

Checklist

For your fair preparations for Cleanzone 2020

Dates and important deadlines	Keyword	Topic	Contact person
<p>Start End of November 2019</p> <p>Deadline Early-Booking: 15 January 2020</p>	<p>Invitation to exhibit at Cleanzone</p>	<p>As of now you can login and submit your non-binding intention to exhibit at Cleanzone with your personal fair account (My Account).</p> <p>If you have either participated in past Cleanzones, or have already registered as an interested party, you will receive an invitation to take part in Cleanzone 2020 by email.</p> <p>Please follow the link in the invitation and complete your intention to exhibit.</p> <p>Fist time exhibitors can register at: www.cleanzone.messefrankfurt.com</p>	<p>You will find the Login www.cleanzone.messefrankfurt.com</p> <p>serviceshop@messefrankfurt.com Phone: +49 69 7575-5588</p> <p>Cleanzone Team cleanzone@messefrankfurt.com Phone: +49 69 7575-3500</p>
<p>Start March 2020</p>	<p>Hall planning phase / dispatch of Stand Space Proposals</p>	<p>We are going to contact you, as soon as we have examined the stand space possibilities.</p> <p>Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.</p> <p>Planning phase: March 2020 – approx. August 2020</p>	<p>Ms. Anja Diete Phone: +49 69 7575-6290 anja.diete@messefrankfurt.com</p>
<p>Start June 2020</p>	<p>Stand-Confirmation</p>	<p>In June 2020, depending on the state of planning, the exhibit confirmations will be sent out.</p> <p>The contract between the exhibitor and Messe Frankfurt comes into effect with the dispatch of the written Exhibit Confirmation. (General terms of Business, point 6).</p>	

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<p>Start June 2020</p> <p>Please note that the order deadlines for the specific services differ.</p>	<p>Exhibitor permits, setting-up and dismantling tickets</p> <p>Services</p>	<p>You will receive your personal service documents via Email. You can now order exhibitor permits and setting-up and dismantling tickets online in the ticket services for exhibitors portal.</p> <p>From June of 2020 on, you can order services such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. via the Shop for Exhibitor Services.</p> <p>You can access the shop for exhibitor services with your personal Login.</p> <p>Deadline: We will be imposing an express surcharge of 25% for certain services starting on 27 October 2020.</p>	<p>You will find the Login www.cleanzone.messefrankfurt.com</p> <p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Phone: +49 69 7575-2999</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
<p>Start August 2020</p> <p>Deadline: 9 October 2020</p>	<p>Stand construction plans</p>	<p>Submission of stand construction plans, subject to approval</p> <p>→ Please heed the technical Guidelines at: www.cleanzone.messefrankfurt.com / Planning and preparation / Information for exhibitors</p> <p>Deadline: 9 October 2020</p> <p><u>Subject to mandatory authorisation are:</u> Stand spaces of more than 100 sq. m., two-storey exhibition stands, Walls higher than 4 m, enclosed ceilings, platforms higher than 0.20 m, glass constructions, moving parts.</p> <p>Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size.</p> <p><u>Stands under 100 sq. m., which do not have the mentioned features, are not subject to approval.</u></p>	<p>Technical Event Management for fairs</p> <p>technics@messefrankfurt.com</p>
<p>Start September 2020</p>	<p>Joint stand participants</p>	<p>Please note that every joint-stand participant has to be registered in your personal fair account.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search.</p>	<p>You will find the Log-In on www.cleanzone.messefrankfurt.com</p> <p>Cleanzone Team cleanzone@messefrankfurt.com Phone: +49 69 7575-3500</p>

