding the promotion materials and show you the best ways to promote your trade fair presence to your customers.

October 2022

Services 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: 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

- 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.

Deadline for payment of stand rental costs Please note: All invoices for stand rentals must be settled by **27 of October 2022**.

Deadline for registering joint stand participants Please note: The registration deadline for your joint stand participants is expected to be at the **end of October 2022**. If you have any **technical questions**, please contact our Service Hotline at
Telephone: +49 69 75 75-55 88
Email: serviceshop@messefrankfurt.com

Deadline for participation in Special Interest Programme Please note: The deadline for submitting your data to participate in any of the Special Interest Programmes is in **October 2022**.

November 2022

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 November 2022**. 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

Milestones – key dates for your trade fair preparations

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 2022

Deadline for ordering services

Please note:
From the end of December, 2022 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 2022 .	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 the pre set-up (subject to a fee) is expected to be around mid-December 2022 . 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 2023

Heimtextil 2023 schedule	3 – 4 January 2023	Advance set-up, subject to a fee (only applicable for stands over 50m ²) 3 - 4 January 2023 – 7:00 a.m. – 10:00 p.m.
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	5 – 9 January 2023	Regular free set-up 5 - 9 January 2023 – 7:00 a.m. - continuous 9 January 2023 from 2.00 p.m. start of carpet laying in the aisles. Set-up is only possible inside the stand.
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	9 January 2023	Heimtextil Preview One day before the official opening of the trade fair the exclusive preview will be open to all exhibitors so they can discover the latest designs and establish contacts
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	10 - 13 January 2023	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
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February 2023

Invoices for services	Dispatch of invoices for services you ordered
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Date Heimtextil 2023: 09.01 - 12.01.2024

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Your personal contacts

Show Directors

Home textiles

Sabine Scharrer

Telephone: +49 69 75 75-60 96

Email: sabine.scharrer@messefrankfurt.com

Household textiles

Meike Kern

Telephone: +49 69 75 75-52 66

Email: meike.kern@messefrankfurt.com

Sales Manager

Hall 4.0 / 4.1 / 4.2

Decorative & Furniture Fabrics

Sandra Neumann

Telephone: +49 69 75 75-64 26

Email: sandra.neumann@messefrankfurt.com

Hall 6.0 / 6.2

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 8.0Window & Interior Decoration /
Textile Technology**Petra Mertens**

Telephone: +49 69 75 75-54 10

Email: petra.mertens@messefrankfurt.com

Hall 9.0

Wall Decoration

Verena Beck

Telephone: +49 69 75 75-58 59

Email: verena.beck@messefrankfurt.com

Hall 9.0

Textile Design

Petra Hauschild

Telephone: +49 69 75 75-64 16

Email: petra.hauschild@messefrankfurt.com

Hall 10.0 / 10.1 / 10.3

Asian Selection

Stella-Maria Mai

Telephone: +49 69 75 75-60 31

Email: stella-maria.mai@messefrankfurt.com

Hall 10.2

Asian Excellence

Stella-Maria Mai

Telephone: +49 69 75 75-60 31

Email: stella-maria.mai@messefrankfurt.com

Hall 11.0Beautiful Living (Brands & Private Label) /
Media**Olga Drexler**

Telephone: +49 69 75 75-63 70

Email: olga.drexler@messefrankfurt.com

Hall 11.1

Smart Bedding

Olga Drexler

Telephone: +49 69 75 75-63 70

Email: olga.drexler@messefrankfurt.com

Hall 12.0

Bed & Bath Fashion (Brands)

Lisa Latin

Telephone: +49 69 75 75-66 65

Email: lisa.latin@messefrankfurt.com

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Hall 12.1
Bed & Bath Fashion (Private Label)

Lisa Latin
Telephone: +49 69 75 75-66 65
Email: lisa.latin@messefrankfurt.com

Sales Manager Assistant

**Home textiles and
Household textiles**

Natalie Boos
Telephone: +49 69 75 75-64 37
Email: natalie.boos@messefrankfurt.com

Lena Riedel
Telephone: +49 69 75 75-68 23
Email: lena.riedel@messefrankfurt.com

Organisation, side programme, events

Organisation, side programme, events

Doreen Pelka
Telephone: +49 69 75 75-55 40
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Kirstin Reischl
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Email: kirstin.reischl@messefrankfurt.com

Heimtextil Trends

Shirley Tale
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Marketing Communications

Director Marketing Communications

Ivonne Seifert
Telephone: +49 69 75 75-61 57
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Media Relations

Anil Öt
Telephone: +49 69 75 75-50 21
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Edda Simon
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Kerstin Hedrich
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Miriam Di Maggio
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Email: miriam.dimaggio@messefrankfurt.com

Katrin Fuchs
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Email: katrin.fuchs@messefrankfurt.com

Organisation

Peggy Behling
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Email: peggy.behling@messefrankfurt.com
