

Checklist for your personal preparations for the fair*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<p>Hotline contact details</p>	<p>For questions about: Intention to exhibit at the fair and registration of joint-stand participants easyorder@messefrankfurt.com Telephone: +49 69 75 75-5588</p> <p>Shop for Exhibitor Services Serviceshop@messefrankfurt.com Telephone: +49 69 75 75-2999</p> <p>Login / MyAccount myaccount@messefrankfurt.com</p>		
<p>6 February 2018</p>	<p>End of the early-booking rate for IFFA 2019.</p> <p>The intention to exhibit and registration of joint-stand participants for IFFA 2019 should be made online at www.standspace.messefrankfurt.com</p> <p>For questions about the exhibition stand, stand-space proposal, etc., please call the appropriate Sales Manager in the adjoining column.</p>	<p>(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11) Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com</p> <p>(Halls: 9.1, Galleria 0, Galleria 1, 12.0, 12.1) Sylvia Pielka Telephone: +49 69 75 75-5336 sylvia.pielka@messefrankfurt.com</p>	<input type="checkbox"/>
<p>By the end of October 2018</p>	<p>After registering with the MyAccount login at www.iffa.messefrankfurt.com Exhibitors can click on the Exhibitor Services Shop in the Customer Centre to order products and services.</p> <p>Order the products and services you require in the Exhibitor Services Shop:</p> <ul style="list-style-type: none"> • System and individual stand construction • Technical connections (<i>electricity, water, telecommunications, ...</i>) • Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>) • Stand services (<i>guards, cleaning, hostesses, ...</i>) • Marketing and press services (<i>advertising at the Exhibition Centre, banners, add-ons for your online presence...</i>) • Parking Permits • Catering and events (<i>stand parties, stand catering</i>) • Logistics 	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com</p> <p>For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com</p>	<input type="checkbox"/>
<p>By the end of October 2018</p>	<p>NEW: ticket services for exhibitors</p> <p>The printed exhibitor permits and set-up and dismantling permits that used to be sent to you automatically with the Service Folder have been discontinued. From now on, you can produce and manage all your permits and visitor admission-ticket vouchers online at www.exhibitortickets.messefrankfurt.com</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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	<p>Ticket services for exhibitors: As the main contact person for the trade fair organisation, you create your desired number of personalised exhibitor permits on the portal and have the option of sending them to the e-mail addresses you have specified.</p> <p>In the same portal, you can also produce visitor admission-ticket vouchers and mail them to your customers with an invitation. Please note our new, greatly reduced price scale for visitor vouchers. Visitor advertising pays off!</p> <p>PLEASE NOTE: You will only be billed for the vouchers actually redeemed and used at the entrances to the fair.</p> <p>Printed visitor vouchers, which you can still order in our Shop for Exhibitor Services, must be ordered by the beginning of April.</p>	They will be pleased to help you.	
From October 2018	You will be sent your stand-space invoice	<p>(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11) Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com</p> <p>(Halls: 9.1, Galleria 0, Galleria 1, 12.0, 12.1) Sylvia Pielka Telephone: +49 69 75 75-5336 sylvia.pielka@messefrankfurt.com</p>	<input type="checkbox"/>
From Mid November 2018	You will be sent the order forms for Media Package Part 1 (catalogue) by email.	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 mediapackage.iffa@messefrankfurt.com	<input type="checkbox"/>
	You will be sent the order forms for Media Package Part 2 (online presence) by email.	Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75-5090 iffa@online.messefrankfurt.com	<input type="checkbox"/>
From December 2018	You have the opportunity to order the Promotion Package of free promotion materials to advertise your presentation at the fair, e.g., promotional postcards, folding invitation cards, etc.	Information: Telephone: +49 69 75 75-5191 www.promotion.messefrankfurt.com .	<input type="checkbox"/>
	Or place your order directly at www.promotion.messefrankfurt.com . There, you will also find a selection of digital promotional materials, e.g., e-cards, online banners, countdown counter, etc.		
From December 2018	Book your press box at www.serviceshop.messefrankfurt.com under "Marketing Services (Press Services)".	Information: Telephone: +49 69 75 75-6357 press.iffa@messefrankfurt.com	<input type="checkbox"/>
	For information about your press event, as well as any queries, please send an e-mail to: press.iffa@messefrankfurt.com .		
16 January 2019	Registration deadline for co-exhibitors Joint-stand participants at IFFA 2019 must be registered at www.standspace.messefrankfurt.com	(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11) Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com	<input type="checkbox"/>

