

## Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details see from page 4)
From June 2019	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><b>For new customers:</b>  <a href="http://www.musikmesse.com/RegistrationNewCustomer">www.musikmesse.com/RegistrationNewCustomer</a></p> <p><b>For existing customers:</b>  <a href="http://www.musikmesse.com/RegistrationCustomer">www.musikmesse.com/RegistrationCustomer</a></p>	<p>Should you have any technical questions, please contact our Service Hotline:            Phone: <b>+49 69 75 75-5588</b>            Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p>
From August 2019 until March 2020	Hall planning period / quotation period	<p><b>Period of hall planning:</b>            The Musikmesse Sales Managers contact all registered companies individually.</p> <p><b>Main planning period:</b>            August 2019 – January 2019</p>	Respective Sales Manager
October 2019 until March 2020	Confirmation of stand allocation	<p>You will receive <b>the materials regarding confirmation of your stand allocation.</b></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 2019	<p>Exhibitor passes</p> <p>visitor admission-ticket vouchers</p> <p>construction and dismantling passes</p>	<p>All passes and tickets can be generated and managed online via the Online-Portal <b>Ticket Services for Exhibitors.</b></p> <p><b>NEW:</b>            Visitor admission-ticket vouchers are season tickets without charge.</p>	<p>You can reach the <b>Ticket Services for Exhibitors</b> portal via the Shop for Exhibitor Services or directly at  <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a></p> <p>Should you have any technical questions, please contact the Ticket Hotline:            Phone: <b>+49 69 75 75-5151</b>            Email: <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a></p>

Dates / Deadlines	Keyword	Details	Contact person (details see from page 4)
From October 2019	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><b>Please observe the various ordering periods and deadlines depending on the individual service concerned.</b></p>	<p>Internet: <a href="http://www.musikmesse.com/Serviceshop">www.musikmesse.com/Serviceshop</a></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>Should you have any technical questions, please contact our Service Hotline: Phone: <b>+49 69 7575-29 99</b> Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p>
From October 2019	Participants in joint stands	<p>Please register any additional participants in joint stands online via the following link:</p> <p><a href="http://www.musikmesse.com/RegistrationCustomer">www.musikmesse.com/RegistrationCustomer</a></p> <p><b>Deadline: beginning February 2020</b></p>	<p>Should you have any technical questions, please contact our Service Hotline: Phone: <b>+49 69 75 75-5588</b> Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p>
From October 2019	Stand dividing walls	<p>If desired, please order the <b>stand-dividing walls</b> (stand partition) via the Shop for Exhibitor Services (free of charge).</p> <p><b>Deadline: February 2020</b></p>	<p>Internet: <a href="http://www.musikmesse.com/Serviceshop">www.musikmesse.com/Serviceshop</a></p> <p>Should you have any technical questions, please contact our Service Hotline: Phone: <b>+49 69 7575-29 99</b> Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p>
From October 2019	Stand construction plans; authorisation	<p>Submission of <b>stand designs for authorisation (mandatory)</b>. Please observe the technical guidelines (4.2).</p> <p><b>Deadline: February 2020</b></p> <p><a href="http://musikmesse.com/technical-info">musikmesse.com/technical-info</a></p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: <b>+49 69 7575-59 04</b> <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a></p> <p>Please find the contact person for your Hall(s) from the information given on page 4.</p>
From November 2019	Promotion Package	<p>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):</p> <p><a href="http://www.musikmesse.com/promotion">www.musikmesse.com/promotion</a></p>	<p>Dialogistiker GmbH Phone: <b>+49 69 61999 244</b> <a href="mailto:service@dialogistiker.de">service@dialogistiker.de</a></p>
From November 2019	Invoice for stand rental	<p>You will receive the <b>invoice</b> for the costs of <b>stand rental</b>.</p>	<p>Musikmesse Team Internet: <a href="http://www.musikmesse.com">www.musikmesse.com</a> <a href="mailto:musikmesse@messefrankfurt.com">musikmesse@messefrankfurt.com</a></p>

Dates / Deadlines	Keyword	Details	Contact person (details see from page 4)
From January 2020	<b>Press services</b>	You will receive documents for ordering press services.	E-mail: <a href="mailto:press.musikmesse@messefrankfurt.com">press.musikmesse@messefrankfurt.com</a>
Early February 2020	<b>Catalogue entry</b>	Deadline for media package part 1 (catalogue): Closing date for submitting your catalogue entry.	Messe Frankfurt Medien und Service GmbH Phone: <b>+49 69 75 75-51 31</b> E-mail: <a href="mailto:mediapackage.musikmesse@messefrankfurt.com">mediapackage.musikmesse@messefrankfurt.com</a>
Early March 2020	<b>Catalogue supplement</b>	Closing date for submitting your information in the supplement of the catalogue.	Messe Frankfurt Medien und Service GmbH Phone: <b>+49 69 75 75-51 31</b> E-mail: <a href="mailto:mediapackage.musikmesse@messefrankfurt.com">mediapackage.musikmesse@messefrankfurt.com</a>
10 March 2020	<b>Deadline Express Surcharge</b>	<b>NEW:</b> From 2020, an express surcharge of 25% will be charged for certain services ordered after 10 March 2020.  Therefore, please place your order in time by 10 March.	Internet: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>  Should you have any technical questions, please contact our Service Hotline: Phone: <b>+49 69 7575-29 99</b> Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
28 to 31 March 2020*	<b>Regular setting up</b>	All vehicles must be registered online via the check-in system.  * For Musikmesse Plaza other set-up times apply.	Internet: <a href="http://www.einfahrt.messefrankfurt.com">www.einfahrt.messefrankfurt.com</a>  Should you have any questions regarding traffic regulations, please contact the Traffic Team: Phone: <b>+49 69 7575-6600</b> Email: <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a>

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

# musikmesse

1 – 4 April 2020, Frankfurt am Main

## Contact persons

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## Events Technology

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## Ordering Services

### Application for stand space

For new customers:

[www.musikmesse.com/RegistrationNewCustomer](http://www.musikmesse.com/RegistrationNewCustomer)

For existing customers:

[www.musikmesse.com/RegistrationCustomer](http://www.musikmesse.com/RegistrationCustomer)

### Shop for Exhibitor Services

Internet: [www.musikmesse.com/Serviceshop](http://www.musikmesse.com/Serviceshop)

Email: [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

Phone: +49 69 7575-29 99

### Ticket Services for Exhibitors

Internet: [www.exhibitortickets.messefrankfurt.com](http://www.exhibitortickets.messefrankfurt.com)

Phone: +49 69 75 75-51 51

Email: [etickets@messefrankfurt.com](mailto:etickets@messefrankfurt.com)

### Catalogue publisher

Messe Frankfurt Medien und Service GmbH

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