

Frankfurt am Main, 11 to 15 September 2018

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

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<p><b>Hotline contact details</b></p>	<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 7575 5588</p> <p><b>Shop for Exhibitor Services</b>  <a href="mailto:Serviceshop@messefrankfurt.com">Serviceshop@messefrankfurt.com</a>            Tel.: +49 69 7575 2999</p> <p><b>Login / MyAccount</b>  <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>		
<p><b>3 July 2017</b></p>	<p>End of the early-booking rate for Automechanika Frankfurt 2018.</p> <p>The intention to exhibit and registration of joint-stand participants for Automechanika Frankfurt 2018 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>Tel. + 49 69 7575-            (Halls: 2.0, 9.1, Outdoor areas: F 1, F 2) <b>-3264</b></p> <p>Halls: Forum 0, 4.0, 5.0, 5.1,            Outdoor areas: F 4, F 5, F 6, F 11) <b>-5274</b></p> <p>(Halls: 3.0, 4.1, Agora, 12.1) <b>-6340</b>            (Halls: 1.1, 1.2, 3.1) <b>-5308</b>            (Halls: 5_6.1, 6.0, 6.1, 6.2, 6.3, 12.1) <b>-6225</b>            (Halls: 11.0 11.1) <b>-6120</b>            (Halls: 12.1 - REIFEN co-located show) <b>-5833</b>            (Halls: 12.0, F 12 – Car Wash) <b>-5358</b></p> <p>(Halls: 4.2, 8.0, 9.0, 10.1, Galleria,            Outdoor area: F10) <b>-6664</b></p> <p>Fax +49 69 7575-<b>5908</b></p>	<p><input type="checkbox"/></p>
<p><b>By the end of November 2017</b></p>	<p>After registering with the MyAccount 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 MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<p><input type="checkbox"/></p>
<p><b>By the end of November 2017</b></p>	<p><b>NEW: ticket services for exhibitors</b>            The printed exhibitor permits that used to be sent to you automatically with the Service</p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at</p>	

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	<p>Folder have been discontinued. From now on, 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><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. 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><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 7575-51 51 or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>.</p> <p>They will be pleased to help you.</p>	
<p><b>From March 2018</b></p>	<p>You will be sent <b>your stand-space invoice</b></p>	<p>Tel. + 49 69 7575- (Halls: 2.0, 9.1, Outdoor areas: F 1, F 2) <b>-3264</b></p> <p>Halls: Forum 0, 4.0, 5.0, 5.1, Outdoor areas: F 4, F 5, F 6, F 11) <b>-5274</b></p> <p>(Halls: 3.0, 4.1, Agora, 12.1) <b>-6340</b> (Halls: 1.1, 1.2, 3.1) <b>-5308</b> (Halls: 5_6.1, 6.0, 6.1, 6.2, 6.3, 12.1) <b>-6225</b> (Halls: 11.0 11.1) <b>-6120</b> (Halls: 12.1 - REIFEN co-located show) <b>-5833</b> (Halls: 12.0, F 12 – Car Wash) <b>-5358</b></p> <p>(Halls: 4.2, 8.0, 9.0, 10.1, Galleria, Outdoor area: F10) <b>-6664</b></p> <p>Fax +49 69 7575-<b>5908</b></p>	<input type="checkbox"/>
<p><b>From April 2018</b></p>	<p>You have the opportunity to order the <b>Promotion Package</b> of free materials to advertise your presentation at the fair, e.g., promotional postcards, folding invitation cards, etc.</p> <p>Or place your order directly at <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>. There, you will also find a selection of digital promotional materials, e.g., e-cards, online banners, QR codes, etc.</p>	<p><b>Information:</b> Telephone: +49 69 7575 <b>-3559</b> <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>.</p>	<input type="checkbox"/>
<p><b>From April 2018</b></p>	<p>You will be sent the <b>order forms for Media Package Part 1</b> (catalogue) by email.</p> <p>You will be sent the <b>order forms for Media Package Part 2</b> (online presence) by email.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 7575-<b>5131</b> or</p> <p><a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a></p> <p>Messe Frankfurt Exhibition GmbH Telephone +49 69 7575-<b>5090</b> or <a href="mailto:automechanika@online.messefrankfurt.com">automechanika@online.messefrankfurt.com</a></p>	<input type="checkbox"/>  <input type="checkbox"/>
<p><b>From May 2018</b></p>	<p>You will be sent forms for ordering <b>press services</b> (press display unit in the Messe Frankfurt Press Centre, registration of a press conference, etc.).</p>	<p><b>Information:</b> Telephone: +49 69 7575-<b>5359</b> <a href="mailto:presse.automechanika@messefrankfurt.com">presse.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>31 May 2018</b></p>	<p><b>Registration deadline for co-exhibitors</b> Joint-stand participants at Automechanika Frankfurt 2018 must be registered at</p>	<p>Tel. + 49 69 7575- (Halls: 2.0, 9.1, Outdoor areas: F 1, F 2) <b>-3264</b></p>	

