## heimtextil Frankfurt am Main, 10. – 13. January 2023

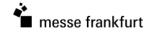
#### Milestones - key dates for your trade fair preparations

#### **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).

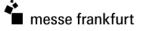
March 2022		
Stand registration	Commencement of the registration stage. Please register your company at: https://heimtextil.messefrankfurt.com/frankfurt/en/planning- preparation/intention-exhibit.html	If you have any <b>technical questions</b> , please contact our Service Hotline at Telephone: +49 69 75 75-55 88 Email: <u>serviceshop@messefrankfurt.com</u>
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	If you have any <b>technical questions</b> , please contact our Service Hotline at Telephone: +49 69 75 75-55 88
	are subject to approval and registration. Registration deadline: probably end of October 2022	Email: <u>serviceshop@messefrankfurt.com</u>
Ame: 1 0000		
April 2022 Early Bird Deadline	The deadline for the early bird discount is the 6 April 2022	If you have any <b>technical questions</b> , please contact our Service Hotline at
		Telephone: +49 69 75 75-55 88 Email: <u>serviceshop@messefrankfurt.com</u>
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	If you have any questions regarding your stand, placement proposal, etc., please contact the responsible Sales Manager for the respective hall.
	forward it to acceptance.heimtextil@messefrankfurt.com.	A list of Sales Managers is included at the end of this list of milestones.
August 2022		
Online ticket services	In the <b>ticket services for exhibitor's portal</b> , via <u>https://exhibitortickets.messefrankfurt.com/atp/en/index.html</u> , you can create exhibitor passes, visitor vouchers and/or tickets for set-up and dismantling. The tickets you create will be constituted with the part to you be constituted.	If you have any technical questions, please contact our Ticket Hotline at Telephone: +49 69 75 75-51 51
	be sent to you by email for printing. A number of <b>free exhibitor passes</b> 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.	Email: etickets@messefrankfurt.com
	After the trade fair you will be charged only for <b>visitor vouchers</b> 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.	



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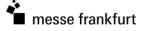
Services	<ul> <li>Once you have signed into the Exhibitor Services Shop at</li> <li>https://serviceshop.messefrankfurt.com/portallogi n?lang=de using your trade fair login data you can order the services you need including</li> <li>modular and individualised stand construction</li> <li>utilities connections (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> <li>Please note the different order deadlines depending on the service.</li> </ul>	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: <u>serviceshop@messefrankfurt.com</u> 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 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 <b>beginning of September</b> . Further information can be found at: <u>https://heimtextil.messefrankfurt.com/frankfurt/en/planning- preparation/exhibitors.html</u>	If you have any questions, please contact Messe Frankfurt Medien und Service GmbH at Telephone: +49 69 75 75-51 31 Email: <u>mediapackage.heimtextil@messefrankfurt.com</u>
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



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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 <b>Shirley Tale</b> Telephone: +49 69 75 75-62 43 Email: <u>shirley.tale@messefrankfurt.com</u>
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 <b>September</b> , 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 <b>Katrin Fuchs</b> Telephone: +49 69 75 75-63 89 Email: <u>katrin.fuchs@messefrankfurt.com</u>
October 2022		
Services	<ul> <li>Once you have signed into the Exhibitor Services Shop at <u>www.serviceshop.messefrankfurt.com</u> using your trade fair login data you can order the services you need. Including:</li> <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> <li>Please note that order deadlines may vary depending on the service ordered.</li> </ul>	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: <u>serviceshop@messefrankfurt.com</u> 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 <b>26 of October 2022</b> .	
Heimtextil Trends 23/24 Deadline for sample submission	The deadline for your samples submission is <b>31<sup>st</sup> of October 2022</b> .	If you have any questions, please contact Shirley Tale Telephone: +49 69 75 75-62 43 Email: <u>shirley.tale@messefrankfurt.com</u>



