

## Floradecora 2019 - Checklist for your personal preparations for the fair \*

Dates / Deadlines	Subject and details	Contacts
01 February 2018	Registration possible	<b>Messe Frankfurt Exhibition GmbH</b> Team Floradecora / Christmasworld Tel.: +49 69 7575 6466 floradecora@messefrankfurt.com
March 16, 2018	Deadline early booking	
April 13, 2018	Deadline registration	
From mid-April 2018	Start of the hall planning - you will receive your stand space proposal by email.	
From July 2018	You will be sent your <b>stand confirmation documents and invoice.</b>	
From September 2018	You will be sent the <b>order forms</b> for the <b>Media Package, Part 1 (Christmasworld catalogue)</b> by e-mail.	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 mediapackage.christmasworld@ messefrankfurt.com
	The <b>order forms</b> for the <b>Media Package, Part 2 (online presence)</b> will be sent to you by e-mail.	<b>Messe Frankfurt Exhibition GmbH</b> Tel.: +49 69 75 75 5090 service@online.messefrankfurt.com
	You will receive <b>exhibitor tickets and setting-up and dismantling tickets</b> (fixed contingents depending on stand size. Additional tickets can be ordered).	
From October 2018	You will be sent a <b>Promotion Package</b> for ordering free promotional materials (visitor vouchers, promotional postcards, folding invitation cards, etc.).	<b>DIALOGISTIKER GmbH</b> Tel.: +49 69 61999-244 service@dialogistiker.de www.promotion.messefrankfurt.com
From the beginning of November 2018	<b>Deadline</b> for sending in the <b>Media Package, Part 1 (catalogue/ Floradecora Journal)</b> : Deadline for the receipt of the information.	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 mediapackage.christmasworld@ messefrankfurt.com
November 2018	You receive an overview of our free of charge services for your <b>press activities and forms</b> to order.	Nadine Pözl Tel: +49 69 7575 6394 nadine.poelzl@messefrankfurt.com
	<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 service@dialogistiker.de www.promotion.messefrankfurt.com
From the beginning of January 2019	<b>Deadline</b> for submitting your details for the entry in the <b>Christmasworld catalogue addendum / the Floradecora Journal.</b>	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 mediapackage.christmasworld@ messefrankfurt.com
January 22 - 24, 2019	<b>Set-up</b> January 22, 2019 <b>from 5 pm</b> through to January 24, 2019 <b>until 6 pm</b>	See details at <a href="http://floradecora.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufbau-abbau.html">http://floradecora.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufbau-abbau.html</a>
January 25 - 29, 2019	<b>Floradecora 2019 Opening hours</b> January 25 to 28, 2019 from 9 am - 6 pm January 29, 2019 from 9 am - 5 pm Exhibitors may enter at 8 am.	
January 29 - 30, 2019	<b>Dismantling</b> January 29, 2019 <b>from 5 pm</b> through to January 30, 2019 <b>until 7 am</b>	See details at <a href="http://floradecora.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufbau-abbau.html">http://floradecora.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufbau-abbau.html</a>
From February 2019	You will be sent the <b>invoices</b> for the <b>additional services</b> ordered.	

\*Please note that the order of the various points can vary depending on when you registered. (subject to change November 2017)