

# Important Deadlines

Checklist for your personal preparations for the fair \*

Important order deadlines have been **highlighted** for better clarity.

Dates	Keyword	Details	Your Contact
From October 2018	<b>Confirmation of stand allocation</b>	You will receive <b>the materials regarding confirmation of your stand allocation.</b> Written confirmation of your stand with details of the stand allocated to you will also confirm acceptance of your registration. This will imply a legally binding contract of participation between the exhibitor and Messe Frankfurt. (See General Terms and Conditions 6.(1))	Respective Sales Manager
From October 2018	<b>Exhibitor passes construction and dismantling passes visitor admission-ticket vouchers</b>	NEW: construction and dismantling passes now online via the Ticket Services for Exhibitors portal  Printed construction and dismantling passes that used to be sent to you automatically with the Service Folder, are now digital available. From now on, you can produce and manage all your permits and visitor admission-ticket vouchers online via <b><a href="#">Ticket Services for Exhibitors portal</a></b> .	For <b>technical questions</b> relating to <b>Ticket Services for Exhibitors</b> please call +49 69 75 75-51 51, or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a> .
From October 2018	<b>Services provided</b>	On receipt of the exhibit confirmation, you can order products and services online in our <b><a href="#">Shop for Exhibitor Services</a></b> : <ul style="list-style-type: none"> <li>• System and individual stand construction</li> <li>• Technical connections (electricity, water, telecommunications, ...)</li> <li>• Stand fixtures and furnishings (furniture, carpeting, decoration, media technology, ...)</li> <li>• Stand services (cleaning, hostesses, ...)</li> <li>• Marketing and press services (advertising at the Exhibition Centre, banners, ...)</li> <li>• Parking permits</li> <li>• Catering and events</li> <li>• Logistics</li> </ul> <b>Please observe the various ordering periods and deadlines depending on the individual service concerned.</b>	For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>  For <b>questions about MyAccount login</b> , please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>  You can find the names of the <b>people to contact</b> by clicking on the service required at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>

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From October 2018	<b>Participants in joint stands</b>	<b>Registration of your co-exhibitors</b> Please register any additional participants in joint stand online using <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a> .  <b>Deadline: beginning February 2019</b>	For <b>technical questions</b> relating to registering your co-exhibitors, please contact our colleagues on +49 69 75 75-29 99 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> .
From October 2018	<b>Stand dividing walls</b>	If desired, please order the <b>stand dividing walls</b> (stand partition) via the <a href="#">Shop for Exhibitor Services</a> .  <b>Deadline: February 2019</b>	For <b>technical questions</b> relating to order the stand dividing walls, please contact our colleagues on +49 69 75 75-29 99 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> .
From October 2018	<b>Stand construction plans; authorisa- tion</b>	Submission of <b>stand designs for authorisation (mandatory)</b> . Please observe the <a href="#">Technical Guidelines</a> (4.2).  <b>Deadline: End of February 2019</b>	<b>Messe Frankfurt Venue GmbH</b> Technical Event Management, Fairs Phone: +49 69 75 75-59 04 <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a>  Please find the contact person for your Hall(s) from the information given on page 20.
From November 2018	<b>Promotion Package</b>	You can order <b>free promotion material</b> online to advertise your presentation at the fair (e. g. promotional postcards, folding invitation cards, E-Cards, online banner, countdown timer): <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a> .	<b>Dialogistiker GmbH</b> Phone +49 69 61999 244 <a href="mailto:service@dialogistiker.de">service@dialogistiker.de</a>
From November 2018	<b>Invoice for stand rental</b>	You will receive the <b>invoice for the costs of stand rental</b> .	<b>Musikmesse Team</b> <a href="mailto:musikmesse@messefrankfurt.com">musikmesse@messefrankfurt.com</a>
From January 2019	<b>Press services</b>	You will receive documents for ordering <b>press services</b> .	<b>Ilona Schlesinger-Jakoby</b> <a href="mailto:press.musikmesse@messefrankfurt.com">press.musikmesse@messefrankfurt.com</a>
Early February 2019	<b>Catalogue entry</b>	<b>Deadline for Media Package Part 1</b> (catalogue): Deadline for submitting your data for the catalogue entry.	<b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75-51 31 <a href="mailto:mediapackage.musikmesse@messefrankfurt.com">mediapackage.musikmesse@messefrankfurt.com</a>
15 February 2019	<b>Rigging</b>	<b>Deadline for ordering rigging and suspension</b> .	

