

Checklist

For your trade fair preparation for Cleanzone 2022

Dates and important deadlines	Keyword	Topic	Contact person
<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: serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>Shop for exhibitor services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Technical Event Management for Fairs standapproval@messefrankfurt.com</p> <p>Messe-Login / My Account myaccount@messefrankfurt.com</p> <div style="border: 1px solid black; padding: 5px;"> <p>Messe-Login / Customer Center: Please find the Log-in on www.cleanzone.messefrankfurt.com at the top right corner. It will lead you to your personal Customer Center with all services regarding your participation at the fair.</p> </div>	
<p>Start mid-December 2021</p> <p>Deadline Early-Booking:</p> <p>18 March 2022</p>	<p>Invitation to participate in Cleanzone 2022</p>	<p>Registration for Cleanzone 2022 opens mid-December 2021. From this point on, you can declare your interest in participating in the trade fair at www.cleanzone.messefrankfurt.com.</p> <p>The declaration of participation requires registration via the Messe-Login. If you already have access data from previous trade fair participations, these are still valid. First-time exhibitors are welcome to register any time at www.cleanzone.messefrankfurt.com.</p> <p>If you have already participated in the last Cleanzone as an exhibitor, or if you have asked to be contacted as a prospective customer for 2022, you will receive a personal invitation E-mail for Cleanzone 2022. The link in the invitation will lead you directly to the declaration of participation.</p>	<p>Please find the Messe-Login at www.cleanzone.messefrankfurt.com at the top right corner.</p> <p>serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588</p> <p>Cleanzone Team cleanzone@messefrankfurt.com Tel.: +49 69 7575-3500</p>

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Start mid- December 2021	Joint stand participants	<p>Please note that all joint-stand participants at your stand are required to register. Please register them online using your Messe-Login.</p> <p>Until the official closing date (see below) these will be included in the printed Cleanzone guide.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search and in the Cleanzone App.</p>	<p>Please find the Messe-Login at www.cleanzone.messefrankfurt.com at the top right corner.</p> <p>Cleanzone Team cleanzone@messefrankfurt.com Tel.: +49 69 7575-3500</p>
18 March 2022	Deadline early booking	<p>The „early booking“ stand price is available by receipt of your intention to exhibit until 18 March 2022.</p> <p>Please find further information in the official price list of Cleanzone 2022.</p>	
Start May 2022	Hall planning phase / dispatch of Stand Space Proposals	<p>We look forward to contacting you as soon as we have checked the hall planning options.</p> <p>The planning phase requires a coordination process with all the exhibitors. This sometimes takes a little while. We will contact you as soon as we can.</p> <p>Planning phase: May 2022– approx. September 2022</p>	<p>Ms. Anja Diete Tel.: +49 69 7575-6290 anja.diete@messefrankfurt.com</p>
Start June 2022	Stand-Confirmation	<p>In June 2022, depending on the state 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 Exhibit Confirmation. (General terms of Business, point 6).</p>	
Start July 2022	Cleanzone Guide / Media Package	<p>You will receive the booking forms for the Cleanzone Guide / media package by email.</p> <p>Please note the deadlines in the order forms.</p>	<p>Messe Frankfurt Medien und Service GmbH mediapackage.cleanzone@messefrankfurt.com</p>
Please note that there are different order deadlines for the specific services.	Services	<p>As from June 2022, after receipt of your stand confirmation, you are welcome to order services such as electricity, stand guards, water, stand cleaning, logistics services, car parking tickets, promotional activities, etc. via the Shop for Exhibitor Services.</p> <p>Deadline: Please note that there will be an express surcharge of 25% charged for certain services after 2 November 2022.</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Just click on the service you want to use and find the matching contact person.</p>

