

Checklist



For your fair preparations for the IFFA 2022

Dates and important deadlines	Keyword	Topic	Contact person
Hotline Contact information		For questions regarding: Intention to exhibit at IFFA and the registration of Joint-stands: serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588 Shop for exhibitor services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999 Technical Event Management for Fairs standapproval@messefrankfurt.com Messe-Login / My Account myaccount@messefrankfurt.com	
Start January 2021 Deadline Early Booking: 31 March 2021	Invitation to exhibit at IFFA 2022	Registration for IFFA 2022 opens on January 14, 2021. From this point on, you can declare your interest in participating in the trade fair at www.iffa.messefrankfurt.com . The declaration of participation requires registration via the Messe-Login. If you already have access data from previous trade fair participations, these are still valid. First-time exhibitors can register at any time at www.iffa.messefrankfurt.com . If you have already been an exhibitor at the last IFFA, or have expressly asked to be contacted as a prospective customer for 2022, you will receive a personal email inviting you to participate in IFFA 2022. The link given in the invitation will also lead you directly to the declaration of participation.	You will find the Log-in on top of the website www.iffa.messefrankfurt.com serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588 IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277
Start January 2021	Joint stand participants	Please note that all joint stand participants at your stand are required to register. Please register them online using your Messe-Login. Until the official catalogue closing date these will be included in the printed catalogue. Thereafter publication is limited to the online search.& app.	You will find the Log-in on top of the website www.iffa.messefrankfurt.com IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277

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31 March 2021	Deadline early booking	<p>We can offer you the „early booking“ stand price by receipt of intention to exhibit until 31 March 2021.</p> <p>Please get further information from the official price list of IFFA 2021.</p>	
Start April 2021	Beginning of Hall planning phase	<p>The planning of the exhibition halls is a fluid process that takes place in many individual planning steps and taking product groups and stand sizes into account.</p> <p>Planning phase: April 2021 – approx. March 2022</p>	<p>(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11) Mr. 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, Open Air Ground 12) Ms. Sylvia Pielka Telephone: +49 69 75 75-5336 sylvia.pielka@messefrankfurt.com</p>
Start June 2021	Start of sending the placement proposals	<p>As soon as we have checked your placement options, we will make you a placement proposal. Please note that this is limited in time in order to be able to move forward with the hall planning. If you have any questions or comments, the responsible sales managers will be happy to advise you.</p>	<p>(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11) Mr. 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, Open Air Ground 12) Ms. Sylvia Pielka Telephone: +49 69 75 75-5336 sylvia.pielka@messefrankfurt.com</p>
Start October 2021	Start of sending the stand confirmation	<p>If you have agreed to your stand, you will receive your confirmation of participation from around October 2021, depending on the planning status.</p> <p>When the written confirmation of participation is sent, the contract of participation is concluded between the exhibitor and Messe Frankfurt. (see terms and conditions)</p>	<p>(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11) Mr. 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, Open Air Ground 12) Ms. Sylvia Pielka Telephone: +49 69 75 75-5336 sylvia.pielka@messefrankfurt.com</p>
Start End of October 2021	Exhibitor permits, setting-up and dismantling tickets	<p>You will receive your personal service documents via Email. You can now order exhibitor permits and setting-up and dismantling tickets as well as admission-ticket vouchers via Ticket Service for exhibitors.</p>	<p>You will find the Log-in on top of the website www.iffa.messefrankfurt.com</p>

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Please note that the order deadlines for the specific services differ.	Services	<p>From the end of October 2021 on, you can order services such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. via the Shop for Exhibitor Services</p> <p>Deadline: We will be imposing an express surcharge of 25% for certain services starting on 23 April 2022.</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
Start End of October 2021	Stand dividing walls	<p>If you want to use the complimentary stand dividing walls, please place your order in the <u>Shop for exhibitor services</u>.</p> <p>If we do not receive an order from you we will not set up any stand walls at your stand, unless your neighboring stand booked some.</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p>
Start End of October 2021	Stand rental invoice	<p>Depending on the progress of the planning process and depending on whether or not you already received your participation confirmation, you will be sent the stand rental invoice.</p> <p>The terms of payment will be included in the invoice.</p>	<p>IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277</p>
<p>Start November 2021</p> <p>Deadline: 31 March 2022</p>	Stand construction plans	<p>Submission of stand construction plans, subject to approval</p> <p>→ Please heed the technical Guidelines at: www.iffa.messefrankfurt.com <u>Planning and preparation / Information for Exhibitors / Downloads</u></p> <p>Deadline: 31 March 2022</p> <p><u>Subject to mandatory authorisation are:</u></p> <ul style="list-style-type: none"> • Stand spaces of more than 100 sqm. • two-storey exhibition stands, • Walls higher than 4 m, • enclosed ceilings, • platforms higher than 0.20 m, • glass constructions, • Moving parts. <p>Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size.</p> <p><u>Exhibition stands under 100 sqm, that do not include such features, are not subject to approval.</u></p>	<p>Technical Event Management for fairs standapproval@messefrankfurt.com</p>

