

Dates / Deadlines	Subject / Details	Contacts
February 01, 2019	<p>Registration opens. Registration under: https://standspace.messefrankfurt.com</p> <p>Please fill out your Intention to Exhibit.</p> <p>Deadline for early booking: March 15, 2019</p> <p>Deadline for registration: April 12, 2019.</p>	<p>Messe Frankfurt Exhibition GmbH Team Christmasworld / Floradecora Tel.: +49 69 7575 -6003 christmasworld@messefrankfurt.com</p> <p>Hotline for Registration: +49 69 75 75 -55 88 easyorder@messefrankfurt.com</p>
May 2019	<p>Start of the hall planning. You will receive your stand space proposal by e-mail.</p> <p>Please sign the first page of the stand space proposal and send it back to acceptance.christmasworld@messefrankfurt.com</p>	<p>Sales Manager -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 2019	You receive your binding participation confirmation and the invoice for your participation .	
From August 2019	<p>You receive an invitation by e-mail to take part in our Special Interests German Christmas Crafts, Concept Decoration and Asia Select.</p> <p>The entry deadline is end of September 2019.</p>	
From September 2019	<p>You will receive your personal access data (MyAccount) by e-mail for ordering services online at the Shop for Exhibitor services: electricity, water, cleaning, parking permits, logistics, etc.</p> <p>Registration of joint stand participants. We would like to remind you that all co-exhibitors on your stand must be registered. Deadline: Mid October 2019</p>	<p>www.serviceshop.messefrankfurt.com Shop for Exhibitor services Hotline +49 69 7575 -2999 serviceshop@messefrankfurt.com</p>
	In the portal Ticket services for Exhibitors you can create and manage your tickets (personalized exhibitor tickets, set-up and dismantling passes and vouchers for your customers)	<p>www.exhibitor tickets.messefrankfurt.com Ticket services für Aussteller Hotline +49 69 7575 -5151 etickets@messefrankfurt.com</p>
	You will receive the order forms for the Mediapackage Part 1 (catalogue) by e-mail.	<p>Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 -5131 mediapackage.christmasworld@messefrankfurt.com</p>
	You will receive the order forms for the Mediapackage Part 2 (online presence) by e-mail.	<p>Messe Frankfurt Exhibition GmbH Tel.: +49 69 75 75 -5090 service@online.messefrankfurt.com</p>
	Please remember to order stand-dividing walls (stand partition) free of charge in the Shop for Exhibitor Services.	<p>Judith Johner Tel.: +49 69 7575 6890 judith.johner@messefrankfurt.com</p>
Mid September 2019	You will receive the brochures for Christmasworld Trends and you will be invited to provide your product catalogues in order to present your products at the Christmasworld Trendshow .	<p>Antje Rohde Tel: +49 69 7575 6812 antje.rohde@messefrankfurt.com</p>
End of September 2019	Deadline for your registration for Special Interests.	
From October 2019	You will receive the Promotion Package for ordering free promotional materials (e.g. visitor vouchers, promotional postcards, folding invitation cards, etc.)	<p>DIALOGISTIKER GmbH Tel.: +49 69 61999-244 service@dialogistiker.de www.promotion.messefrankfurt.com</p>
	You will be sent an invitation to provide your product catalogues in order to present your products within the Christmasworld Special presentation .	<p>Mandy Donis Tel: +49 69 7575 5870 mandy.donis@messefrankfurt.com</p>
Mid October 2019	Deadline for the registration of your joint stand participants / co-exhibitors.	
Beginning of November 2019	Deadline for sending the Mediapackage Part 1 (catalogue).	<p>Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 -5131 mediapackage.christmasworld@messefrankfurt.com</p>

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November 2019	You receive an overview of our press services (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 2019	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 2019	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 www.christmasworld.messefrankfurt.com > Planning & Preparations > Information for exhibitor > FAQ.	Messe Frankfurt Venue GmbH Technical Event Management Team Tel. +49 69 7575 5904 technics@messefrankfurt.com
Mid December 2019	Deadline for registration of advanced setting-up at extra cost.	Please apply for advanced setting-up at www.serviceshop.messefrankfurt.com .
	Deadline for ordering promotional materials (visitor vouchers, promotional postcards, folding invitation cards, etc.).	DIALOGISTIKER GmbH Tel.: +49 69 61999-244 service@dialogistiker.de www.promotion.messefrankfurt.com
End of December 2019	Deadline for ordering additional services via Online-Shop for Exhibitors Services (electricity, water, stand cleaning, etc.).	www.serviceshop.messefrankfurt.com Shop for Exhibitor Services Tel. +49 69 7575 -2999 serviceshop@messefrankfurt.com
	Deadline for ordering visitor vouchers 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.	www.exhibitortickets.messefrankfurt.com Ticket services für Aussteller Hotline +49 69 7575 -5151 etickets@messefrankfurt.com
Beginning of January 2020	You will be sent an invitation for the guided tours for exhibitors at the Christmasworld Trendshow.	Antje Rohde Tel: +49 69 7575 6812 antje.rohde@messefrankfurt.com
January 2020	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.christmasworld@messefrankfurt.com
January 17, 2020	Advanced set-up (at extra cost)	Sam-Luca Steh Tel.: +49 69 75 75 6003 sam.steh@messefrankfurt.com
January 18 - 23, 2020	Set-up January 18, 2020 from midnight through to January 23, 2020 until 6 pm	see details at http://christmasworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufundabbau.html
January 24 - 28, 2020	Christmasworld 2020 Opening hours January 24 to January 27, 2020 from 9 am - 6 pm January 28, 2020 from 9 am - 5 pm Exhibitors may enter at 8 am.	
	You can collect your free catalogue at the hall inspectors' office in your hall.	
January 28, 2020	Delivery of packing materials and carpet removal from 5 pm - 8 pm. During this time, it will only be possible to work inside your stand.	Messe Frankfurt Logisticservice Tel.: + 49 69 75 75 6075 logistics@messefrankfurt.com
January 28 - 30, 2020	Dismantling January 28, 2020 from 8 pm through to January 30, 2020 until 8 pm	see details at http://christmasworld.messefrankfurt.com/frankfurt/en/aussteller/messeplanung/aufundabbau.html
From February 2020	You will be sent the invoices for the additional services ordered (electricity, water, stand cleaning, logistic services, etc.).	