

Important Deadlines

Checklist for your personal preparations for the fair *

Important order deadlines have been **highlighted** for better clarity.

Dates	Subject and Details	Your Contact	Done / documents received?
By the end of April 2018	<p>After registering with the MyAccount login at www.cleanzone.messefrankfurt.com, Exhibitors can click on the Exhibitor Services Shop in the Customer Centre to order products and services.</p> <p>Order the products and services you require in the Exhibitor Services Shop:</p> <ul style="list-style-type: none"> • System and individual stand construction • Technical connections (electricity, water, telecommunications, ...) • Stand fixtures and furnishings (furniture, carpeting, decoration elements, media technology, ...) • Stand services (guards, cleaning, hostesses, ...) • Marketing and press services (advertising at the Exhibition Centre, banners, ...) • Parking permits • Catering and events (stand parties, stand catering) • Logistics 	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to serviceshop@messefrankfurt.com</p> <p>For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com</p>	<input type="checkbox"/>
By the end of April 2018	<p>You can produce and manage printed exhibitor permits and set-up/dismantling permits at www.exhibitortickets.messefrankfurt.com. There you will receive all your exhibitor passes, set-up/dismantling tickets as well as visitor vouchers online.</p> <p>Read at pages 14 und 15, how the Ticket Services for Exhibitors portal works.</p> <p>Printed visitor vouchers, which you can still order in our Shop for Exhibitor Services, must be ordered by the beginning of October.</p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com</p> <p>For technical questions relating to Ticket Services for Exhibitors please call +49 69 75 75-51 51, or send an email to etickets@messefrankfurt.com.</p>	<input type="checkbox"/>

Import appointments into your calendar

As our service, we provide all important appointments in one Calendar file (format .ics) for you. You can download the file [here](#) and import it – for example – into your Outlook calendar.

Dates	Subject and Details	Your Contact	Done / documents received?
From May 2018	You will be sent your stand-space invoice .	<p>Anja Diete Phone: +49 69 75 75-62 90 anja.diete@messefrankfurt.com</p> <p>Ingmar Stork Phone: +49 69 75 75-52 03 ingmar.stork@messefrankfurt.com</p>	<input type="checkbox"/>
From May 2018	To promote your presentation at the fair, you can call up free advertising material on our website www.cleanzone.messefrankfurt.com e.g. key visual, logo, email signature or e-card.	<p>Janina Lieser Phone: +49 69 75 75-57 45 janina.lieser@messefrankfurt.com</p>	<input type="checkbox"/>
From June 2018	You will be sent the order forms for Media Package Part 1 (print) by email.	<p>Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 oder mediapackage.cleanzone@messefrankfurt.com</p>	<input type="checkbox"/>
	You will be sent the order forms for Media Package Part 2 (online presence) by email.	<p>Messe Frankfurt Exhibition GmbH Phone: +49 69 75 75-50 90 oder cleanzone@online.messefrankfurt.com</p>	<input type="checkbox"/>
From June 2018	Book your press box at Shop for Exhibitors Services under „Marketing Services (Press Services)“.	<p>Information Phone: +49 69 75 75-56 72 oder press.cleanzone@messefrankfurt.com</p>	<input type="checkbox"/>
	For information about your press event, as well as any queries, please send an e-mail to: press.cleanzone@messefrankfurt.com .		
15 August 2018	<p>Registration deadline for co-exhibitors Joint-stand participants at Cleanzone 2018 must be registered at www.standspace.messefrankfurt.com.</p> <p>A fee of € 585,- per co-exhibitor will be charged for the media package.</p> <p>After the official deadline for the printed brochure, these will only be published in the online exhibitor search.</p>	<p>Anja Diete Phone: +49 69 75 75-62 90 anja.diete@messefrankfurt.com</p> <p>Ingmar Stork Phone: +49 69 75 75-52 03 ingmar.stork@messefrankfurt.com</p>	<input type="checkbox"/>