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Mid of February 2019	<b>Services</b>	<p><b>Deadline for ordering services</b> In the <a href="#">Shop for Exhibitor Services</a> (e.g., electricity, water, stand cleaning, printed visitor vouchers, etc.).</p> <p><b>For the exact deadlines, please go to the Shop for Exhibitor Services.</b></p> <p>We would like to support you in the realization of your exhibition stand in the best way. Therefore, we ask you to order products such as <b>stand equipment</b> (flooring, lighting or furniture), <b>stand services and stand technology, catering / event and logistics services</b> as early as possible, as sometimes only a limited number is available.</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For questions about <b>MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p> <p>You can find the names of the <b>people to contact</b> by clicking on the service required at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a></p>
19 February 2019	<b>Parking tickets</b>	<b>Deadline for ordering parking tickets.</b>	
Early March 2019	<b>Catalogue supplement</b>	Closing date for submitting your information in the supplement of the catalogue.	<p><b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75-51 31 <a href="mailto:mediapackage.musikmesse@messefrankfurt.com">mediapackage.musikmesse@messefrankfurt.com</a></p>
Early March 2019	<b>Vehicle registration</b>	Please register every vehicle that wishes to <b>enter the exhibition grounds during set-up and dismantling</b> via our <a href="#">online portal</a> .	<p><b>Messe Frankfurt Venue GmbH, Traffic</b> Phone +49 69 75 75-66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a></p>
8 March 2019	<b>Early stand construction</b>	<b>Deadline for applying for free advanced setting up via the <a href="#">Shop for Exhibitor Services</a>.</b>	<p><b>Messe Frankfurt Exhibition GmbH</b> Phone: +49 69 75 75 -58 89 <a href="mailto:aufbau.musikmesse@messefrankfurt.com">aufbau.musikmesse@messefrankfurt.com</a></p>
26 + 27 March 2019	<b>Advanced setting-up</b>	<b>Advanced setting-up, free of charge subject to registration and approval</b> Daily: 7 am – 9 pm	<p><b>Musikmesse Team</b> Phone +49 69 75 75-35 61 <a href="mailto:musikmesse@messefrankfurt.com">musikmesse@messefrankfurt.com</a></p>
28 March – 1 April 2019	<b>Set-up</b>	<p><b>Set-up, free of charge</b> 28.03.2019: 7 am – midnight (Thursday) 29.03. – 01.04.2019: 24 hours a day (Friday – Monday)</p> <p>Please note: Due to carpet laying in the aisles (at 01.04.2019 from 3 pm), set-up can be continued inside the stands only. Please keep aisles free. The placement of tools or stand construction materials in the aisles is prohibited.</p>	<p><b>Musikmesse Team</b> Phone +49 69 75 75-35 61 <a href="mailto:musikmesse@messefrankfurt.com">musikmesse@messefrankfurt.com</a></p>
2 – 5 April 2019	<b>Musikmesse</b>	<p><b>Opening hours Exhibitors</b> 9 am – 7 pm (Tuesday – Friday)</p> <p><b>Visitors</b> 10 am – 6 pm (Tuesday – Friday)</p>	<p><b>Musikmesse Team</b> Phone +49 69 75 75-35 61 <a href="mailto:musikmesse@messefrankfurt.com">musikmesse@messefrankfurt.com</a></p>

Dates	Keyword	Details	Your Contact
5 – 7 April 2019	<b>Dismantling,</b>	<b>Dismantling, free of charge</b> 05.04.2019: 6 pm – midnight (Friday) 06.04. + 07.04.2019: 24 hours a day (Saturday + Sunday)	<b>Musikmesse Team</b> Phone +49 69 75 75-35 61 <a href="mailto:musikmesse@messefrankfurt.com">musikmesse@messefrankfurt.com</a>
<p>Please note: At 05.04.2019 from 6 am – 9 am dismantling is only inside the stands possible, due to carpet removal in the aisles and delivery of empties by the freight forwarders.</p>			

**\*Please note that this sequence may vary depending on when you register for the fair.**

# Import Appointments into Your Calendar

As our service, we provide all important appointments in one Calendar file (format .ics) for you.

You can download the file by clicking on the calendar and import it – for example – into your Outlook calendar.

