



Dear Exhibitors,

We are already looking forward to presenting the must-haves for the autumn and winter season together with you this summer. Kindly find below the most important information about services and timelines for your successful trade fair appearance at a glance:

- **Free vouchers for your customers**

To support your marketing activities, we offer you an unlimited number of [free ticket vouchers](#) for inviting your customers. You can download a simple instruction on how to convert the vouchers into tickets here. Feel free to pass [this handout](#) on to your customers.

- **Tips for your best trade fair preparation**

Everything you need to know in terms of trade fair preparation such as important timelines, the traffic guide, the A-Z and the technical guidelines, can be found in the checklist on our [homepage](#).

- **Book now: your services for the trade fair**

With our [Shop for Exhibitor Services](#), we offer you a central go-to place for all your trade fair preparations. Advertising platforms and showcases can be booked there from 14 May, parking tickets from 28 May. Please take into consideration the deadlines that may apply for ordering specific services. To ensure that everything runs smoothly, we recommend booking the services of the Hamburg Messe up to four weeks before the event.

- **Authorisations for the Service Shop**

Only the main contact person for Messe Frankfurt can manage other users and authorisations. Would you like to nominate deputies from your team who can manage bookings in the [Shop for Exhibitor Services](#)? This is very easy under the menu item 'User management'.

- **Waste disposal**

As an exhibitor, you are responsible for your own waste disposal. You can book waste disposal for a fee in the [Service Shop](#) or you can take care of it yourself. You may find all the information you need about waste disposal on our [homepage](#). Let's reduce the volume of waste together and contribute to a sustainable trade fair.

- **Trade fair catalogue: your entry in the TopFair magazine**

Did you know that you can update all your exhibitor information for the TopFair magazine via the [Media Package Manager \(MPM\)](#)? Kindly mind the timeline for any updates, which is 7 June. The MPM is the handy online tool for your trade fair marketing to conveniently publish your company profile in Messe Frankfurt's media channels, be it in the Nordstil TopFair magazine, the interactive site plan, the exhibitor and product search on the web or in the Navigator app. Kindly enter the [participants of your joint stand](#) no later than 31 May.

- **Our tip: www.runningcitytours.de**

Perhaps you would like to get to know Hamburg with your team better? The guides from runningcitytours.de will show you the city from an insider's perspective on a guided running tour, which you can book for your team. Be sure they will provide you with interesting facts and recommendations for your stay in an unusual way - sporty, entertaining, and very personal. More information and bookings at <https://runningcitytours.de/>.

Do you have any questions about preparing for your trade fair appearance? Then please do not hesitate to contact us.

We wish you a successful preparation and send you

With kind regards

Yours, Jeanette Schmitt