#### Milestones - key dates for your trade fair preparations

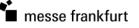
November 2022		
Deadline for registering joint stand participants	Please note: The registration deadline for your joint stand participants is expected to be the <b>10 of November</b> .	If you have any <b>technical questions</b> , please contact our Service Hotline at
		Telephone: +49 69 75 75-55 88 Email: <u>serviceshop@messefrankfurt.com</u>
Deadline for Media Package	Please note: The deadline for submitting your data for entry in the catalogue is expected to be the <b>10 of November.</b>	If you have any questions, please contact Messe Frankfurt Medien und Service GmbH at
		Telephone: +49 69 75 75-51 31 Email: <u>mediapackage.heimtextil@messefrankfurt.com</u>
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.	If you have any questions, please contact our Logistics Team at
	Please register your vehicles at www.gateway.messefrankfurt.com	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:	
	<ul> <li>two-storey trade-fair stands</li> <li>walls higher than 4m</li> <li>closed ceilings</li> <li>floor platforms higher than 0.20m</li> <li>glass formations</li> <li>moving elements</li> <li>theatre or audience rooms</li> </ul>	
	<ul> <li>separate display areas</li> <li>outdoor structures</li> <li>flying assemblies</li> </ul>	
	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:	
	<ul> <li>specialty structures</li> <li>two-storey structures</li> <li>outdoor trade fair stands</li> <li>flying assemblies</li> <li>theatre or audience rooms</li> <li>separate display areas</li> </ul>	
	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.	
State: November 2022 -	- Your Heimtextil-Team Page 4 / 7	messe frankfurt



#### Milestones – key dates for your trade fair preparations

December 2022		
Deadline for ordering services	Please note: From the 20 <sup>th</sup> 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: <u>serviceshop@messefrankfurt.com</u> If you have any questions regarding your trade fair login data, please address them to <u>myaccount@messefrankfurt.com</u> .
Deadline for early set-up	Please note that from <b>20 December 2022</b> onwards, the express surcharge will be charged for the chargeable early set-up. This can only be applied for for stands of 50m <sup>2</sup> or more. Please apply for the early set-up in good time via: <u>www.serviceshop.messefrankfurt.com</u>	If you have any questions, please contact Telephone: +49 69 75 75-66 28 Email: <u>aufbau.heimtextil@messefrankfurt.com</u>
January 2023		
Heimtextil 2023 schedule	3 January 2023	Advance set-up, subject to a fee (only applicable for stands over 50m <sup>2</sup> ) 3 January 2023 – 7:00 a.m. – 10:00 p.m.
	4 – 9 January 2023	<b>Regular free set-up</b> 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	<b>Regular dismantling</b> 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	



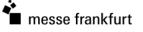


# heimtextil

Frankfurt am Main, 10. – 13. January 2023

#### Milestones – key dates for your trade fair preparations

Your personal contacts	
	Show Directors
Home textiles	<b>Bettina Bär</b> Telephone: +49 69 75 75-60 96 Email: <u>bettina.baer@messefrankfurt.com</u>
Household textiles	<b>Meike Kern</b> Telephone: +49 69 75 75-52 66 Email: <u>meike.kern@messefrankfurt.com</u>
	Sales Manager
Hall 4.0 / 4.1 / 4.2 Decorative & Furniture Fabrics	<b>Sandra Neumann</b> Telephone: +49 69 75 75-64 26 Email: <u>sandra.neumann@messefrankfurt.com</u>
Hall 6.0 / 6.2 Asian Selection	<b>Petra Hauschild</b> Telephone: +49 69 75 75-55 58 Email: <u>petra.hauschild@messefrankfurt.com</u>
Hall 6.1 Asian Excellence	<b>Sarah Hüsmert</b> Telephone: +49 69 75 75-58 59 Email: <u>sarah.huesmert@messefrankfurt.com</u>
Hall 8.0 Window & Interior Decoration / Textile Technology	<b>Petra Mertens</b> Telephone: +49 69 75 75-54 10 Email: <u>petra.mertens@messefrankfurt.com</u>
Hall 9.0 Wall Decoration	<b>Sarah Hüsmert</b> Telephone: +49 69 75 75-58 59 Email: <u>sarah.huesmert@messefrankfurt.com</u>
<b>Hall 9.0</b> Textile Design	<b>Sarah Hüsmert</b> Telephone: +49 69 75 75-64 16 Email: <u>sarah.huesmert@messefrankfurt.com</u>
Hall 10.0 / 10.1 / 10.3 Asian Selection	Lena Riedel Telephone: +49 69 75 75-65 53 Email: l <u>ena.riedel@messefrankfurt.com</u>
Hall 10.2 Asian Excellence	<b>Lena Riedel</b> Telephone: +49 69 75 75-65 53 Email: <u>lena.riedel@messefrankfurt.com</u>
Hall 11.0 Smart Bedding	<b>Olga Drexler</b> Telephone: +49 69 75 75-63 70 Email: <u>olga.drexler@messefrankfurt.com</u>
Hall 12.0 Beautiful Living (Brands & Private Label)	<b>Olga Drexler</b> Telephone: +49 69 75 75-63 70 Email: <u>olga.drexler@messefrankfurt.com</u>
Hall 12.0 Bed & Bath Fashion (Brands)	<b>Lisa Latin</b> Telephone: +49 69 75 75-60 31 Email: <u>lisa.latin@messefrankfurt.com</u>



