

Milestones – key dates for your trade fair preparations

February 2023

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 2023	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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March 2023

Early Bird Deadline	The deadline for the early bird discount is the 22th of March 2023	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 2023

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 2023

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 2023

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 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:
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 24/25 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 **August**, 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 2023

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:

- 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 **the end of October 2023**.

Heimtextil Trends 24/25 Deadline for sample submission

The deadline for your samples submission is **the end of October 2023**.

If you have any questions, please contact

Shirley Tale

Telephone: +49 69 75 75-62 43

Email: shirley.tale@messefrankfurt.com

November 2023

Deadline for registering joint stand participants

Please note: The registration deadline for your joint stand participants is expected to be the **beginning of November**.

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 Media Package

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

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 2023

Deadline for ordering services

Please note: **From the end of December, 2023 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 early set-up	Please note that from the end of December 2023 onwards, the express surcharge will be charged for the chargeable early set-up. This can only be applied for stands of 50m ² or more on 2 January 2024. Early set-up can be ordered for January 3, 2024 with no booth size limit. 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
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January 2024

Heimtextil 2024 schedule	2 January 2024	Advance set-up, subject to a fee (only applicable for stands over 50m ²)
	3 January 2024	Advance set-up, subject to a fee
	4 – 8 January 2024	Regular free set-up 4 - 7 January 2024 – 7:00 a.m. – 12:00 p.m. 8 January 2024 from 3.00 p.m. start of carpet laying in the aisles. Set-up is only possible inside the stand.
	8 January 2024	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.
	9 - 12 January 2024	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

February 2024

Invoices for services	Dispatch of invoices for services you ordered
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Date Heimtextil 2025: 14.01 - 17.01.2025

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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

Decorative & Furniture Fabrics

Halls 4.0/4.1/4.2

Sandra Neumann

Telephone: +49 69 75 75-64 26

Email: sandra.neumann@messefrankfurt.com

Asian Selection

Halls 5.0/6.0

Petra Hauschild

Telephone: +49 69 75 75-55 58

Email: petra.hauschild@messefrankfurt.com

Carpets & Rugs

Hall 5.1

Petra Hauschild

Telephone: +49 69 75 75-55 58

Email: petra.hauschild@messefrankfurt.com

Asian Excellence

Halle 6.1

Petra Hauschild

Telephone: +49 69 75 75-55 58

Email: petra.hauschild@messefrankfurt.com

Window & Interior Decoration / Textile Technology

Hall 3.1

Petra Mertens

Telephone: +49 69 75 75-54 10

Email: petra.mertens@messefrankfurt.com

Wall Decoration

Hall 3.0

Petra Mertens

Telephone: +49 69 75 75-54 10

Email: petra.mertens@messefrankfurt.com

Textile Design

Hall 3.0

Petra Hauschild

Telephone: +49 69 75 75-55 58

Email: petra.hauschild@messefrankfurt.com

Asian Selection

Halls 10.0/10.1/10.3

Lena Riedel

Telephone: +49 69 75 75-65 53

Email: lena.riedel@messefrankfurt.com

Asian Excellence

Hall 10.2

Lena Riedel

Telephone: +49 69 75 75-65 53

Email: lena.riedel@messefrankfurt.com

Smart Bedding

Hall 11.0

Olga Drexler

Telephone: +49 69 75 75-63 70

Email: olga.drexler@messefrankfurt.com

Beautiful Living

Hall 12.0

Olga Drexler

Telephone: +49 69 75 75-63 70

Email: olga.drexler@messefrankfurt.com

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Bed & Bath Fashion (Brands)
Halls 12.0

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

Bed & Bath Fashion (Private Label)
Halls 12.1

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

Sales Manager Assistant

**Home textiles and
Household textiles**

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
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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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Edda Simon
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Organisation

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