

Paperworld 2020 - Checklist for your personal preparations for the fair*

Dates / important deadlines	Subject and details	Contacts	Done / documents received?
From February 2019	Registration possible www.standspace.messefrankfurt.com	Messe Frankfurt Exhibition GmbH Team Paperworld Tel.: +49 69 7575 6821 paperworld@messefrankfurt.com Hotline for your registration: +49 69 75 75 -55 88 standsplace@messefrankfurt.com	<input type="checkbox"/>
15 March 2019	Deadline early booking		<input type="checkbox"/>
12 April 2019	Deadline registration		<input type="checkbox"/>
From May 2019	Start of the hall planning. You will receive your stand space proposal by e-mail. Please sign the first page of the stand space proposal and send it back to: acceptance.paperworld@messefrankfurt.com	Sales Manager - 5710, Christopher Huth (Hall 4.0, 6.1) - 6089 Andrea Müller (Hall 3.0, 4.0, 4.1 Foyer) - 6056, Elina Fech (1.1, 1.2., Forum 0) - 6356 Juliane Rück (Hall 3.1)	
From June 2019	You receive your binding participation confirmation + invoice	Messe Frankfurt Exhibition GmbH All Paperworld contacts can be found at www.paperworld.messefrankfurt.com	<input type="checkbox"/>
From the end of August 2019	You will be sent the order forms for the Media Package, Part 1 (catalogue) by e-mail. The order forms for the Media Package, Part 2 (online presence) will be sent to you by e-mail.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 5131 mediapackage.paperworld@messefrankfurt.com Messe Frankfurt Exhibition GmbH Tel.: +49 69 7575 5090 service@online.messefrankfurt.com	<input type="checkbox"/>
From September 2019	You can order services (electricity, water, stand cleaning, forwarding services, parking permits, etc.) online via our Online-Shop for Exhibition Services order system: You can also register co-exhibitors quickly and simply online. We would like to remind you that all co-exhibitors on your stand must be registered.	www.serviceshop.messefrankfurt.com Shop for Exhibitor Services Tel. +49 69 7575 2999 serviceshop@messefrankfurt.com For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com	<input type="checkbox"/>
From September 2019	Ticket services for exhibitors Exhibitor passes, set-up and dismantling permits must be personalized in order to create them. You will receive your passes via email and can print them at your own comfort. Your free exhibitor passes and set-up and dismantling passes is automatically assigned to your stand and will be displayed on the portal. Visitor admission-ticket vouchers you can produce and manage all your permits online. Once you have used up your allocation of free passes, you will only pay for those passes actually used to enter the trade fair that exceed this allocation. You can reach the portal via the link provided in the Shop for Exhibitor Services or directly under www.exhibitortickets.messefrankfurt.com.	You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to etickets@messefrankfurt.com.	<input type="checkbox"/>
From October 2019	You will be sent the Promotion Package for ordering free promotional materials (visitor vouchers, promotional postcards, folding invitation cards, etc.) You will also find a large selection of digital promotional materials online at www.promotion.messefrankfurt.com	DIALOGISTIKER GmbH Tel.: +49 69 61999-244 service@dialogistiker.de www.promotion.messefrankfurt.com	<input type="checkbox"/>
18 October 2019	Deadline for the registration of your co-exhibitors via www.serviceshop.messefrankfurt.com	www.serviceshop.messefrankfurt.com Shop for Exhibition Services Hotline Tel. +49 7575 2999 Sevda Obut Tel.: +49 69 7575 6821 sevda.obut@messefrankfurt.com	<input type="checkbox"/>
From November 2019	You will receive an overview of our free of charge services for your press activities and forms to order. 1. Reservation of a press shelf - display your information material in our Press Centre. 2. Coordination of your press event at your stand or in a conference room. 3. We will publish your new products in our new products list. This will be distributed to the press and is also on our website www.paperworld.messefrankfurt.com	Nadine Pözl Tel: +49 69 7575 6394 nadine.poelzl@messefrankfurt.com	<input type="checkbox"/>
Beginning of November 2019	Deadline for entering your data in the Media Package, Part 1 (catalogue) : Deadline for the receipt of your information for your catalogue entry.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 5131 mediapackage.paperworld@messefrankfurt.com	<input type="checkbox"/>

