



The world's leading trade fair

The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies

14 to 18 March 2017, Frankfurt am Main

Checklist for your fair preparations

Important dates and deadlines

Date / Deadline	Keyword	Details	Contact persons (Details siehe Seite 7/8)
<p>from Mid of October 2015</p>	<p>Non-binding submission of Intention to exhibit at ISH</p>	<p>It is now possible to register for ISH 2017 by filling out the non-binding intention to exhibit via Shop for Exhibitor Services.</p> <p>If you have already taken part in former ISH events or you have already registered as an interested party, you will receive an Email with an invitation for ISH 2017. Please follow the given link in the invitation Email and use your known access data from the past, to complete your intention to exhibit online.</p> <p>New exhibitors can register on the ISH-website.</p>	<p>Shop for Exhibitor Services: www.serviceshop.messefrankfurt.com Email: serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>from February 2016 to November 2016</p>	<p>Hall planning phase / despatch of Stand Space Proposals</p>	<p>The planning phase includes a process of coordination with exhibitors, which requires answers from them.</p> <p>In this period, the Sales Managers of ISH will contact all registered companies individually.</p> <p>Occasionally waiting times may occur.</p>	<p>ISH Water Ms. Simone Dörr Mr. Andreas Kern</p> <p>ISH Energy Ms. Vanessa Perner Mr. Andreas Kurth</p>
<p>from March 2016</p>	<p>Exhibit Confirmation</p>	<p>The contract between the exhibitor and Messe Frankfurt comes into effect with the despatch of the written Exhibit Confirmation. (General terms of Business, point 6).</p> <p>Exhibit confirmations will be sent out continuously.</p>	<p>ISH Water Ms. Simone Dörr Mr. Andreas Kern</p> <p>ISH Energy Ms. Vanessa Perner Mr. Andreas Kurth</p>



The world's leading trade fair
The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies
14 to 18 March 2017, Frankfurt am Main

Date / Deadline	Keyword	Details	Contact persons (Details siehe Seite 7/8)
from April 2016	Stand-rental invoice	The stand-rental invoice will be sent, if you have already received your exhibit confirmation. You will find the terms of payment on the invoice.	ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273
from October 2016	Exhibitor permits, setting-up and dismantling tickets Services	You will receive your exhibitor permits and setting-up and dismantling tickets with your personal service documents as well as your personal access data for the Shop for Exhibitor Services , if not present yet. From October 2016 you can order Services via the Shop for Exhibitor Services, such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. Please also note the different deadlines for ordering all services!	Shop for Exhibitor Services: www.serviceshop.messefrankfurt.com Email: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999 You can find the appropriate contact person in each case by clicking on the individual service that you want in the Shop for Exhibitor Services.



The world's leading trade fair

The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies

14 to 18 March 2017, Frankfurt am Main

Date / Deadline	Keyword	Details	Contact persons (Details siehe Seite 7/8)
<p>from September 2016</p> <p>Deadline: 13 January 2017</p>	<p>Approval of stand construction plans</p>	<p>Submission of stand construction plans subject to approval.</p> <p>Mandatory for authorisation are: Stand spaces more than 100 sqm, two-storey exhibition stands, Walls higher than 4 m, enclosed ceilings, platforms higher than 0.20 m, glass constructions, moving parts, Cinemas or spectator rooms, stages. Buildings on the outdoor area and temporary structures are always subject to approval regardless of size.</p> <p>➔ In this connection, please see the Technical Guidelines (4.2) as well as the leaflet for ISH-instructions stand regulations.</p>	<p>Technical Event Management fairs</p> <p>veranstaltungstechnik@messefrankfurt.com</p> <p>www.ish.messefrankfurt.com > for exhibitors > planning and preparation > technology and services</p>
<p>from September 2016</p> <p>Deadline 09 December 2016</p>	<p>Joint-stand participants</p>	<p>Please note that all joint-stand participants on your stand must be registered via Shop for Exhibitor Services.</p> <p>Joint-stand participants registered after this deadline will not be published in printed version of the catalogue, but will be visible in the online version.</p>	<p>ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>from mid of September 2016</p> <p>Deadline: please see documents for media package</p>	<p>Obligatory Media Entry</p>	<p>The entry in the Catalogue is mandatory for participation at ISH and subject to a charge.</p> <p>Alfons W. Gentner Verlag GmbH, Stuttgart, who is a contracting party of Messe Frankfurt Exhibition GmbH for the creation of the official catalogue, will send you the documents for the catalogue entry.</p> <p>You will receive the invoice separately and directly from him. The payment is mandatory. (s. Terms and Conditions, number 11).</p>	<p>Alfons W. Gentner Verlag GmbH & Co. KG Postfach 10 17 42, 70015 Stuttgart Tel.: +49 711-6 36 72-945 Fax: +49 711-6 36 72-735</p>



