

tendence

Frankfurt am Main, 27. - 30. June 2020

Check list 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 7575-5588</p> <p>Shop for Exhibitor Services Serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Login / MyAccount myaccount@messefrankfurt.com</p> | | |
| From Oktober 2019 | <p>You will be sent your stand-space invoice.</p> <p>The intention to exhibit and registration of joint-stand participants for Tendence 2020 should be made at www.standspace.messefrankfurt.com.</p> <p>For questions about the exhibition stand, stand-space proposal, etc., please call the Sales Manager shown on the right.</p> | | <input type="checkbox"/> |
| From Oktober 2019 to 14th May 2020 | <p>Submission of stand-construction plans* Requiring approval Deadline: 14th May 2020 www.tendence.messefrankfurt.com</p> <p>Even if your stand construction is unchanged from the last event, please submit your suitably scaled plans in electronic form (pdf) with plan view and side elevations.</p> <p>Please see our Technical Guidelines (4.2): 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. Cinema or viewing rooms, stages, constructions on the outdoor exhibition area and temporary structures are always subject to approval, regardless of their size.</p> | <p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Project manager: Caroline Adelskamp Tel.: +49 69 7575-5904 veranstaltungstechnik@messefrankfurt.com</p> <p>Even if your stand construction is unchanged from the last event, please submit your suitably scaled plans in electronic form (pdf) with plan view and side elevations.</p> <p>Exhibition stands under 100 m², that do not include such features, are not subject to approval.</p> | |
| From February 2020 | <p>You will be sent your personal log-in details for placing online orders for services in the Shop for Exhibitor Services, e.g., for electricity, water, stand cleaning, transport</p> | <p>Should you have any technical questions, please contact the Ticket Hotline on +49 69 7575-5151 or at etickets@messefrankfurt.com.</p> | <input type="checkbox"/> |

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| | <p>services, parking permits, visitor admission-ticket vouchers, etc.</p> <p>You can register co-exhibitors quickly and easily online. Please note that all co-exhibitors must be registered. Should you have any questions about your login details, please contact the hotline at: myaccount@messefrankfurt.com</p> <p>NEW: Ticket services for exhibitors You will no longer be sent printed exhibitor permits and setting-up and dismantling tickets. From now on, you can produce and manage all exhibitor permits, setting-up and dismantling tickets and visitor admission-ticket vouchers online at www.exhibitortickets.messefrankfurt.com.</p> <p>You will find the Ticket Services for Exhibitors portal in the Shop for Exhibitor Services or at www.exhibitortickets.messefrankfurt.com.</p> | <p>How the Ticket Service works: As the main contact person for the trade-fair organisation, you can produce the number of personalised exhibitor permits and send them to email addresses of your choice using the Ticket Services portal.</p> <p>There, you can also produce visitor admission-ticket vouchers and invite your customers by email. Please note our new scale of prices for visitor vouchers, which has been greatly reduced. Visitor advertising pays! N.B.: You will only be billed for the tickets redeemed and used at the entrances to the fair</p> | |
| <p>From March 2020</p> | <p>You will be sent the order forms for Media Package Part 1 (catalogue) by email Deadline You will be informed of the specific date in the documents.</p> <p>You will be sent the order forms for Media Package Part 2 (online presence) by email.</p> <p>Do not lose any waiting time and send us your data by the beginning of April 2019, to ensure that you appear from the beginning in the exhibitor search engine on our Tendance website.</p> | <p>Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575-5153 or mediapackage.tendance@messefrankfurt.com</p> <p>Messe Frankfurt Exhibition GmbH Tel.: +49 69 7575-5090 tendance@online.messefrankfurt.com</p> | |
| <p>From March 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>Elena Mina Tel.: +49 69 7575-6673 elena.mina@messefrankfurt.com</p> | <input type="checkbox"/> |
| <p>From March to 01st April 2020 (deadline)</p> | <p>Registration deadline for your co-exhibitors via www.standspace.messefrankfurt.com portal</p> | <p>Should you have any questions, please call or mail your Messe Frankfurt contact</p> | <input type="checkbox"/> |
| <p>April 2020</p> | <p>Your Messe Frankfurt contact will inquire whether you need stand-dividing walls.</p> | | <input type="checkbox"/> |
| <p>14th May 2020</p> | <p>Deadline – Submission of stand-construction plans* requiring approval</p> | <p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Tel.: +49 69 7575-5904</p> | |

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| | | veranstaltungstechnik@messefrankfurt.com | <input type="checkbox"/> |
| 14th May 2020 | <p>Deadline for registering for advanced setting up and extended dismantling (at extra cost). Please apply for advanced setting-up at www.serviceshop.messefrankfurt.com</p> <p>You will find further information about setting-up and dismantling at: www.tendence.messefrankfurt.com</p> <p>Advanced setting-up - cost per day 780€ from 22.- 23.June 2020, from 07:00-24:00 hrs Halls 11.0,12.0</p> <p>Normal setting-up - free of charge 24 June 2020 = 00:00 hrs, around the clock until 26 June 2020, 15:00 hrs</p> | <p>Lena Stock Tel.: +49 69 7575-53 90 aufbau.tendence@messefrankfurt.com</p> | <input type="checkbox"/> |
| 14th May 2020 | <p>Deadline for ordering services</p> <p>In the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, printed visitor admission-ticket vouchers, promotional materials, etc.</p> <p>We recommend that you order a stand guard for your exhibition stand for the days of the fair, as well as the setting-up and dismantling phases.</p> <p>You will find the name of your Messe Frankfurt contact by clicking on the service required in the Shop for Exhibitor Services at</p> | <p>www.serviceshop.messefrankfurt.com</p> <p>Messe Frankfurt Venue GmbH will make an additional charge for the extra work involved for orders received online or by post later than 11 days before the fair begins.</p> <p>Please note that you must have settled all outstanding accounts by this time.</p> | <input type="checkbox"/> |
| Payment deadline: 03rd June 2020 | Please note that you must have settled all outstanding accounts by this time | | <input type="checkbox"/> |
| 22nd June 2020 | <p>Deadline for press services, e.g., press display unit in the Messe Frankfurt Press Centre, registration of a press conference, etc.</p> | <p>Elena Mina Tel.: +49 69 7575-66 73 elena.mina@messefrankfurt.com</p> | <input type="checkbox"/> |
| 27. - 30. June 2020 | Should you have any questions, please contact the Tendence 2020 Team. | <p>Team Office, Event Director Tel.: +49 69 7575 -1326 /1327/ 1328 tendence@messefrankfurt.com</p> | <input type="checkbox"/> |

**30th June -
01st July 2020**

Delivery of empty packaging materials and
carpet removal from 17.00 – 19:30 hrs.
Normal dismantling:
From 19:30 hrs on 30th June 2020
to 21.00 hrs on 01. July 2020



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Frankfurt am Main, **27. June - 30. June 2020**

at a glance – your personal contacts

Directors

Group Show Director

Philipp Ferger

Director

Bettina Bär

Style City

Cosy District - Earth Area - Modern Center - Adventure Parc - Urban Street

Mr. Kremer + 49 69 75 75 - 63 31

alexander.kremer@messefrankfurt.com

Moment Market

Ms. Schütz + 49 69 75 75 - 36 21

dorothee.schuetz@messefrankfurt.com

Sunshine State -Design District

Ms. Kapustina + 49 69 75 75 - 55 33

olga-olessia.kapustina@messefrankfurt.com