

Checklist

for your fair preparations for the ISH 2019

Dates and important deadlines	Keyword	Topic	Contact person
<p>Hotline</p> <p>Contact information</p>		<p>For Questions regarding:</p> <p>Intention to exhibit at ISH and the registration of Joint-stands: serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>Shop for Exhibitor services serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Technical Event Management for Fairs veranstaltungstechnik@messefrankfurt.com</p> <p>Fair Log-in / My Account myaccount@messefrankfurt.com</p> <p>Customer Center: You will find the Customer Center on www.ish.messefrankfurt.com on the right side above</p>	
<p>from Mid-August 2017 on</p> <p><u>Deadline Early-Booking:</u></p> <p>1 December 2017</p>	<p>Invitation to exhibit at ISH 2019</p>	<p>As of now you can login and submit your non-binding intention to exhibit at ISH at the Customer Center with your personal fair account (My Account).</p> <p>If you have either participated in past ISHs, or have already registered as an interested party, you will receive an invitation to take part in ISH 2019 by email.</p> <p>Please follow the link in the invitation and complete your intention to exhibit.</p> <p>Fist time exhibitors can register at:</p> <p>www.ish.messefrankfurt.com</p>	<p>Customer Center You will find the Customer Center on www.ish.messefrankfurt.com on the right side</p> <p>serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>ISH-Team www.ish.messefrankfurt.com ish@messefrankfurt.com Tel.: +49 69 7575 -3273</p>

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<p>Start December 2017</p>	<p>Hall planning phase / dispatch of Stand Space Proposals</p>	<p>We are going to contact you, as soon as we have examined the stand space possibilities.</p> <p>Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.</p> <p>Planning phase: December 2017 – ca. November 2018</p>	<p>ISH Water Ms. Simone Dörr simone.doerr@messefrankfurt.com +49 69 7575-6636</p> <p>Ms. Maria Lopez maria.lopez@messefrankfurt.com +49 69 7575-3279</p> <p>ISH Energy Ms. Vanessa Perner vanessa.perner@messefrankfurt.com +49 69 7575-5825</p> <p>Mr. Andreas Kurth andreas.kurth@messefrankfurt.com +49 69 7575-6223</p>
<p>Start December 2017</p>	<p>Stand-Confirmation</p>	<p>In December, depending on the state of planning, the exhibit confirmations will be sent out.</p> <p>The contract between the exhibitor and Messe Frankfurt comes into effect with the dispatch of the written Exhibit Confirmation. (General terms of Business, point 6).</p>	<p>ISH Water Ms. Simone Dörr simone.doerr@messefrankfurt.com +49 69 7575-6636</p> <p>Ms. Maria Lopez maria.lopez@messefrankfurt.com +49 69 7575-3279</p> <p>ISH Energy Ms. Vanessa Perner vanessa.perner@messefrankfurt.com +49 69 7575-5825</p> <p>Mr. Andreas Kurth andreas.kurth@messefrankfurt.com +49 69 7575-6223</p>

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<p>Start September 2018</p>	<p>Exhibitor permits, setting-up and dismantling tickets</p> <p>Services</p>	<p>You will receive your personal service documents. You can now order exhibitor permits and setting-up and dismantling tickets <u>online at the Customer Center</u>.</p> <p>From September of 2018 on, you can order services such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. via the Shop for Exhibitor Services.</p> <p>Please note that the order deadlines for the specific services differ.</p> <p>You can access the shop for exhibitor services with your personal Fair- Log in.</p>	<p>Customer Center You will find the Customer Center on www.ish.messefrankfurt.com on the right side</p> <p>Shop for Exhibitor Services: www.serviceshop.messefrankfurt.com</p> <p>serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
<p>Start September 2018</p> <p><u>Deadline:</u> 12 January 2019</p>	<p>Stand construction plans</p>	<p>Submission of stand construction plans, subject to approval</p> <p>➔ Please heed the technical Guidelines at: www.ish.messefrankfurt.com /Planning and preparation / Technology and services</p> <p>Deadline: 12 January 2019</p> <p><u>Subject to mandatory authorisation are:</u></p> <p>Stand spaces of more than 100 sq. m., two-storey exhibition stands, Walls higher than 4 m, enclosed ceilings, platforms higher than 0.20 m, glass constructions, moving parts.</p> <p>Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size.</p>	<p>Technical Event Management for fairs</p> <p>veranstaltungstechnik@messefrankfurt.com</p>
<p>Start September 2018</p>	<p>Joint stand participants</p>	<p>Please note that every joint-stand participant has to be registered at the Customer Center.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search.</p>	<p>Customer Center You will find the Customer Center on www.ish.messefrankfurt.com on the right side</p> <p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>

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Start September 2018	Stand dividing walls	<p>If you want to use the complimentary stand dividing walls, please place your order in the Shop for exhibitor services.</p> <p>If we do not receive an order from you we will not set up any stand walls at your stand, unless your neighboring stand booked some.</p>	<p>Shop for Exhibitor Services:</p> <p>www.serviceshop.messefrankfurt.com</p>
Start October 2018 Please heed the deadlines on the order forms.	Catalogue/ Media Package	You will receive the booking forms for the catalogue/ media package by email.	Messe Frankfurt Medien und Service GmbH mediapackage.ish@messefrankfurt.com
Start October 2018 <u>Order Deadline:</u> Early February 2019	Promotion-Package	<p>You will receive the Promotion Package, with which you can use to order promotional material for your trade fair presentation, free of charge.</p> <p>Use this chance to inform your customers of your participation and by this contribute to your company's success at ISH 2019!</p>	Ms. Janina Lieser janina.lieser@messefrankfurt.com Tel.: +49 69 7575-5745
Start October 2018	Stand rental invoice	<p>Depending on the progress of the planning process and depending on whether or not you already received your participation confirmation, you will be sent the stand rental invoice.</p> <p>The terms of payment will be included in the invoice.</p>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
Start October 2018	Press services	Now you can order various Press services online at the Shop for Exhibitor Services.	Ms. Natalie Maas natalie.maas@messefrankfurt.com Tel.: +49 69 7575-6357
Deadline 25 February 2019	Ordering of extended set-up and dismantling	<p>Closing date for the registration for Early set-up and extended dismantling at the Shop for Exhibitor Services.</p> <p>Please note that it is obligatory to register in advance in order to make use of the early set-up and extended dismantling.</p>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
26 February 2019	Advanced Set-up daily from 7 a.m. until Midnight	<p>Start of advanced set up in some hall levels.</p> <p>You can find detailed information on set-up and dismantling times at: www.ish.messefrankfurt.com under Planning and preparation</p>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273