The world's leading trade fair
The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies
14 to 18 March 2017, Frankfurt am Main

Date / Deadline	Keyword	Details	Contact persons (Details siehe Seite 7/8)
from September 2016	Stand-wall inquiry	<p>In the Shop for Exhibitor Services, you can order your enquiry of stand-walls for free if you require some. You can do so under menu point „Request stand walls“.</p> <p>Please note that we will only set-up stand walls, if you explicitly order them. If we don't get any information from you, we assume that you will not require any stand walls. Please consider measurements in your stand sketch.</p>	Shop for Exhibitor Services: www.serviceshop.messefrankfurt.com Email: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999
from October 2016 Deadline 05 February 2017	Promotion-Package	<p>You will receive the Promotion Package with which you can order free promotion materials for your trade fair presentation. Take the chance to inform your customers about your participation and by this contribute to your successful exhibition at ISH 2017!</p>	Ms. Janina Lieser Telefon +49 69 7575-5745 Email: janina.lieser@messefrankfurt.com
from October 2017	Press services	<p>You can order Press Services online via Shop for Exhibitor Services.</p>	Ms. Natalie Maas Telefon +49 69 7575-6357 Email: natalie.maas@messefrankfurt.com
21 February 2017 Deadline 21 February 2017	Ordering of extended set-up and dismantling	<p>Advanced set-up and extended dismantling must be registered via Shop for Exhibitor Services.</p> <p>Informations about detailed set-up and dismantling times you can find on the ISH-website. This service for ISH is free of charge.</p>	ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273



The world's leading trade fair

The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies

14 to 18 March 2017, Frankfurt am Main

Setting-up and dismantling timetable

<p>1 to 9 March 2017</p>	<p>Advanced set-up Daily from 7 a.m. to 12 pm.</p>	<p>Only available in particular hall levels. You will find detailed information on set-up and dismantling times on the ISH-website.</p> <p>www.ish.messefrankfurt.com > for exhibitors > planning and preparation > Set-up and dismantling times</p>	<p>ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>10 to 13 March 2017</p>	<p>Regular set-up daily 24 hours</p>	<p>All hall levels are open.</p> <p><u>Please note:</u> Due to higher traffic volumes during set-up Vehicle entry on to the exhibition centre is only possible via the check-in at the Rebstock parking area.</p>	<p>Information about Check-In you can find under http://ish.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/check-in-rebstock.html</p>
<p>13 March 2017 until 3 p.m.</p>	<p>Last day of set-up</p>	<p>On 13.3.2017 from 15:00 hrs: Carpet laying in the aisles – therefore, it is only possible to carry out set-up work on the stand from this time onwards!</p>	



