

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 myaccount@messefrankfurt.com</p>		
30 April 2019	<p>End of the early-booking rate for Automechanika Frankfurt 2020.</p> <p>The intention to exhibit and registration of joint-stand participants for Automechanika Frankfurt 2020 should be made online at www.standspace.messefrankfurt.com</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>(Halls: 2.0, 9.1, 10.0, F 1, F 2) -3264 (Halls: 10.1, Forum 0, 4.0, 3.1 F 4, F 5, F 6, F 11) -5274 (Halls: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Halls: 4.1, 1.1, 1.2, Agora) -5308 (Halls: 8.0, 9.0, 10.0, F10) -6664 (Halls: 11.0 11.1, Galleria 0+1, Portalhaus) -6120 (Halls: 10.2, 12.0, 12.1, F 12) -5833 (Halls: 10.3, 12.0, F 12) -5358</p>	<input type="checkbox"/>
By the end of November 2019	<p>After registering with the MyAccount 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 MyAccount login, please send a mail to myaccount@messefrankfurt.com</p>	<input type="checkbox"/>
By the end of November 2019	<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>	

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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>They will be pleased to help you.</p>	
<p>From March 2020</p>	<p>You will be sent your stand-space invoice</p>	<p>Phone: + 49 69 75 75-</p> <p>(Halls: 2.0, 9.1, 10.0, F 1, F 2) -3264 (Halls: 10.1, Forum 0, 4.0, 3.1 F 4, F 5, F 6, F 11) -5274 (Halls: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Halls: 4.1, 1.1, 1.2, Agora) -5308 (Halls: 8.0, 9.0, 10.0, F10) -6664 (Halls: 11.0 11.1, Galleria 0+1, Portalhaus) -6120 (Halls: 10.2, 12.0, 12.1, F 12) -5833 (Halls: 10.3, 12.0, F 12) -5358</p>	<input type="checkbox"/>
<p>From April 2020</p>	<p>You have the opportunity to order the Promotion Package 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 www.promotion.messefrankfurt.com. There, you will also find a selection of digital promotional materials, e.g., e-cards, online banners, QR codes, etc.</p>	<p>Information: Telephone: +49 69 75 75-3559 www.promotion.messefrankfurt.com.</p>	<input type="checkbox"/>
<p>From April 2020</p>	<p>You will be sent the order forms for Media Package Part 1 (catalogue) by email.</p> <p>You will be sent the order forms for Media Package Part 2 (online presence) by email.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 or mediapackage.automechanika@messefrankfurt.com</p> <p>Messe Frankfurt Exhibition GmbH Telephone +49 69 75 75-5090 or automechanika@online.messefrankfurt.com</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>From May 2020</p>	<p>You will be sent forms for ordering press services (press display unit in the Messe Frankfurt Press Centre, registration of a press conference, etc.).</p>	<p>Information: Telephone: +49 69 75 75-5359 presse.automechanika@messefrankfurt.com</p>	<input type="checkbox"/>
<p>29 May 2020</p>	<p>Registration deadline for co-exhibitors Joint-stand participants at Automechanika Frankfurt 2020 must be registered at www.standspace.messefrankfurt.com</p>	<p>Phone: + 49 69 75 75-</p> <p>(Halls: 2.0, 9.1, 10.0, F 1, F 2) -3264 (Halls: 10.1, Forum 0, 4.0, 3.1 F 4, F 5, F 6, F 11) -5274 (Halls: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Halls: 4.1, 1.1, 1.2, Agora) -5308 (Halls: 8.0, 9.0, 10.0, F10) -6664 (Halls: 11.0 11.1, Galleria 0+1, Portalhaus) -6120 (Halls: 10.2, 12.0, 12.1, F 12) -5833 (Halls: 10.3, 12.0, F 12) -5358</p>	<input type="checkbox"/>

