

Checklist - Preparation for the Trade Fair

Important dates and deadlines

Please note that this sequence of events may vary according to the date you submitted your intention to exhibit.

Dates	Heading	Details	Contact
From February 2019	Planning period	Based on the information in your Intention to Exhibit you will receive a stand space proposal. If you agree, please return the signed stand proposal to: acceptance.hypermotion@messefrankfurt.com .	Hypermotion Team Tel.: +49 69 7575-5265 Tel.: +49 69 7575-5269 hypermotion@messefrankfurt.com
	Participation confirmation	The contract between the exhibitor and Messe Frankfurt comes into effect with the dispatch of the written Exhibit Confirmation. (General Terms and Conditions, paragraph 6)	
From June 2019	Services	You can order services via the Shop for Exhibitor Services , e.g. carpet, electricity, stand cleaning, stand guards, forwarding services, parking, press services etc. <i>Please remember that stand packages entitle to the included services. Please also note deadlines for ordering the services may vary! You can find the respective contact persons and clicking the individual service in the Shop for Exhibitor Services.</i>	Shop for Exhibitor Services Tel.: +49 69 7575-2999 serviceshop@messefrankfurt.com URL: serviceshop.messefrankfurt.com
	Registration of joint-stand participants	Please note that all joint-stand participants on your stand must be registered via Easyorder <i>In your registration you can decide whether or not your joint-stand participants may order on their own accounts. Please note that you pay 585,- € per joint-stand participant for the obligatory media package.</i>	URL: standspace.messefrankfurt.com
	Ticket voucher codes for your customers	In our Shop for Exhibitor Services you can order admission tickets for your customers. Only redeemed tickets will be charged to you.	URL: serviceshop.messefrankfurt.com
	Setting-up and dismantling passes	In our Online-Portal you can manage your free quota of setting-up and dismantling passes.	Exhibitor Ticketing Team Tel.: +49 69 7575-5151 etickets@messefrankfurt.com URL: exhibitortickets.messefrankfurt.com
Exhibitor permits	In our Online-Portal you can manage your free exhibitor passes (according to stand size) as well as additional chargeable exhibitor passes.		

Dates	Heading	Details	Contact
From June 2019	Promotion package	In our Promotion-Portal you can order promotion material (e.g. e-card, online banners, QR code, promotional postcards, posters, etc.). We will provide you with all print promotion material free of charge incl. delivery. The individual imprinting service will be calculated only.	Marketing Communications Hypermotion Tel.: +49 69 7575-3560 press.hypermotion@messefrankfurt.com URL: promotion.messefrankfurt.com
	Press services	The press team will be glad to advise you. The following services are available: - Registration of a press conference during the event - Reservation of a press box for printed corporate and product information in the press center You can order our press services as well as room capacities online via the Shop for Exhibitor Services .	
From August 2019	Media package (obligatory for each exhibitor)	You will receive by email: the order forms for your obligatory Media Package entry in the Hypermotion Magazine, internet exhibitor search as well as in the Hypermotion-app. Deadline Hypermotion Magazine: 11 October 2019	Publishing Team Tel.: +49 69 7575-5131 mediapackage.hypermotion@messefrankfurt.com
October 2019	Stand-dividing walls	If you booked stand space only we will provide you with free stand walls. Please order these walls via the Shop for Exhibitor Services / stand construction / request stand-dividing walls. <i>Please note that we will set-up stand-dividing walls, only if you explicitly order them.</i>	Hypermotion Team Tel.: +49 69 7575-3615 hypermotion@messefrankfurt.com URL: serviceshop.messefrankfurt.com
11 October 2019	Rigging and Suspensions	Deadline for ordering rigging and Suspension. Please note that, if we are to be able to perform the installation work necessary for your planned suspensions on time, we must receive your order by no later than 11.10.2019 through Messe Frankfurt's Shop for Exhibitor Services . For orders received after this time, we will invoice you for the additional expenses incurred.	URL: serviceshop.messefrankfurt.com
Until 16 October 2019	Stand construction	In the technical guidelines you can check if your stand construction plan requires authorisation. Here you can find all information about the technical event management. Deadline for the authorisation of stand construction plans: 16 October 2019	Messe Frankfurt Venue GmbH Tel.: +49 69 7575-5904 veranstaltungstechnik@messefrankfurt.com URL: hypermotion-frankfurt.com/technical-guidelines

Dates	Heading	Details	Contact
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24 + 25
November 2019

Setting-up

Setting-up in hall 1.2

Day	Sunday	Monday
Date	24.11.2019	25.11.2019
Times	7 am – 12 midnight	0 am – 5 pm 5 pm – 12 midnight*

*Please note that on 25.11.2019 from 5 pm setting-up can be continued inside the stands only due to carpet laying in the aisles.

Hypermotion Team

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On Saturday and Sunday from 9 pm admission only on foot via entrance Ludwig-Erhard-Anlage.

26 – 28
November 2019

Hypermotion

Event time in hall 1.2

Day	Tuesday	Wednesday	Thursday
Date	26.11.2019	27.11.2019	28.11.2019
Times	Exhibitors 8 am – 7 pm	Exhibitors 8 am – 7 pm	Exhibitors 8 am – 6 pm
	Visitors 9 am – 6 pm	Visitors 9 am – 6 pm	Visitors 9 am – 5 pm

Hypermotion Team

28 - 29
November 2019

Dismantling

Dismantling in hall 1.2

Day	Thursday	Friday
Date	28.11.2019	29.11.2019
Times	from 5 pm – 12 midnight	0 am – 10 pm

Starting on Thursday, 28.11.2019 from 5 pm, continuous until Friday, 29.11.2019, 10 pm.

Please note:

On 28.11.2019 from 5 pm until 7 pm dismantling will be possible only inside the stands because of carpet removal and delivery of empty packaging material.

Hypermotion Team

On Wednesday and Thursday from 9 pm admission only on foot via entrance Ludwig-Erhard-Anlage.



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