The world's leading trade fair

The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies

14 to 18 March 2017, Frankfurt am Main

<p>14 to 18 March 2017</p>	<p>ISH</p>	<p>Opening times for Exhibitors Daily: from 8 a.m. to 7 p.m. Saturday, March 18, 2017: from 8 a.m. to 6 p.m.</p> <p>Opening times for visitors Daily: from 9 a.m. to 6 p.m. Saturday, March 18, 2017: from 9 a.m. to 5 p.m.</p>	<p>ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273</p> <p>Office of the trade fair management Torhaus, level 2. Tel.: +49 69 7575-1326</p>
<p>18.3.2017 from 5 p.m.</p>	<p>carpet removal / delivery of packing material</p>	<p>From 5 p.m. on it will at first only be possible to carry out dismantling work on the stand – primarily the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.</p> <p>Also at 5 p.m. we start with the delivery of packing material – all packing material will successively delivered due to stand location within the hall to ensure a smooth and efficient procedure.</p>	<p>ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>18 to 20 March 2017</p>	<p>Regular Dismantling on March 18 after 9 p.m. continuously to March 20, 12 p.m.</p>	<p>All hall levels are open</p> <p>Please note: Vehicle entry on to the exhibition centre is only possible via the check-in at the Rebstock parking area. Vehicles are allowed to enter after 9 p.m. after packing material has been delivered.</p>	<p>ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>21 to 23 March 2017</p>	<p>Extended Dismantling Daily from 7 a.m. to 9 p.m.</p>	<p>Only available in particular hall levels.</p> <p>You will find detailed information on set-up and dismantling times on the ISH-website.</p>	<p>ISH-Team Internet: www.ish.messefrankfurt.com Email: ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>

Please note that procedures can vary depending on the date on which you register.



The world's leading trade fair
The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies
14 to 18 March 2017, Frankfurt am Main

Contact Persons

The Team of ISH

Director of Brandmanagement ISH

Mr. Stefan Seitz
Tel: +49 69 7575-6569
Email: stefan.seitz@messefrankfurt.com

Sales ISH Water

Hall: 2.0, 3.0, 3.1, 4.1, 4.2, Forum
Ms. Simone Dörr
Tel: +49 69 7575-6636
Email: simone.doerr@messefrankfurt.com

Hall: 4.0, 5.1, 5_6.1, 6.0, 6.1, 6.2, Agora
Mr. Andreas Kern
Tel: +49 69 7575-3279
Email: andreas.kern@messefrankfurt.com

Sales ISH Energy

Hall: 8.0, 9.0, 9.1, 9.2, Galleria, outdoor area 10
Ms. Vanessa Perner
Tel: +49 69 7575-5825
Email: vanessa.perner@messefrankfurt.com

Hall: 10.1, 10.2, 10.3, 11.0, 11.1, outdoor area 11
Mr. Andreas Kurth
Tel: +49 69 7575-6223
Email: andreas.kurth@messefrankfurt.com

Organisation & Fringe Programme

Ms. Anna Stiefel
Tel: +49 69 7575-6251
Email: anna.stiefel@messefrankfurt.com

Team assistance / care of exhibitors

ISH - Team
Internet: www.ish.messefrankfurt.com
Tel.: +49 69 7575-3273
Email: ish@messefrankfurt.com

Ms. Diana Pallas-Glombitza
Ms. Anja Peukert
Ms. Judith Späh



The world's leading trade fair
The Bathroom Experience, Building, Energy, Air-conditioning Technology, Renewable Energies
14 to 18 March 2017, Frankfurt am Main

The Team of Marketing communications

Director Marketing communications

Ms. Dominique Ewert
Telefon +49 69 7575-6463
Email: dominique.ewert@messefrankfurt.com

Media Relations

Ms. Anja Bräutigam
Telefon +49 69 7575-5461
Email: anja.braeutigam@messefrankfurt.com

Ms. Aleksandra Goetz
Telefon +49 69 7575-6144
Email: aleksandra.goetz@messefrankfurt.com

Organisation Marketing communications

Ms. Natalie Maas
Telefon +49 69 7575-6357
Email: natalie.maas@messefrankfurt.com

Advertising

Ms. Janina Lieser
Telefon +49 69 7575-5745
Email: janina.lieser@messefrankfurt.com

Mr. Markus Lengyel
Telefon +49 69 7575-6339
Email: markus.lengyel@messefrankfurt.com

Others

Shop for Exhibitor Services Hotline

Internet: www.serviceshop.messefrankfurt.com
Email: serviceshop@messefrankfurt.com
Tel.: +49 69 7575-2999

Technical Event Management

general Email:
veranstaltungstechnik@messefrankfurt.com

Catalogue publisher

Alfons W. Gentner Verlag GmbH & Co. KG
Postfach 10 17 42, 70015 Stuttgart
Tel.: +49 711-6 36 72-945
Fax: +49 711-6 36 72-735