

Checklist

ISH

For your fair preparations for the ISH 2023

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> <div style="border: 1px solid black; padding: 5px;"><p>Fair Log-In / Customer Center: You will find the Log-in on www.ish.messefrankfurt.com on the right side above. There you get to your personal Customer Center with all services regarding your participation at the fair.</p></div>	
From November 2021 on	Invitation to exhibit at ISH 2023	<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 2021 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>

<p>Start February 2022</p>	<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: February 2022 – ca. November 2022</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 February 2022</p>	<p>Stand-Confirmation</p>	<p>In February, 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>
<p>18 February 2022</p>	<p>Deadline early booking</p>	<p>We can offer you the „early booking“ stand price by receipt of intention to exhibit until 18 February 2022.</p> <p>Please get further information from the official price list of ISH 2023.</p>	
<p>End of September 2022</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 the Ticket Service for exhibitors.</p> <p>From June of 2022 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:</p>	<p>You will find the Log-in on top of the website www.ish.messefrankfurt.com</p> <p>Shop for Exhibitor Services: 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>

		We will be imposing an express surcharge of 25% for certain services starting on 27 February 2023 .	
End of September 2022	Stand dividing walls	<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: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p>
End of September 2022	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>	<p>ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273</p>
End of September 2022 Deadline: 16 January 2023	Stand construction plans	<p>Submission of stand construction plans, subject to approval</p> <p>➔ Please heed the technical Guidelines at: www.ish.messefrankfurt.com <u>Planning and preparation / Information for Exhibitors / Downloads</u></p> <p>Deadline: 16 January 2023</p> <p>Subject to mandatory authorization are:</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, • 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>Technical Event Management for fairs standapproval@messefrankfurt.com</p>
Start October 2022 Deadline: 6 February 2023	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 2023!</p>	<p>Ms. Janina Lieser janina.lieser@messefrankfurt.com Tel.: +49 69 7575-5745</p>
Start October 2022	Press Services	<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,</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Ms. Natalie Maas natalie.maas@</p>

		please contact: press.ish@messefrankfurt.com	messefrankfurt.com Tel.: +49 69 7575-6357
December 2022	Catalogue	Last day for sending us your details for the catalogue entry .	Messe Frankfurt Medien und Service GmbH mediapackage.ish@messefrankfurt.com Tel.: +49 69 7575-5131
February 2023	Catalogue Addendum	Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue).	Messe Frankfurt Medien und Service GmbH mediapackage.ish@messefrankfurt.com Tel.: +49 69 7575-5131
February 2023	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
28 February 2023	Advanced Set-up daily from 7 a.m. until Midnight	Start of advanced set up in some hall levels . 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>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
8 - 12 March 2023	Regular set-up	Regular Set up of ISH from 8 March 2023 until 12 March 2023, 24 hours a day until 12 March 2021	Information on the Check-In procedures can be found under: www.ish.messefrankfurt.com /
12 March 2023	Last day of set-up	Please check the specific entrance regulations. On 12 March 2023 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.	<u>Exhibitor services – Logistics and traffic management</u>
13 - 17 March 2023	ISH	From 13 March 2023 - 17 March 2023 the ISH takes place. The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m.	The trade fair management office is located at Torhaus Level 2
17 March 2023 Start 5 p.m.	carpet removal / delivery of packing material	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. Delivery of empty packing material: The regular delivery starts on 18 March 2023 at 3:00 am. Before this time the only possible delivery is a prior delivery of empty packaging	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273

		<p>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 18 March 2023, 8:00 am.</p>	
18 – 21 March 2023	Dismantling 24 hours a day	Regular Dismantling regarding the dismantling and access regulations.	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273
22 – 23 March 2023	Extended Dismantling Daily from 7 am to 9 pm	<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>	ISH-Team ish@messefrankfurt.com Tel.: +49 69 7575-3273

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 Ms. Maria Lopez maria.lopez@messefrankfurt.com Tel: +49 69 7575-3279
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	Organisation Fringe Program and Special Events	

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
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