

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
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

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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August 2022

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
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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.

September 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 the **beginning 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

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

Retail-Trade Suppliers:
Lena Riedel
Telephone: +49 69 75 75-68 23
E-mail: lena.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

Heimtextil Trends 23/24 Sample submission	You will receive an emailing regarding fabric and material submissions for the Trend Space.	If you have any questions, please contact Shirley Tale Telephone: +49 69 75 75-62 43 Email: shirley.tale@messefrankfurt.com
Promotion Material	You can now find the promotion materials in the Shop for Exhibitor Services at: www.serviceshop.messefrankfurt.com/portallogin . 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.	If you have any questions, please contact Katrin Fuchs Telephone: +49 69 75 75-63 89 Email: katrin.fuchs@messefrankfurt.com
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: <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 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 Email: serviceshop@messefrankfurt.com If you have any questions regarding your trade fair login data, please address them to myaccount@messefrankfurt.com .
Deadline for payment of stand rental costs	Please note: All invoices for stand rentals must be settled by 26 of October 2022 .	
Heimtextil Trends 23/24 Deadline for sample submission	The deadline for your samples submission is 31st of October 2022 .	If you have any questions, please contact Shirley Tale Telephone: +49 69 75 75-62 43 Email: shirley.tale@messefrankfurt.com

Milestones – key dates for your trade fair preparations

November 2022

Deadline for registering joint stand participants	<p>Please note: The registration deadline for your joint stand participants is expected to be the 10 of November.</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 the 10 of November.</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>
Registration of vehicles used for set-up and dismantling	<p>Please note: Every vehicle you intend to use to access the exhibition grounds for set-up and/or dismantling activities must be registered online.</p> <p>Please register your vehicles at www.gateway.messefrankfurt.com</p>	<p>If you have any questions, please contact our Logistics Team at</p> <p>Telephone: +49 69 75 75-60 75 Email: logistik@messefrankfurt.com</p>
Order deadlines	<p>Ordering deadline for:</p> <ul style="list-style-type: none"> • suspended ceilings/rigging • parking tickets 	
Stand construction plans subject to approval	<p>Please observe the technical guidelines available at www.heimtextil.messefrankfurt.com</p> <p>The following types of construction are subject to approval regardless of size:</p> <ul style="list-style-type: none"> • 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 <p>Stands that do not include any of the above features and measure less than 100 m² are not subject to approval.</p> <p>The following types of construction are subject to inspection by a structural engineer:</p> <ul style="list-style-type: none"> • specialty structures • two-storey structures • outdoor trade fair stands • flying assemblies • theatre or audience rooms • separate display areas <p>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.</p> <p>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.</p>	<p>If you have any questions, please contact standapproval@messefrankfurt.com</p>

Milestones – key dates for your trade fair preparations

December 2022

Deadline for ordering services

Please note:
From the 20th 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.

Deadline for early set-up

Please note that from **20 December 2022** onwards, the express surcharge will be charged for the chargeable early set-up. This can only be applied for stands of 50m² or more.

Please apply for the early set-up in good time via:
www.serviceshop.messefrankfurt.com

If you have any questions, please contact

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

January 2023

Heimtextil 2023 schedule

3 January 2023

Advance set-up, subject to a fee
(only applicable for stands over 50m²)
3 January 2023 – 7:00 a.m. – 10:00 p.m.

4 – 9 January 2023

Regular free set-up
4 - 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.

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.
The Heimtextil Preview Day is held exclusively in the 'Textile Design' area and in the Heimtextil Trend Space.

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

13 – 15 January 2023

Regular dismantling
13 January 2023, 8:00 p.m. to 15. January 2023, 11 p.m.

February 2023

Invoices for services

Dispatch of invoices for services you ordered

Date Heimtextil 2023: 09.01 - 12.01.2024

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Your personal contacts

Show Directors

Home textiles

Bettina Bär

Telephone: +49 69 75 75-60 96

Email: bettina.baer@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

Petra Hauschild

Telephone: +49 69 75 75-55 58

Email: petra.hauschild@messefrankfurt.com

Hall 6.1

Asian Excellence

Sarah Hüsmert

Telephone: +49 69 75 75-58 59

Email: sarah.huesmert@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 9.0

Wall Decoration

Sarah Hüsmert

Telephone: +49 69 75 75-58 59

Email: sarah.huesmert@messefrankfurt.com

Hall 9.0

Textile Design

Sarah Hüsmert

Telephone: +49 69 75 75-64 16

Email: sarah.huesmert@messefrankfurt.com

Hall 10.0 / 10.1 / 10.3

Asian Selection

Lena Riedel

Telephone: +49 69 75 75-65 53

Email: lena.riedel@messefrankfurt.com

Hall 10.2

Asian Excellence

Lena Riedel

Telephone: +49 69 75 75-65 53

Email: lena.riedel@messefrankfurt.com

Hall 11.0

Smart Bedding

Olga Drexler

Telephone: +49 69 75 75-63 70

Email: olga.drexler@messefrankfurt.com

Hall 12.0

Beautiful Living (Brands & Private Label)

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 75-60 31

Email: lisa.latin@messefrankfurt.com

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Hall 12.1
Bed & Bath Fashion (Private Label)

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

Sales Manager Assistant

**Home textiles and
Household textiles**

Lena Riedel
Telephone: +49 69 75 75-65 53
Email: lena.riedel@messefrankfurt.com

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

Organisation, side programme, events

Organisation, side programme, events

Doreen Pelka
Telephone: +49 69 75 75-55 40
Email: doreen.pelka@messefrankfurt.com

Kirstin Reischl
Telephone: +49 69 75 75-64 56
Email: kirstin.reischl@messefrankfurt.com

Heimtextil Trends

Shirley Tale
Telephone: +49 69 75 75-62 43
Email: shirley.tale@messefrankfurt.com

Marketing Communications

Director Marketing Communications

Ivonne Seifert
Telephone: +49 69 75 75-61 57
Email: ivonne.seifert@messefrankfurt.com

Media Relations

Anil Öt
Telephone: +49 69 75 75-50 21
Email: anil.oet@messefrankfurt.com

Edda Simon
Telephone: +49 69 75 75-35 30
Email: edda.simon@messefrankfurt.com

Marketing Communications

Kerstin Hedrich
Telefon: +49 69 75 75-35 40
E-Mail: kerstin.hedrich@messefrankfurt.com

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

Hajera Sharifi
Telefon: +49 69 75 75-66 87
E-Mail: hajera.sharifi@messefrankfurt.com

Organisation

Peggy Behling
Telephone: +49 69 75 75-67 81
Email: peggy.behling@messefrankfurt.com