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<p>Start July 2022</p>	<p>Stand rental invoice</p>	<p>As soon as the planning phase has progressed accordingly, you will receive your stand rental invoice after your participation confirmation.</p> <p>The terms of payment will be included in the invoice.</p>	<p>Cleanzone Team cleanzone@messefrankfurt.com Tel.: +49 69 7575-3500</p>
<p>Start August 2022</p> <p>Deadline: 14 October 2022</p>	<p>Stand construction plans</p>	<p>Submission of stand construction plans, subject to approval</p> <p>➔ Please note the technical Guidelines at: www.cleanzone.messefrankfurt.com / Planning and preparation / Information for exhibitors</p> <p>Deadline: 14 October 2022</p> <p><u>Subject to mandatory authorisation are:</u></p> <ul style="list-style-type: none"> - Stand spaces of more than 100 sqm - two-storey exhibition stands - Walls higher than 4 m - enclosed ceilings - platforms higher than 0.20 m - glass constructions - moving parts. <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>Due to the corona pandemic, specific stand construction regulations can apply. There are continuously updated on our website www.cleanzone.messefrankfurt.com Planning and preparation / Information for Exhibitors</p>	<p>Technical Event Management for fairs standapproval@messefrankfurt.com</p>
<p>Start End of August 2022</p>	<p>Exhibitor permits, setting-up and dismantling tickets, visitor-ticket--vouchers</p>	<p>You are now welcome to order exhibitor permits and setting-up and dismantling tickets as well as visitor admission-ticket vouchers via the <u>Ticket Service for exhibitors.</u></p>	<p>You will find the Log-In on www.cleanzone.messefrankfurt.com at the top right corner.</p>
<p>Start September 2022</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 Tel. : +49 69 7575-2999</p>

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Start September 2022	Promotion package	<p>You will receive the promotion package for free advertising material for your trade fair presentation. Please order any material via the Shop for Exhibitor Services.</p> <p>Use the opportunity to actively draw your customers' attention to your trade fair participation and thus contribute to your exhibition success.!</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Mr. Markus Lengyel Marketing markus.lengyel@messefrankfurt.com Tel.: +49 69 7575-6339</p>
Start September 2022	Press Services	<p>Book your press services in the 'Marketing Services (Press Services)' section of the Shop for exhibitor services.</p> <p>In case of any questions regarding your press services or your press events, please contact: press.cleanzone@messefrankfurt.com</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Ms. Kristin Klees Press Organisation kristin.klees@messefrankfurt.com Tel.: +49 69 7575-5672</p>
24 October 2022	Cleanzone Guide editorial deadline	<p>Last opportunity to send us your details for the printed Cleanzone Guide.</p>	<p>Messe Frankfurt Medien und Service GmbH mediapackage.cleanzone@messefrankfurt.com Tel.: +49 69 7575-5131</p>
21 – 23 November 2022	Regular set-up	<p>Regular Set up of Cleanzone from 21 November 2022 until 23 November 2022:</p> <p>21.11.2022: 7:00 – 22:00 hrs 22.11.2022: 7:00 – 24:00 hrs 23.11.2022: 0:00 – 5:00 hrs</p> <p>Please note: On 21 and 22 November 2021 the Check-In at "Tor Nord" is essential before you can drive 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>
22 November 2022	Last day of set-up	<p>On 22 November 2022 at 3 p.m. the carpet will be laid in the aisles - from this point on you can only carry out set-up work inside your stand space.</p>	
23 + 24 November 2022	Cleanzone Event date	<p>From 23 November 2022 – 24 November 2022 Cleanzone takes place.</p> <p>Exhibitors carrying Exhibitor passes have daily access from 8 a.m. to 7 p.m.</p>	<p>The trade fair management office is located at the Entrance of Cleanzone in Hall 1.2.</p>
24 November 2022 Start 4 p.m.	carpet removal / delivery of packing material	<p>Please start the dismantling work inside your stand space only while the carpet in the aisles will be removed. This will help to optimize the dismantling phase and to avoid any disturbances</p>	<p>Cleanzone Team cleanzone@messefrankfurt.com Tel.: +49 69 7575-3500</p>

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24 + 25 November 2022	Dismantling	<p>Regular dismantling in the hall.</p> <p>On 24 November 2022 as from approx 16:30 hrs until 25 November 2022, 22:00 hrs.</p> <p>Please note: All vehicles wishing to enter the exhibition grounds must be registered in advance and are asked to drive to the Check-In area.</p>	<p>Cleanzone Team cleanzone@messefrankfurt.com Tel.: +49 69 7575-3500</p>

Contact Persons

during your fair preparations

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

Your contact persons at the Marketing-communications Team	Director Marketing communications	Ms. Dominique Ewert Tel.: +49 69 7575-6463 dominique.ewert@messefrankfurt.com
	Media Relations	Ms. Susanne Brendle Tel.: +49 69 7575-6457 susanne.brendle@messefrankfurt.com
	Organisation Marketing communications	Ms. Kristin Klees Tel.: +49 69 7575-5672 kristin.klees@messefrankfurt.com
	Advertising	Mr. Markus Lengyel Tel.: +49 69 7575-6339 markus.lengyel@messefrankfurt.com