

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

Dates and important deadlines	Subject and details	Contact	Done / documents received?
Hotline contact details	<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>  Phone +49 69 75 75-55 88</p> <p><b>Shop for Exhibitor Services</b>  <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>  Phone +49 69 75 75-29 99</p> <p><b>Login MyAccount</b>  <a href="mailto:messe-login@messefrankfurt.com">messe-login@messefrankfurt.com</a></p>		
03 July 2023	<p><b>End of the early-booking rate</b> for Automechanika Frankfurt 2024.</p> <p>The intention to exhibit and registration of joint-stand participants for Automechanika Frankfurt 2024 should be made online at <a href="http://www.automechanika.com/exhibit">www.automechanika.com/exhibit</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>(hall: Forum 0, 4.0, 5.0, 5.1, F 4, F 5, F 6) <b>-52 74</b>  (hall: 3.0, 6.0, 6.1, 6.2) <b>-62 25</b>  (hall: 1.1, 1.2, 4.1, Agora) <b>-53 08</b>  (hall: 8.0, 9.0, F10) <b>-66 64</b>  (hall: 11.1, Galleria 0+1, Portalhaus) <b>-61 20</b>  (hall: 3.1, F 11) <b>-58 33</b>  (hall: 12.0, F 12) <b>-53 58</b>  (hall: 9.1, 10.1, 10.2, 11.0, 12.1, Forum 1) <b>-35 12</b></p>	<input type="checkbox"/>
From mid-January 2024	<p>After registering with the <b>Messe-Login</b> at <a href="http://www.automechanika.messefrankfurt.com">www.automechanika.messefrankfurt.com</a> Exhibitors can click on the Shop for Exhibitor Services in the Customer Centre to order products and services.</p> <p>Order the products and services you require in the Shop for Exhibitor Services:</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 technical questions relating to order processes and the Shop for Exhibitor Services please call +49 69 75 75-29 99 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For questions about Messe-Login, please send an email to <a href="mailto:messe-login@messefrankfurt.com">messe-login@messefrankfurt.com</a></p>	<input type="checkbox"/>
From mid-January 2024	<p><b>Ticket Shop 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 Shop 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 Shop for Exhibitors:</b> As the main contact person for the trade fair organisation, you generate your desired number of personalised badges on the new portal. You will receive the requested exhibitor passes by e-mail and print them out yourself.</p> <p><b>In the same portal, you can also create visitor vouchers and invite your customers by mail.</b></p>	<p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-51 51 or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a></p>	
<b>From March 2024</b>	<p>You will receive <b>your stand rental invoice</b> by e-mail.</p>	<p><b>Phone +49 69 75 75</b></p> <p>(hall: Forum 0, 4.0, 5.0, 5.1, F 4, F 5, F 6) <b>-52 74</b>  (hall: 3.0, 6.0, 6.1, 6.2) <b>-62 25</b>  (hall: 1.1, 1.2, 4.1, Agora) <b>-53 08</b>  (hall: 8.0, 9.0, F10) <b>-66 64</b>  (hall: 11.1, Galleria 0+1, Portalhaus) <b>-61 20</b>  (hall: 3.1, F 11) <b>-58 33</b>  (hall: 12.0, F 12) <b>-53 58</b>  (hall: 9.1, 10.1, 10.2, 11.0, 12.1, Forum 1) <b>-35 12</b></p>	<input type="checkbox"/>
<b>From March 2024</b>	<p>If you require the free stand dividing walls provided by Messe Frankfurt for your exhibition stand, you can easily order them from us with just a click.</p> <p>You will receive an email from us in which you can indicate whether you want the dividing walls for your booth or not. Please note that we can only offer the walls to you free of charge if you provide us with feedback by 19.08.2024. If you wish to order the walls after this date, it will only be possible at a cost of 195 euros, plus the applicable legal VAT, due to increased logistical and planning efforts. In such a case, you must place the order through the Exhibitor Services Shop.</p> <p>If we do not receive a response from you, stand dividing walls will NOT be installed in your booth unless one of your booth neighbours places an order for them.</p>	<p><b>Laurence Lücke</b>  Phone +49 69 75 75-56 57 or  <a href="mailto:trennwand.automechanika@messefrankfurt.com">trennwand.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>From April 2024</b>	<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/portallogin">serviceshop.messefrankfurt.com/portallogin</a></p>	<p><b>Information</b>  Phone +49 69 75 75-35 60 or  <a href="mailto:press.automechanika@messefrankfurt.com">press.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>From April 2024</b>	<p>You will receive the <b>order forms</b> for <b>Media Package Manager Part 1</b> by email. The following details are included:</p> <ul style="list-style-type: none"> <li>Your company name, company address, contact details, stand number(s)</li> </ul>	<p>Messe Frankfurt Medien und Service GmbH  Phone +49 69 75 75-51 31 or  <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>

