

# Checklist

For your fair preparations for the ISH 2021

Dates and important deadlines	Keyword	Topic	Contact person
<b>Hotline</b>  <b>Contact information</b>	<b>For Questions regarding:</b>	<b>Intention to exhibit at ISH and the registration of Joint-stands:</b> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-5588  <b>Shop for exhibitor services:</b> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999  <b>Technical Event Management for Fairs</b> <a href="mailto:veranstaltungstechnik@messefrankfurt.com">veranstaltungstechnik@messefrankfurt.com</a>  <b>Fair Log-In / My Account</b> <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>	
<b>From Mid-October 2019 on</b>	<b>Invitation to exhibit at ISH 2021</b>	<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 2021 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:  <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a></p>	<p>You will find the Log-in on top of the website  <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a></p> <p><a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>            Tel.: +49 69 7575-5588</p> <p><b>ISH-Team</b>  <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a>            Tel.: +49 69 7575-3273</p>
<b>From Mid-October 2019 on</b>	<b>Joint stand participants</b>	<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 top of the website  <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a></p> <p><b>ISH-Team</b>  <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a>            Tel.: +49 69 7575-3273</p>

Dates and important deadlines	Keyword	Topic	Contact person
15. December 2019	<b>Deadline early booking</b>	<p>We can offer you the „early booking“ stand price by receipt of intention to exhibit until 15th December 2019.</p> <p>Please get further information from the official price list of ISH 2021.</p>	
Start December 2019	<b>Hall planning phase / dispatch of Stand Space Proposals</b>	<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><b>Planning phase:</b> December 2019 – ca. November 2020</p>	<p><b>ISH Water</b> Frau Simone Dörr <a href="mailto:simone.doerr@messefrankfurt.com">simone.doerr@messefrankfurt.com</a> +49 69 7575-6636</p> <p>Frau Maria Lopez <a href="mailto:maria.lopez@messefrankfurt.com">maria.lopez@messefrankfurt.com</a> +49 69 7575-3279</p> <p><b>ISH Energy</b> Frau Vanessa Perner <a href="mailto:vanessa.perner@messefrankfurt.com">vanessa.perner@messefrankfurt.com</a> +49 69 7575-5825</p> <p>Herr Andreas Kurth <a href="mailto:andreas.kurth@messefrankfurt.com">andreas.kurth@messefrankfurt.com</a> +49 69 7575-6223</p>
Start December 2019	<b>Stand-Confirmation</b>	<p>In December, depending on the state of planning, the <b>exhibit confirmations</b> 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><b>ISH Water</b> Frau Simone Dörr <a href="mailto:simone.doerr@messefrankfurt.com">simone.doerr@messefrankfurt.com</a> +49 69 7575-6636</p> <p>Frau Maria Lopez <a href="mailto:maria.lopez@messefrankfurt.com">maria.lopez@messefrankfurt.com</a> +49 69 7575-3279</p> <p><b>ISH Energy</b> Frau Vanessa Perner <a href="mailto:vanessa.perner@messefrankfurt.com">vanessa.perner@messefrankfurt.com</a> +49 69 7575-5825</p> <p>Herr Andreas Kurth <a href="mailto:andreas.kurth@messefrankfurt.com">andreas.kurth@messefrankfurt.com</a> +49 69 7575-6223</p>
Start June 2020	<b>Exhibitor permits, setting-up and dismantling tickets</b>	<p>You will receive your personal service documents via Email.</p> <p>You can now order <b>exhibitor permits</b> and <b>setting-up and dismantling</b> tickets as well as admission-ticket vouchers via <a href="#">the Ticket Service for exhibitors</a>.</p>	<p>You will find the Log-in on top of the website <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a></p>

