

Checklist for your personal preparations for the fair*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<p>Hotline contact details</p>	<p>For questions about: Intention to exhibit at the fair and registration of joint-stand participants easyorder@messefrankfurt.com Telephone: +49 69 75 75-5588</p> <p>Shop for Exhibitor Services Serviceshop@messefrankfurt.com Telephone: +49 69 75 75-2999</p> <p>Login / MyAccount myaccount@messefrankfurt.com</p>		
<p>30 November 2017</p>	<p>End of the early-booking rate for Cleanzone 2018.</p> <p>The intention to exhibit and registration of joint-stand participants for Cleanzone 2018 should be made online at www.standspace.messefrankfurt.com.</p> <p>For questions about the exhibition stand, stand-space proposal, etc., please call the appropriate telephone number in the adjoining column.</p>	<p>Anja Diete Telephone: +49 69 75 75-6290 anja.diete@messefrankfurt.com</p> <p>Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com</p>	<input type="checkbox"/>
<p>By the end of April 2018</p>	<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 (<i>electricity, water, telecommunications, ...</i>) • Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>) • Stand services (<i>guards, cleaning, hostesses, ...</i>) • Marketing and press services (<i>advertising at the Exhibition Centre, banners, ...</i>) • Parking Permits • Catering and events (<i>stand parties, stand catering</i>) • Logistics 	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 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"/>
<p>By the end of April 2018</p>	<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>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com</p> <p>Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151</p>	

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	<p>Ticket services for exhibitors: As the main contact person for the trade fair organisation, you produce your desired number of personalised exhibitor permits and set-up/dismantling permits on the portal and 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 visitor admission-ticket vouchers and mail them to your customers with an invitation to visit you at the fair.</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>or send an email to etickets@messefrankfurt.com.</p> <p>They will be pleased to help you.</p>	
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.	Janina Lieser Telephone: +49 69 75 75-5745 janina.lieser@messefrankfurt.com	<input type="checkbox"/>
From May 2018	You will be sent your stand-space invoice .	Anja Diete Telephone: +49 69 75 75-6290 anja.diete@messefrankfurt.com Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com	<input type="checkbox"/>
From June 2018	You will be sent the order forms for Media Package Part 1 (print) by email.	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 mediapackage.cleanzone@messefrankfurt.com	<input type="checkbox"/>
	You will be sent the order forms for Media Package Part 2 (online presence) by email.	Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75-5090 cleanzone@online.messefrankfurt.com	<input type="checkbox"/>
From June 2018	Book your press box at www.serviceshop.messefrankfurt.com under "Marketing Services (Press Services)". For information about your press event, as well as any queries, please send an e-mail to: press.cleanzone@messefrankfurt.com .	Information: Telephone: +49 69 75 75-5672 press.cleanzone@messefrankfurt.com	<input type="checkbox"/>
15 August 2018	Registration deadline for co-exhibitors Joint-stand participants at Cleanzone 2018 must be registered at www.standspace.messefrankfurt.com A fee of € 585,- per co-exhibitor will be charged for the media package. After the official deadline for the printed Cleanzone Event Information, these will only be published in the online exhibitor search.	Anja Diete Telephone: +49 69 75 75-6290 anja.diete@messefrankfurt.com Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com	<input type="checkbox"/>
September 2018	Please order the stand-dividing walls (stand partition) free of charge - if desired - in the Exhibitor Services Shop.	Telephone: +49 69 75 75-3500 standtrennwaende.cleanzone@messefrankfurt.com	<input type="checkbox"/>

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<p>At the latest by 17 September 2018</p>	<p>Stand-construction plans, approval Submission of stand-construction plans* requiring approval. Please see our Technical Guidelines (4.2):</p> <p>Deadline: 17 September 2018 www.cleanzone.messefrankfurt.com/ Planning and preparation / equipment and services. *) 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.</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Telephone: +49 69 75 75-5904 technics@messefrankfurt.com</p> <p>Please see the details on page 5 for the name of the person to contact about your hall.</p>	<input type="checkbox"/>						
<p>21 September 2018</p>	<p>Deadline for Media Package Part 1 (print): Last day for sending us your details for the printed Cleanzone Event Information.</p> <p>Last calls made at a later date cannot be considered.</p>	<p>Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 mediapackage.cleanzone@messefrankfurt.com</p>	<input type="checkbox"/>						
<p>Beginning of October 2018</p>	<p>Deadline for ordering services In the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, printed visitor vouchers, etc.</p>	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com</p>	<input type="checkbox"/>						
<p>21 to 23 October 2018</p>	<p>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</p> <p>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!</p>								
<p>21 and 22 October 2018</p>	<p>On 21 and 22 October 2018 Vehicular entry to the Exhibition Centre via the Check-in at Tor Nord only.</p>								
<p>23 and 24 October 2018</p>	<p>Hours of opening</p> <table border="0"> <tr> <td>Exhibitors</td> <td>Visitors</td> </tr> <tr> <td>7:00 – 17:00 hrs (Tuesday)*</td> <td>9:00 – 17:00 hrs (Tuesday)*</td> </tr> <tr> <td>8:00 – 16:00 hrs (Wednesday)</td> <td>9:00 – 16:00 hrs (Wednesday)</td> </tr> </table> <p>*The Cleanzone Afterwork takes place on the first day of the fair, 23 October 2018 from 17:00 hrs on.</p>	Exhibitors	Visitors	7:00 – 17:00 hrs (Tuesday)*	9:00 – 17:00 hrs (Tuesday)*	8:00 – 16:00 hrs (Wednesday)	9:00 – 16:00 hrs (Wednesday)		
Exhibitors	Visitors								
7:00 – 17:00 hrs (Tuesday)*	9:00 – 17:00 hrs (Tuesday)*								
8:00 – 16:00 hrs (Wednesday)	9:00 – 16:00 hrs (Wednesday)								
<p>24 and 25 October 2018</p>	<p>Normal dismantling: From 24 October 2018 after 17:30 hrs around the clock until 25 October 2018, 23.00 hrs.</p>								
<p>From Mid November 2018</p>	<p>You will be sent invoices for the services you ordered (electricity, water, stand cleaning, forwarding, etc.).</p>	<p>Anja Diete Telephone: +49 69 75 75-6290 anja.diete@messefrankfurt.com</p> <p>Ingmar Stork Telephone: +49 69 75 75-5203 ingmar.stork@messefrankfurt.com</p>	<input type="checkbox"/>						

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

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