

## Checklist for your personal preparations for the fair\*

Dates and important deadlines	Subject and details	Contact	Done / documents received?
<p><b>Hotline contact details</b></p>	<p><b>For questions about:</b>  <b>Intention to exhibit at the fair and registration of joint-stand participants</b>  <a href="mailto:easyorder@messefrankfurt.com">easyorder@messefrankfurt.com</a>            Telephone: +49 69 75 75-5588</p> <p><b>Shop for Exhibitor Services</b>  <a href="mailto:Serviceshop@messefrankfurt.com">Serviceshop@messefrankfurt.com</a>            Telephone: +49 69 75 75-2999</p> <p><b>Login / MyAccount</b>  <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>		
<p><b>30 November 2018</b></p>	<p>End of the <b>early-booking rate</b> for Cleanzone 2019.</p> <p>The intention to exhibit and registration of joint-stand participants for Cleanzone 2019 should be made online at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>.</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  <a href="mailto:anja.diete@messefrankfurt.com">anja.diete@messefrankfurt.com</a></p> <p>Sabine Preiss            Telephone: +49 69 75 75-3500  <a href="mailto:sabine.preiss@messefrankfurt.com">sabine.preiss@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>By the end of May 2019</b></p>	<p>After registering with the MyAccount login at <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a> 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"> <li>• System and individual stand construction</li> <li>• Technical connections (<i>electricity, water, telecommunications, ...</i>)</li> <li>• Stand fixtures and furnishings (<i>furniture, carpeting, decoration elements, media technology, ...</i>)</li> <li>• Stand services (<i>guards, cleaning, hostesses, ...</i>)</li> <li>• Marketing and press services (<i>advertising at the Exhibition Centre, banners, ...</i>)</li> <li>• Parking Permits</li> <li>• Catering and events (<i>stand parties, stand catering</i>)</li> <li>• Logistics</li> </ul>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For <b>questions about MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<input type="checkbox"/>
<p><b>By the end of May 2019</b></p>	<p>You can produce and manage printed exhibitor passes and set-up/dismantling passes at <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a>. 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 <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a></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><b>Ticket Services for Exhibitors:</b> As the main contact person for the trade fair organisation, you produce your desired number of personalised exhibitor passes and set-up / dismantling passes 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 <b>visitor admission-ticket vouchers</b> and mail them to your customers with an invitation to visit you at the fair.</p> <p><b>Printed visitor vouchers</b>, which you can still order in our Shop for Exhibitor Services, must be ordered by the <b>mid of October</b>.</p>	<p>or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>.</p> <p>They will be pleased to help you.</p>	
<b>From June 2019</b>	To promote your presentation at the fair, you can call up free advertising material on our website <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a> e.g. key visual, logo, email signature or e-card.	<p>Janina Lieser Telephone: +49 69 75 75-5745 <a href="mailto:janina.lieser@messefrankfurt.com">janina.lieser@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>From June 2019</b>	You will be sent <b>your stand-space invoice</b> .	<p>Anja Diete Telephone: +49 69 75 75-6290 <a href="mailto:anja.diete@messefrankfurt.com">anja.diete@messefrankfurt.com</a></p> <p>Sabine Preiss Telephone: +49 69 75 75-3500 <a href="mailto:sabine.preiss@messefrankfurt.com">sabine.preiss@messefrankfurt.com</a></p>	<input type="checkbox"/>
<b>From July 2019</b>	You will be sent the <b>order forms for Media Package Part 1</b> (print) by email.	Messe Frankfurt Medien und Service GmbH Telephone: +49 69 75 75-5131 <a href="mailto:mediapackage.cleanzone@messefrankfurt.com">mediapackage.cleanzone@messefrankfurt.com</a>	<input type="checkbox"/>
	You will be sent the <b>order forms for Media Package Part 2</b> (online presence) by email.	Messe Frankfurt Exhibition GmbH Telephone: +49 69 75 75-5090 <a href="mailto:cleanzone@online.messefrankfurt.com">cleanzone@online.messefrankfurt.com</a>	<input type="checkbox"/>
<b>From July 2019</b>	Book your press box at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> under "Marketing Services (Press Services)".	<b>Information:</b> Telephone: +49 69 75 75-5672 <a href="mailto:press.cleanzone@messefrankfurt.com">press.cleanzone@messefrankfurt.com</a>	<input type="checkbox"/>
	For information about your press event, as well as any queries, please send an e-mail to: <a href="mailto:press.cleanzone@messefrankfurt.com">press.cleanzone@messefrankfurt.com</a> .		
<b>15 September 2019</b>	<b>Registration deadline for co-exhibitors</b> Joint-stand participants at Cleanzone 2019 must be registered at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>	<p>Anja Diete Telephone: +49 69 75 75-6290 <a href="mailto:anja.diete@messefrankfurt.com">anja.diete@messefrankfurt.com</a></p> <p>Sabine Preiss Telephone: +49 69 75 75-3500 <a href="mailto:sabine.preiss@messefrankfurt.com">sabine.preiss@messefrankfurt.com</a></p>	<input type="checkbox"/>
	A fee of € 585,- per co-exhibitor will be charged for the media package.		
	After the official deadline for the printed Cleanzone Guide, these will only be published in the online exhibitor search.		
<b>October 2019</b>	Please order <b>the stand-dividing walls</b> (stand partition) free of charge - if desired - in the Exhibitor Services Shop.	Telephone: +49 69 75 75-3500 <a href="mailto:standtrennwaende.cleanzone@messefrankfurt.com">standtrennwaende.cleanzone@messefrankfurt.com</a>	<input type="checkbox"/>

