

Dates / Deadlines	Subject / Details	Contacts
February 01, 2018	<p><b>Registration</b> opens. Registration under: <a href="https://standspace.messefrankfurt.com">https://standspace.messefrankfurt.com</a></p> <p>Please fill out your <b>Intention to Exhibit</b>.</p> <p>Deadline for early booking: March 16, 2018</p> <p>Deadline for registration: April 13, 2018.</p>	<p><b>Messe Frankfurt Exhibition GmbH</b> Team Christmasworld / Floradecora Tel.: +49 69 7575 -6003 <a href="mailto:christmasworld@messefrankfurt.com">christmasworld@messefrankfurt.com</a></p> <p>Hotline for Registration: <b>+49 69 75 75 -55 88</b> <a href="mailto:easyorder@messefrankfurt.com">easyorder@messefrankfurt.com</a></p>
May 2018	<p>Start of the hall planning. You will receive your <b>stand space proposal</b> by e-mail.</p> <p>Please sign the first page of the stand space proposal and send it back to <a href="mailto:acceptance.christmasworld@messefrankfurt.com">acceptance.christmasworld@messefrankfurt.com</a></p>	<p><b>Sales Manager</b> -6466, Martina Bullack (Halls 8.0, 11.0, Floradecora) -6056, Elina Fech (Hall 12.1) -6489, Stefan Schopp (Halls 9.0, 12.0) -6003, Sam-Luca Steh (Christmas Delights)</p>
From July 2018	You receive your binding <b>participation confirmation</b> and the <b>invoice for your participation</b> .	
From August 2018	<p>You receive an invitation by e-mail to take part in our <b>Special Interests</b> German Christmas Crafts, Concept Decoration and Asia Select.</p> <p>The entry deadline is end of September 2018.</p>	
From September 2018	<p>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.</p> <p>Registration of <b>joint stand participants</b>. We would like to remind you that all co-exhibitors on your stand must be registered. Deadline: Mid October 2018</p>	<p><a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Shop for Exhibitor services</b> Hotline +49 69 7575 -2999 <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p>
	In the portal <b>Ticket services for Exhibitors</b> you can create and manage your tickets (personalized exhibitor tickets, set-up and dismantling passes and vouchers for your customers)	<p><a href="http://www.exhibitor tickets.messefrankfurt.com">www.exhibitor tickets.messefrankfurt.com</a> <b>Ticket services für Aussteller</b> Hotline +49 69 7575 -5151 <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a></p>
	You will receive the order forms for the <b>Mediapackage Part 1 (catalogue)</b> by e-mail.	<p><b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 -5131 <a href="mailto:mediapackage.christmasworld@messefrankfurt.com">mediapackage.christmasworld@messefrankfurt.com</a></p>
	You will receive the order forms for the <b>Mediapackage Part 2 (online presence)</b> by e-mail.	<p><b>Messe Frankfurt Exhibition GmbH</b> Tel.: +49 69 75 75 -5090 <a href="mailto:service@online.messefrankfurt.com">service@online.messefrankfurt.com</a></p>
	Please remember to order <b>stand-dividing walls</b> (stand partition) free of charge in the Shop for Exhibitor Services.	<p>Judith Johner Tel.: +49 69 7575 6890 <a href="mailto:judith.johner@messefrankfurt.com">judith.johner@messefrankfurt.com</a></p>
Mid September 2018	You will receive the brochures for Christmasworld <b>Trends</b> .	<p>Antje Rohde Tel: +49 69 7575 6812 <a href="mailto:antje.rohde@messefrankfurt.com">antje.rohde@messefrankfurt.com</a></p>
End of September 2018	Deadline for your registration for Special Interests.	
From October 2018	You will receive the <b>Promotion Package</b> for ordering free promotional materials (e.g. visitor vouchers, promotional postcards, folding invitation cards, etc.)	<p><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></p>
	You will be sent an invitation to provide your product catalogues in order to present your products within the <b>Christmasworld Trendshow</b> and <b>Special presentation</b> .	<p>Mandy Donis Tel: +49 69 7575 5870 <a href="mailto:mandy.donis@messefrankfurt.com">mandy.donis@messefrankfurt.com</a></p>
Mid October 2018	Deadline for the registration of your joint stand participants / co-exhibitors.	
