

Checklist - Preparation for the Trade Fair

Important dates and deadlines for Hypermotion 2020

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

Dates	Heading	Details	Contact
From February 2020	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 you as exhibitor and Messe Frankfurt comes into effect with the dispatch of the written Exhibit Confirmation. (General Terms and Conditions, paragraph 6)	
From June 2020	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 that deadlines for ordering the services may vary! You can find the respective contact persons clicking the individual service in the Shop for Exhibitor Services.</i>	Shop for Exhibitor Services Tel.: +49 69 7575-2999 serviceshop@messefrankfurt.com
	Registration of joint-stand participants	Please note that all companies present on your stand must be registered via you intention to exhibit . <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>	
	Ticket voucher codes for your customers	In our Shop for Exhibitor Services you can order voucher codes to invite your customers. Only redeemed tickets will be charged to you. Kindly note that these favourable prices are available for exhibitors exclusively.	
	Setting-up and dismantling passes	In our Online-Portal you can manage your free quota of setting-up and dismantling passes.	
Exhibitor permits	In our Online-Portal you can manage your free exhibitor passes (according to stand size) as well as additional chargeable exhibitor passes.	Exhibitor Ticketing Team Tel.: +49 69 7575-5151 etickets@messefrankfurt.com	

Dates	Heading	Details	Contact
From June 2020	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 7575-5552 press.hypermotion@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 our Shop for Exhibitor Services .	
From July 2020	Media package (obligatory for each exhibitor)	You will receive by email: the order forms for your obligatory Media Package entry in the Hypermotion brochure (Onsite-Map with catalogue), internet exhibitor search and for the Hypermotion-app. Deadline Hypermotion brochure: 09 October 2020	Publishing Team Tel.: +49 69 7575-5131 mediapackage.hypermotion@messefrankfurt.com
October 2020	Stand-dividing walls	If you booked "stand space only" we will provide you with free stand walls. Please order these walls via our Shop for Exhibitor Services / stand construction / request stand-dividing walls. <i>Please note that we will not set-up stand-dividing walls, unless you explicitly order them.</i>	Hypermotion Team Tel.: +49 69 7575-3615 hypermotion@messefrankfurt.com
25 September 2020	Rigging and Suspensions	Deadline for ordering rigging and suspension. Please note that, we require the order for your planned suspensions to be placed in our Shop for Exhibitor Services no later than 25 September 2020 . This is an essential condition for completing the necessary installations on time. We will invoice you any additional expenses for orders received after this date.	
Until 30 September 2020	Stand construction	In the technical guidelines you can check if your stand construction plan requires authorisation. The guidelines include all information about the technical event management. Deadline for the authorisation of stand construction plans: 30 September 2020	Messe Frankfurt Venue GmbH Tel.: +49 69 7575-5904 veranstaltungstechnik@messefrankfurt.com

Dates	Heading	Details	Contact
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08 + 09
November 2020

Setting-up

Setting-up in hall 1.2

Day	Sunday	Monday
Date	08.11.2020	09.11.2020
Times	7 am – 12 midnight	0 am – 5 pm 5 pm – 12 midnight*

*Please note that, due to carpet laying in the aisles on 09.11.2020 from 5 pm, setting-up can be continued inside the stands only.

Hypermotion Team

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

10 – 12
November 2020

Hypermotion

Event time in hall 1.2

Day	Tuesday	Wednesday	Thursday
Date	10.11.2020	11.11.2020	12.11.2020
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

13 - 14
November 2020

Dismantling

Dismantling in hall 1.2

Day	Thursday	Friday
Date	13.11.2020	14.11.2020
Times	from 5 pm – 12 midnight	0 am – 10 pm

Starting on Thursday, 13.11.2020 from 5 pm, continuous until Friday, 14.11.2020, 10 pm.

Please note:

On 13.11.2020 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.

Contacts



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