

Checklist for your personal preparations for the fair\* 29 January - 01 February 2022

# paperworld

Dates / Deadlines	Subject / Details	Contacts
1 März, 2021	Registration opens. Registration under: <a href="http://www.myaccount.messefrankfurt.com">www.myaccount.messefrankfurt.com</a> Please fill out your <b>Intention to Exhibit</b> . Deadline for early booking: 26 March 2021 Deadline for registration: 30 July 2021.	Messe Frankfurt Exhibition GmbH Team Paperworld Tel.: +49 69 7575 6003 <a href="mailto:paperworld@messefrankfurt.com">paperworld@messefrankfurt.com</a>  Hotline for Registration: +49 69 75 75 55 88 <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>
	Registration of joint stand participants. We would like to remind you that all <b>co-exhibitors</b> on your stand must be registered. Deadline: 01 November 2021	<a href="http://www.myaccount.messefrankfurt.com">www.myaccount.messefrankfurt.com</a> <b>Lorena Benter</b> Tel: +49 69 7575 6003 <a href="mailto:lorena.benter@messefrankfurt.com">lorena.benter@messefrankfurt.com</a>
End of August 2021	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 <a href="mailto:acceptance.paperworld@messefrankfurt.com">acceptance.paperworld@messefrankfurt.com</a>	<b>Sales Manager</b> - 6331, Alexander Kremer (hall 4.0) - 6089 Andrea Müller (halls 3.0) - 6356 Juliane Rück (hall 3.1)
End of September 2021	You receive your binding <b>participation confirmation</b> and the <b>invoice for your participation</b> .	<b>Messe Frankfurt Exhibition GmbH</b> All Paperworld contacts can be found at <a href="http://www.paperworld.messefrankfurt.com">www.paperworld.messefrankfurt.com</a>
Beginning of Oktober 2021	You will receive the order forms for the <b>Mediapackage (catalogue)</b> by e-mail. Do not lose advertising time and send us your data as soon as possible so that you can be part in the exhibitor search right from the start.	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 <a href="mailto:mediapackage.paperworld@messefrankfurt.com">mediapackage.paperworld@messefrankfurt.com</a>
	Please remember to order stand-dividing walls (stand partition) free of charge in the Shop for Exhibitor Services.	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Lorena Benter</b> Tel: +49 69 7575 6003 <a href="mailto:lorena.benter@messefrankfurt.com">lorena.benter@messefrankfurt.com</a>
	You will receive the <b>Promotion Package</b> to order free promotional materials (Visitor vouchers, promotional postcards, folding invitation cards, etc.) You will also find a large selection of digital promotional materials online at <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>	<b>Dialogistiker GmbH</b> Tel.: +49 69 61999 244 <a href="mailto:service@dialogistiker.de">service@dialogistiker.de</a> <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>
End of Oktober 2021	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.	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Shop für Ausstellerservices</b> Hotline +49 69 7575 2999 <a href="mailto:mvaccount@messefrankfurt.com">mvaccount@messefrankfurt.com</a>
	<b>Ticketservices for Exhibitors</b> 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 are automatically assigned to your stand and will be displayed on the portal. Visitor admission-ticket vouchers you can produce and manage online. Once you have used up your free passes, you will only pay for those passes you used to enter the trade fair. You can reach the portal via the link provided in the Shop for Exhibitor Services or directly under <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a>	<a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a> <b>Ticketservices für Aussteller</b> Hotline +49 69 7575 5151 <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>
1 November, 2021	Deadline for the registration of your <b>co-exhibitors</b> via <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>	<a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a> <b>Lorena Benter</b> Tel: +49 69 7575 6003 <a href="mailto:lorena.benter@messefrankfurt.com">lorena.benter@messefrankfurt.com</a>
From November 2021	You receive an overview of our <b>press services</b> (e.g. press display unit in the Press Center, registration of press conference, etc.) and forms to order them.	<b>Ina Gerbig</b> Tel: +49 69 7575 6082 <a href="mailto:ina.gerbig@messefrankfurt.com">ina.gerbig@messefrankfurt.com</a>
End of November 2021	<b>Deadline for entering your data in the 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> Tel.: +49 69 7575 5131 <a href="mailto:mediapackage.paperworld@messefrankfurt.com">mediapackage.paperworld@messefrankfurt.com</a>