Beginning of November 2018	Deadline for sending the Mediapackage Part 1 (catalogue).	<p><b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 -5131 <a href="mailto:mediapackage.christmasworld@messefrankfurt.com">mediapackage.christmasworld@messefrankfurt.com</a></p>

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November 2018	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.	Nadine Pölzl Tel: +49 69 7575 6394 nadine.poelzl@messefrankfurt.com
Mid November 2018	Deadline to provide your product catalogues in order to present your products within the Christmasworld Trendshow.	Antje Rohde Tel: +49 69 7575 6812 antje.rohde@messefrankfurt.com
	Deadline to provide your product catalogues in order to present your products within the Christmasworld special presentation.	Mandy Donis Tel: +49 69 7575 5870 mandy.donis@messefrankfurt.com
Beginning of December 2018	Deadline for submitting your <b>stand construction plans</b> to be checked for project approval.  For further information please see point 4.2 in the <b>Technical Guidelines</b> under <a href="http://www.christmasworld.messefrankfurt.com">www.christmasworld.messefrankfurt.com</a> > Planning & Preparations > Information for exhibitor > FAQ.	<b>Messe Frankfurt Venue GmbH</b> Technical Event Management Team Tel. +49 69 7575 5904 technics@messefrankfurt.com
Mid December 2018	Deadline for registration of <b>advanced setting-up</b> at extra cost.	Please apply for advanced setting-up at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> .
	Deadline for ordering <b>promotional materials</b> (visitor vouchers, promotional postcards, folding invitation cards, etc.).	<b>DIALOGISTIKER GmbH</b> Tel.: +49 69 61999-244 service@dialogistiker.de <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>
End of December 2018	<b>Deadline for ordering additional services</b> via Online-Shop for Exhibitors Services (electricity, water, stand cleaning, etc.).	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Shop for Exhibitor Services</b> Tel. +49 69 7575 -2999 <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
	Deadline for ordering <b>visitor vouchers</b> at Shop for Exhibitor Services.  Please note that you will only be charged for voucher tickets that have actually been redeemed and used at the entrances to the fair.	<a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a> <b>Ticket services für Aussteller</b> Hotline +49 69 7575 -5151 etickets@messefrankfurt.com
Beginning of January 2019	You will be sent an invitation for the <b>guided tours for exhibitors</b> at the Christmasworld Trendshow.	Antje Rohde Tel: +49 69 7575 6812 antje.rohde@messefrankfurt.com
January 2019	Deadline for submitting your details for the entry in the <b>catalogue addendum (insert)</b> .	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 <a href="mailto:mediapackage.christmasworld@messefrankfurt.com">mediapackage.christmasworld@messefrankfurt.com</a>
January 18, 2019	<b>Advanced set-up (at extra cost)</b>	Sam-Luca Steh Tel.: +49 69 75 75 6003 <a href="mailto:sam.steh@messefrankfurt.com">sam.steh@messefrankfurt.com</a>
January 19 - 24, 2019	<b>Set-up</b> January 19, 2019 <b>from midnight</b> through to January 24, 2019 <b>until 6 pm</b>	see details at <a href="http://christmasworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufundabbau.html">http://christmasworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufundabbau.html</a>
January 25 - 29, 2019	<b>Christmasworld 2019</b> <b>Opening hours</b> January 25 to January 28, 2019 from 9 am - 6 pm January 29, 2019 from 9 am - 5 pm Exhibitors may enter at 8 am.	
	You can collect your free <b>catalogue</b> at the hall inspectors' office in your hall.	
January 29, 2019	<b>Delivery of packing materials and carpet removal</b> from 5 pm - 8 pm. During this time, it will only be possible to work inside your stand.	<b>Messe Frankfurt Logisticservice</b> Tel.: + 49 69 75 75 6075 <a href="mailto:logistics@messefrankfurt.com">logistics@messefrankfurt.com</a>
January 29 - 31, 2019	<b>Dismantling</b> January 29, 2019 <b>from 8 pm</b> through to January 31, 2019 <b>until 8 pm</b>	see details at <a href="http://christmasworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufundabbau.html">http://christmasworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufundabbau.html</a>
From February 2019	You will be sent the <b>invoices</b> for the <b>additional services</b> ordered (electricity, water, stand cleaning, logistic services, etc.).	