

# Important Deadlines

Checklist for your personal preparations for the fair \*

Important order deadlines have been **highlighted** for better clarity.

Dates	Subject and details	Contact	Done / documents received?
From October 2017	<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 (electricity, water, telecommunications, ...)</li> <li>• Stand fixtures and furnishings (furniture, carpeting, decoration elements, media technology, ...)</li> <li>• Stand services (guards, cleaning, hostesses, ...)</li> <li>• Marketing and press services (advertising at the Exhibition Centre, banners, ...)</li> <li>• Parking permits</li> <li>• Catering and events (stand parties, stand catering)</li> <li>• Logistics</li> </ul>	<p>For <b>technical questions</b> 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 <b>MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<input type="checkbox"/>
From March 2018	<p>You will be sent <b>your stand-space invoice</b></p>	<p>Phone + 49 69 75 75-<b>extension number</b></p> <p>Halls 2.0, 9.1, Outdoor areas F 1.0, F 2.0: <b>-32 64</b></p> <p>Halls Forum 0, 4.0, 5.0, 5.1, Outdoor areas F 4.0, F 5.0, F 6.0, F 11: <b>-52 74</b></p> <p>Halls 3.0, 4.1, 12.1, Agora: <b>-63 40</b></p> <p>Halls 1.1, 1.2, 3.1: <b>-53 08</b></p> <p>Halls 6.0, 6.1, 6.2, 6.3, 12.1: <b>-62 25</b></p> <p>Halls 11.0 11.1: -61 20</p> <p>Halls 12.1 - REIFEN co-located show: <b>-58 33</b></p> <p>Halls 12.0, F 12 – Car Wash: <b>-53 58</b></p> <p>Halls 4.2, 8.0, 9.0, 10.1, Galleria, Outdoor areas F10: <b>-66 64</b></p>	<input type="checkbox"/>

## Import appointments into your calendar

As our service, we provide all important appointments in one Calendar file (format .ics) for you. You can download the file [here](#) and import it – for example – into your Outlook calendar.

Dates	Subject and details	Contact	Done / documents received?
From April 2018	<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>.</p> <p>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>            Phone: +49 69 75 75-35 59  <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a></p>	<input type="checkbox"/>
From April 2018	<p>You will be sent the order forms for <b>Media Package Part 1</b> (catalogue) by email.</p> <p>You will be sent the order forms for <b>Media Package Part 2</b> (online presence) by email.</p>	<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> <p>Messe Frankfurt Exhibition GmbH            Phone: +49 69 75 75-50 90 or  <a href="mailto:automechanika@online.messefrankfurt.com">automechanika@online.messefrankfurt.com</a></p>	<input type="checkbox"/>  <input type="checkbox"/>
From May 2018	<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>            Phone: +49 69 75 75-53 59  <a href="mailto:presse.automechanika@messefrankfurt.com">presse.automechanika@messefrankfurt.com</a></p>	<input type="checkbox"/>
31 May 2018	<p><b>Registration deadline for co-exhibitors</b>            Joint-stand participants at Automechanika Frankfurt 2018 must be registered at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a></p>	<p>Phone + 49 69 75 75-<b>extension number</b></p> <p>Halls 2.0, 9.1, Outdoor areas F 1.0, F 2.0: <b>-32 64</b>            Halls Forum 0, 4.0, 5.0, 5.1, Outdoor areas F 4.0, F 5.0, F 6.0, F 11: <b>-52 74</b>            Halls 3.0, 4.1, 12.1, Agora: <b>-63 40</b>            Halls 1.1, 1.2, 3.1: <b>-53 08</b>            Halls 6.0, 6.1, 6.2, 6.3, 12.1: <b>-62 25</b>            Halls 11.0 11.1: <b>-61 20</b>            Halls 12.1 - REIFEN co-located show: <b>-58 33</b>            Halls 12.0, F 12 – Car Wash: <b>-53 58</b>            Halls 4.2, 8.0, 9.0, 10.1, Galleria, Outdoor areas F10: <b>-66 64</b></p>	<input type="checkbox"/>

