

Checklist for your personal preparations for the fair*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
Hotline contact details	<p>For questions about: Intention to exhibit at the fair and registration of joint-stand participants easyorder@messefrankfurt.com Tel: +49 69 75 75-5588</p> <p>Shop for Exhibitor Services Serviceshop@messefrankfurt.com Tel.: +49 69 75 75-2999</p> <p>Login MyAccount messe-login@messefrankfurt.com</p>		
31 Oktober 2021	<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 2022 should be made online at www.automechanika.com/exhibit</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>Phone: + 49 69 75 75-</p> <p>(Hall: Forum 0, 3.1, 4.0, Outdoor area F 4, F 5, F 6, F 11) -5274 (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Hall: 1.1, 1.2, 4.1, Agora) -5308 (Hall: 8.0, 9.0, Outdoor area F 10) -6664 (Hall: 11.1, Galleria 0+1, Portalhaus) -6120 (Hall: 12.0, 12.1) -5833 (Hall: 9.1, 12.0, F 12) -5358 (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) -3512</p>	<input type="checkbox"/>
from the end of March 2022	<p>After registering with the Messe-Login at www.automechanika.messefrankfurt.com 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"> • System and individual stand construction • Technical connections (<i>electricity, water, telecommunications, ...</i>) • Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>) • Stand services (<i>guards, cleaning, hostesses, ...</i>) • Marketing and press services (<i>advertising at the Exhibition Centre, banners, ...</i>) • Parking Permits • Catering and events (<i>stand parties, stand catering</i>) • Logistics 	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 7575-2999 or send an email to serviceshop@messefrankfurt.com</p> <p>For questions about Messe-Login, please send an email to messe-login@messefrankfurt.com</p>	<input type="checkbox"/>
from the end of March 2022	<p>Ticket Services for exhibitors You can produce and manage all your exhibitor permits and visitor admission-ticket vouchers online at www.exhibitortickets.messefrankfurt.com</p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com</p>	<input type="checkbox"/>

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	<p>Ticket services for exhibitors: 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>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.</p>	<p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to etickets@messefrankfurt.com</p>	
<p>From March 2022</p>	<p>You will be sent your stand-space invoice</p>	<p>Phone: + 49 69 75 75-</p> <p>(Hall: Forum 0, 3.1, 4.0, Outdoor area F 4, F 5, F 6, F 11) -5274 (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Hall: 1.1, 1.2, 4.1, Agora) -5308 (Hall: 8.0, 9.0, Outdoor area F 10) -6664 (Hall: 11.1, Galleria 0+1, Portalhaus) -6120 (Hall: 12.0, 12.1) -5833 (Hall: 9.1, 12.0, F 12) -5358 (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) -3512</p>	<input type="checkbox"/>
<p>From April 2022</p>	<p>NEW: 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>https://serviceshop.messefrankfurt.com/portal/login</p>	<p>Information: Telephone: +49 69 75 75-3560 or presse.automechanika@messefrankfurt.com</p>	<input type="checkbox"/>
<p>05 April 2022</p>	<p>You will be sent the order forms for Media Package Manager by email. The following details are included:</p> <ul style="list-style-type: none"> Your company name, company address, contact details, stand number(s) 2 product groups 1 company page (with 1 picture and 8,000 characters of text per language, i.e., German and English) 5 product pages (each with 1 picture and 7,000 characters of text per language, i.e., German and English) 5 search terms for the exhibitor search online 4 contact persons (each with 1 picture, name, contact details, and position) NEW: 5 direct links to products NEW: 10 social media links NEW: 6 PDF documents per language (DE+EN) as download <p>Your details will be published in the following event media:</p> <ul style="list-style-type: none"> Print Exhibitor search online 	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 or mediapackage.automechanika@messefrankfurt.com</p>	<input type="checkbox"/> <input type="checkbox"/>

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	<ul style="list-style-type: none"> NEW: digital event platform (lead management, networking, matchmaking) Navigator App Interactive site plan <p>The Media Package Manager (MPM) 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 from spring 2022, 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 add-ons for enhancing your company profile in the print and online event media.</p>	
<p>Until end of May 2022</p>	<p>Registration deadline for co-exhibitors Joint-stand participants at Automechanika Frankfurt 2022 must be registered at www.automechanika.com/exhibit</p>	<p>Phone: + 49 69 75 75- (Hall: Forum 0, 3.1, 4.0, Outdoor area F 4, F 5, F 6, F 11) -5274 (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Hall: 1.1, 1.2, 4.1, Agora) -5308 (Hall: 8.0, 9.0, Outdoor area F 10) -6664 (Hall: 11.1, Galleria 0+1, Portalhaus) -6120 (Hall: 12.0, 12.1) -5833 (Hall: 9.1, 12.0, F 12) -5358 (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) -3512</p>
<p>June 2022</p>	<p>You will be sent an email to ask whether you need stand-dividing walls (stand partition).</p>	<p>Laurence Lücke Telephone: +49 69 75 75-5657 or laurence.luecke@messefrankfurt.com</p>
<p>01 July 2022</p>	<p>Deadline for Media Package Manager Part 1 (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 mediapackage.automechanika@messefrankfurt.com</p>
<p>At the latest by 15 August 2022</p>	<p>Stand-construction plans, approval Submission of stand-construction plans* requiring approval. Please see our Technical Guidelines:</p> <p>Deadline: 15 August 2022 www.automechanika.messefrankfurt.com / Planning and preparation / equipment and services.</p> <p>*) 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 m², 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 standapproval@messefrankfurt.com</p> <p>Please see the details on page 6 for the name of the person to contact about your hall.</p>

