

Checklist



For your fair preparations for the ISH 2021

Dates and important deadlines	Keyword	Topic	Contact person
Hotline Contact information		<p>For Questions regarding:</p> <p>Protection and hygiene regulations: Tel.: +49 69 / 75 75 – 6699 (Mo.-Fr. 08:00 am – 04:00 pm)</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 standapproval@messefrankfurt.com</p> <p>Fair Log-In / My Account myaccount@messefrankfurt.com</p>	
From November 2019 on	Invitation to exhibit at ISH 2021	<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>First time exhibitors can register at: www.ish.messefrankfurt.com</p>	<p>You will find the Log-in on top of the website www.ish.messefrankfurt.com</p> <p>serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
From November 2019 on	Joint stand participants	<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 www.ish.messefrankfurt.com</p> <p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>

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Start December 2019	<p>Hall planning phase / dispatch of</p> <p>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 2019 – ca. November 2020</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. Judith Späh judith.spah@messefrankfurt.com +49 69 7575-6153</p> <p>Mr. Andreas Kurth andreas.kurth@messefrankfurt.com +49 69 7575-6223</p> <p>Mr. Marius Münkel marius.muenkel@messefrankfurt.com +49 69 7575-5647</p>
Start December 2019	Stand-Confirmation	<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. Judith Späh judith.spah@messefrankfurt.com +49 69 7575-6153</p> <p>Mr. Andreas Kurth andreas.kurth@messefrankfurt.com +49 69 7575-6223</p> <p>Mr. Marius Münkel marius.muenkel@messefrankfurt.com +49 69 7575-5647</p>
31 January 2020	Deadline early booking	We can offer you the „early booking“ stand price by receipt of intention to exhibit until 31 January 2020.	

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		Please get further information from the official price list of ISH 2021.	
<p>End of September 2020</p> <p>Please note that the order deadlines for the specific services differ.</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 as well as admission-ticket vouchers via <u>the Ticket Service for exhibitors.</u></p> <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>Deadline: We will be imposing an express surcharge of 25% for certain services starting on 01 March 2021.</p>	<p>You will find the Log-in on top of the website <u>www.ish.messefrankfurt.com</u></p> <p>Shop for Exhibitor Services: <u>serviceshop@messefrankfurt.com</u> Tel.: +49 69 7575-2999</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
<p>End of September 2020</p>	<p>Stand dividing walls</p>	<p>If you want to use the complimentary stand dividing walls, please place your order in the <u>Shop for exhibitor services.</u></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: <u>serviceshop@messefrankfurt.com</u> Tel.: +49 69 7575-2999</p>
<p>End of September 2020</p>	<p>Stand rental invoice</p>	<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>ISH-Team <u>ish@messefrankfurt.com</u> Tel.: +49 69 7575-3273</p>
<p>End of September 2020</p> <p>Deadline: 26 January 2021</p>	<p>Stand construction plans</p>	<p>Submission of stand construction plans, subject to approval</p> <p>→ Please heed the technical Guidelines at: <u>www.ish.messefrankfurt.com</u> <u>Planning and preparation / Information for Exhibitors / Downloads</u></p> <p>Deadline: 26 January 2021</p> <p><u>Subject to mandatory authorisation are:</u></p> <ul style="list-style-type: none"> • 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, 	<p>Technical Event Management for fairs <u>standapproval@messefrankfurt.com</u></p>

