

Frankfurt am Main, 23. – 26.04.2024

Checklist*

Dates and important deadlines	Subject and details	Contacts	Done / Documents received?
	<p>Contacts</p> <p><u>Techtexitl</u></p> <p>Anke Wannagat (halls 9.1, 11.1, 12.1) phone: +49 69 75 75 -67 12 Anke.Wannagat@messefrankfurt.com</p> <p>Franziska Wild (halls 11.0, 11.0, 12.0) phone: +49 69 75 75 -61 79 Franziska.Wild@messefrankfurt.com</p>	<p><u>Texprocess</u></p> <p>Britta Castañeda Street (halls 8.0, 9.0) Telefon: +49 69 75 75 -32 74 Britta.Castanedastreet@messefrankfurt.com</p> <p>Corina de Man (halls 8.0, 9.0) Telefon: +49 69 75 75 -59 38 corina.de-man@messefrankfurt.com</p>	
<p>Until 10th of March</p>	<p>Deadline Early-Booking</p>		
<p>From 18 of July 2023</p>	<p>On receipt of the exhibit confirmation, you can order products and services online in our Shop for Exhibitor Services:</p> <ul style="list-style-type: none"> • System and individual stand construction • Technical services (electricity, water, telecommunications, ...) • Stand equipment and furnishings (furniture, carpeting, decorations, media technology, ...) • Stand services (guards, cleaning, hostesses, ...) • Marketing services (advertising at the Exhibition Centre, banners, add-ons for your website, ...) • Press services (press display units, ...) • Parking permits • Catering and event services (stand parties, stand deliveries) • Logistics services <p>Already now you can let us know if you need stand dividing walls (free of charge)</p> <p>Please note the different order times and deadlines for each service</p>	<p>For technical questions about the order processes and the Shop for Exhibitor Services, please contact our Shop Hotline on +49 69 7575-2999 or at serviceshop@messefrankfurt.com.</p> <p>You will find the name of the right person to contact by clicking on the service required in the Shop for Exhibitor Services.</p>	<input type="checkbox"/>
<p>Second Half 2023</p>	<p>You will receive your exhibit confirmation.</p>		<input type="checkbox"/>
<p>Third Quarter 2023</p>	<p>You will be sent your stand rental invoice.</p>		<input type="checkbox"/>
<p>From January 2024</p>	<p>You will receive the order forms and information for the “Media Package Manager” (MPM)</p>	<p>Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75 -51 31 mediapackage.techtexitl@messefrankfurt.com or mediapackage.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>

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<p>From January 2024</p>	<p>You will be sent the Promotion Package for ordering free promotional materials for your trade-fair presentation, e.g., promotional postcards, folding invitation cards, etc.</p> <p>You will also find a large selection of digital promotional materials at Shop for Exhibitor Services</p> <p>To promote your presentation at the fair, you can order free promotional materials at our website www.techtex.messefrankfurt.com oder www.texprocess.messefrankfurt.com e.g., key visual, logos, email signature and e-card.</p>	<p>Hajera Sharifi Telefon: +49 69 75 75 -66 87 hajera.sharifi@messefrankfurt.com</p>	<input type="checkbox"/>
<p>23rd + 24th January 2024</p>	<p>Webinar Econogy Finder</p>		<input type="checkbox"/>
<p>From February 2024</p>	<p>You can produce and manage your exhibitor passes, setting-up and dismantling passes and visitor admission vouchers online at www.exhibitorickets.messefrankfurt.com.</p>	<p>For technical questions, please contact the Ticket Hotline on +49 69 7575-5151 or at etickets@messefrankfurt.com.</p>	<input type="checkbox"/>
<p>From mid of February 2024</p>	<p>You will be sent the request for your stand dividing walls (free of charge)</p>	<p>Kai Hohlstein / Heike Schneeweis Phone: +49 69 7575 -69 02 Phone: +49 69 7575 -58 89 Kai.Hohlstein@messefrankfurt.com Heike.Schneeweis@messefrankfurt.com</p>	<input type="checkbox"/>
<p>21st February 2024</p>	<p>Deadline for your registration for the listing in the Econogy Finder</p>	<p>www.techtex-econogy-finder.com www.texprocess-econogy-finder.com</p>	<input type="checkbox"/>
<p>21st of February 2024</p>	<p>Deadline for submitting your data and those of your joint stand participants for the printed catalogue entry.</p>	<p>Messe Frankfurt Medien und Service GmbH Telefon: +49 69 75 75 -51 31 mediapackage.techtex@messefrankfurt.com or mediapackage.texprocess@messefrankfurt.com</p>	<input type="checkbox"/>
<p>7th March 2024</p>	<p>Deadline: Approval of stand-construction plans Submission of stand-construction plans requiring approval. Please see our Technical Guidelines (4.2)*</p> <p>Additionally, please note the special stand-construction regulations for Techtex & Texprocess</p> <p>*) Only required for special stand constructions, e.g., two-storey exhibition stands, stands over four metres high, closed ceilings, platforms higher than 0.20 m, glass constructions, larger than 100 sqm standarea etc.</p> <p>Cinema or viewing rooms, stages, constructions on the outdoor exhibition area and temporary structures are always subject to approval.</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management Messen Phone: +49 69 75 75-50 15 standapproval@messefrankfurt.com</p>	<input type="checkbox"/>
<p>8th March 2024</p>	<p>Techtex: Deadline for submitting your products for the special exhibition Performance Apparels on stage</p>	<p>Your presentation in the special exhibition area (messefrankfurt.com)</p>	<input type="checkbox"/>
<p>12th March 2024</p>	<p>Deadline for ordering rigging and suspensions</p>	<p>Team Suspensions Phone: +49 69 75 75-68 99 suspensions@messefrankfurt.com</p>	<input type="checkbox"/>

