

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details see from page 3)
From July 2018	Registration and application for stand space	<p>Registration materials to be sent out. Please register your company using one of the following links:</p> <p>For new customers: www.musikmesse.com/RegistrationNewCustomer</p> <p>For existing customers: www.musikmesse.com/RegistrationCustomer</p>	Should you have any technical questions, please contact the Hotline on +49 69 75 75-5588 or send an email to easyorder@messefrankfurt.com .
From August 2018 until April 2018	Hall planning period / quotation period	<p>Period of hall planning: The Sales Manager of the Musikmesse team contact all registered companies individually.</p> <p>Main planning period: August 2018 – January 2019</p>	Respective Sales Manager
30 September 2018	Registration deadline for early booking stand space	<p>Last date for reduced rates on stand rental prices. For registrations from 01 October 2018, the standard rates apply.</p>	<p>Musikmesse Team www.musikmesse.com/registration musikmesse@messefrankfurt.com</p>
October 2018 until April 2019	Confirmation of stand allocation	<p>You will receive the materials regarding confirmation of your stand allocation.</p> <p>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))</p>	Respective Sales Manager
From October 2018	<p>Exhibitor passes,</p> <p>construction and dismantling passes,</p> <p>visitor admission-ticket vouchers</p>	<p>NEW: construction and dismantling passes now online via the Ticket Services for Exhibitors portal</p> <p>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 Ticket Services for Exhibitors portal.</p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com</p> <p>Should you have any technical questions, please contact the Ticket Hotline on +49 69 75 75-5151 or send an email to etickets@messefrankfurt.com.</p>

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From October 2018	Services provided	<p>Online–ordering of services using the Shop for Exhibitor Services (e.g.: electricity, water, catering, early stand construction, logistics, stand construction, parking permits, stand equipment, stand-services, marketing and press services etc.).</p> <p>Please observe the various ordering periods and deadlines depending on the individual service concerned.</p>	<p>Internet: www.musikmesse.com/Serviceshop</p> <p>You can find the appropriate contact person in each case by clicking on the individual service that you want in the Shop Portal.</p> <p>The Service Hotline is available to answer any questions about the ordering system on phone +49 69 7575-29 99 or by E-mail at: serviceshop@messefrankfurt.com</p>
From October 2018	Participants in joint stands	<p>Please register any additional participants in joint stand online using the Shop for Exhibitor Services.</p> <p>Deadline: beginning February 2019</p>	<p>Internet: www.musikmesse.com/Serviceshop</p> <p>Telephone: +49 69 7575-2999 E-Mail: serviceshop@messefrankfurt.com</p>
From October 2018	Stand dividing walls	<p>If desired, please order the stand-dividing walls (stand partition) via the Shop for Exhibitor Services.</p> <p>Deadline: February 2019</p>	<p>Internet: www.musikmesse.com/Serviceshop</p> <p>Telephone: +49 69 7575-2999 E-Mail: serviceshop@messefrankfurt.com</p>
From October 2018	Stand construction plans; authorisation	<p>Submission of stand designs for authorisation (mandatory). Please observe the technical guidelines (4.2).</p> <p>Deadline: February 2019</p> <p>musikmesse.com/technical-info</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Telephone +49 69 7575-59 04 technics@messefrankfurt.com</p> <p>Please find the contact person for your Hall(s) from the information given on page 3.</p>
From November 2018	Promotion Package	<p>You can order free promotion material online to advertise your presentation at the fair (e. g. promotional postcards, folding invitation cards, E-Cards, online banner, countdown timer):</p> <p>prolight-sound.com/promotion</p>	<p>Dialogistiker GmbH Tel.: +49 69 61999 244 service@dialogistiker.de</p>
From November 2018	Invoice for stand rental	<p>You will receive the invoice for the costs of stand rental.</p>	<p>Musikmesse Team Internet: www.musikmesse.com musikmesse@messefrankfurt.com</p>
From January 2019	Press services	<p>You will receive documents for ordering press services.</p>	<p>Ilona Schlesinger-Jakoby press.musikmesse@messefrankfurt.com</p>

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Early February 2019	Catalogue entry	Deadline for media package part 1 (catalogue): Closing date for submitting your catalogue entry.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 75 75-51 31 Fax: +49 69 75 75-54 22 mediapackage.prolight-sound@messefrankfurt.com
Early March 2019	Catalogue supplement	Closing date for submitting your information in the supplement of the catalogue.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 75 75-51 31 Fax: +49 69 75 75-54 22 mediapackage.prolightsound@messefrankfurt.com
8 March 2019	Early stand construction	Deadline for applying for free advanced setting up via the Shop for Exhibitor Services.	Musikmesse Team Phone +49 69 7575-3561 musikmesse@messefrankfurt.com

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

Contact persons	
Sales & Planning Team	
Director Ms Anna Casalini Phone +49 69 7575-6662 E-mail anna.casalini@messefrankfurt.com	www.musik.messefrankfurt.com musikmesse@messefrankfurt.com
Hall: 3.0 Mr Marius Munkel Phone +49 69 7575-5787 E-mail marius.muenkel@messefrankfurt.com	Hall: 3.1 & Forum 0 Mr Sebastian Krapp Phone +49 69 7575-6585 E-mail sebastian.krapp@messefrankfurt.com
Hall: 4.1 Ms Miriam Schmidt Phone +49 69 7575-6987 E-mail miriam.schmidt@messefrankfurt.com	Mr Jan Kakrow Phone +49 69 7575-6591 E-mail jan.kakrow@messefrankfurt.com
Ms Sarah Bleuel Phone +49 69 7575-3561 E-mail sarah.bleuel@messefrankfurt.com	

Marketing Communications Team	
Media Relations / press Mr Johannes Weber Phone +49 69 7575-6866 E-mail johannes.weber@messefrankfurt.com	Media Relations / social media, internet Ms Silke Wächter Phone +49 69 7575-5808 E-mail silke.waechter@messefrankfurt.com
Media Relations / advertising Ms Isabelle Haberscheidt Phone +49 69 7575-5194 E-mail isabelle.haberscheidt@messefrankfurt.com	Media Relations / advertising Ms Antonia Felka Phone +49 69 7575-6405 E-mail antonia.felka@messefrankfurt.com
Media Relations / Organisation Ms Ilona Schlesinger-Jakoby Phone +49 69 7575-5229 E-mail ilona.schlesinger-jakoby@messefrankfurt.com	
Events Technology	
Project Director Events Technology Ms Birgid Lauter Phone +49 69 7575-5025 E-mail birgid.lauter@messefrankfurt.com	General E-mail technics@messefrankfurt.com
Hall 3.0 Mr Patrick Dietrich Phone +49 69 7575-5040 E-mail Patrick.Dietrich@MesseFrankfurt.com	Hall 3.1 Ms Caroline Adelskamp Phone +49 69 7575-6327 E-mail caroline.adelskamp@messefrankfurt.com
Hall 4.1 Mr Ralf Frühauf Phone +49 69 7575-6632 E-mail Ralf.Fruehauf@MesseFrankfurt.com	Forum 0 Ms Birgid Lauter Phone +49 69 7575-5025 E-mail birgid.lauter@messefrankfurt.com
Service Hotline Shop for Exhibitor Services www.musikmesse.com/Serviceshop serviceshop@messefrankfurt.com Phone +49 69 7575-5588	Catalogue publisher Messe Frankfurt Medien und Service GmbH mediapackage.musikmesse@messefrankfurt.com Phone +49 69 75 75-5131 Fax +49 69 75 75-54 22