

| Dates / important deadlines | Subject and details  | Contacts   | Done / documents received? |
|-----------------------------|--|--|----------------------------|
| From February 2020          | Registration possible<br>www.standspace.messefrankfurt.com   | <b>Messe Frankfurt Exhibition GmbH</b><br>Team Paperworld<br>Tel.: +49 69 7575 6821<br>paperworld@messefrankfurt.com<br>Hotline for your registration: +49 69 75 75 -55 88<br>stands@messefrankfurt.com  | <input type="checkbox"/>   |
| 13 March 2020               | Deadline early booking   |  | <input type="checkbox"/>   |
| 24 April 2020               | Deadline registration  |  | <input type="checkbox"/>   |
| From May 2020               | Start of the hall planning. You will receive your stand space proposal by e-mail.<br>Please sign the first page of the stand space proposal and send it back to: acceptance.paperworld@messefrankfurt.com  | <b>Sales Manager</b><br>- 5710, Christopher Huth (Hallen 4.0, 6.1)<br>- 6089 Andrea Müller<br>(Forum 0, Hallen 1.1, 1.2, 3.0, 4.0, 4.1 Foyer)<br>- 6356 Juliane Rück (Hallen 3.1)  |                            |
| From June 2020              | You receive your binding participation confirmation + invoice  | <b>Messe Frankfurt Exhibition GmbH</b><br>All Paperworld contacts can be found at<br>www.paperworld.messefrankfurt.com   | <input type="checkbox"/>   |
| End of July 2020            | You will receive your personal access data (MyAccount) by e-mail for ordering services online at the <b>Shop for Exhibitor services</b> : electricity, water, cleaning, parking permits, logistics, etc.   | <b>www.serviceshop.messefrankfurt.com</b><br>Shop for Exhibitor Services Tel. +49 69 7575 2999<br>serviceshop@messefrankfurt.com<br>For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com  | <input type="checkbox"/>   |
| End of July 2020            | Registration of joint stand participants.<br>We would like to remind you that all co-exhibitors on your stand must be registered.<br>Deadline: 30 October 2020   | www.standspace.messefrankfurt.com<br>Sevda Obut<br>Tel: +49 69 7575 6821<br>sevda.obut@messefrankfurt.com  |                            |
| End of July 2020            | <b>Ticket services for exhibitors</b><br><b>Exhibitor passes, set-up and dismantling permits</b> must be personalized in order to create them. You will receive your passes via email and can print them at your own comfort.<br>Your free exhibitor passes and set-up and dismantling passes is automatically assigned to your stand and will be displayed on the portal.<br><b>Visitor admission-ticket</b> vouchers you can produce and manage all your permits online.<br>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.<br>You can reach the portal via the link provided in the Shop for Exhibitor Services or directly under<br>www.exhibitorickets.messefrankfurt.com | You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at<br>www.exhibitorickets.messefrankfurt.com<br>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. |                            |
| From January 2020           | You will receive the order forms for the Mediapackage Part 1 ( <b>catalogue</b> ) by e-mail.<br><br>You will receive the order forms for the Mediapackage Part 2 ( <b>online presence</b> ) by e-mail.   | <b>Messe Frankfurt Medien und Service GmbH</b><br>Tel.: +49 69 7575 5131<br>mediapackage.paperworld@messefrankfurt.com<br>Messe Frankfurt Exhibition GmbH<br>Tel.: +49 69 7575 5090<br>service@online.messefrankfurt.com   | <input type="checkbox"/>   |
| From September 2020         | Please remember to order <b>stand-dividing walls</b> (stand partition) free of charge in the Shop for Exhibitor Services.  | <b>www.serviceshop.messefrankfurt.com</b><br><b>Sevda Obut</b><br>Tel: +49 69 7575 6821<br>sevda.obut@messefrankfurt.com   |                            |
| From October 2020           | You will receive the Promotion Package for ordering free promotional materials (e.g. visitor vouchers, promotional postcards, folding invitation cards, etc.)<br><br>You will also find a large selection of digital promotional materials online at www.promotion.messefrankfurt.com  | <b>DIALOGISTIKER GmbH</b><br>Tel.: +49 69 61999-244<br>service@dialogistiker.de<br>www.promotion.messefrankfurt.com  | <input type="checkbox"/>   |
| 1st November 2020           | <b>Deadline for the registration of your co-exhibitors</b> via www.standspace.messefrankfurt.com   | <b>www.standspace.messefrankfurt.com</b><br>Shop for Exhibition Services Hotline<br>Tel. +49 7575 2999<br><b>Sevda Obut</b><br>Tel.: +49 69 7575 6821<br>sevda.obut@messefrankfurt.com   | <input type="checkbox"/>   |
| From November 2020          | You will receive an overview of our free of charge services for your press activities and forms to order.<br>1. Reservation of a press shelf - display your information material in our Press Centre.<br>2. Coordination of your press event at your stand or in a conference room.<br>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<br>www.paperworld.messefrankfurt.com  | <b>Nadine Pözl</b><br>Tel: +49 69 7575 6394<br>nadine.poelzl@messefrankfurt.com  | <input type="checkbox"/>   |
| Beginning of November       | <b>Deadline</b> for entering your data in the <b>Media Package, Part 1 (catalogue)</b> : Deadline for the receipt of your information for your catalogue entry.  | <b>Messe Frankfurt Medien und Service GmbH</b><br>Tel.: +49 69 7575 5131<br>mediapackage.paperworld@messefrankfurt.com   | <input type="checkbox"/>   |
| End of November 2020        | Please remember to order <b>stand-dividing walls</b> (stand partition) free of charge in the Shop for Exhibitor Services.  | <b>www.serviceshop.messefrankfurt.com</b><br><b>Sevda Obut</b><br>Tel: +49 69 7575 6821<br>sevda.obut@messefrankfurt.com   | <input type="checkbox"/>   |