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	<a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>	Halls: Forum 0, 4.0, 5.0, 5.1, Outdoor areas: F 4, F 5, F 6, F 11) -5274  (Halls: 3.0, 4.1, Agora, 12.1) -6340 (Halls: 1.1, 1.2, 3.1) -5308 (Halls: 5_6.1, 6.0, 6.1, 6.2, 6.3, 12.1) -6225 (Halls: 11.0 11.1) -6120 (Halls: 12.1 - REIFEN co-located show) -5833 (Halls: 12.0, F 12 – Car Wash) -5358  (Halls: 4.2, 8.0, 9.0, 10.1, Galleria, Outdoor area: F10) -6664  Fax +49 69 7575-5908	<input type="checkbox"/>
June 2018	You will be sent an email to ask whether you need <b>stand-dividing walls</b> (stand partition).	<b>Laurence Ferraton</b> Tel: +49 69 7575-5657 <a href="mailto:laurence.ferraton@messefrankfurt.com">laurence.ferraton@messefrankfurt.com</a>	<input type="checkbox"/>
15 June 2018	<b>Deadline for Media Package Part 1</b> (catalogue): Last day for sending us your details for the catalogue entry.	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 7575-5131 or  <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a>	<input type="checkbox"/>
At the latest by 26 July 2018	<b>Stand-construction plans, approval</b> Submission of <b>stand-construction plans* requiring approval</b> . Please see our Technical Guidelines (4.2):  <b>Deadline: 26 July 2018</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.	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Telephone: +49 69 7575-5904 <a href="mailto:veranstaltungstechnik@messefrankfurt.com">veranstaltungstechnik@messefrankfurt.com</a>  Please see the details on page 5 for the name of the person to contact about your hall.	<input type="checkbox"/>
Beginning of August 2018	<b>Deadline for ordering services</b> In the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, etc.  <b>Deadline for ordering visitor vouchers</b> in the Exhibitor Services Shop.  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.	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>  For <b>questions about MyAccount login</b> , please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>	<input type="checkbox"/>
14 August 2018	<b>Catalogue addendum:</b> Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 7575-5131 or  <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a>	<input type="checkbox"/>

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<p><b>August 2018</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 7575-5758 <a href="mailto:aufbau.automechanika@messefrankfurt.com">aufbau.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>					
<p><b>1 to 5 Sept. 2018</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 7575-2999 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"/>					
<p><b>6 to 10 Sept. 2018</b></p>	<p><b>Normal setting-up:</b> From 6 to 9 Sept. 2018, daily around the clock; On 10 Sept. 2018 from 07.00 hrs to 15.00 hrs  10 Sept. 2018, 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>6 to 10 Sept. 2018</b></p>	<p><b>From 6 to 10 Sept. 2018</b> <b>Vehicular entry to the Exhibition Centre via the Rebstock Check-in only</b></p>							
<p><b>11 to 15 Sept. 2018</b></p>	<table border="0"> <tr> <td><b>Hours of opening 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>Hours of opening 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)	
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<p><b>15 Sept. 2018</b></p>	<p><b>Delivery of empty packaging materials and carpet removal</b> from 17.00 – 22.00 hrs.  Dismantling work will only be possible on the exhibition stand itself.</p>							
<p><b>From 22.00 hrs on 15 Sept. 2018</b> <b>21.00 hrs on to 17 Sept. 2018</b></p>	<p><b>Normal dismantling:</b> From 15 Sept., 22.00 hrs around the clock until 17 Sept. 2018, 21.00 hrs</p>							
<p><b>18 Sept. 2018</b></p>	<p><b>Extended dismantling, at extra cost,</b> 18 Sept. 2018 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 7575-2999 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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<p><b>From October 2018</b></p>	<p>You will be sent <b>invoices</b> for the <b>services</b> you ordered (electricity, water, stand cleaning, forwarding, etc.).</p>	<p>Tel. + 49 69 7575- (Halls: 2.0, 9.1, Outdoor areas: F 1, F 2) <b>-3264</b></p> <p>Halls: Forum 0, 4.0, 5.0, 5.1, Outdoor areas: F 4, F 5, F 6, F 11) <b>-5274</b></p> <p>(Halls: 3.0, 4.1, Agora, 12.1) <b>-6340</b> (Halls: 1.1, 1.2, 3.1) <b>-5308</b> (Halls: 5_6.1, 6.0, 6.1, 6.2, 6.3, 12.1) <b>-6225</b> (Halls: 11.0 11.1) <b>-6120</b> (Halls: 12.1 - REIFEN co-located show) <b>-5833</b> (Halls: 12.0, F 12 – Car Wash) <b>-5358</b></p> <p>(Halls: 4.2, 8.0, 9.0, 10.1, Galleria, Outdoor area: F10) <b>-6664</b></p> <p>Fax +49 69 7575-<b>5908</b></p>	<input type="checkbox"/>
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*\*Please note that this sequence may vary depending on when your register for the fair.*