Dates	Subject and Details	Your Contact	Done / documents received?
September 2018	Please order the stand-dividing walls (stand partition) free of charge - if desired - in the Shop for Exhibitor Services .	Phone: +49 69 75 75-35 00 or standtrennwaende.cleanzone@messefrankfurt.com	<input type="checkbox"/>
5 September 2018	Order deadline for parking permits		<input type="checkbox"/>
At the latest by 17 September 2018	Stand-construction plans, approval Submission of stand-construction plans* requiring approval . Please see our Technical Guidelines (4.2). Deadline: 17.09.2018 www.cleanzone.messefrankfurt.com / Planning & Preparation / Information for Cleanzone exhibitors *) e.g., two storey exhibition stands, walls over 4 metres high, closed ceilings, platforms higher than 0.2 metres, glass constructions, moving components. <u>Exhibition stands under 100 m², that do not include such features, are not subject to approval.</u> Regardless of their size, cinemas or viewing rooms, scenic areas, constructions on the outdoor areas and temporary structures are always subject to approval.	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 75 75-59 04 or technics@messefrankfurt.com	<input type="checkbox"/>
21 September 2018	Deadline for Media Package Part 1 (print): Last day for sending us your details for the printed brochure. Last calls made at a later date cannot be considered.	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 oder mediapackage.cleanzone@messefrankfurt.com	<input type="checkbox"/>
Beginning of October 2018	Deadline for ordering services In the Shop for Exhibitor Services (e.g., electricity, water, stand cleaning, printed visitor vouchers, etc.)	For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to serviceshop@messefrankfurt.com For technical questions relating to Ticket Services for Exhibitors please call +49 69 75 75-51 51, or send an email to etickets@messefrankfurt.com . For questions about MyAccount login , please send a mail to myaccount@messefrankfurt.com	<input type="checkbox"/>
3 October 2018	Order deadlines for passes, tickets and online marketing services		<input type="checkbox"/>

Dates	Subject and Details	Your Contact	Done / documents received?
14 October 2018	Order deadline for stand equipment (e.g. floor coverings, lighting and furniture)		<input type="checkbox"/>
16 October 2018	Order deadlines for following services : - Office and conference rooms - Marketing services (such as advertising material, large-format advertising, etc.) - Stand equipment (plants, media technology and office equipment)		<input type="checkbox"/>
18 October 2018	Order deadlines for catering and event services		<input type="checkbox"/>
21 to 23 October 2018	Normal setting-up 21 October 2018: 7:00 – 22:00 hrs 22 October 2018: 7:00 – 24:00 hrs 23 October 2018: 0:00 – 5:00 hrs 22 October 2018, from 15.00 hrs: carpeting will be laid in the aisles so that setting-up will only be possible on the exhibition stand itself!		<input type="checkbox"/>
21 and 22 October 2018	On 21 and 22 October 2018 Vehicular entry to the Exhibition Centre via the Check-in at Tor Nord only.		<input type="checkbox"/>
23 and 24 October 2018	Hours of opening Exhibitors 7:00 – 17:00 hrs (Tuesday)* 8:00 – 16:00 hrs (Wednesday) *The Cleanzone Afterwork takes place on the first day of the fair, 23 October 2018 from 17:00 hrs on. Visitors 9:00 – 17:00 hrs (Tuesday)* 9:00 – 16:00 hrs (Wednesday)		<input type="checkbox"/>
24 and 25 October 2018	Normal dismantling From 24 October 2018 after 17:30 hrs around the clock until 25 October 2018, 23.00 hrs.		<input type="checkbox"/>
From Mid November 2018	You will be sent invoices for the services you ordered (electricity, water, stand cleaning, forwarding, etc.).	Anja Diete Phone: +49 69 75 75-62 90 anja.diete@messefrankfurt.com Ingmar Stork Phone: +49 69 75 75-52 03 ingmar.stork@messefrankfurt.com	<input type="checkbox"/>

*Please note that this sequence may vary depending on when you register for the fair.