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Hall 12.1	Lisa Latin
Bed & Bath Fashion (Private Label)	Telephone: +49 69 75 75-60 31
	Email: <u>lisa.latin@messefrankfurt.com</u>
	Sales Manager Assistant
Home textiles and	Lena Riedel
Household textiles	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
	Lindi. natalo.2003@mc336hankurt.com
Org	anisation, 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: <u>shirley.tale@messefrankfurt.com</u>
	Linai. <u>Shiney.tale@messelfanktutt.com</u>
	Marketing Communications
Director Marketing Communications	Ivonne Seifert
<b>3 1 1 1</b>	Telephone: +49 69 75 75-61 57
	Email: ivonne.seifert@messefrankfurt.com
	Lindi. Worne.schertestenankurt.com
Media Relations	Anil Öt
Media Relations	
	Telephone: +49 69 75 75-50 21 Email: <u>anil.oet@messefrankfurt.com</u>
	Linai. anii.oetemessenankun.com
	Edda Simon
	Telephone: +49 69 75 75-35 30
	Email: edda.simon@messefrankfurt.com
Marketing Communications	Kerstin Hedrich
Marketing Communications	Telefon: +49 69 75 75-35 40
Marketing Communications	
Marketing Communications	Telefon: +49 69 75 75-35 40 E-Mail: <u>kerstin.hedrich@messefrankfurt.com</u> Katrin Fuchs
Marketing Communications	Telefon: +49 69 75 75-35 40 E-Mail: <u>kerstin.hedrich@messefrankfurt.com</u> <b>Katrin Fuchs</b> Telefon: +49 69 75 75-63 89
Marketing Communications	Telefon: +49 69 75 75-35 40 E-Mail: <u>kerstin.hedrich@messefrankfurt.com</u> Katrin Fuchs
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Marketing Communications	Telefon: +49 69 75 75-35 40 E-Mail: <u>kerstin.hedrich@messefrankfurt.com</u> <b>Katrin Fuchs</b> Telefon: +49 69 75 75-63 89 E-Mail: <u>katrin.fuchs@messefrankfurt.com</u> <b>Hajera Sharifi</b>
Marketing Communications	Telefon: +49 69 75 75-35 40 E-Mail: <u>kerstin.hedrich@messefrankfurt.com</u> <b>Katrin Fuchs</b> Telefon: +49 69 75 75-63 89 E-Mail: <u>katrin.fuchs@messefrankfurt.com</u> <b>Hajera Sharifi</b> Telefon: +49 69 75 75-66 87
	Telefon: +49 69 75 75-35 40 E-Mail: <u>kerstin.hedrich@messefrankfurt.com</u> <b>Katrin Fuchs</b> Telefon: +49 69 75 75-63 89 E-Mail: <u>katrin.fuchs@messefrankfurt.com</u> <b>Hajera Sharifi</b> Telefon: +49 69 75 75-66 87 E-Mail: <u>hajera.sharifi@messefrankfurt.com</u> <b>Peggy Behling</b>
Marketing Communications	Telefon: +49 69 75 75-35 40 E-Mail: <u>kerstin.hedrich@messefrankfurt.com</u> <b>Katrin Fuchs</b> Telefon: +49 69 75 75-63 89 E-Mail: <u>katrin.fuchs@messefrankfurt.com</u> <b>Hajera Sharifi</b> Telefon: +49 69 75 75-66 87 E-Mail: <u>hajera.sharifi@messefrankfurt.com</u>

