

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>Log-In: You will find the Log-In on www.ish.messefrankfurt.com on the right side above</p>	
<p>from Mid-August 2017 on</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 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>You will find the Log-In www.ish.messefrankfurt.com on the right side</p> <p>serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>ISH-Team</p> <p>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 June 2018</p>	<p>Exhibitor permits, setting-up and dismantling tickets</p> <p>Services</p>	<p>You will receive your personal service documents via Email. You can now order exhibitor permits and setting-up and dismantling tickets <u>online in the ticket shop</u>.</p> <p>From June 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>You will find the Log-In 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 June 2018</p>	<p>Joint stand participants</p>	<p>Please note that every joint-stand participant has to be registered in your personal fair account.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search.</p>	<p>You will find the Log-In on www.ish.messefrankfurt.com on the right side</p> <p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>Start June 2018</p>	<p>Stand dividing walls</p>	<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: www.serviceshop.messefrankfurt.com</p>
<p>Start September 2018</p> <p>Deadline: 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 / Information for Exhibitors / Downloads</p> <p>Deadline: 12 January 2019</p> <p><u>Subject to mandatory authorisation are:</u> 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>

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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 Order Deadline: Early February 2019	Promotion-Package	You will receive the Promotion Package, with which you can use to order promotional material for your trade fair presentation, free of charge. Use this chance to inform your customers of your participation and by this contribute to your company's success at ISH 2019!	Ms. Janina Lieser janina.lieser@messefrankfurt.com Tel.: +49 69 7575-5745
Start October 2018	Stand rental invoice	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. The terms of payment will be included in the invoice.	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
Start October 2018	Press Services	Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop at www.serviceshop.messefrankfurt.com . Should you have any questions and should you like to forward the details of your press event, please contact: press.ish@messefrankfurt.com	Ms. Natalie Maas natalie.maas@messefrankfurt.com Tel.: +49 69 7575-6357
7 December 2018	Catalogue	Deadline for Media Package Part 1 (catalogue): Last day for sending us your details for the catalogue entry.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575-5131 mediapackage.ish@messefrankfurt.com
13 February 2019	Catalogue Addendum	Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575-5131 mediapackage.ish@messefrankfurt.com
26 February 2019	Ordering of extended set-up and dismantling	Closing date for the registration for Early set-up and extended dismantling at the Shop for Exhibitor Services. Please note that it is obligatory to register in advance in order to make use of the early set-up and extended dismantling.	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 - Information for exhibitors</p>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
06 – 10 March 2019	Regular set-up, 24 hours a day until 10 March 2019	<p>Regular Set up of ISH from 6. March 2019 until 10 March 2019</p> <p>Please check the specific entrance regulations.</p>	<p>Information on the Check-In procedures can be found under:</p> <p>www.ish.messefrankfurt.com / Exhibitor services – Logistics and traffic management</p>
10 March 2019	Last day of set-up	<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>	
NEW: 11 – 15 March 2019 (Monday – Friday)	ISH	<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>
15 March 2019 Start 5 p.m.	carpet removal / delivery of packing material	<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>Delivery of empty packing material: The regular delivery starts on 16 March 2019 at 3:00 am. Before this time the only possible delivery is a prior delivery of empty packaging material, max. 15 cwm per exhibitor. (Attention: Please note that these deliveries are limited, please order as soon as possible!)</p> <p>The rest of the empty packing materials will be delivered to the stands until 16 March 2016, 8:00 am.</p>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
15 March 9 p.m.- 18 March 2019 24 hours a day	Dismantling	<p>Regular Dismantling regarding the dismantling and access regulations.</p>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
19 – 20 March 2019	Extended Dismantling Daily from 7 a.m. to 9 p.m. 19. – 20. March 2019	<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 - Information for exhibitors</p>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273

<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><u>Sales Assistant:</u> Ms. Fithi Habtemariam Tel: +49 69 7575-3275 fithi.habtemariam@messefrankfurt.com</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>Sales Assistant: 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>

		<p>Ms. Martina Rumschick Tel: +49 69 7575-3555 martina.rumschick@messefrankfurt.com</p>
<p>Your contact persons at the Marketing-communications-Team</p>	<p>Director Marketing communications</p>	<p>Ms. Dominique Ewert Tel: +49 69 7575-6463 dominique.ewert@messefrankfurt.com</p>
	<p>Media Relations</p> <p>Organisation Marketing communications</p> <p>Advertising</p>	<p>Ms. Anja Bräutigam Tel: +49 69 7575-5461 anja.braeutigam@messefrankfurt.com</p> <p>Ms. Natalie Maas Tel: +49 69 7575-6357 natalie.maas@messefrankfurt.com</p> <p>Ms. Janina Lieser Tel: +49 69 7575-5745 janina.lieser@messefrankfurt.com</p> <p>Mr. Markus Lengyel Tel: +49 69 7575-6339 markus.lengyel@messefrankfurt.com</p>