Frankfurt am Main, 11. – 15. September 2018 / At a glance – your personal contact persons

**Event director:** Olaf Mußhoff

Director, Automechanika Frankfurt

### Responsible for the individual halls

#### **Mónica Algans**

Repair & Maintenance

**Responsible for Halls 4.2, 8.0, 9.0, 10.1, Galleria 0 + 1, outdoor area F 10**

[monica.algans@messefrankfurt.com](mailto:monica.algans@messefrankfurt.com)

Telephone: +49 69 75 75 66 64

Fax: +49 69 75 75 9 66 64

#### **Christiane Braun**

Repair & Maintenance

**Responsible for Halls 11.0, 11.1,**

[christiane.braun@messefrankfurt.com](mailto:christiane.braun@messefrankfurt.com)

Telephone: +49 69 75 75 61 20

Fax: +49 69 75 75 9 61 20

#### **Barbara Kälberer**

Alternative Drive Systems & Digital Solutions,

Dealer & Workshop-Management, Repair & Maintenance

**Responsible for Halls 2.0 (Festhalle), 9.1,**

**Outdoor area F 1.0, F 2.0**

[barbara.kaelberer@messefrankfurt.com](mailto:barbara.kaelberer@messefrankfurt.com)

Telephone: +49 69 75 75 32 64

Fax: +49 69 75 75 9 32 64

#### **Christoph Opper**

Parts & Components

**Responsible for Halls 6.0, 6.1, 6.2, 6.3, foyer between 5.1 / 6.1, 12.1**

[christoph.opper@messefrankfurt.com](mailto:christoph.opper@messefrankfurt.com)

Telephone: +49 69 75 75 62 25

Fax: +49 69 75 75 9 62 25

#### **Kornelia Pleša**

Parts & Components, Truck Competence

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

**foyer between 5.0 / 6.0, outdoor area F 4.0, F5.0, F6.0, F 11**

[kornelia.plesa@messefrankfurt.com](mailto:kornelia.plesa@messefrankfurt.com)

Telephone: +49 69 75 75 52 74

Fax: +49 69 75 75 9 52 74

#### **Kerstin Praßl**

REIFEN co-located show

**Responsible for Halls 12.1**

[kerstin.prassl@messefrankfurt.com](mailto:kerstin.prassl@messefrankfurt.com)

Telephone: +49 69 75 75 58 33

Fax: +49 69 75 75 9 58 33

#### **Alexander Roth**

Parts & Components, Electronics & Systems

**Responsible for Halls 3.0, 4.1, 4.1 Foyer, Agora, 12.1**

[alexander.roth@messefrankfurt.com](mailto:alexander.roth@messefrankfurt.com)

Telephone: +49 69 75 75 63 40

Fax: +49 69 75 75 9 63 40

#### **Daniel Schlaffner**

Accessories & Customizing, Parts & Components,

Electronics & Systems, Repair & Maintenance

**Responsible for Halls 1.1, 1.2, 3.1**

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Fax: +49 69 75 75 9 53 08

### Responsible for the individual halls

#### **Magdalena Wessel**

Car Wash, Care & Reconditioning

**Responsible for Hall 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 75-95358

### Team assistants / exhibitor support

#### **Natalie Blings-Separovic**

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#### **Laurence Ferraton**

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### Organisation, complementary programme, events

#### **Eva Anderl**

Project Manager

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#### **Sabine Horst**

Project Manager

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### Marketing Communications:

#### **Dr. Ann-Katrin Klusak**

Director Marketing Communications

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#### **Aylin Özülker**

Media Relations Manager

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#### **Sarah Gutermann**

Team Assistance Marketing Communications

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#### **Esther Siepa**

Marketing Communications Manager

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#### **Lisa Ludwig**

Marketing Communications Manager

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