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

March 2020

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| <b>No later than 01 December 2020</b>           | 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 <a href="http://www.paperworld.messefrankfurt.com/planning_and_preparations/technology_and_services">www.paperworld.messefrankfurt.com / planning and preparations / technology and services</a><br><br>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.   | <b>Messe Frankfurt Venue GmbH</b><br>Techn. Veranstaltungsmanagement Messen<br>Tel.: +49 69 7575 5904<br>technics@messefrankfurt.com   | <input type="checkbox"/>   |
| <b>From December 2020</b>                       | Registration for your <b>stand party</b> via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>   | <b>www.serviceshop.messefrankfurt.com</b><br><b>Judith Johner</b><br>Tel.: +49 69 7575 6890<br>judith.johner@messefrankfurt.com  | <input type="checkbox"/>   |
| <b>Middle of December 2020</b>                  | <b>Order deadline for promotional materials</b> (visitor vouchers, promotional postcards, folding invitation cards, etc.)   | <b>DIALOGISTIKER GmbH</b><br>Tel.: +49 69 61999-244<br>service@dialogistiker.de<br><a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>  | <input type="checkbox"/>   |
| <b>Middle of December 2020</b>                  | Online Registration for the Check-in. Entry to the exhibition grounds is only possible via the Check-in throughout the entire set-up (25. – 29.1.2021) and dismantling (02.02. – 04.02.2021). Any vehicle that wants to enter the fairground, must be registered in advance via <a href="https://einfahrt.messefrankfurt.com/ees/deliverer">https://einfahrt.messefrankfurt.com/ees/deliverer</a>   | 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 (28 to 29 January 2021) and during the fair from 8 a.m. to 7 p.m.<br><br>Telephone: +49 69 75 75-66 00<br>E-Mail: <a href="mailto:v41verkehr@messefrankfurt.com">v41verkehr@messefrankfurt.com</a>  | <input type="checkbox"/>   |
| <b>End of December 2020</b>                     | Please remember to order your additional services via Online-Shop for Exhibitions Services (electricity, water, stand cleaning, etc.)<br><br><b>Deadline for ordering visitor vouchers</b> 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.   | <b>www.serviceshop.messefrankfurt.com</b><br>Shop for Exhibition Services-Hotline<br>Tel.: +49 69 7575 2999<br>serviceshop@messefrankfurt.com  | <input type="checkbox"/>   |
| <b>End of December 2020</b>                     | <b>Deadline</b> for submitting your details for the entry in the <b>catalogue addendum (insert)</b> .   | <b>Messe Frankfurt Medien und Service GmbH</b><br>Tel.: +49 69 7575 5131<br>mediapackage.paperworld@messefrankfurt.com   | <input type="checkbox"/>   |
| <b>03 January 2021</b>                          | Please ensure to order all the services you require from the Shop for Exhibitor Services by no later than <b>today</b> . We will be imposing an express surcharge of 25% for certain services starting on <b>04 January 2021</b> . We are happy to support you to make your trade fair a success. Therefore we ask you to order products in good time. This ensures that all services can be prepared for you efficiently and on time.  | For technical questions relating to order processes and the Exhibitor Services Shop please call <b>+49 69 75 75-29 99</b> , or send an email to <b>serviceshop@messefrankfurt.com</b><br>For questions about MyAccount login, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>   | <input type="checkbox"/>   |