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February 2019	Please order the stand-dividing walls (stand partition) free of charge - if desired - in the Exhibitor Services Shop.	Telephone: +49 69 75 75-3277 standtrennwaende.iffa@messefrankfurt.com	<input type="checkbox"/>
15 February 2019	Deadline for Media Package Part 1 (catalogue): Last day for sending us your details for the catalogue entry.	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 mediapackage.iffa@messefrankfurt.com	<input type="checkbox"/>
At the latest by 15 March 2019	Stand-construction plans, approval Submission of stand-construction plans* requiring approval . Please see our Technical Guidelines (4.2): Deadline: 15 March 2019 www.iffa.messefrankfurt.com / Planning and preparation / equipment and services. *) e.g., two storey exhibition stands, walls over 4 metres high, closed ceilings, platforms higher than 0.2 metres, glass constructions, moving components. <u>Exhibition stands under 100 m², that do not include such features, are not subject to approval.</u> Regardless of their size, cinemas or viewing rooms, scenic areas, constructions on the outdoor areas and temporary structures are always subject to approval.	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Telephone: +49 69 75 75-5904 technics@messefrankfurt.com	<input type="checkbox"/>
Beginning of April 2019	Deadline for ordering services In the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, printed admission-ticket vouchers, promotion materials, etc.	For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com For questions about MyAccount login , please send a mail to myaccount@messefrankfurt.com	<input type="checkbox"/>
8 April 2019	Catalogue addendum: Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 mediapackage.iffa@messefrankfurt.com	<input type="checkbox"/>
18 April 2019	Deadline for registering for advanced setting up and extended dismantling (at extra cost) Please apply for advanced setting up and / or extended dismantling via the Exhibitor Services Shop.	Telephone: +49 69 75 75-3277 aufbau.iffa@messefrankfurt.com	<input type="checkbox"/>
23 to 28 April 2019	Advanced setting-up, at extra cost, 23 April 2019 7.00 hrs, daily around the clock until 28 April 2019 24.00 hrs. Please apply for advanced setting up via the Exhibitor Services Shop at an early stage. Please notice that the advanced setting-up at hall 9.1 starts at 24 April 2019.	For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com For questions about MyAccount login , please send a mail to myaccount@messefrankfurt.com	<input type="checkbox"/>

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<p>29 April to 3 May 2019</p>	<p>Normal setting-up: From 29 April 2019 to 3 May 2019, daily around the clock;</p> <p>3 May 2019, from 15.00 hrs: carpeting will be laid in the aisles so that setting-up will only be possible on the exhibition stand itself!</p>							
<p>29 April to 3 May 2019</p>	<p>From 29 April to 3 May 2019 Vehicular entry to the Exhibition Centre via the Rebstock Check-in only. Please follow the signs "Check-in".</p>							
<p>4 to 9 May 2019</p>	<table border="0"> <tr> <td>Hours of opening Exhibitors</td> <td>Visitors</td> </tr> <tr> <td>08.00 – 19.00 hrs</td> <td>09.00 – 18.00 hrs</td> </tr> <tr> <td>08.00 – 18.00 hrs (Thursday)</td> <td>09.00 – 17.00 hrs (Thursday)</td> </tr> </table>	Hours of opening Exhibitors	Visitors	08.00 – 19.00 hrs	09.00 – 18.00 hrs	08.00 – 18.00 hrs (Thursday)	09.00 – 17.00 hrs (Thursday)	
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<p>9 May 2019</p>	<p>Delivery of empty packaging materials and carpet removal from 17.00 – 20.30 hrs.</p> <p>Dismantling work will only be possible on the exhibition stand itself.</p>							
<p>9 to 12 May 2019</p>	<p>Normal dismantling: From 9 May 2019, after 20.30 hrs daily around the clock until 12 May 2019, 21.00 hrs</p>							
<p>13 May 2019</p>	<p>Extended dismantling, at extra cost, 07.00 hrs to 21.00 hrs</p> <p>Please apply for extended dismantling via the Exhibitor Services Shop at an early stage!</p>	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 7575-2999 or send an email to serviceshop@messefrankfurt.com</p> <p>For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com</p> <input type="checkbox"/>						
<p>End May 2019</p>	<p>You will be sent invoices for the services you ordered (electricity, water, stand cleaning, forwarding, etc.).</p>	<p>(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11) Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com</p> <p>(Halls: 9.1, Galleria 0, Galleria 1, 12.0, 12.1) Sylvia Pielka Telephone: +49 69 75 75-5336 sylvia.pielka@messefrankfurt.com</p> <input type="checkbox"/>						

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

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