

Checklist for your personal preparations for the fair*

| Dates and important deadlines | Subject and details | Contact | Done / documents received? |
|--|---|--|----------------------------|
| <p>New date Automechanika Frankfurt</p> <p>14.-18.09.2021</p> | <p>Due to the increased spread of the corona virus in Europe, Messe Frankfurt decided in May 2020 to postpone Automechanika Frankfurt to 14 - 18 September 2021.</p> <p>In the following years, the leading international trade fair will retain its customary two-year cycle, i.e. it will be held in the odd-numbered years.</p> | | |
| | <p>The Automechanika Frankfurt team will provide its exhibitors with information on the current stand positions and an associated transfer contract for the new event date. Until 03 July 2020, you can confirm the current stand position for the new date with the contract supplement.</p> <p>In the further planning process your responsible Sales Manager will contact you promptly with further details and milestones for your trade fair preparations in 2021</p> | | |
| | <p>The FAQ's on relocation, stand positions, stand construction, services, stand rental invoices can be found here:</p> <p>www.automechanika.com/faq2021</p> <p>Please also contact your sales manager.</p> | <p>Tel. + 49 69 75 75- (Halle:2.0, Freigelände F1, F2, Agora)-3326 (Halle: Forum 0, 3.1, 4.0, Freigelände F 4, F 5, F 6, F 11) -5274 (Halle: 3.0, 4.2, 6.0, 6.1, 6.2) -6225 (Halle: 1.1, 1.2, 4.1) -5308 (Halle: 8.0, 9.0, Freigelände F10) -6664 (Halle: 11.1, Galleria 0+1, Portalhaus) -6120 (Halle: 12.0, 12.1) -5833 (Halle: 9.1, 12.0, F 12) -5358 (Halle: 10.0, 10.1, 10.2, 10.3, 11.0)-3512</p> | |
| <p>Hotline contact details</p> | <p>For questions about: Intention to exhibit at the fair and registration of joint-stand participants serviceshop@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> | | |
| <p>Service orders</p> | <p>All service orders for Automechanika Frankfurt 2020 that have already been placed in the online shop for exhibitor services of Messe Frankfurt or individually (e.g. stand construction, logistics, advertising, catalogue or catering services) will be cancelled. You will be informed as soon as the shop will be available again for Automechanika Frankfurt 2021.</p> | | <input type="checkbox"/> |

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| | <p>Further FAQs on services, stand construction can be found under the following link:</p> <p>www.automechanika.com/faq2021</p> | |
| <p>December 2020</p> | <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> <p style="text-align: right;"><input type="checkbox"/></p> |
| <p>December 2020</p> | <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>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>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> <p style="text-align: right;"><input type="checkbox"/></p> |
| <p>December 2020</p> | <p>Please remember to order visitor vouchers in the shop for exhibitor services.</p> <p>Please note that the price for the vouchers depends on the number of vouchers actually redeemed!</p> <p>ATTENTION: Only the voucher cards actually redeemed and used at the entrances to the fair will be invoiced to you after the event.</p> <p>Please note: All voucher codes from 2020 lose their validity. Voucher codes already redeemed cannot be transferred to 2021. Voucher codes for Automechanika 2021 can be redeemed after opening the online ticketing.</p> | <p>The Portal Ticket Services for exhibitors can be reached via the Shop for Exhibitor Services or at www.exhibitortickets.messefrankfurt.com</p> <p>For technical questions, please contact the Ticket Hotline at +49 69 75 75-5151</p> <p>and at etickets@messefrankfurt.com at your disposal.</p> |

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| <p>From March 2021</p> | <p>You will be sent your stand-space invoice</p> | <p>Phone: + 49 69 75 75- (Hall: 2.0, Outdoor area F1, F2, Agora)-3326 (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) -5308 (Hall: 8.0, 9.0, Outdoor area) -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 2021</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>Informationen: Phone: +49 69 75 75-3560 presse.automechanika@messefrankfurt.com</p> | <input type="checkbox"/> |
| <p>From April 2021</p> | <p>You will receive the access data for the Media Package Manager for the media package by e-mail.</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>31 May 2021</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- (Hall: 2.0, Outdoor area F1, F2, Agora)-3326 (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) -5308 (Hall: 8.0, 9.0, Outdoor area) -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"/> |

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| <p>June 2021</p> | <p>You will be sent an email to ask whether you need stand-dividing walls (stand partition).</p> | <p>Laurence Lücke Tel: +49 69 75 75-5657 laurence.luecke@messefrankfurt.com</p> | <input type="checkbox"/> |
| <p>25 June 2021</p> | <p>Deadline for Media Package (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 29 July 2021</p> | <p>Stand-construction plans, approval Submission of stand-construction plans* requiring approval. Please see our Technical Guidelines: Deadline: 29 July 2021 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 standapproval@messefrankfurt.com Please see the details on page 6 for the name of the person to contact about your hall.</p> | <input type="checkbox"/> |
| <p>16 August 2021</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 2021</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>04.09. - 08.09.2021</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"/> |
| <p>09.09. - 13.09.2021</p> | <p>Normal setting-up: From 09 to 12 Sept. 2021, daily around the clock; On 13 Sept. 2021 from 07.00 hrs to 15.00 hrs 13 Sept. 2021, 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>09.09. - 13.09.2021</p> | <p>From 09 to 13 Sept. 2021 Vehicular entry to the Exhibition Centre via the Rebstock Check-in only</p> | | |

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| <p>14 to 18 Sept. 2021</p> | <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> | |
| <p>Automechanika Frankfurt 2023</p> | <p>In the following years, Automechanika Frankfurt will retain its usual two-year cycle, i.e. from now on it will take place in the odd years.</p> <p>The next Automechanika Frankfurt will take place in September 2023.</p> | |
| <p>18 Sept. 2021</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 18 Sept. 2021 until Sunday, 19 Sept. 2021 3.00 hrs</p> | <p>Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t</p> | |
| <p>Sunday, 19.09.2021 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 19. Sept. 2021 from 8:00 hrs until 20 Sept. 2021 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>21 Sept. 2021</p> | <p>Extended dismantling, at extra cost, 21 Sept. 2021 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 data-bbox="1449 1420 1481 1456" type="checkbox"/> |
| <p>From October 2021</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: 2.0, Outdoor area F1, F2, Agora)-3326 (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) -5308 (Hall: 8.0, 9.0, Outdoor area) -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 data-bbox="1449 1688 1481 1724" 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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Fax: +49 69 75 75-9 6664

Christiane Braun

Body & Paint

Responsible for Halls 11.1, Galleria, Portalhaus

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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

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Christoph Oppen

Parts & Components

Responsible for Halls 3.0, 4.2, 6.0, 6.1, 6.2

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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

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Kerstin Praßl

Accessories & Customizing, Tires & Wheels, Classic Cars

Responsible for Halls 12.0, 12.1

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Fax: +49 69 75 75 9-5833

Daniel Schlaffner

Parts & Components, Electronics & Connectivity

Responsible for Halls 1.1, 1.2, 4.1

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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

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Fax: +49 69 75 75-95358

Franziska Wild

Mobility as a Service & Autonomous Driving,

Alternative Drive Systems & Fuels

Responsible for Hall 2.0 (Festhalle),

Outdoor area F 1.0, F 2.0, Agora

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Team assistance / exhibitor assistance

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Organisation, complementary programme, events

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