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09 August 2022	End of order period for ceiling suspensions/rigging		<input type="checkbox"/>
09 August 2022	End of order period for parking tickets		<input type="checkbox"/>
Beginning of August 2022	<p>Please remember to order visitor vouchers in the shop for exhibitor services.</p> <p>Please note that the charge for admission-ticket vouchers depends on the number of vouchers actually used!</p> <p>PLEASE NOTE: 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 www.exhibitortickets.messefrankfurt.com</p> <p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to etickets@messefrankfurt.com</p>	<input type="checkbox"/>
23 August 2022	<p>Express surcharge for some services</p> <p>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%.</p> <p>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 customerservice@messefrankfurt.com</p>	<input type="checkbox"/>
August 2022	<p>Deadline for registering for advanced setting up and extended dismantling (at extra cost)</p> <p>Please apply for advanced setting up and/or extended dismantling via the Exhibitor Services Shop.</p>	<p>Telephone: +49 69 75 75-5758 aufbau.automechanika@messefrankfurt.com</p>	<input type="checkbox"/>
04.09. – 7.09.2022	<p>Advanced setting-up, at extra cost, daily from 07.00 to 21.00 hrs</p> <p>Please apply for advanced setting up via the Exhibitor Services Shop at an early stage.</p>	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com</p> <p>For questions about MyAccount login, please send a mail to messe-login@messefrankfurt.com</p>	<input type="checkbox"/>
08.09.-12.09.2022	<p>Normal setting-up: From 08 to 11 Sept. 2022, daily around the clock; On 12 Sept. 2022 to 15.00 hrs</p> <p>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>		
08 to 12 September 2022	<p>From 08 to 12 Sept. 2022 Vehicular entry to the Exhibition Centre via the Rebstock Check-in only</p>		
13 to 17 Sept. 2022	<p>Hours of opening</p> <p>Exhibitors 08.00 – 19.00 hrs 08.00 – 18.00 hrs (Saturday)</p>	<p>Visitors 09.00 – 18.00 hrs 09.00 – 17.00 hrs (Saturday)</p>	

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<p>17 Sept. 2022</p>	<p>Delivery of empty packaging materials and carpet removal from 17.00 – 19.30 hrs.</p> <p>Dismantling work will only be possible on the exhibition stand itself.</p>	
<p>From 19.30 hrs on 17 Sept. 2022 until Sunday, 18.09.2022 3.00 hrs</p>	<p>Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t</p>	
<p>Sunday, 18.09.2022 from 3:00 hrs until 8.00 hrs</p>	<p>All vehicles must have left the exhibition grounds, except for cars parking on the parking level P4, P9 and P12.</p>	
<p>from 18. September 2022 from 8:00 hrs until Monday 19.09.2022 9:00 hrs</p>	<p>Entry for all dismantling vehicles</p> <p>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.</p>	
<p>20 Sept. 2022</p>	<p>Extended dismantling, at extra cost, 15 Sept. 2020 from 07.00 hrs to 21.00 hrs</p> <p>Please apply for extended dismantling via the Exhibitor Services Shop at an early stage!</p>	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com</p> <p>For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com</p> <input type="checkbox"/>
<p>From October 2022</p>	<p>You will be sent invoices for the services you ordered (electricity, water, stand cleaning, forwarding, etc.).</p>	<p>Phone: + 49 69 75 75-</p> <p>(Hall: Forum 0, 3.1, 4.0, Outdoor area F 4, F 5, F 6, F 11) -5274 (Hall: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Hall: 1.1, 1.2, 4.1, Agora) -5308 (Hall: 8.0, 9.0, Outdoor area F 10) -6664 (Hall: 11.1, Galleria 0+1, Portalhaus) -6120 (Hall: 12.0, 12.1) -5833 (Hall: 9.1, 12.0, F 12) -5358 (Hall: 10.0, 10.1, 10.2, 10.3, 11.0) -3512</p> <input type="checkbox"/>

*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

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Christiane Braun

Body & Paint

Responsible for Halls 11.1, Galleria, Portalhaus

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Sebastian Krapp

Diagnostics & Repair, Parts & Components

Accessories & Customizing, Body & Paint

Responsible for Halls 10.0, 10.1, 10.2, 10.3, 11.0

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Christoph Opper

Parts & Components

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Kornelia Pleša

Parts & Components, Truck Competence

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Kerstin Praßl

Accessories & Customizing, Tires & Wheels, Classic Cars

Responsible for Halls 12.0, 12.1

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Daniel Schlaffner

Parts & Components, Electronics & Connectivity

Responsible for Halls 1.1, 1.2, 4.1, Agora

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Magdalena Wessel

Car Wash & Care, Diagnostics & Repair,

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Responsible for Halls 9.1, 12.0, outdoor area F 12

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