

### Checklist for your personal preparations for the fair\*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<b>Hotline contact details</b>	<p><b>For questions about:</b>  <b>Intention to exhibit at the fair and registration of joint-stand participants</b>  <a href="mailto:easyorder@messefrankfurt.com">easyorder@messefrankfurt.com</a>            Tel: +49 69 75 75-5588</p> <p><b>Shop for Exhibitor Services</b>  <a href="mailto:Serviceshop@messefrankfurt.com">Serviceshop@messefrankfurt.com</a>            Tel.: +49 69 75 75-2999</p> <p><b>Login MyAccount</b>  <a href="mailto:messe-login@messefrankfurt.com">messe-login@messefrankfurt.com</a></p>		
<b>31 Oktober 2021</b>	<p>End of the early-booking rate for Automechanika Frankfurt 2022.</p> <p>The intention to exhibit and registration of joint-stand participants for Automechanika Frankfurt 2020 should be made online at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a></p> <p>For questions about the exhibition stand, stand-space proposal, etc., please call the appropriate telephone number in the adjoining column. You will find a list of all Sales Managers and the halls for which they are responsible on the last page of this checklist.</p>	<p><b>Phone: + 49 69 75 75-</b></p> <p>(Outdoor area F1, F2, Agora) <b>-3326</b>            (Hall: Forum 0, 3.1, 4.0,            Outdoor area F 4, F 5, F 6, F 11) <b>-5274</b>            (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) <b>-6225</b>            (Hall: 1.1, 1.2, 4.1) <b>-5308</b>            (Hall: 8.0, 9.0, Outdoor area) <b>-6664</b>            (Hall: 11.1, Galleria 0+1, Portalhaus) <b>-6120</b>            (Hall: 12.0, 12.1) <b>-5833</b>            (Hall: 9.1, 12.0, F 12) <b>-5358</b>            (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) <b>-3512</b></p>	<input type="checkbox"/>
<b>from the end of March 2022</b>	<p>After registering with the Messe-Login at <a href="http://www.automechanika.messefrankfurt.com">www.automechanika.messefrankfurt.com</a> 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"> <li>• System and individual stand construction</li> <li>• Technical connections (<i>electricity, water, telecommunications, ...</i>)</li> <li>• Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>)</li> <li>• Stand services (<i>guards, cleaning, hostesses, ...</i>)</li> <li>• Marketing and press services (<i>advertising at the Exhibition Centre, banners, ...</i>)</li> <li>• Parking Permits</li> <li>• Catering and events (<i>stand parties, stand catering</i>)</li> <li>• Logistics</li> </ul>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 7575-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For <b>questions about Messe-Login</b>, please send an email to <a href="mailto:messe-login@messefrankfurt.com">messe-login@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>from the end of March 2022</b>	<p><b>Ticket Services for exhibitors</b>            You can produce and manage all your exhibitor permits and visitor admission-ticket vouchers online at <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a></p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a></p>	<input type="checkbox"/>