Dates and important deadlines	Keyword	Topic	Contact person
Please note that the order deadlines for the specific services differ.	<b>Services</b>	<p>From June of 2020 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><b>Deadline:</b> We will be imposing an express surcharge of 25% for certain services starting on <b>01 March 2021</b>.</p>	<p><b>Shop for Exhibitor Services:</b> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
<b>Start June 2020</b>	<b>Stand dividing walls</b>	<p>If you want to use the complimentary stand dividing walls, please place your order in the <b><u>Shop for exhibitor services</u></b>.</p> <p>If we do not receive an order from you we will <b>not set up any stand walls</b> at your stand, unless your neighboring stand booked some.</p>	<p><b>Shop for Exhibitor Services:</b> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999</p>
<b>Start June 2020</b>	<b>Stand rental invoice</b>	<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>	<p><b>ISH-Team</b> <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a> Tel.: +49 69 7575-3273</p>
<p><b>Start September 2020</b></p> <p><b>Deadline:</b> <b>26 January 2021</b></p>	<b>Stand construction plans</b>	<p><b>Submission of stand construction plans, subject to approval</b></p> <p>→ Please heed the technical Guidelines at: <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a> <a href="#">Planning and preparation / Information for Exhibitors / Downloads</a></p> <p><b>Deadline: 26 January 2021</b></p> <p><u>Subject to mandatory authorisation are:</u></p> <ul style="list-style-type: none"> <li>• Stand spaces of more than 100 sq. m.</li> <li>• two-storey exhibition stands,</li> <li>• Walls higher than 4 m,</li> <li>• enclosed ceilings,</li> <li>• platforms higher than 0.20 m,</li> <li>• glass constructions,</li> <li>• Moving parts.</li> </ul> <p>Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are <b>always subject to approval</b> regardless of their size.</p>	<p><b>Technical Event Management for fairs</b> <a href="mailto:veranstaltungstechnik@messefrankfurt.com">veranstaltungstechnik@messefrankfurt.com</a></p>
<b>Start October 2020</b>	<b>Promotion package</b>	<p>You will receive the <b>Promotion Package</b>, with which you can use to order promotional material for your trade fair presentation, free of charge.</p>	<p><b>Ms. Janina Lieser</b> <a href="mailto:janina.lieser@messefrankfurt.com">janina.lieser@messefrankfurt.com</a> Tel.: +49 69 7575-5745</p>

Dates and important deadlines	Keyword	Topic	Contact person
<b><u>Order Deadline:</u></b> early February 2021		Use this chance to inform your customers of your participation and by this contribute to your company's success at ISH 2021!	
<b>Start October 2020</b>	<b>Press Services</b>	Book your press tray unit in the 'Marketing Services (Press Services)' section of the <b><u>Shop for exhibitor services.</u></b>  Should you have any questions and should you like to forward the details of your press event, please contact: <a href="mailto:press.ish@messefrankfurt.com">press.ish@messefrankfurt.com</a>	<b>Shop for Exhibitor Services:</b> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999  <b>Ms. Natalie Maas</b> <a href="mailto:natalie.maas@messefrankfurt.com">natalie.maas@messefrankfurt.com</a> Tel.: +49 69 7575-6357
<b>December 2020</b>	<b>Catalogue</b>	<b>Last day</b> for sending us your details for the <b>catalogue entry.</b>	<b>Messe Frankfurt Medien und Service GmbH</b> <a href="mailto:mediapackage.ish@messefrankfurt.com">mediapackage.ish@messefrankfurt.com</a> Tel.: +49 69 7575-5131
<b>February 2021</b>	<b>Catalogue Addendum</b>	<b>Deadline</b> for receipt of your details for inclusion in the <b>catalogue addendum</b> (insert in the catalogue).	<b>Messe Frankfurt Medien und Service GmbH</b> <a href="mailto:mediapackage.ish@messefrankfurt.com">mediapackage.ish@messefrankfurt.com</a> Tel.: +49 69 7575-5131
<b>February 2021</b>	<b>Ordering of extended set-up and dismantling</b>	<b>Closing date</b> 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.	<b>ISH-Team</b> <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a> Tel.: +49 69 7575-3273
<b>9 March 2021</b>	<b>Advanced Set-up</b>  daily from 7 a.m. until Midnight	Start of advanced set up <b>in some hall levels.</b>  You can find detailed information on set-up and dismantling times at: <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a> under <b><u>Planning and preparation - Information for exhibitors</u></b>	<b>ISH-Team</b> <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a> Tel.: +49 69 7575-3273
<b>17 – 21 March 2021</b>  <b>21 March 2021</b>	<b>Regular set-up</b>  <b>Last day of set-up</b>	Regular Set up of ISH from 17 March 2021 until 21 March 2021, 24 hours a day until 21 March 2021  Please check the specific entrance regulations.  On <b>21 March 2021</b> 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.	Information on the Check-In procedures can be found under:  <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a> / <b><u>Exhibitor services – Logistics and traffic management</u></b>

