

# Checklist

For your fair preparations for  
Nordstil Summer 2022

Dates and important deadlines	Keyword - Topic	contact person
	<p><b>Hotline - contact</b></p> <p>Fair Log-In / My Account: <a href="https://myaccount.messefrankfurt.com/">https://myaccount.messefrankfurt.com/</a></p> <p>Intention to exhibit at <b>Nordstil</b> and the registration of Joint-stand participants: <a href="http://www.serviceshop.messefrankfurt.com/portallogin">www.serviceshop.messefrankfurt.com/portallogin</a> Tel.: +49 69 75 75- 55 88</p> <p>Shop for Exhibitor Services <a href="http://www.serviceshop.messefrankfurt.com/portallogin">www.serviceshop.messefrankfurt.com/portallogin</a> Phone: +49 69 75 75-29 99</p> <p>Fair Log-In / Customer Center: You will find the Log-In on <a href="http://www.nordstil.messefrankfurt.com">www.nordstil.messefrankfurt.com</a> at the top right. There you can access your personal customer center to manage all services related to your trade show appearance.</p> <p><b>Approval of stand construction plans:</b> (see technical guidelines 5.2.1) <b>Deadline: June 17th 2022</b></p> <p>Hygiene and protective measures</p>	<p><b>Ms. Gianna Schween,</b> Phone: + 49 40 3569 2521 <a href="mailto:ops@hamburg-messe.de">ops@hamburg-messe.de</a> <a href="https://nordstil.messefrankfurt.com/hamburg/de/planung-vorbereitung/aussteller.html">https://nordstil.messefrankfurt.com/hamburg/de/planung-vorbereitung/aussteller.html</a></p> <p><b>Ms. Jeanette Schmitt</b> Phone: +49 69 75 75-56 67 <a href="mailto:jeanette.schmitt@messefrankfurt.com">jeanette.schmitt@messefrankfurt.com</a></p>

<p><b>February 2nd 2022</b></p>	<p><b>Invitation to exhibit at Nordstil Summer 2022</b></p> <p>As of now you can login and submit your non-binding intention to exhibit at <b>Nordstil Summer 2022</b> with your personal fair account (My Account).</p> <p>If you have either participated in past Nordstil Winter 2022 or have already registered as an interested party, you will receive an invitation to take part in Nordstil Summer 2022 by email. Please follow the link in the invitation and complete your intention to exhibit.</p> <p>Fist time exhibitors can register at: <a href="http://www.nordstil@messefrankfurt.com">www.nordstil@messefrankfurt.com</a></p> <p><b>Deadline EARLY BOOKING: February 21st 2022</b></p> <p><b>Registration Deadline: March 28th 2022</b></p>	<p>You will find the Login <a href="http://www.nordstil.messefrankfurt.com">www.nordstil.messefrankfurt.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone: +49 69 75 75-55 88</p>
<p><b>From end of February / beginning of March</b></p>	<p><b>Hall planning phase / dispatch of Stand Space Proposals</b></p> <p>You will be contacted by us as soon as we have reviewed the placement options.</p> <p>Please note that planning involves coordination processes with exhibitors and requires feedback. This may result in waiting times.</p>	<p><b>Ms. Alexandra Fauth</b> Phone: +49 69 75 75-36 01 <a href="mailto:alexandra.fauth@messefrankfurt.com">alexandra.fauth@messefrankfurt.com</a> <b>Jewelry &amp; Fashion</b></p> <p><b>Ms. Dorothee Schütz</b> Phone +49 69 75 75-36 00 <a href="mailto:dorothee.schuetz@messefrankfurt.com">dorothee.schuetz@messefrankfurt.com</a> <b>Gifts &amp; Stationery</b></p> <p><b>Ms. Alisa Hasenmaier</b> Phone: +49 69 75 75-36 11 <a href="mailto:alisa.hasenmaier@messefrankfurt.com">alisa.hasenmaier@messefrankfurt.com</a> <b>Style &amp; Design / Nordlichter</b></p> <p><b>Ms. Almut Kwetkus</b> Phone: +49 69 75 75-55 36 <a href="mailto:almut.kwetkus@messefrankfurt.com">almut.kwetkus@messefrankfurt.com</a> <b>Home &amp; Garden</b></p> <p><b>Mr. Alexander Kremer</b> Tel: +49 69 75 75-63 31 <a href="mailto:alexander.kremer@messefrankfurt.com">alexander.kremer@messefrankfurt.com</a> <b>Gifts &amp; Stationery</b></p>
<p><b>from March 2022</b></p>	<p><b>Catalogue TOP FAIR Nordstil Summer 2022</b></p> <p>You will receive the booking forms for the catalogue / media package by email. <b>Deadline: May 25th 2022</b></p>	<p>Messe Frankfurt Medien and Services GmbH <a href="https://mediapackage.messefrankfurt.com/">https://mediapackage.messefrankfurt.com/</a></p>