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		<p>Due to the corona pandemic, specific stand construction regulations can apply. There are continuously updated on our website www.iffa.messefrankfurt.com Planning and preparation / Information for Exhibitors</p>	
<p>Start December 2021</p> <p>Order Deadline: 8 April 2022</p>	<p>Promotion package</p>	<p>You will receive the promotion package for ordering free advertising material for your trade fair appearance. Please order any material via the Shop for Exhibitor Services.</p> <p>Use the opportunity to actively draw your customers' attention to your participation in the trade fair and thus contribute to your successful trade fair participation!</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Ms. Martina Lange Marketing martina.lange@messefrankfurt.com Tel.: +49 69 7575-5191</p>
<p>Start December 2021</p>	<p>Press Services</p>	<p>Book your press tray unit in the 'Marketing Services (Press Services)' section of the Shop for exhibitor services.</p> <p>Should you have any questions and should you like to forward the details of your press event, please contact: press.iffa@messefrankfurt.com</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Ms. Natalie Maas Press Organisation natalie.maas@messefrankfurt.com Tel.: +49 69 7575-6357</p>
<p>11 March 2022</p>	<p>Catalogue closing date</p>	<p>Last day for sending us your details for the catalogue entry.</p>	<p>Messe Frankfurt Medien und Service GmbH mediapackage.iffa@messefrankfurt.com Tel.: +49 69 7575-5131</p>
<p>15 April 2022</p>	<p>Ordering of early set-up and extended dismantling</p>	<p>Registration deadline for early set-up and the extended dismantling via the Shop for Exhibitor Services.</p> <p>Please note that it is obligatory to register in advance in order to make use of the early set-up and extended dismantling.</p> <p>Costs 2,50 € per m² / day (plus VAT)</p>	<p>IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277</p>
<p>20 April 2022</p>	<p>Catalogue Addendum</p>	<p>Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).</p>	<p>Messe Frankfurt Medien und Service GmbH mediapackage.iffa@messefrankfurt.com Tel.: +49 69 7575-5131</p>
<p>2 – 8 May 2022</p>	<p>Advanced Set-up</p> <p>daily from 7 a.m. until 9 p.m.</p>	<p>Start of advanced set up in some hall levels.</p> <p>You can find detailed information on set-up and dismantling times at: www.iffa.messefrankfurt.com under Planning and preparation - Information for exhibitors</p>	<p>IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277</p>

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<p>9 – 13 May 2022</p> <p>13 May 2022</p>	<p>Regular set-up</p> <p>Last day of set-up</p>	<p>Regular Set up of IFFA from 9 until 13 May 2022, 24 hours a day</p> <p>Please check the specific entrance regulations.</p> <p>On 13 May 2022 at 3 p.m. the carpet will be layed in the aisles - therefore from this time on you are only allowed to carry out set-up work on your stand space.</p>	<p>Information on the Check-In procedures can be found under: www.iffa.messefrankfurt.com</p> <p><u>Exhibitor services – Logistics and traffic management</u></p>
<p>14 – 19 May 2022</p>	<p>IFFA</p>	<p>From 14 – 19 May 2022 the IFFA takes place.</p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m., last day of exhibition from 8 a.m. to 6 p.m.</p>	<p>The trade fair management office is located in Torhaus, Level 2.</p>
<p>19 May 2022</p> <p>Start 5 p.m.</p>	<p>carpet removal / delivery of packing material</p>	<p>At first you can only carry out the dismantling work on your stand space, during this time the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.</p> <p>After the carpet has been removed, empty packing material are delivered. Until the final empties delivery, dismantling is only possible to a limited extent and without a forklift.</p> <p>Please inform yourself about the separate entry regulations.</p>	<p>IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277</p>
<p>20 – 22 May 2022</p>	<p>Dismantling</p> <p>24 hours a day</p>	<p>Regular Dismantling regarding the dismantling and access regulations.</p>	<p>IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277</p>
<p>23 May 2022</p>	<p>Extended Dismantling</p> <p>from 7 a.m. to 9 p.m.</p>	<p>Extended dismantling is only allowed in particular hall levels.</p> <p>Please note that the extended dismantling is subject to registration and costs</p> <p>You will find detailed information on set-up and dismantling times on the IFFA website www.iffa.messefrankfurt.com under <u>Planning and Preparation - Information for exhibitors</u></p>	<p>IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277</p>
<p>Start Mid of June 2022</p>	<p>Invoice of Services</p>	<p>You will be sent invoices for the services you ordered (electricity, water, stand cleaning, forwarding, etc.)</p>	<p>IFFA-Team iffa@messefrankfurt.com Tel.: +49 69 7575-3277</p>

Contact persons

During your fair preparations

Your contact persons at Iffa - Team	Director Iffa	Mr. Johannes Schmid-Wiedershem johannes.schmid@messefrankfurt.com Tel: +49 69 7575-5784
	Sales	Ms Sylvia Pielka sylvia.pielka@messefrankfurt.com Tel: +49 69 7575-5336 <i>(Halls: 9.1, Galleria 0, Galleria 1, 12.0, 12.1, Open Air Ground 12)</i> Mr. Ingmar Stork ingmar.stork@messefrankfurt.com Tel: +49 69 7575-5203 <i>(Halls: 8.0, 9.0, 11.0, 11.1, Open Air Ground 11)</i> Assistant: Ms. Karolina Jaen-Casas karolina.jaen-casas@messefrankfurt.com Tel: +49 69 7575-5294 Ms. Sabine Preiß sabine.preiss@messefrankfurt.com Tel: +49 69 7575-3500
	Fringe Program and Special Events Event Organisation	Ms. Fithi Habtemariam fithi.habtemariam@messefrankfurt.com Tel: +49 69 7575-3033 Ms. Ulrike Eggerstedt ulrike.eggerstedt@messefrankfurt.com Tel: +49 69 7575-6810
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	Media Relations Advertising Organisation Marketing communication	Ms. Antje Schwickart antje.schwickart@messefrankfurt.com Tel: +49 69 7575-6474 Mrs. Martina Lange martina.lange@messefrankfurt.com Tel: +49 69 7575-5191 Ms. Natalie Maas natalie.maas@messefrankfurt.com Tel: +49 69 7575-6357