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	<p><b>Ticket services for exhibitors:</b> As the main contact person for the Messe Frankfurt organisation, you can produce the number of personalised exhibitor permits you need on the new portal. We will then send you the permits required by email, for you to print out.</p> <p><b>In the same portal, you can also produce visitor admission-ticket vouchers and mail them to your customers with an invitation to visit you at the fair.</b></p>	<p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a></p>	
<p><b>From March 2022</b></p>	<p>You will be sent your <b>stand-space invoice</b></p>	<p><b>Phone: + 49 69 75 75-</b>  (Outdoor area F1, F2, Agora) <b>-3326</b> (Hall: Forum 0, 3.1, 4.0, Outdoor area F 4, F 5, F 6, F 11) <b>-5274</b> (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) <b>-6225</b> (Hall: 1.1, 1.2, 4.1) <b>-5308</b> (Hall: 8.0, 9.0, Outdoor area) <b>-6664</b> (Hall: 11.1, Galleria 0+1, Portalhaus) <b>-6120</b> (Hall: 12.0, 12.1) <b>-5833</b> (Hall: 9.1, 12.0, F 12) <b>-5358</b> (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) <b>-3512</b></p>	<input type="checkbox"/>
<p><b>From April 2022</b></p>	<p><b>NEW:</b> Order now directly in the shop for exhibitor services - your print and online advertising media!</p> <p>Here you will find a selection of free digital promotional materials (including e-cards, online banners, QR Code)</p> <p>There you will also find the documents for ordering press services (press box in the Messe Frankfurt Press Centre, registration for a press conference, etc.).</p> <p><a href="https://serviceshop.messefrankfurt.com/portal/login">https://serviceshop.messefrankfurt.com/portal/login</a></p>	<p><b>Information:</b> Telephone: +49 69 75 75-3560 or <a href="mailto:presse.automechanika@messefrankfurt.com">presse.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>05 April 2022</b></p>	<p>You will be sent the <b>order forms for Media Package Manager</b> by email.</p> <p>The following details are included:</p> <ul style="list-style-type: none"> <li>Your company name, company address, contact details, stand number(s)</li> <li>2 product groups</li> <li>1 company page (with 1 picture and 8,000 characters of text per language, i.e., German and English)</li> <li>5 product pages (each with 1 picture and 7,000 characters of text per language, i.e., German and English)</li> <li>5 search terms for the exhibitor search online</li> </ul> <p><b>NEW: 4 contact persons</b> (each with 1</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 or <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a></p> <p>Messe Frankfurt Exhibition GmbH Telephone +49 69 75 75-5090 or <a href="mailto:automechanika@online.messefrankfurt.com">automechanika@online.messefrankfurt.com</a></p>	<input type="checkbox"/>  <input type="checkbox"/>

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	<p>picture, name, contact details, and position)</p> <p>The <b>Media Package Manager (MPM)</b> is our new platform via which you can easily and comfortably submit your company details for publication. As a registered exhibitor, you will receive access to the MPM by e-mail <b>from spring 2022</b>, and you can then log into the system with your Messe-Login details. In the MPM, you can also edit and add to your company profile at any time (24/7) later on.</p> <p>In addition, the MPM offers you a large selection of <b>add-ons</b> for enhancing your company profile in the print and online event media.</p>	
<p><b>End of May 2022</b></p>	<p><b>Registration deadline for co-exhibitors</b>          Joint-stand participants at Automechanika Frankfurt 2020 must be registered at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a></p>	<p><b>Phone: + 49 69 75 75-</b>          (Outdoor area F1, F2, Agora) <b>-3326</b>          (Hall: Forum 0, 3.1, 4.0,          Outdoor area F 4, F 5, F 6, F 11) <b>-5274</b>          (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) <b>-6225</b>          (Hall: 1.1, 1.2, 4.1) <b>-5308</b>          (Hall: 8.0, 9.0, Outdoor area) <b>-6664</b>          (Hall: 11.1, Galleria 0+1, Portalhaus) <b>-6120</b>          (Hall: 12.0, 12.1) <b>-5833</b>          (Hall: 9.1, 12.0, F 12) <b>-5358</b>          (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) <b>-3512</b></p>