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<p><b>At the latest by 16 October 2019</b></p>	<p><b>Stand-construction plans, approval</b> Submission of <b>stand-construction plans* requiring approval</b>. Please see our Technical Guidelines (4.2):</p> <p><b>Deadline: 16 October 2019</b> <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a> / 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 m<sup>2</sup>, 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 <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a></p>	<input type="checkbox"/>					
<p><b>18 October 2019</b></p>	<p><b>Deadline for Media Package Part 1</b> (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 <a href="mailto:mediapackage.cleanzone@messefrankfurt.com">mediapackage.cleanzone@messefrankfurt.com</a></p>	<input type="checkbox"/>					
<p><b>Beginning of November 2019</b></p>	<p><b>Deadline for ordering services</b> In the Exhibitor Services Shop, e.g., electricity, water, stand cleaning, printed visitor vouchers, etc.</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p>	<input type="checkbox"/>					
<p><b>17 to 19 November 2019</b></p>	<p><b>Normal setting-up:</b> 17 November 2019: 7:00 – 22:00 hrs 18 November 2019: 7:00 – 24:00 hrs 19 November 2019: 0:00 – 5:00 hrs</p> <p>18 November 2019, 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><b>17 and 18 November 2019</b></p>	<p><b>On 17 and 18 November 2019</b> <b>Vehicular entry to the Exhibition Centre via the Check-in at Tor Nord only.</b></p>							
<p><b>19 and 20 November 2019</b></p>	<p><b>Hours of opening</b></p> <table border="0"> <tr> <td><b>Exhibitors</b></td> <td><b>Visitors</b></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, 19 November 2019 from 17:00 hrs on.</p>	<b>Exhibitors</b>	<b>Visitors</b>	7:00 – 17:00 hrs (Tuesday)*	9:00 – 17:00 hrs (Tuesday)*	8:00 – 16:00 hrs (Wednesday)	9:00 – 16:00 hrs (Wednesday)	
<b>Exhibitors</b>	<b>Visitors</b>							
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><b>20 and 21 November 2019</b></p>	<p><b>Normal dismantling:</b> From 20 November 2019 after 17:30 hrs around the clock until 21 November 2019, 23.00 hrs.</p>							
<p><b>Beginning of December 2019</b></p>	<p>You will be sent <b>invoices</b> for the <b>services</b> you ordered (electricity, water, stand cleaning, forwarding, etc.).</p>	<p>Anja Diete Telephone: +49 69 75 75-6290 <a href="mailto:anja.diete@messefrankfurt.com">anja.diete@messefrankfurt.com</a></p> <p>Sabine Preiss Telephone: +49 69 75 75-3500 <a href="mailto:sabine.preiss@messefrankfurt.com">sabine.preiss@messefrankfurt.com</a></p>	<input type="checkbox"/>					

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

**Group Show Director:** Kerstin Horaczek

**Show Coordinator:** Anja Diete

## **Sales**

### **Anja Diete**

Sales Manager

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## **Team assistants / exhibitor support**

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## **Organisation, complementary programme, events**

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