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		<ul style="list-style-type: none"> • glass constructions, • Moving parts. <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>Start October 2020</p> <p>Order Deadline: 12 February 2021</p>	<p>Promotion package</p>	<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 2021!</p>	<p>Ms. Janina Lieser janina.lieser@messefrankfurt.com Tel.: +49 69 7575-5745</p>
<p>Start October 2020</p>	<p>Press Services</p>	<p>Book your press tray unit in the 'Marketing Services (Press Services)' section of the <u>Shop for exhibitor services</u>.</p> <p>Should you have any questions and should you like to forward the details of your press event, please contact: press.ish@messefrankfurt.com</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Ms. Natalie Maas natalie.maas@messefrankfurt.com Tel.: +49 69 7575-6357</p>
<p>December 2020</p>	<p>Catalogue</p>	<p>Last day for sending us your details for the catalogue entry.</p>	<p>Messe Frankfurt Medien und Service GmbH mediapackage.ish@messefrankfurt.com Tel.: +49 69 7575-5131</p>
<p>February 2021</p>	<p>Catalogue Addendum</p>	<p>Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).</p>	<p>Messe Frankfurt Medien und Service GmbH mediapackage.ish@messefrankfurt.com Tel.: +49 69 7575-5131</p>
<p>February 2021</p>	<p>Ordering of extended set-up and dismantling</p>	<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>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>9 March 2021</p>	<p>Advanced Set-up</p> <p>daily from 7 a.m. until Midnight</p>	<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 <u>Planning and preparation - Information for exhibitors</u></p>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>

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<p>17 – 21 March 2021</p> <p>21 March 2021</p>	<p>Regular set-up</p> <p>Last day of set-up</p>	<p>Regular Set up of ISH from 17 March 2021 until 21 March 2021, 24 hours a day until 21 March 2021</p> <p>Please check the specific entrance regulations.</p> <p>On 21 March 2021 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 /</p> <p><u>Exhibitor services – Logistics and traffic management</u></p>
<p>22 – 26 March 2021</p>	<p>ISH</p>	<p>From 22 March 2021 - 26 March 2021 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>26 March 2021</p> <p>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>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>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>27 – 30 March 2021</p>	<p>Dismantling</p> <p>24 hours a day</p>	<p>Regular Dismantling regarding the dismantling and access regulations.</p>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
<p>31 March – 02 April 2021</p>	<p>Extended Dismantling</p> <p>Daily from 7 am to 9 pm</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 <u>Planning and Preparation - Information for exhibitors</u></p>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>

Contact persons

During your fair preparations

Your contact persons at ISH - Team	Director of Brandmanagement ISH	Mr. Stefan Seitz stefan.seitz@messefrankfurt.com Tel: +49 69 7575-6569
	ISH Water	Ms. Simone Dörr simone.doerr@messefrankfurt.com Tel: +49 69 7575-6636 Halle: 2.0, Forum, 3.0, 3.1, 4.1, 4.2, 11.1 Ms. Maria Lopez maria.lopez@messefrankfurt.com Tel: +49 69 7575-3279 Halle: 4.0, 6.0, 6.1, 6.2, 9.0, Agora Assistant: Mr. Alexander Knops alexander.knops@messefrankfurt.com Tel: +49 69 7575-3263
	ISH Energy	Ms. Judith Späh judith.spaeh@messefrankfurt.com Tel: +49 69 7575-6153 Halle: 11.0, 12.0, 12.1, Freigelände 11 Mr. Andreas Kurth andreas.kurth@messefrankfurt.com Tel: +49 69 7575-6223 Halle: 8.0, 9.1, 10.2, Galleria, Freigelände 10 Mr. Marius Münkel marius.muenkel@messefrankfurt.com Tel: +49 69 7575-5647 Halle: 10.3, 1.1 Assistant: Ms. Anja Peukert anja.peukert@messefrankfurt.com Tel: +49 69 7575-5267
	Organisation Fringe Program and Special Events	Ms. Anna Pauler Email: anna.pauler@messefrankfurt.com Tel: +49 69 7575-6251 Ms. Martina Rumschick Email: martina.rumschick@messefrankfurt.com Tel: +49 69 7575-3555

Your contact persons at the Marketing-communications-Team	Director Marketing communication	Ms. Dominique Ewert dominique.ewert@messefrankfurt.com Tel: +49 69 7575-6463
	Media Relations	Ms. Anja Bräutigam anja.braeutigam@messefrankfurt.com Tel: +49 69 7575-5461
	Advertising	Ms. Janina Lieser janina.lieser@messefrankfurt.com Tel: +49 69 7575-5745
	Organisation Marketing communication	Ms. Natalie Maas natalie.maas@messefrankfurt.com Tel: +49 69 7575-6357