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<p><b>June 2022</b></p>	<p>You will be sent an email to ask whether you need <b>stand-dividing walls</b> (stand partition).</p>	<p><b>Laurence Lücke</b> Telephone: +49 69 75 75-5657 or <a href="mailto:laurence.luecke@messefrankfurt.com">laurence.luecke@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>01 July 2022</b></p>	<p><b>Deadline for Media Package Manager Part 1</b> (catalogue) Last day for sending us your details for the catalogue entry.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 or <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>At the latest by 15 August 2022</b></p>	<p><b>Stand-construction plans, approval</b> Submission of <b>stand-construction plans* requiring approval</b>. Please see our Technical Guidelines:  <b>Deadline: 15 August 2022</b> <a href="http://www.automechanika.messefrankfurt.com/">www.automechanika.messefrankfurt.com/</a> 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 m<sup>2</sup>, 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.</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Telephone: +49 69 75 75-5904 or <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a>  Please see the details on page 6 for the name of the person to contact about your hall.</p>	<input type="checkbox"/>
<p><b>09 August 2022</b></p>	<p>End of order period for ceiling suspensions/rigging</p>		<input type="checkbox"/>
<p><b>09 August 2022</b></p>	<p>End of order period for parking tickets</p>		<input type="checkbox"/>
<p><b>Beginning of August 2022</b></p>	<p><b>Please remember to order visitor vouchers in the shop for exhibitor services.</b>  Please note that the charge for admission-ticket vouchers depends on the number of vouchers actually used!  <b>PLEASE NOTE:</b> You will only be billed for the vouchers actually redeemed and used at the entrances to the fair.</p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at <a href="http://www.exhibitor tickets.messefrankfurt.com">www.exhibitor tickets.messefrankfurt.com</a>  Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>17 August 2022</b></p>	<p><b>Catalogue addendum:</b> Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 or <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>23 August 2022</b>  <b>Express surcharge</b></p>	<p><b>Express surcharge for some services</b>  From this date, some planning and personnel-intensive services in the areas of suspension, compressed air, electrical and water connections as well as stand cleaning and monitoring will be provided with an express surcharge of 25%.  In the shop for exhibitor services, these services can be identified by the addition "plus any applicable express surcharge" below the product price.</p>	<p>Customer Service Team Messe Frankfurt Phone: +49 69 75 75-5408 <a href="mailto:customerservice@messefrankfurt.com">customerservice@messefrankfurt.com</a></p>	<input type="checkbox"/>

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<p><b>August 2022</b></p>	<p><b>Deadline for registering for advanced setting up and extended dismantling (at extra cost)</b> Please apply for advanced setting up and/or extended dismantling via the Exhibitor Services Shop.</p>	<p>Telephone: +49 69 75 75-5758 <a href="mailto:aufbau.automechanika@messefrankfurt.com">aufbau.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>						
<p><b>04.09. – 7.09.2022</b></p>	<p><b>Advanced setting-up, at extra cost,</b> daily from 07.00 to 21.00 hrs  Please apply for advanced setting up via the Exhibitor Services Shop at an early stage.</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>  For <b>questions about MyAccount login</b>, please send a mail to <a href="mailto:messe-login@messefrankfurt.com">messe-login@messefrankfurt.com</a></p>	<input type="checkbox"/>						
<p><b>08.09.-12.09.2022</b></p>	<p><b>Normal setting-up:</b> From 08 to 11 Sept. 2022, daily around the clock; On 12 Sept. 2022 to 15.00 hrs  12 Sept. 2022, 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><b>08 to 12 September 2022</b></p>	<p><b>From 08 to 12 Sept. 2022</b> Vehicular entry to the Exhibition Centre via the Rebstock Check-in only</p>								
<p><b>13 to 17 Sept. 2022</b></p>	<p><b>Hours of opening</b></p> <table border="0"> <tr> <td><b>Exhibitors</b></td> <td><b>Visitors</b></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 (Saturday)</td> <td>09.00 – 17.00 hrs (Saturday)</td> </tr> </table>	<b>Exhibitors</b>	<b>Visitors</b>	08.00 – 19.00 hrs	09.00 – 18.00 hrs	08.00 – 18.00 hrs (Saturday)	09.00 – 17.00 hrs (Saturday)		
<b>Exhibitors</b>	<b>Visitors</b>								
08.00 – 19.00 hrs	09.00 – 18.00 hrs								
08.00 – 18.00 hrs (Saturday)	09.00 – 17.00 hrs (Saturday)								
<p><b>17 Sept. 2022</b></p>	<p><b>Delivery of empty packaging materials and carpet removal</b> from 17.00 – 19.30 hrs.  Dismantling work will only be possible on the exhibition stand itself.</p>								
<p><b>From 19.30 hrs on 17 Sept. 2022 until Sunday, 18.09.2022 3.00 hrs</b></p>	<p>Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t</p>								
<p><b>Sunday, 18.09.2022 from 3:00 hrs until 8.00 hrs</b></p>	<p>All vehicles must have left the exhibition grounds, except for cars parking on the parking level P4, P9 and P12.</p>								
<p><b>from 18. September 2022 from 8:00 hrs until Monday 19.09.2022 9:00 hrs</b></p>	<p>Entry for all dismantling vehicles  <b>Please note: every vehicle that wishes to enter the exhibition grounds during set-up and dismantling must first register and report to the Check-In.</b></p>								
<p><b>20 Sept. 2022</b></p>	<p><b>Extended dismantling, at extra cost,</b> 15 Sept. 2020 from 07.00 hrs to 21.00 hrs  Please apply for extended dismantling via the Exhibitor Services Shop at an early stage!</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>  For <b>questions about MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<input type="checkbox"/>						