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<p>06 – 10. March 2019</p> <p>10 March 2019</p>	<p>Regular set-up, 24 hours a day until 10 March 2019</p> <p>Last day of set-up</p>	<p>Regular Set up of ISH from 6. March 2019 until 10 March 2019</p> <p>Please note that due to increased traffic volume the check in at Rebstock is obligatory.</p> <p>On 10 March 2019 at 3 p.m. the carpet will be layed in the aisles - therefore from this time on you are only allowed to carry out set-up work on your stand space.</p>	<p>Information on the Check-In procedures can be found under:</p> <p>www.ish.messefrankfurt.com / Planning and Preparations / Check In</p>
<p>NEW: 11 – 15 March 2019 (Monday – Friday)</p>	<p>ISH</p>	<p>From 11 March 2019-15 March 2019 the ISH takes place.</p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m.</p>	<p>The trade fair management office is located at Torhaus Level 2</p>
<p>15 March 2019 Start 5 p.m.</p>	<p>carpet removal / delivery of packing material</p>	<p>At first you can only carry out the dismantling work on your stand space, during this time the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.</p> <p>We start to deliver the packing material – All packing material will successively delivered depending on where the stand is located within the hall, to ensure an efficient and speedy progress.</p>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>15 March 9 p.m.- 17 March 2019</p> <p>24 hours a day</p>	<p>Dismantling</p>	<p>Regular Dismantling</p> <p>Vehicles are allowed to enter the fair ground after 9 p.m. on 15 march, when the delivery of packing materials is completed.</p> <p>Vehicle can only enter the exhibition centre ground after they were checked in at the Rebstock parking area.</p>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>18 – 20 March 2019</p>	<p>Extended Dismantling</p> <p>Daily from 7 a.m. to 9 p.m. 18. – 20. March 2019</p>	<p>Extended dismantling is only allowed in particular hall levels.</p> <p>Please note that, if you want to use this extended dismantling time you have to register for it.</p> <p>You will find detailed information on set-up and dismantling times on the ISH-website www.ish.messefrankfurt.com under Planning and preparation</p>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>

<p>Your contact persons at ISH - Team</p>	<p>Director of Brandmanagement ISH</p>	<p>Mr. Stefan Seitz Tel: +49 69 7575-6569 stefan.seitz@messefrankfurt.com</p>
	<p>Sales ISH Water</p>	<p>Ms. Simone Dörr Tel: +49 69 7575-6636 simone.doerr@messefrankfurt.com Hall: 1.1, 1.2, 2.0, Forum, 3.0, 3.1, 4.1, 9.2</p> <p>Ms. Maria Lopez Tel: +49 69 7575-3279 maria.lopez@messefrankfurt.com Hall: 4.0, 4.2, 5.0, 5.1, Agora</p>
	<p>Sales ISH Energy</p>	<p>Ms. Vanessa Perner Tel: +49 69 7575-5825 vanessa.perner@messefrankfurt.com Hall: 9.0, 9.1, 11.0, 11.1, 12.0, 12.1, Outdoor Area 11</p> <p><u>Sales Assistant:</u> Ms. Judith Späh Tel: +49 69 7575-6153 judith.spaeh@messefrankfurt.com</p> <p>Mr. Andreas Kurth Tel: +49 69 7575-6223 andreas.kurth@messefrankfurt.com Hall: 8.0, 10.2, 10.3, Galeria, Outdoor 10</p> <p><u>Sales Assistant:</u> Ms. Anja Peukert Tel: +49 69 7575-5267 anja.peukert@messefrankfurt.com</p>
	<p>General enquiries, Potential Exhibitors</p>	<p>Ms. Diana Pallas-Glombitza Tel: + 49 69 7575 5603 diana.pallas-glombitza@messefrankfurt.com</p>
	<p>Organisation Fringe Programme and Special Events</p>	<p>Ms. Anna Pauler Tel: +49 69 7575-6251 anna.pauler@messefrankfurt.com</p>

Your contact persons at the Marketing-communications-Team	Director Marketing communications	Ms. Dominique Ewert Tel: +49 69 7575-6463 dominique.ewert@messefrankfurt.com
	Media Relations	Ms. Anja Bräutigam Tel: +49 69 7575-5461 anja.braeutigam@messefrankfurt.com
		Ms. Aleksandra Götz Tel: +49 69 7575-6144 aleksandra.goetz@messefrankfurt.com
	Organisation Marketing communications	Ms. Natalie Maas Tel: +49 69 7575-6357 natalie.maas@messefrankfurt.com
	Advertising	Ms. Janina Lieser Tel: +49 69 7575-5745 janina.lieser@messefrankfurt.com Mr. Markus Lengyel Tel: +49 69 7575-6339 markus.lengyel@messefrankfurt.com