

Frankfurt am Main, 23 and 24 September 2020

**Checklist for your personal preparations for the Forum\***

Dates and important deadlines	Subject and Details	Contact	Done / documents received?
<p><b>Invitation for participation at E2 Forum Frankfurt</b></p>	<p><b>Intention to participate at E2 Forum Frankfurt 2020 should be made online at</b>  <a href="https://standspace.messefrankfurt.com/asy/en/home_registerinterests.html">https://standspace.messefrankfurt.com/asy/en/home_registerinterests.html</a></p> <p>For questions about the participation, stand, stand-space proposal, etc. please contact the person in the adjoining column.</p> <p><b>For registration</b>  <b>Messe-Login/MyAccount</b>  <a href="http://www.myaccount@messefrankfurt.com">www.myaccount@messefrankfurt.com</a></p>	<p><b>Manuel Olbrich</b>            Telephone: +49 69 75 75-5839  <a href="mailto:manuel.olbrich@messefrankfurt.com">manuel.olbrich@messefrankfurt.com</a></p> <p><b>Claudia Renné</b>            Telephone: +49 69 75 75-6805  <a href="mailto:claudia.renne@messefrankfurt.com">claudia.renne@messefrankfurt.com</a></p>	
<p><b>Tickets</b></p>	<p><b>Ticket Services for Exhibitors:</b>            As the main contact person for the Forum organisation you produce your desired number of personalised exhibitor passes at  <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a></p> <p>Further you have the option of sending them to the e-mail addresses you have specified.</p> <p>In the same portal, you can also produce <b>visitor admission-ticket vouchers</b> and mail them to your customers with an invitation to come and see you at E2 Forum Frankfurt 2020.</p>	<p>For technical details, please contact the Ticket Hotline            Telephone +49 69 75 75-5151 or  <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a></p>	
<p><b>September 1, 2020</b></p>	<p><b>Registration deadline for co-exhibitors</b>            Joint-stand participants at E2 Forum Frankfurt 2020 must be registered at  <a href="https://standspace.messefrankfurt.com/asy/en/home_registerinterests.html">https://standspace.messefrankfurt.com/asy/en/home_registerinterests.html</a></p> <p>A fee of € 300,- per co-exhibitor will be charged.</p>	<p><b>Manuel Olbrich</b>            Telephone: +49 69 75 75-5839  <a href="mailto:manuel.olbrich@messefrankfurt.com">manuel.olbrich@messefrankfurt.com</a></p> <p><b>Claudia Renné</b>            Telephone: +49 69 75 75-6805  <a href="mailto:claudia.renne@messefrankfurt.com">claudia.renne@messefrankfurt.com</a></p>	
<p><b>Approval deadline September 1, 2020</b></p>	<p><b>Approval for exhibits</b></p> <p>Submission of subject to approval incl. dimensions and/or photos of the exhibit.</p> <p><b>Deadline: 1.September 2020</b></p>	<p><b>Manuel Olbrich</b>            Telephone: +49 69 75 75-5839  <a href="mailto:manuel.olbrich@messefrankfurt.com">manuel.olbrich@messefrankfurt.com</a></p> <p><b>Claudia Renné</b>            Telephone: +49 69 75 75-6805  <a href="mailto:claudia.renne@messefrankfurt.com">claudia.renne@messefrankfurt.com</a></p>	

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<b>Vehicle entry</b> 22. – 24. September 2020	For set-up, E2 Forum Frankfurt and the dismantling <b>Vehicle entry</b> to the exhibition fairground via Check-in at <b>Tor NORD</b> only.											
<b>Set-up</b> September 22, 2020	<b>Regular set-up:</b> September 22, 2020 from 9a.m. to 6p.m.											
<b>E2 Forum Frankfurt</b>  September 23 and 24, 2020	<b>Opening hours</b>  <table border="0"> <thead> <tr> <th></th> <th><b>Exhibitor</b></th> <th><b>Visitor</b></th> </tr> </thead> <tbody> <tr> <td>23.9.2020</td> <td>8a.m. to 6p.m. (Wednesday)*</td> <td>10a.m. to 6p.m. (Wednesday)*</td> </tr> <tr> <td>24.9.2020</td> <td>8a.m. to 3p.m. (Thursday)</td> <td>9a.m. to 3p.m. (Thursday)</td> </tr> </tbody> </table> <p>*The Networking Evening takes place directly in subsequent to the E2 Forum Frankfurt at about 7p.m.</p>			<b>Exhibitor</b>	<b>Visitor</b>	23.9.2020	8a.m. to 6p.m. (Wednesday)*	10a.m. to 6p.m. (Wednesday)*	24.9.2020	8a.m. to 3p.m. (Thursday)	9a.m. to 3p.m. (Thursday)	
	<b>Exhibitor</b>	<b>Visitor</b>										
23.9.2020	8a.m. to 6p.m. (Wednesday)*	10a.m. to 6p.m. (Wednesday)*										
24.9.2020	8a.m. to 3p.m. (Thursday)	9a.m. to 3p.m. (Thursday)										
<b>Dismantling</b> September 24, 2020	<b>Regular dismantling:</b> 24.09.2020 after E2 Forum Frankfurt closed the doors until 10p.m.											
<b>Beginning of</b> <b>December 2020</b>	You will receive the <b>invoices for the services</b> you ordered at the beginning of December.	<b>Manuel Olbrich</b> Telephone: +49 69 75 75-5839 <a href="mailto:manuel.olbrich@messefrankfurt.com">manuel.olbrich@messefrankfurt.com</a>  <b>Claudia Renné</b> Telephone: +49 69 75 75-6805 <a href="mailto:claudia.renne@messefrankfurt.com">claudia.renne@messefrankfurt.com</a>										

*\*Please note that this sequence may vary depending on when you register for the E2 Forum Frankfurt.*

# e2 forum

elevator + escalator

## FRANKFURT

Frankfurt am Main, September 23 and 24, 2020 / At a glance – your personal contact partner

**Group Show Director:**

**Kerstin Horaczek**

**Director Brand Management:**

**Johannes Möller**  
Telephone: +49 69 75 75-6618  
[Johannes.moeller@messefrankfurt.com](mailto:Johannes.moeller@messefrankfurt.com)

**Exhibitor support & Organisation**

**Claudia Renné**  
Telephone: +49 69 75 75-6805  
[claudia.renne@messefrankfurt.com](mailto:claudia.renne@messefrankfurt.com)

**Manuel Olbrich**  
Telephone: +49 69 75 75-5839  
[manuel.olbrich@messefrankfurt.com](mailto:manuel.olbrich@messefrankfurt.com)

**Team Marketing Kommunikation:**

**Dominique Ewert**  
Director Marketing Communications  
Telephone: +49 69 75 75-6463  
[dominique.ewert@messefrankfurt.com](mailto:dominique.ewert@messefrankfurt.com)

**Christine Vogel**  
Coordinator Marketing Communications  
Telephone: +49 69 75 75-6084  
[christine.vogel@messefrankfurt.com](mailto:christine.vogel@messefrankfurt.com)