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	<ul style="list-style-type: none"><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><li>• 4 contact persons (each with 1 picture, name, contact details, and position)</li><li>• <b>NEW:</b> 5 direct links to products</li><li>• <b>NEW:</b> 10 social media links</li><li>• <b>NEW:</b> 6 PDF documents per language (DE+EN) as download</li></ul> <p>Your details will be published in the following event media:</p> <ul style="list-style-type: none"><li>• Print</li><li>• Exhibitor search online</li><li>• NEW: digital event platform (lead management, networking, matchmaking)</li><li>• Navigator App</li><li>• Interactive site plan</li></ul> <p>The <b>Media Package Manager (MPM)</b> is our new platform which you can easily and comfortably submit your company data for publication. As a registered exhibitor, you will receive access to the MPM by e-mail <b>from spring 2024</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>	<input type="checkbox"/>	
<b>End of June 2024</b>  Registration deadline for the catalogue for exhibitors and their co-exhibitors (joint stand participants)	<b>Deadline for Media Package Manager Part 1</b> (catalogue). Last day for sending us your details for the catalogue entry.	Messe Frankfurt Medien und Service GmbH Phone +49 69 75 75-51 31 or <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a>	<input type="checkbox"/>
<b>30 July 2024</b>	End of order period for ceiling suspensions/rigging		<input type="checkbox"/>
<b>End of July 2024</b>	<p><b>Please remember to order visitor vouchers in the Shop for Exhibitor services.</b></p> <p>Please note that the charge for admission-ticket vouchers depends on the number of vouchers actually used.</p> <p><b>PLEASE NOTE:</b> Only the voucher cards actually redeemed and used at the entrances to the fair will be charged to you after the event.</p>	<p>You can reach the Ticket Shop 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> <p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-51 51 or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a></p>	<input type="checkbox"/>

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At the latest by 08 August 2024	<p><b>Stand-construction plans, approval</b> Submission of <b>stand-construction plans requiring approval*</b>. Please see our Technical Guidelines:</p> <p><b>Deadline: 08 August 2024</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. <b>Exhibition stands under 100 sqm, which do not include such features, are not subject to approval.</b> 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 Phone +49 69 75 75-59 04 or <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p> <p>Please see the details on page 6 for the name of the person to contact about your hall.</p>	<input type="checkbox"/>
13 August 2024	End of order period for parking tickets		<input type="checkbox"/>
20 August 2024  Express surcharge	<p><b>Express surcharge for some services</b></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 75-54 08 <a href="mailto:customerservice@messefrankfurt.com">customerservice@messefrankfurt.com</a></p>	<input type="checkbox"/>
August 2024	<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 on time via the Shop for Exhibitor Services.</p> <p>*Please note the respective set-up times of your hall, as these may vary.</p>	<p>Phone +49 69 75 75-36 43 <a href="mailto:aufbau.automechanika@messefrankfurt.com">aufbau.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
31.08. – 04.09.2024	<p><b>Advanced setting-up, at extra cost,</b> daily from 07:00 am to 09:00 pm</p> <p>Please apply for advanced setting up on time via the Exhibitor Services Shop at an early stage.</p> <p>*Please note the respective set-up times of your hall, as these may vary.</p>	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For questions about MyAccount login, please send a mail to <a href="mailto:messe-login@messefrankfurt.com">messe-login@messefrankfurt.com</a></p>	<input type="checkbox"/>
05 to 09 Sept. 2024	<p><b>Normal setting-up:</b> From 05 to 08 Sept. 2024, daily around the clock; On 09 Sept. 2024 until 3:00 pm</p> <p>09 Sept. 2024, from 3:00 pm carpeting will be laid in the aisles so that setting-up will only be possible on the exhibition stand itself.</p>		
05 to 09 Sept. 2024	Vehicular entry to the Exhibition Centre via the Rebstock Check-in only		