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Start July 2020	Stand dividing walls	<p>If you want to use the complimentary stand dividing walls, please place your order in the Shop for exhibitor services.</p> <p>If we do not receive an order from you we will not set up any stand walls at your stand, unless your neighboring stand booked some.</p>	<p>Shop for Exhibitor Services: www.serviceshop.messefrankfurt.com</p>
Start July 2020 Please heed the deadlines on the order forms.	Catalogue/ Media Package	You will receive the booking forms for the catalogue/ media package by email.	<p>Messe Frankfurt Medien und Service GmbH mediapackage.cleanzone@messefrankfurt.com</p>
Start August 2020	Promotion- Package	<p>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, e-mail signature or e-card).</p> <p>Use this chance to inform your customers of your participation and by this contribute to your company's success at Cleanzone 2020!</p>	<p>Ms. Janina Lieser janina.lieser@messefrankfurt.com Phone: +49 69 7575-5745</p>
Start August 2020	Stand rental invoice	<p>Depending on the progress of the planning process and depending on whether or not you already received your participation confirmation, you will be sent the stand rental invoice.</p> <p>The terms of payment will be included in the invoice.</p>	<p>Cleanzone Team cleanzone@messefrankfurt.com Phone: +49 69 7575-3500</p>
Start September 2020	Press Services	Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.	<p>Ms. Kristin Klees kristin.klees@messefrankfurt.com Phone: +49 69 7575-5672</p>
16 – 18 November 2020	Regular set-up	<p>Regular Set up of Cleanzone from 16 November 2020 until 18 November 2020:</p> <p>16.11.2020: 7:00 – 22:00 hrs 17.11.2020: 7:00 – 24:00 hrs 18.11.2020: 0:00 – 5:00 hrs</p> <p>Please note: On 16 and 17 November 2020 the Check-In at "Tor Nord" is essential before driving to the exhibition grounds.</p>	<p>Information on the Check-In procedures can be found under: www.cleanzone.com / Planning and Preparations / Check In</p>
17 November 2020	Last day of set-up	On 17 November 2020 at 3 p.m. the carpet will be layed in the aisles - therefore from this time on you are only allowed to carry out set-up work on your stand space .	

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18 + 19 November 2020	Cleanzone	<p>From 18 November 2020 – 19 November 2020 Cleanzone takes place.</p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m.</p>	The trade fair management office is located at the Entrance of Cleanzone in Hall 1.2.
19 November 2020 Start 4 p.m.	carpet removal / delivery of packing material	At first you can only carry out the dismantling work on your stand space , during this time the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.	<p>Cleanzone Team cleanzone@messefrankfurt.com Phone: +49 69 7575-3500</p>
19+ 20 November 2020	Dismantling	<p>Regular dismantling in the hall.</p> <p>On 19 November 2020 from approx 16:30 hrs on until 20 November 2020, 22:00 hrs.</p> <p>Please note: Every vehicle that wishes to enter the exhibition grounds must be registered in advanced and drive to the Check-In area.</p>	<p>Cleanzone Team cleanzone@messefrankfurt.com Phone: +49 69 7575-3500</p>

<p>Hotline</p> <p>Contact information</p>	<p>For Questions regarding:</p> <p>Intention to exhibit at Cleanzone and the registration of Joint-stand participants: www.standspace.messefrankfurt.com Phone: +49 69 7575-5588</p> <p>Shop for Exhibitor services: serviceshop@messefrankfurt.com Phone: +49 69 7575-2999</p> <p>Technical Event Management for Fairs: technics@messefrankfurt.com</p> <p>Fair Log-in / My Account: myaccount@messefrankfurt.com</p>
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Contact Persons

during your fair preparations

Your contact persons at Cleanzone Team	Show Coordinator Cleanzone	Ms. Anja Diete Phone: +49 69 7575- 6290 anja.diete@messefrankfurt.com
	Sales Cleanzone	Ms. Anja Diete Phone: +49 69 7575- 6290 anja.diete@messefrankfurt.com Mr. Ulrich Rothgerber Phone: +49 7171 64556 info@ulrich-rothgerber.com
	Sales Assistant Cleanzone Organisation Fringe Programme and Special Events	Ms. Sabine Preiß Phone: +49 69 7575- 3500 sabine.preiss@messefrankfurt.com Ms. Annke I. Becker Phone: +49 69 7575-3303 annke.becker@messefrankfurt.com Ms. Ulrike Eggerstedt Phone: +49 69 7575-6810 ulrike.eggerstedt@messefrankfurt.com

Your contact persons at the Marketing-communications Team	Director Marketing communications	Ms. Dominique Ewert Phone: +49 69 7575-6463 dominique.ewert@messefrankfurt.com
	Media Relations	Ms. Susanne Brendle Phone: +49 69 7575-6457 susanne.brendle@messefrankfurt.com
	Organisation Marketing communications Advertising	Ms. Kristin Klees Phone +49 69 7575-5672 kristin.klees@messefrankfurt.com Ms. Janina Lieser Phone +49 69 7575-5745 janina.lieser@messefrankfurt.com