

Dates / Deadlines	Subject / Details	Contacts
March 01, 2021	<p><b>Registration</b> opens. Registration under: <a href="http://www.myaccount.messefrankfurt.com">www.myaccount.messefrankfurt.com</a></p> <p>Please fill out your <b>Intention to Exhibit</b>.</p> <p>Deadline for early booking: <b>March 26, 2021</b></p> <p>Deadline for registration: <b>April 29, 2021</b>.</p>	<p><b>Messe Frankfurt Exhibition GmbH</b> Team Christmasworld Tel.: +49 69 7575 -6003 <a href="mailto:christmasworld@messefrankfurt.com">christmasworld@messefrankfurt.com</a></p> <p>Hotline for Registration: +49 69 75 75 -55 88 <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>
	<p>Registration of joint stand participants. We would like to remind you that all co-exhibitors on your stand must be registered. Deadline: 1st November 2021</p>	
May 2021	<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) -6489, Stefan Schopp (Halls 9.0, 12.0, 12.1)</p>
From July 2021	<p>You receive your binding <b>participation confirmation</b> and the <b>invoice for your participation</b>.</p>	<p><b>Messe Frankfurt Exhibition GmbH</b> All Christmasworld contacts can be found at <a href="http://www.christmasworld.messefrankfurt.com">www.christmasworld.messefrankfurt.com</a></p>
End of July 2021	<p>You will receive your personal access data (MyAccount) by e-mail for ordering services online at the <b>Shop for Exhibitorservices</b>: electricity, water, cleaning, parking permits, logistics, etc.</p>	<p><a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Shop for Exhibitorservices</b> Hotline +49 69 7575 -2999 <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>
	<p><b>Ticketservices for Exhibitors</b> <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. Your <b>free exhibitor passes</b> and set-up and dismantling passes are automatically assigned to your stand and will be displayed on the portal. <b>Visitor admission-ticket vouchers</b> 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></p>	<p><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></p>
From September 2021	<p>You will receive the order forms for the <b>Mediapackage</b> (catalogue) 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.</p>	<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>
	<p>Please remember to order stand-dividing walls (stand partition) free of charge in the Shop for Exhibitor Services.</p>	<p><a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Judith Johner</b> Tel.: +49 69 7575 6890 <a href="mailto:judith.johner@messefrankfurt.com">judith.johner@messefrankfurt.com</a></p>
From October 2021	<p>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></p>	<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>
1st November 2021	<p>Deadline for the registration of your <b>co-exhibitors</b> via <b><a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a></b></p>	<p><a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a> Judith Johner Tel.: +49 69 7575 6890 <a href="mailto:judith.johner@messefrankfurt.com">judith.johner@messefrankfurt.com</a></p>
From November 2021	<p>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.</p>	<p>Nadine Pözl Tel.: +49 69 7575 6394 <a href="mailto:nadine.poelzl@messefrankfurt.com">nadine.poelzl@messefrankfurt.com</a></p>
	<p>Deadline for entering your data in the Media Package, Part 1 (catalogue): Deadline for the receipt of your information for your catalogue entry.</p>	<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>

<b>End of November 2021</b>	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>Judith Johner</b> Tel.: +49 69 7575 6890 judith.johner@messefrankfurt.com
<b>No later than 01 December 2021</b>	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 standapproval@messefrankfurt.com
<b>Beginning of December 2021</b>	<b>Standpartys</b> can be registered via the Shop für Ausstellerservices.	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> Judith Johner Tel.: +49 69 7575 6890 judith.johner@messefrankfurt.com
<b>Mid of December</b>	<b>Order Deadline</b> for <b>promotional materials</b> (visitor vouchers, promotional postcards, folding invitation cards, etc.)	<b>Dialogistiker GmbH</b> <b>Tel.: +49 69 61999-244</b> service@dialogistiker.de <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>
<b>From 18 December</b>	<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> Phone: +49 697575 - 66 00 traffic@messefrankfurt.com
<b>End of December 2021</b>	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 mediapackage.christmasworld@messefrankfurt.com
<b>January 3 2022</b>	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 697575 5408 customerservice@messefrankfurt.com
<b>January 21 2022</b>	<b>Advanced set-up (at extra cost)</b>	Lorena Benter Tel.: +49 69 75 75 6003 lorena.benter@messefrankfurt.com
<b>January 22 - 27 2022</b>	<b>Set-up</b> <b>January 22, 2022 from midnight through to January 27, 2022 until 8 pm</b>	See details at <a href="https://christmasworld.messefrankfurt.com/frankfurt/de/planning-preparation/exhibition-appearance.html">https://christmasworld.messefrankfurt.com/frankfurt/de/planning-preparation/exhibition-appearance.html</a>
<b>January 28 - February 1st 2022</b>	<b>Christmasworld 2022</b> <b>Opening hours</b> <b>Exhibitors:</b> January 28 to 31st, 2022 from 8 am - 7 pm February 1st from 8 am - 6 pm  <b>Visitors:</b> January 28 to 31st, 2022 from 9 am - 6 pm February 1st from 9 am - 5 pm	
<b>February 1st 2022</b>	<b>Delivery of packing materials and carpet removal from 5 pm - 8 pm.</b> <b>During this time, it will only be possible to work inside your stand.</b>	Messe Frankfurt Logisticservice Tel.: + 49 69 75 75 6075 logistics@messefrankfurt .com
	<b>Dismantling</b> February 1st, 2022 <b>from 20 pm</b> through to February 03, 2022 <b>until 8 pm</b>	See details at <a href="https://christmasworld.messefrankfurt.com/frankfurt/en/planning-preparation/exhibition-appearance.html">https://christmasworld.messefrankfurt.com/frankfurt/en/planning-preparation/exhibition-appearance.html</a>
<b>From February 2022</b>	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 February 2021 | subject to change