

Checklist

For your fair preparations for Cleanzone 2021

Dates and important deadlines	Keyword	Topic	Contact person
<p>Start End of February 2021</p> <p><u>Deadline Early-Booking:</u></p> <p>15 April 2021</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 2021 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 End of February 2021</p>	<p>Joint stand participants</p>	<p>Please note that you have to register every joint-stand participant in your personal fair account, after you have submitted your intention to exhibit.</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>
<p>Start March 2021</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 2021– approx. August 2021</p>	<p>Ms. Anja Diete Phone: +49 69 7575-6290 anja.diete@messefrankfurt.com</p>

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<p>Start June 2021</p>	<p>Stand-Confirmation</p>	<p>In June 2021, depending on the progress of planning, the participation confirmations will be sent out.</p> <p>The contract between the exhibitor and Messe Frankfurt comes into effect with the dispatch of the written Participation Confirmation. (General terms of Business, point 6).</p>	
<p>Start June 2021</p> <p>Please note that the order deadlines for the specific services differ.</p>	<p>Exhibitor permits, setting-up and dismantling passes</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 passes online in the ticket services for exhibitors portal.</p> <p>From June of 2021 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 03 November 2021.</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 2021</p> <p>Deadline: 15 October 2021</p>	<p>Stand construction plans</p>	<p>Submission of stand construction plans, subject to approval</p> <p>→ Please heed the technical Guidelines at: https://cleanzone.messefrankfurt.com/frankfurt/en/planning-preparation.html</p> <p>Deadline: 15 October 2021</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>standapproval@messefrankfurt.com</p>

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<p>Start July 2021</p>	<p>Stand dividing walls</p>	<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>
<p>Start July 2021</p> <p>Please heed the deadline for the printed event information!.</p>	<p>Event Information / Media Package Manager</p>	<p>We will send you an e-mail with the link to your Media Package Manager, where you will be able to submit your company details for the event media and for your online profile.</p>	<p>Messe Frankfurt Medien und Service GmbH mediapackage.cleanzone@messefrankfurt.com +49 69 7575 5131</p>
<p>Start August 2021</p>	<p>Promotion-Package</p>	<p>To promote your presentation at the fair you can call up free advertising material on our website https://cleanzone.messefrankfurt.com/frankfurt/en/exhibitor-services/download-logo-advertising-material.html (keyvisual, 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 2021!</p>	<p>Ms. Janina Lieser janina.lieser@messefrankfurt.com Phone: +49 69 7575-5745</p>
<p>Start August 2021</p>	<p>Stand rental invoice</p>	<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>
<p>Start September 2021</p>	<p>Press Services</p>	<p>Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.</p>	<p>Ms. Kristin Klees kristin.klees@messefrankfurt.com Phone: +49 69 7575-5672</p>
<p>22 – 24 November 2021</p>	<p>Regular set-up</p>	<p>Regular Set up of Cleanzone from 22 November 2021 until 24 November 2021:</p> <p>22.11.2021: 7:00 – 22:00 hrs 23.11.2021: 7:00 – 24:00 hrs 24.11.2021: 0:00 – 5:00 hrs</p> <p>Please note: On 22 and 23 November 2021 the Check-In at "Tor Nord" is essential before driving to the exhibition grounds.</p> <p>https://cleanzone.messefrankfurt.com/frankfurt/en/exhibitor-services/logistics/traffic.html</p>	<p>Information on the Check-In procedures can be found under: www.cleanzone.com / Planning and Preparations / Check In</p>

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23 November 2021	Last day of set-up	On 23 November 2021 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 .	
24 + 25 November 2021	Cleanzone	<p>From 24 November 2021 – 25 November 2021 Cleanzone takes place.</p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are on the 24 November 2021 from from 8 a.m. to 7 p.m. and on 25 November 2021 from 8 am on.</p>	The trade fair management office is located at the Entrance of Cleanzone in Hall 1.2.
24 + 25 November 2021	Cleanzone Visitor Opening hours	<p>The Opening hours for Visitors during the Cleanzone 2021 are:</p> <p>24 November 2021 - 9 a.m. to 5 p.m. 25 November 2021 - 9 a.m. to 4 p.m.</p>	
25 November 2021 Start 4.30 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>
25+ 26 November 2021	Dismantling	<p>Regular dismantling in the hall.</p> <p>On 25 November 2021 from approx 5 p.m on until 26 November 2021 10 p.m. .</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: standapproval@messefrankfurt.com</p> <p>Fair Log-in / My Account: myaccount@messefrankfurt.com</p> <p>Media Package Manager / Company Profile in the Event Media mediapackage.cleanzone@messefrankfurt.com +49 69 7575 5131</p>
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Contact People

during your fair preparations

Your contact people at Cleanzone Team	Show Director 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. Ulrike Eggerstedt Phone: +49 69 7575-6810 ulrike.eggerstedt@messefrankfurt.com Ms. Fithi Habtemariam Phone: +49 69 7575-3303 fithi.habtemariam@messefrankfurt.com Frau Heike Hesser Tel: +49 69 7575- 5190 Heike.Hesser@MesseFrankfurt.com

Your contact people 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