

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details see from page 3)
From June 2017	Registration and application for stand space	Registration materials to be sent out. Please register your company using the exhibitors' online portal EasyOrder on the internet.	EasyOrder for new customers: https://standspace.messefrankfurt.com/easy/en/home_registerinterests.html EasyOrder for existing customers: https://serviceshop.messefrankfurt.com/portallogin?lang=en easyorder@messefrankfurt.com Phone +49 69 7575-2999
From July until April 2018	Hall planning period / quotation period	Period of hall planning : The Sales Manager of the Musikmesse team contact all registered companies individually. Main planning period: July 2017 - January 2018	Respective Sales Manager
September 2017 until April 2018	Confirmation of stand allocation	You will receive the materials regarding confirmation of your stand allocation . 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 November 2017	Exhibitor passes, construction and dismantling passes	You will receive your exhibitor admission tickets and the construction and dismantling passes and, if they are not already available, your personal data for access to the internet portal at https://serviceshop.messefrankfurt.com/portallogin?lang=en , where you can order services relating to the trade fair stand .	EasyOrder: https://serviceshop.messefrankfurt.com/portallogin?lang=en easyorder@messefrankfurt.com Phone +49 69 7575-2999
From November 2017	Services provided	Online ordering of services using EasyOrder (e.g.: electricity, water, catering, early stand construction, logistics, passes, visitor vouchers, stand construction, stand equipment, advertising opportunities etc.) Please observe the various ordering periods and deadlines depending on the individual service concerned.	https://serviceshop.messefrankfurt.com/portallogin?lang=en You can find the appropriate contact person in each case by clicking on the individual service that you want in the EasyOrder portal. The EasyOrder hotline is there to answer any questions about the ordering system on Phone +49 69 7575-2999 or by E-mail at: easyorder@messefrankfurt.com

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From November 2017	Stand construction plans; authorisation	Submission of stand designs for authorisation (mandatory)* . Please observe the technical guidelines (4.2). Deadline: end of February 2018 http://musik.messefrankfurt.com/frankfurt/de/aussteller/messeplanung/technikundservices.html?nc	Messe Frankfurt Venue GmbH Technisches Veranstaltungsmanagement Messen Phone: +49 69 7575-5904 technics@messefrankfurt.com Please find the contact person for your hall(s) from the information given on page 4
From November 2017	Participants in joint stands	Please register any additional participants in joint stand online using your EasyOrder Account. Deadline: beginning/mid-February 2018	Musikmesse team Phone +49 69 75 75-5201 musikmesse@messefrankfurt.com
From November 2017	Promotion Package	You will receive the Promotion Package which will enable you to order our free advertising material for your trade-fair appearance.	Dialogistiker GmbH Phone +49 69 61999 244 service@dialogistiker.de
Mid-November 2017	Catalogue Entry	You will receive the order forms. Deadline for catalogue entry: Early February 2018	Messe Frankfurt Medien und Service GmbH Phone +49 69 75 75-51 31 Fax +49 69 75 75-54 22 mediapackage.musikmesse@messefrankfurt.com www.publishingservices.messefrankfurt.com
From November 2017	Invoice for stand rental	You will receive the invoice for the costs of stand rental.	Musikmesse team www.musikmesse.com/registration musikmesse@messefrankfurt.com
31 December 2017	Registration deadline for stand space	Last date for reduced rates on stand rental prices. For registrations from 31 December 2017, the standard rates apply.	Musikmesse team www.musikmesse.com/registration musikmesse@messefrankfurt.com
From January 2018	Press services	You will receive documents for ordering press services.	Ilona Schlesinger-Jakoby press.musikmesse@messefrankfurt.com
February 2018	Request for details of stand dividing walls	You will receive a request by e-mail to specify your requirements for partition walls (at edge of stand).	Musikmesse team www.musikmesse.com musikmesse@messefrankfurt.com

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Early March 2018	Catalogue supplement	Closing date for submitting your information in the supplement of the catalogue.	Messe Frankfurt Medien und Service GmbH Phone +49 69 75 75-51 31 Fax +49 69 75 75-54 22 mediapackage.musikmesse@messefrankfurt.com
16 March 2018	Early stand construction	Last date for applications for free early construction and extended construction times via EasyOrder.	Stefanie Buchmann Phone +49 69 7575-5704 musikmesse@messefrankfurt.com

Please note that procedures can vary depending on the date you have send in your intention of exhibit.

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Easy Order Hotline

EasyOrder Exhibitor-Online-Portal

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