<p>from April 2022</p>	<p><b>Stand Confirmation / Invoice</b></p> <p>In <b>April</b>, depending on the state of planning, the stand confirmations as well as the invoices will be sent out.</p> <p>The contract between the exhibitor and Messe Frankfurt comes into effect with the dispatch of the written stand confirmation. (General terms and conditions, point 6).</p>	
<p>from April 2022</p>	<p><b>Stand dividing walls</b></p> <p>If you do <b>NOT</b> need the partition walls included in the stand rental price for your stand, please give us feedback in writing by <b>June 17th, 2022</b>. If we do not receive any feedback from you, it will be set up automatically. If you decide to dismantle walls that have already been erected on site, you will be billed separately for the costs afterwards.</p>	<p>Phone +49 69 75 75-36 06 <a href="mailto:standtrennwaende.nordstil@messefrankfurt.com">standtrennwaende.nordstil@messefrankfurt.com</a></p>
<p>from April / May 2022</p>	<p><b>Joint stand participants</b></p> <p>Please note that every joint-stand participant has to be registered in your personal fair account until <b>June 6th 2022</b>.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search.</p>	<p>Ms. <b>Victoria Behling</b> Phone +49 69 75 75-36 06 <a href="mailto:victoria.behling@messefrankfurt.com">victoria.behling@messefrankfurt.com</a></p>
<p>from May 2022</p>	<p><b>You will receive your personal service document</b></p> <p>From May it is possible to order services in the Shop for Exhibitor Services, such as electricity, water, stand cleaning, stand construction, stand security, forwarding services, visitor vouchers, promotional material and much more.</p> <p><b>Please note the different order periods (e.g. parking) and deadlines depending on the service!</b></p> <p>You will find the Shop for Exhibitor Services in the Customer Center via your personal trade fair login.</p>	<p>Shop for Exhibitor Services <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone +49 69 75 75-29 99</p> <p>Click on the service you want to utilize to find the matching contact person.</p>

	<p>Please note that there may be an express surcharge (<b>from June 17th 2022</b>) of 20% for selected services in the store.</p>	
<p>from May 2022</p>	<p><b>Exhibitor tickets, set-up and dismantling passes</b></p> <p>You can now order exhibitor passes and set-up and dismantling passes as well as visitor admission vouchers online in the ticket services for exhibitors.</p> <p><b>Parking permit:</b> Please note that you can also order your parking ticket in the Exhibitor Service Shop starting June 15th 2022.</p>	<p><a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a>  <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>            Tel.: +49 69 75 75-51 51</p>
<p>May 25th 2022</p>	<p><b>Deadline for TOP FAIR entries</b></p>	<p>Messe Frankfurt Medien und Service GmbH  <a href="mailto:mediapackage.nordstil@messefrankfurt.com">mediapackage.nordstil@messefrankfurt.com</a></p>
<p>June 17th 2022</p>	<p><b>Deadline for:</b></p> <ul style="list-style-type: none"> <li>- <b>Stand construction plans</b></li> </ul> <p>Submission of stand construction plans, subject for approval. Please see technical guidelines  <a href="https://nordstil.messefrankfurt.com/hamburg/en/planning-preparation/exhibitors.html">https://nordstil.messefrankfurt.com/hamburg/en/planning-preparation/exhibitors.html</a></p> <ul style="list-style-type: none"> <li>- <b>Stand dividing walls</b></li> </ul> <p>If you decide to dismantle walls that have already been erected on site, you will be billed separately for the costs afterwards.</p>	<p><b>Ms. Gianna Schween</b>            Phone: + 49 40 3569 2521  <a href="mailto:ops@hamburg-messe.de">ops@hamburg-messe.de</a></p> <p>Phone: +49 69 75 75-36 06  <a href="mailto:standtrennwaende.nordstil@messefrankfurt.com">standtrennwaende.nordstil@messefrankfurt.com</a></p>
<p>July 18-19th 2022</p>	<p><b>Advanced Set up:</b></p> <p>From a stand size of 200 square meters, we can offer an advanced set-up after checking the individual halls.</p> <p>The costs for the advanced assembly can be found in the shop for exhibitor services</p>	<p><b>Ms. Jeanette Schmitt</b>            Phone: +49 69 75 75-56 67  <a href="mailto:jeanette.schmitt@messefrankfurt.com">jeanette.schmitt@messefrankfurt.com</a></p>

<p>July 20th- 22nd 2022</p>	<p><b>Regular setting up</b></p> <p><b>Wednesday July 20th 7am – 12pm</b> <b>Thursday July 21st 7am – 12pm</b> <b>Friday July 22nd continuous</b></p> <p>Last construction day <b>On July 22 2022</b> from 6 p.m. onwards, assembly is only possible within the stands as carpeting is being laid in the aisles.</p>	
<p>July 23rd- 25th 2022</p>	<p><b>Nordstil Summer 2022</b></p> <p><b>Nordstil Summer</b> from July 23rd – 25th 2022 in Hamburg. Exhibitors are given access to the exhibition grounds with their exhibitor passes – daily</p> <p>from 9:00am until 6pm last day 9:00am until 5pm</p>	<p>You will find the exhibition management office on the upper floor – in the passage to the B halls</p>
<p>July 25th 2022 5pm until midnight July 26th 2022</p>	<p><b>Dismantling</b></p> <p>The dismantling will take place on the last day of the fair from 5 p.m. and ends on July 26th at 11:59pm</p>	<p>Ms. <b>Jeanette Schmitt</b> Phone: +49 69 75 75-56 67 <a href="mailto:jeanette.schmitt@messefrankfurt.com">jeanette.schmitt@messefrankfurt.com</a></p>