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<p>June 2020</p>	<p>You will be sent an email to ask whether you need stand-dividing walls (stand partition).</p>	<p>Lara Köhler Tel: +49 69 75 75-5262 lara.koehler@messefrankfurt.com</p>	<input type="checkbox"/>
<p>12 June 2020</p>	<p>Deadline for Media Package 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>	<input type="checkbox"/>
<p>At the latest by 23 July 2020</p>	<p>Stand-construction plans, approval Submission of stand-construction plans* requiring approval. Please see our Technical Guidelines: Deadline: 23 July 2020 www.automechanika.messefrankfurt.com / 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 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 veranstaltungstechnik@messefrankfurt.com Please see the details on page 5 for the name of the person to contact about your hall.</p>	<input type="checkbox"/>
<p>Beginning of August 2020</p>	<p>Deadline for ordering services In the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, etc. Deadline for ordering visitor vouchers in the Exhibitor Services Shop. Please note that the charge for admission-ticket vouchers depends on the number of vouchers actually used! PLEASE NOTE: You will only be billed for the vouchers actually redeemed and used at the entrances to the fair.</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 For questions about MyAccount login, please send an email to myaccount@messefrankfurt.com</p>	<input type="checkbox"/>
<p>07 August 2020</p>	<p>Catalogue addendum: 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 mediapackage.automechanika@messefrankfurt.com</p>	<input type="checkbox"/>
<p>August 2020</p>	<p>Deadline for registering for advanced setting up and extended dismantling (at extra cost) 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"/>
<p>29 August to 02 September 2020</p>	<p>Advanced setting-up, at extra cost, 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 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 For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com</p>	<input type="checkbox"/>

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<p>03 to 07 September 2020</p>	<p>Normal setting-up: From 03 to 07 Sept. 2020, daily around the clock; On 07 Sept. 2020 from 07.00 hrs to 15.00 hrs</p> <p>07 Sept. 2020, 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>03 to 07 September 2020</p>	<p>From 03 to 07 Sept. 2020 Vehicular entry to the Exhibition Centre via the Rebstock Check-in only</p>							
<p>08 to 12 Sept. 2020</p>	<table border="0"> <tr> <td>Hours of opening Exhibitors</td> <td>Visitors</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>	Hours of opening Exhibitors	Visitors	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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08.00 – 19.00 hrs	09.00 – 18.00 hrs							
08.00 – 18.00 hrs (Saturday)	09.00 – 17.00 hrs (Saturday)							
<p>12 Sept. 2020</p>	<p>Delivery of empty packaging materials and carpet removal from 17.00 – 22.00 hrs.</p> <p>Dismantling work will only be possible on the exhibition stand itself.</p>							
<p>From 22.00 hrs on 12 Sept. 2020 22.00 hrs on to 14 Sept. 2020</p>	<p>Normal dismantling: From 12 Sept., 22.00 hrs around the clock until 14 Sept. 2020, 21.00 hrs</p>							
<p>15 Sept. 2020</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 2020</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>(Halls: 2.0, 9.1, 10.0, F 1, F 2) -3264 (Halls: 10.1, Forum 0, 4.0, 3.1 F 4, F 5, F 6, F 11) -5274 (Halls: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Halls: 4.1, 1.1, 1.2, Agora) -5308 (Halls: 8.0, 9.0, 10.0, F10) -6664 (Halls: 11.0 11.1, Galleria 0+1, Portalhaus) -6120 (Halls: 10.2, 12.0, 12.1, F 12) -5833 (Halls: 10.3, 12.0, F 12) -5358</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
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Christiane Braun
Body & Paint
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Barbara Kälberer
Mobility as a Service & Autonomous Driving,
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Diagnostics & Repair, Dealer & Workshop Management,
Responsible for Halls 2.0 (Festhalle), 9.1, 10.0, Outdoor area F 1.0, F 2.0
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Kornelia Pleša
Parts & Components, Truck Competence
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Kerstin Praßl
Accessories & Customizing, Tires & Wheels,
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Team assistance / exhibitor assistance

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