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End of November 2021	<b>Payment deadline</b> - please note that all outstanding stand rental invoices must be settled by this date.	
	Please remember to order <b>stand-dividing walls</b> (stand partition) free of charge in the Shop for Exhibitor Services.	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Lorena Benter</b> Tel.: +49 69 7575 6003 loena.benter@messefrankfurt.com
No later than 01 December 2021	Deadline for submitting your stand construction plans to be checked for project approval.  For further information please see point 4.2 in the Technical Guidelines under <a href="http://www.paperworld.messefrankfurt.com">www.paperworld.messefrankfurt.com</a> > Planning & Preparations > Information for exhibitor > FAQ.	<b>Messe Frankfurt Venue GmbH</b> Technical Event Management Team Tel. +49 69 7575 5904 <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a>
Beginning of December 2021	<b>Standpartys</b> can be registered via the Shop für Ausstellerservices.	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>
Mid of December 2021	<b>Order Deadline</b> for <b>promotional materials</b> (visitor vouchers, promotional postcards, folding invitation cards, etc.)	<b>Dialogistiker GmbH</b> Tel.: +49 69 61999 244 <a href="mailto:service@dialogistiker.de">service@dialogistiker.de</a> <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>
From 18 December 2021	<b>Online Registration</b> for the <b>Check-in</b> via <a href="https://einfahrt.messefrankfurt.com/ees/deliverer">https://einfahrt.messefrankfurt.com/ees/deliverer</a>	<b>Traffic management</b> Tel.: +49 697575 66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a>
End of December 2021	Please remember to order <b>additional Services</b> (electricity, water, stand cleaning) via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> Shop for Exhibitor Services Tel.: +49 69 7575 2999
	<b>Deadline for submitting your details for the entry in the catalogue addendum (insert).</b>	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 <a href="mailto:mediapackage.paperworld@messefrankfurt.com">mediapackage.paperworld@messefrankfurt.com</a>
3 Januar, 2022	From this date onwards, certain services with extensive planning/ personnel requirements are subject to an <b>express surcharge in the amount of 25 %</b> of the service price.	<b>Further details:</b> <b>Customer Service Center</b> Phone: +49 69 7575 5408 <a href="mailto:customerservice@messefrankfurt.com">customerservice@messefrankfurt.com</a>
14 January 2022	<b>NEW digital platform for exhibitors</b> The new digital platform opens up new opportunities for exhibitors and visitors. Present your company in the digital world, too. <b>Meet Ambiente visitors here who cannot be in Frankfurt. With the opening of the digital platform for exhibitors, you can create your profile and fill it with</b>	<b>If you have any questions regarding the digital platform, please contact your hall contact person.</b>
	<b>NEW: digital platform for visitors</b> All visitors will have access to the digital platform, which will be opened on this date. From this date, exhibitors and visitors can use the platform's functions	
24 - 28 January 2022	<b>Set-up</b> 24 January 2022 from midnight through to 28 January 2022 until 8 pm	See details at <a href="https://paperworld.messefrankfurt.com/frankfurt/en/planning-preparation/exhibition-appearance.html">https://paperworld.messefrankfurt.com/frankfurt/en/planning-preparation/exhibition-appearance.html</a>
29 January - 01 February 2022	<b>Paperworld 2022</b> <b>Opening hours</b> <b>Exhibitors: 29 - 31 January 2022 from 8 am - 7 pm 01 February from 8 am - 6 pm</b>  <b>Visitors: 29 - 31 January 2022 from 9 am - 6 pm 01 February from 9 am - 5 pm</b>	

1 Februar, 2022	<b>Delivery of packing materials and carpet removal from 5 pm - 8 pm.</b> During this time, it will only be possible to work inside your	<b>Messe Frankfurt Logisticianservice</b> Tel.: + 49 69 7575 6075 logistics@messefrankfurt .com
15 February 2022	<b>NEW: closing digital platform</b> <b>The digital platform will be closed on this date.</b> Data such as contacts, chats and watch lists will be deleted after the platform is closed.	<b>If you have any questions regarding the digital platform, please contact your hall contact person.</b>
	<b>Dismantling</b> 01 February 2022 <b>from 20 pm</b> through to 03 February 2022 <b>until 8 pm</b>	<a href="https:\paperworld.messefrankfurt.com\frankfurt\en\planning-preparation\exhibition-appearance.html">https:\paperworld.messefrankfurt.com\frankfurt\en\planning-preparation\exhibition-appearance.html</a>
From February 2022	You will be sent the <b>invoices</b> for the <b>additional services</b> ordered (electricity, water, stand cleaning, logistic services, etc.).	

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

As of Oktober 2021 | subject to change