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End of November 2019	You can order the free stand-dividing walls (stand boundaries) via www.serviceshop.messefrankfurt.com	www.serviceshop.messefrankfurt.com Sevda Obut Tel.: +49 69 7575 6821 sevda.obut@messefrankfurt.com	<input type="checkbox"/>
No later than 01 December 2019	Deadline for submitting your standconstruction plans to be checked by the 'Technical Event Management, Fairs' Department. See section 4.2 of the Technical Guidelines on www.paperworld.messefrankfurt.com / planning and preparations / technology and services Necessary in the case of non-standard stand constructions, e.g., height over 4 metre, two-storey stands, closed ceiling, platforms higher than 0.20 m, Glass constructions, moving components, special structural analysis, etc.	Messe Frankfurt Venue GmbH Techn. Veranstaltungsmanagement Messen Tel.: +49 69 7575 5904 technics@messefrankfurt.com	<input type="checkbox"/>
From December 2019	Registration for your stand party via www.serviceshop.messefrankfurt.com	www.serviceshop.messefrankfurt.com Judith Johner Tel.: +49 69 7575 6890 judith.johner@messefrankfurt.com	<input type="checkbox"/>
Middle of December 2019	Order deadline for promotional materials (visitor vouchers, promotional postcards, folding invitation cards, etc.)	DIALOGISTIKER GmbH Tel.: +49 69 61999-244 service@dialogistiker.de www.promotion.messefrankfurt.com	<input type="checkbox"/>
End of December 2019	Deadline for ordering additional services via Online-Shop for Exhibitions Services (electricity, water, stand cleaning, etc.) Deadline for ordering visitor vouchers at serviceshop. Please note that you will only be charged for voucher tickets that have actually been redeemed and exchanged at the entrances to the fair.	www.serviceshop.messefrankfurt.com Shop for Exhibition Services-Hotline Tel.: +49 69 7575 2999 serviceshop@messefrankfurt.com	<input type="checkbox"/>
End of December 2019	Deadline for submitting your details for the entry in the catalogue addendum (insert) .	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 5131 mediapackage.paperworld@messefrankfurt.com	<input type="checkbox"/>
18 + 19 January 2020	Advanced setting-up (at extra cost) 18.01.2020, daily from 7 a.m. through to 19.01.2020 midnight. You can order Advanced setting via www.serviceshop.messefrankfurt.com	For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com For questions about MyAccount login , please send a mail to myaccount@messefrankfurt.com serviceshop.messefrankfurt.com Christine Noll Tel. +49 69 7575 6669 christine.noll@messefrankfurt.com	<input type="checkbox"/>
20 - 24 January 2020	Normal setting-up: 20.01.2020 midnight through to 24.01.2020 until 6 p.m. 24.01.2020 from 3 p.m. carpet laying work begins. Therefore, it is only possible to work inside your stand. To ensure that everything runs smoothly during the set-up and dismantling, we have set up a Check-in at the Rebstock parking area. Entry to the exhibition grounds is only possible via the Check-in throughout the entire set-up (20. – 24.1.2020) and dismantling (28.1. – 30.1.2020). Any vehicle that wants to enter the fairground, must be registered in advance via https://einfahrt.messefrankfurt.com/ees/deliverer http://paperworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/check-in.html	If you have any questions, you can reach us daily from 8 a.m. to 6 p.m. as well as on the last two setting-up days (23 to 24 January 2020) and during the fair from 8 a.m. to 7 p.m. Telephone: +49 69 75 75-66 00 E-Mail: v41verkehr@messefrankfurt.com	<input type="checkbox"/>
25 - 28 January 2020 Paperworld 2020	Opening hours 25. - 27.01.2020 8 a.m. to 7 p.m. 28.01.2019 8 a.m. to 6 p.m. Opening hours 25. - 27.01.2020 9 a.m. to 6 p.m. 28.01.2020 9 a.m. to 5 p.m.	Exhibitors: 8 a.m. to 7 p.m. 8 a.m. to 6 p.m. Visitors: 9 a.m. to 6 p.m. 9 a.m. to 5 p.m.	<input type="checkbox"/>
28 January 2020	Delivery of empties/packing materials and carpet removal from 5 p.m. to 8 p.m. During this time, it will only be possible to work inside your stand.	Messe Frankfurt Logisticservice Tel.: + 49 69 7575 6075 logistics@messefrankfurt.com www.logistics.messefrankfurt.com	<input type="checkbox"/>
28 January - 30 January 2020	Dismantling: 28.01.2020 from 8 p.m. around the clock until 30.01.2020, 8 p.m.		<input type="checkbox"/>
From February 2020	You will receive the invoices for the additional services ordered (electricity, water, stand cleaning, forwarding services, etc).		<input type="checkbox"/>

*Please note that the order of the various points can vary depending on when you registered.