| <b>23 + 24 January 2021</b>                     | <b>Advanced setting-up (at extra cost)</b><br>23.01.2021, daily from 7 a.m. through to 24.01.2021 midnight. You can order Advanced setting via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a><br><b>There is no advanced setting-up in hall 1 and Forum 0</b>   | Christine Noll Tel. +49 69 7575 6669<br><a href="mailto:christine.noll@messefrankfurt.com">christine.noll@messefrankfurt.com</a><br><b>serviceshop.messefrankfurt.com</b><br>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> | <input type="checkbox"/>   |
| <b>25 - 29 January 2021</b>                     | <b>Normal setting-up:</b><br>25.01.2021 midnight through to 29.01.2021 until 8 p.m.<br>29.01.2021 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.<br>Entry to the exhibition grounds is only possible via the Check-in throughout the entire set-up (25. – 29.1.2021) and dismantling (2.2.2021 – 4.2.2021). Any vehicle that wants to enter the fairground, must be registered in advance via <a href="https://einfahrt.messefrankfurt.com/ees/deliverer">https://einfahrt.messefrankfurt.com/ees/deliverer</a><br><a href="http://paperworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/check-in.html">http://paperworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/check-in.html</a> | 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 (28 to 29 January 2021) and during the fair from 8 a.m. to 7 p.m.<br><br>Telephone: +49 69 75 75-66 00<br>E-Mail: <a href="mailto:v41verkehr@messefrankfurt.com">v41verkehr@messefrankfurt.com</a>  | <input type="checkbox"/>   |
| <b>Paperworld 2021 30 January - 02 February</b> | <b>Opening hours Exhibitors:</b><br>30.01 - 01.02.2021 8 a.m. to 7 p.m.<br>02.02.2021 8 a.m. to 6 p.m.<br><b>Opening hours Visitors:</b><br>30.01. - 01.02.2021 9 a.m. to 6 p.m.<br>02.02.2021 9 a.m. to 5 p.m.   |  | <input type="checkbox"/>   |
| <b>2 February 2021</b>                          | <b>Delivery of empties/packing materials and carpet removal</b> from 5 p.m. to 8 p.m.<br>During this time, it will only be possible to work inside your stand.  | <b>Messe Frankfurt Logisticservice</b><br>Tel.: + 49 69 7575 6075<br><a href="mailto:logistics@messefrankfurt.com">logistics@messefrankfurt.com</a><br><a href="http://www.logistics.messefrankfurt.com">www.logistics.messefrankfurt.com</a>  | <input type="checkbox"/>   |
| <b>2 February - 4 February</b>                  | <b>Dismantling:</b> 02.02.2021 from 5 p.m. around the clock until 04.02.2021, 8 p.m.  |  | <input type="checkbox"/>   |
| <b>From February 2021</b>                       | You will receive the <b>invoices</b> for the <b>additional services</b> ordered (electricity, water, stand cleaning, forwarding services, etc.)   |  | <input type="checkbox"/>   |

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