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10 to 14 Sept. 2024	<b>Hours of opening</b>  <b>Exhibitors</b> 08:00 am - 07:00 pm 08:00 am - 06:00 pm (Saturday)  <b>Visitors</b> 09:00 am - 06:00 pm 09:00 am - 05:00 pm (Saturday)	
14 Sept. 2024	<b>Delivery of empty packaging materials and carpet removal</b> from 05:00 pm – 08:00 pm  Dismantling work will only be possible on the exhibition stand itself.	
From 08:00 pm on 14.09.2024 until Sunday, 15.09.2024 03:00 am	Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t	
Sunday, 15.09.2024 from 03:00 am until 08:00 am	All vehicles must have left the exhibition grounds, except for cars parking on the parking level P4, P9 and P12.	
From 15. September 2024 from 08:00 am until Monday 16.09.2024 09:00 pm	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>	
17 Sept. 2024	<b>Extended dismantling, at extra cost,</b> 17 Sept. 2024 from 07:00 am to 09:00 pm  Please apply for extended dismantling via the Shop for Exhibitor Services at an early stage.	<input type="checkbox"/>  For technical questions relating to order processes and the Shop for Exhibitor Services please call +49 69 75 75-29 99 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>  For questions about MyAccount login, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>
From October 2024	You will receive <b>invoices</b> for the <b>services</b> you ordered (electricity, water, stand cleaning, forwarding, etc.).  <b>Phone +49 69 75 75</b>  (hall: Forum 0, 4.0, 5.0, 5.1, F 4, F 5, F 6) <b>-52 74</b> (hall: 3.0, 6.0, 6.1, 6.2) <b>-62 25</b> (hall: 1.1, 1.2, 4.1, Agora) <b>-53 08</b> (hall: 8.0, 9.0, F10) <b>-66 64</b> (hall: 11.1, Galleria 0+1, Portalhaus) <b>-61 20</b> (hall: 3.1, F 11) <b>-58 33</b> (hall: 12.0, F 12) <b>-53 58</b> (hall: 9.1, 10.1, 10.2, 11.0, 12.1, Forum 1) <b>-35 12</b>	<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

### Sales:

**Mónica Algans**

Diagnostics & Repair, Tires & Wheels,  
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Sales Manager

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**Christiane Braun**

Body & Paint, Classic Competence  
Sales Manager

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**Sebastian Krapp**

Digital Solutions & Services, World of Asia,  
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**Christoph Oppen**

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Sales Manager

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**Kornelia Pleša**

Parts & Components  
Sales Manager

**Responsible for halls 4.0, 5.0, 5.1, Forum 0,**

**Outdoor area F 4.0, F 5.0, F 6.0**

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**Kerstin Praßl**

Accessories & Customizing, Tires & Wheels,  
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Sales Manager

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**Outdoor area F11**

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**Daniel Schlaffner**

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**Magdalena Wessel**

Car Wash, Care & Detailing,  
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### Organisation Supporting Programme:

**Heike Dietz**

CEO Breakfast, Innovation Awards, BMWK  
Project Manager

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**Patricia Früh**

Academy 8.0 and 11.1, Classic Cars, Truck & Caravan  
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**Frauke Knoll**

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**Lara Köhler**

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**Philipp von Westerholt**

Coordinator Innovation4Mobility

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### Organisation Special Events:

**Wolfgang Weyand**

Director Special Events

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**Stefanie Hafemeister**

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**Sabine Horst**

Area Hall 3.1, Remanufacturing Day, Supply Chain Day,  
Collision Talk

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**Daniela Huth**

Classic Rallye, Area Hall 3.1, After Work Friday Hall 11.1  
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### Team assistance/ exhibitor assistance:

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Team Assistant Sales

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### Marketing Communications:

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Director Media Relations and Marketing Communications

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**Ina Heger**

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**Sarah Gutermann**

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