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26 th March 2024	Order deadline for parking permits .	APCOA PARKING Deutschland GmbH Phone: +49 69 69 75 75-55 20 parkservices@messefrankfurt.com	<input type="checkbox"/>
March 2024	Deadline to order your stand dividing walls (free of charge)	Kai Hohlstein / Heike Schneeweis Phone: +49 69 7575 -69 02 Phone: +49 69 7575 -58 89 Kai.Hohlstein@messefrankfurt.com Heike.Schneeweis@messefrankfurt.com	<input type="checkbox"/>
March 2024	You will be sent documents for ordering Press Services (press display unit in the Press Centre of Messe Frankfurt, registration of a press conference, etc.)	Olivia Altenhövel Phone: +49 69 75 75 -50 26 olivia.altenhoevel@messefrankfurt.com	<input type="checkbox"/>
March 2024	Registration for free advanced setting-up Please apply for advanced setting-up in our Shop for Exhibitor Services . *for stands of 50 sqm or more	Team Techtexsil & Texprocess setup.texprocess@messefrankfurt.com setup.techtexsil@messefrankfurt.com	<input type="checkbox"/>
April 2024	Deadline for ordering services in the Shop for Exhibitor Services , e.g., electricity, water, stand cleaning, etc. For the exact deadlines, please go to the Shop for Exhibitor Services . We are happy to support you to make your trade fair a success. To ensure that all services can be made available in a timely manner, we ask you to place your orders in the Shop for Exhibitor Services in time. Naturally you can also order shortly before or even during the event. Please note, in order to provide certain services with extensive planning/personnel requirements at short notice, increased expenditures are required. As a result, such services are subject to an express surcharge in the amount of 25% of the service price. Express surcharge is valid from 2nd April.	For technical questions about the order processes and the Shop for Exhibitor Services , please contact our Shop Hotline on +49 69 7575-2999 or at serviceshop@messefrankfurt.com . You will find the name of the right person to contact by clicking on the service required in the Shop for Exhibitor Services .	<input type="checkbox"/>
At latest April 2024	Please register every vehicle , that will enter the Exhibition Centre during the setting-up and dismantling phases online at Electronic Entry System (messefrankfurt.com)	Messe Frankfurt Venue GmbH Phone: +49 69 75 75 -66 00 traffic@messefrankfurt.com	<input type="checkbox"/>
15 th of April 2024	Deadline Registration of your co-exhibitors To register co-exhibitors please go to Techtexsil: Intention to exhibit Techtexsil (messefrankfurt.com) Texprocess: Intention to exhibit Texprocess (messefrankfurt.com)	For technical questions please contact the service shop hotline. Phone +49 69 75 75 -29 99 serviceshop@messefrankfurt.com .	<input type="checkbox"/>

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<p>15 – 17 April 2024</p>	<p>Advanced set up (for stands of 50 sqm or more / registration necessary)</p> <p>Texprocess 15.04.2024: 07 am – 10 pm 16.04.2024: 07 am – 10 pm 17.04.2024: 07 am – 10 pm</p> <p>Techttextil (only in hall 12.0) 17.04.2024: 07 am – 10 pm</p>	<p>Team Techttextil & Texprocess setup.texprocess@messefrankfurt.com setup.techttextil@messefrankfurt.com</p>	<input type="checkbox"/>
<p>18 – 22 April 2024</p>	<p>Regular set-up Techttextil & Texprocess</p> <p>18.04. – 21.04.2024 07 am – 10 pm 22.04.2024 07 am – 03 pm*</p> <p>* Please work only on the stand area after that (all night long) - Carpet will be laid in the aisles.</p>		
<p>23 – 26 April 2024</p>	<p>Opening Hours</p> <p>Exhibitors 8 am – 7 pm (Tuesday to Thursday) 8 am – 6 pm (Friday)</p> <p>Visitors 9 am - 6 pm (Tuesday to Thursday) 9 am - 5 pm (Friday)</p>		
<p>24 April 2024</p>	<p>06:30 pm Exhibitors Evening Forum Hall Panorama, Access only with valid ticket</p>		
<p>26 April 2024</p>	<p>Delivery of empty packaging materials and carpet removal from 5 pm – 8 pm. Dismantling is only possible on the exhibition stand at this time.</p>	<p>Messe Frankfurt Logistic Services Phone: +49 69 7575 -60 75 logistics@messefrankfurt.com</p>	
<p>26 – 28 April 2024</p>	<p>Dismantling: All day until 28 April 2024, 9 pm</p> <p>Extended dismantling:* 29 June 2024: 7 am – 9 pm</p> <p>*only Texprocess - please apply for extended dismantling in our Shop for Exhibitor Services.</p>		
<p>from May 2024</p>	<p>You will be send the invoices for the services you ordered, e.g., electricity, water, stand cleaning, transport services, etc.).</p>		
<p>From May 2024</p>	<p>Organizers receive the invoices for the media packages of their joint stand participants.</p>		