Dates	Subject and details	Contact	Done / documents received?
June 2018	You will be sent an email to ask whether you need <b>stand-dividing walls</b> (stand partition).	<b>Laurence Ferraton</b> Phone: +49 69 75 75-56 57 <a href="mailto:laurence.ferraton@messefrankfurt.com">laurence.ferraton@messefrankfurt.com</a>	<input type="checkbox"/>
Juni 2018	From now on, you can easily generate your set-up and dismantling passes online via the ticket services for exhibitors: <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a>	Hotline-Number +49 69 75 75-51 51, or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@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 Phone: +49 69 75 75-51 31 or <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a>	<input type="checkbox"/>
At the latest by 26 July 2018	<p><b>Stand-construction plans, approval</b> Submission of <b>stand-construction plans* requiring approval</b>. Please see our Technical Guidelines (4.2):</p> <p><b>Deadline: 26 July 2018</b> <a href="http://www.automechanika.messefrankfurt.com">www.automechanika.messefrankfurt.com</a> / Planning and preparation / equipment and services.</p> <p><small>*) 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 <b>not</b> subject to approval.</u></small></p> <p>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 <a href="mailto:veranstaltungstechnik@messefrankfurt.com">veranstaltungstechnik@messefrankfurt.com</a></p> <p>Please see the details on page 20 for the name of the person to contact about your hall.</p>	<input type="checkbox"/>
27 July 2018	Order deadline for <b>suspensions from the ceiling and rigging</b>		<input type="checkbox"/>
31 July 2018	Order deadline for <b>parking permits</b>		<input type="checkbox"/>
Beginning of August 2018	<p><b>Deadline for ordering visitor vouchers</b> in the <a href="#">Shop for Exhibitor Services</a>.</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> You will only be billed for the vouchers actually redeemed and used at the entrances to the fair.</p>	<p>For <b>technical questions</b> 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 <b>questions relating to the ticket services for exhibitors</b> please call +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"/>

Dates	Subject and details	Contact	Done / documents received?
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 Phone: +49 69 75 75-51 31 or <a href="mailto:mediapackage.automechanika@messefrankfurt.com">mediapackage.automechanika@messefrankfurt.com</a>	<input type="checkbox"/>
28 August 2018	<b>Order deadlines for passes, tickets and marketing services</b>		<input type="checkbox"/>
August 2018	<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 <a href="#">Shop for Exhibitor Services</a> .	Phone: +49 69 75 75-57 58 <a href="mailto:aufbau.automechanika@messefrankfurt.com">aufbau.automechanika@messefrankfurt.com</a>	<input type="checkbox"/>
1 to 5 September 2018	<b>Advanced setting-up, at extra cost,</b> daily from 07.00 to 21.00 hrs Please apply for advanced setting up via the <a href="#">Shop for Exhibitor Services</a> at an early stage.	For <b>technical questions</b> 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>  For questions about <b>MyAccount login</b> , please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>	<input type="checkbox"/>
6 to 10 September 2018	<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!		<input type="checkbox"/>
6 to 10 September 2018	<b>From 6 to 10 September 2018 Vehicular entry to the Exhibition Centre</b> via the Rebstock Check-in only		<input type="checkbox"/>
08 September 2018	Order deadline for <b>stand equipment</b> (e.g. floor coverings, lighting and furniture)		<input type="checkbox"/>
10 September 2018	Order deadlines for <b>stand services and engineering</b>		<input type="checkbox"/>
11 to 15 September 2018	<b>Hours of opening Exhibitors</b> 08.00 – 19.00 hrs 08.00 – 18.00 hrs (Saturday)  <b>Visitors</b> 09.00 – 18.00 hrs 09.00 – 17.00 hrs (Saturday)		<input type="checkbox"/>

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10 September 2018	Order deadlines for <b>catering and event services</b>		<input type="checkbox"/>
15 September 2018	<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.		<input type="checkbox"/>
15 September 2018, from 22.00 hrs to 17 September 2018, 21.00 hrs	<b>Normal dismantling</b> From 15 Sept., 22.00 hrs around the clock until 17 Sept. 2018, 21.00 hrs		<input type="checkbox"/>
18 September 2018	<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 <a href="#">Shop for Exhibitor Services</a> at an early stage!	For <b>technical questions</b> 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>  For questions about <b>MyAccount login</b> , please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>	<input type="checkbox"/>
From October 2018	You will be sent <b>invoices</b> for the <b>services</b> you ordered (electricity, water, stand cleaning, forwarding, etc.).	Phone + 49 69 75 75- <b>extension number</b>  Halls 2.0, 9.1, Outdoor areas F 1.0, F 2.0: <b>-32 64</b> Halls Forum 0, 4.0, 5.0, 5.1, Outdoor areas F 4.0, F 5.0, F 6.0, F 11: <b>-52 74</b> Halls 3.0, 4.1, 12.1, Agora: <b>-63 40</b> Halls 1.1, 1.2, 3.1: <b>-53 08</b> Halls 6.0, 6.1, 6.2, 6.3, 12.1: <b>-62 25</b> Halls 11.0 11.1: <b>-61 20</b> Halls 12.1 - REIFEN co-located show: <b>-58 33</b> Halls 12.0, F 12 – Car Wash: <b>-53 58</b> Halls 4.2, 8.0, 9.0, 10.1, Galleria, Outdoor areas F10: <b>-66 64</b>	<input type="checkbox"/>

\*Please note that this sequence may vary depending on when your register for the fair.