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<b>From October 2022</b>	You will be sent <b>invoices</b> for the <b>services</b> you ordered (electricity, water, stand cleaning, forwarding, etc.).	<b>Phone: + 49 69 75 75-</b>  (Outdoor area F1, F2, Agora) <b>-3326</b> (Hall: Forum 0, 3.1, 4.0, Outdoor area F 4, F 5, F 6, F 11) <b>-5274</b> (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) <b>-6225</b> (Hall: 1.1, 1.2, 4.1) <b>-5308</b> (Hall: 8.0, 9.0, Outdoor area) <b>-6664</b> (Hall: 11.1, Galleria 0+1, Portalhaus) <b>-6120</b> (Hall: 12.0, 12.1) <b>-5833</b> (Hall: 9.1, 12.0, F 12) <b>-5358</b> (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) <b>-3512</b>	<input type="checkbox"/>
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*\*Please note that this sequence may vary depending on when your register for the fair.*

### Event director:

**Olaf Mußhoff**  
Director, Automechanika Frankfurt

### Responsible for the individual halls

**Mónica Algans**  
Diagnostics & Repair  
**Responsible for Halls 8.0, 9.0, outdoor area F 10**  
[monica.algans@messefrankfurt.com](mailto:monica.algans@messefrankfurt.com)  
Telephone: +49 69 75 75-6664  
Fax: +49 69 75 75-9 6664

**Christiane Braun**  
Body & Paint  
**Responsible for Halls 11.1, Galleria, Portalhaus**  
[christiane.braun@messefrankfurt.com](mailto:christiane.braun@messefrankfurt.com)  
Telephone: +49 69 75 75-6120  
Fax: +49 69 75 75-9 6120

**Sebastian Krapp**  
Diagnostics & Repair, Parts & Components  
Accessories & Customizing, Body & Paint  
**Responsible for Halls 10.0, 10.1, 10.2, 10.3, 11.0**  
[sebastian.krapp@messefrankfurt.com](mailto:sebastian.krapp@messefrankfurt.com)  
Telefon: +49 69 75 75-3512  
Fax: +49 69 75 75-9 3512

**Christoph Opper**  
Parts & Components  
**Responsible for Halls 3.0, 4.2, 6.0, 6.1, 6.2**  
[christoph.opper@messefrankfurt.com](mailto:christoph.opper@messefrankfurt.com)  
Telephone: +49 69 75 75-6225  
Fax: +49 69 75 75-9 6225

**Kornelia Pleša**  
Parts & Components, Truck Competence  
**Responsible for Halls, 3.1, 4.0, Forum 0, outdoor area F 4.0, F 5.0, F 6.0, F 11**  
[kornelia.plesa@messefrankfurt.com](mailto:kornelia.plesa@messefrankfurt.com)  
Telephone: +49 69 75 75-5274  
Fax: +49 69 75 75-9 5274

**Kerstin Praßl**  
Accessories & Customizing, Tires & Wheels, Classic Cars  
**Responsible for Halls 12.0, 12.1**  
[kerstin.prassl@messefrankfurt.com](mailto:kerstin.prassl@messefrankfurt.com)  
Telephone: +49 69 75 75-5833  
Fax: +49 69 75 75-9 5833