Dates and important deadlines	Keyword	Topic	Contact person
22 – 26 March 2021	ISH	<p><b>From 22 March 2021 - 26 March 2021 the ISH takes place.</b></p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from <b>8 a.m. to 7 p.m.</b></p>	The trade fair management office is located at Torhaus Level 2
26 March 2021 Start 5 p.m.	<b>carpet removal / delivery of packing material</b>	<p>At first you can <b>only carry out the dismantling work on your stand space</b>, 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 27 March 2021 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 27 March 2021, 8:00 am.</p>	<p><b>ISH-Team</b>  <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a>            Tel.: +49 69 7575-3273</p>
27 – 30 March 2021	<p><b>Dismantling</b></p> <p>24 hours a day</p>	Regular Dismantling regarding the dismantling and access regulations.	<p><b>ISH-Team</b>  <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a>            Tel.: +49 69 7575-3273</p>
31 March – 02 April 2021	<p><b>Extended Dismantling</b></p> <p>Daily from 7 am to 9 pm</p>	<p>Extended dismantling is only allowed in <b>particular hall levels.</b></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 <a href="http://www.ish.messefrankfurt.com">www.ish.messefrankfurt.com</a> under <b><u>Planning and Preparation - Information for exhibitors</u></b></p>	<p><b>ISH-Team</b>  <a href="mailto:ish@messefrankfurt.com">ish@messefrankfurt.com</a>            Tel.: +49 69 7575-3273</p>

# Contact persons

## During your fair preparations

<b>Your contact persons at ISH - Team</b>	<b>Director fo Brandmanagement ISH</b>	<b>Mr. Stefan Seitz</b> <a href="mailto:stefan.seitz@messefrankfurt.com">stefan.seitz@messefrankfurt.com</a> Tel: +49 69 7575-6569
	<b>ISH Water</b>	<b>Ms.Simone Dörr</b> <a href="mailto:simone.doerr@messefrankfurt.com">simone.doerr@messefrankfurt.com</a> Tel: +49 69 7575-6636 Halle: 1.1, 1.2, 2.0, Forum, 3.0, 3.1, 4.1, 9.2  <b>Ms. Maria Lopez</b> <a href="mailto:maria.lopez@messefrankfurt.com">maria.lopez@messefrankfurt.com</a> Tel: +49 69 7575-3279 Halle: 4.0, 4.2, 6.0, 6.1, 6.2, Agora  Assistant: <b>Ms. Fithi Habtemariam</b> <a href="mailto:fithi.habtemariam@messefrankfurt.com">fithi.habtemariam@messefrankfurt.com</a> Tel: +49 69 7575-3275
	<b>ISH Energy</b>	<b>Ms. Vanessa Perner</b> <a href="mailto:vanessa.perner@messefrankfurt.com">vanessa.perner@messefrankfurt.com</a> Tel: +49 69 7575-5825 Halle: 9.0, 9.1, 11.0, 11.1, 12.0, 12.1, Freigelände 11  Assistant: <b>Ms. Judith Späh</b> <a href="mailto:judith.spaeh@messefrankfurt.com">judith.spaeh@messefrankfurt.com</a> Tel: +49 69 7575-6153  <b>Mr. Andreas Kurth</b> <a href="mailto:andreas.kurth@messefrankfurt.com">andreas.kurth@messefrankfurt.com</a> Tel: +49 69 7575-6223 Halle: 8.0, 10.2, 10.3, Galleria, Freigelände 10  Assistant: <b>Ms. Anja Peukert</b> <a href="mailto:anja.peukert@messefrankfurt.com">anja.peukert@messefrankfurt.com</a> Tel: +49 69 7575-5267
	<b>Organisation</b> Fringe Program and Special Events	<b>Ms. Anna Pauler</b> Tel: +49 69 7575-6251 Email: <a href="mailto:anna.pauler@messefrankfurt.com">anna.pauler@messefrankfurt.com</a>  <b>Ms. Martina Rumschick</b> Tel: +49 69 7575-3555 Email: <a href="mailto:martina.rumschick@messefrankfurt.com">martina.rumschick@messefrankfurt.com</a>

<p><b>Your contact persons at the Marketing-communications-Team</b></p>	<p><b>Director Marketing kommunikation</b></p>	<p><b>Ms. Dominique Ewert</b>  <a href="mailto:dominique.ewert@messefrankfurt.com">dominique.ewert@messefrankfurt.com</a>                  Tel: +49 69 7575-6463</p>
	<p><b>Media Relations</b></p>	<p><b>Ms. Anja Bräutigam</b>  <a href="mailto:anja.braeutigam@messefrankfurt.com">anja.braeutigam@messefrankfurt.com</a>                  Tel: +49 69 7575-5461</p>
	<p><b>Advertising</b></p>	<p><b>Ms. Janina Lieser</b>  <a href="mailto:janina.lieser@messefrankfurt.com">janina.lieser@messefrankfurt.com</a>                  Tel: +49 69 7575-5745</p>
	<p><b>Organisation Marketing kommunikation</b></p>	<p><b>Ms. Natalie Maas</b>  <a href="mailto:natalie.maas@messefrankfurt.com">natalie.maas@messefrankfurt.com</a>                  Tel: +49 69 7575-6357</p>