**Daniel Schlaffner**  
Parts & Components, Electronics & Connectivity  
**Responsible for Halls 1.1, 1.2, 4.1**  
[daniel.schlaffner@messefrankfurt.com](mailto:daniel.schlaffner@messefrankfurt.com)  
Telephone: +49 69 75 75-5308  
Fax: +49 69 75 75-9 5308

**Magdalena Wessel**  
Car Wash & Care, Diagnostics & Repair,  
Dealer & Workshop Management, Classic Cars  
**Responsible for Halls 9.1, 12.0, outdoor area F 12**  
[magdalena.wessel@messefrankfurt.com](mailto:magdalena.wessel@messefrankfurt.com)  
Telephone: +49 69 75 75-5358  
Fax: +49 69 75 75-9 5358

**Franziska Wild**  
Mobility as a Service & Autonomous Driving,  
Alternative Drive Systems & Fuels  
**Responsible for Outdoor area F 1.0, F 2.0, Agora**  
[franziska.wild@messefrankfurt.com](mailto:franziska.wild@messefrankfurt.com)  
Telephone: +49 69 75 75- 3326  
Fax: +49 69 75 75-9 3326

### Team assistance / exhibitor assistance

**Lara Köhler**  
[lara.koehler@messefrankfurt.com](mailto:lara.koehler@messefrankfurt.com)  
Telephone: +49 69 75 75-5262  
Fax: +49 69 75 75-9 5262

**Laurence Lücke**  
[laurence.luecke@messefrankfurt.com](mailto:laurence.luecke@messefrankfurt.com)  
Telephone: +49 75 75-5657  
Fax: +49 75 75-9 5657

**Selina Menges**  
[selina.menges@messefrankfurt.com](mailto:selina.menges@messefrankfurt.com)  
Telephone: +49 69 75 75-3643  
Fax: +49 69 75 75-9 3643

### Organisation, complementary programme, events

**Helena Harms-Janssen**  
Project Manager  
[helena.harms-janssen@messefrankfurt.com](mailto:helena.harms-janssen@messefrankfurt.com)  
Telephone: +49 69 75 75-5913  
Fax: +49 69 75 75-9 5913

**Sabine Horst**  
Project Manager  
[sabine.horst@messefrankfurt.com](mailto:sabine.horst@messefrankfurt.com)  
Telephone: +49 69 75 75-6385  
Fax: +49 69 75 75-9 6385

### Marketing Communications:

**Dr. Ann-Katrin Klusak**  
Director Marketing Communications  
[ann-katrin.klusak@messefrankfurt.com](mailto:ann-katrin.klusak@messefrankfurt.com)  
Telephone: +49 69 75 75-5621  
Fax: +49 69 75 75-9 6337

**Ina Heger**  
Marketing Communications Manager  
[ina.heger@messefrankfurt.com](mailto:ina.heger@messefrankfurt.com)  
Telephone: +49 69 75 75-5552  
Fax: +49 69 75 75-9 6337

**Lisa Ludwig**  
Marketing Communications Manager  
[lisa.ludwig@messefrankfurt.com](mailto:lisa.ludwig@messefrankfurt.com)  
Telephone: +49 69 75 75-5359  
Fax: +49 69 75 75-9 6337

**Christina Sturm**  
Media Communications Manager  
[christina.sturm@messefrankfurt.com](mailto:christina.sturm@messefrankfurt.com)  
Telephone: +49 69 75 75-6186  
Fax: +49 69 75 75-9 6186

**Claudia Cermak**  
Media Relations Manager  
[claudia.cermak@messefrankfurt.com](mailto:claudia.cermak@messefrankfurt.com)  
Telephone: +49 69 75 75-5255  
Fax: +49 69 75 75-9 6337

**Sarah Gutermann**  
Press Assistance  
[sarah.gutermann@messefrankfurt.com](mailto:sarah.gutermann@messefrankfurt.com)  
Telephone: +49 69 75 75-3552  
Fax: +49 69 75 75-9 6337