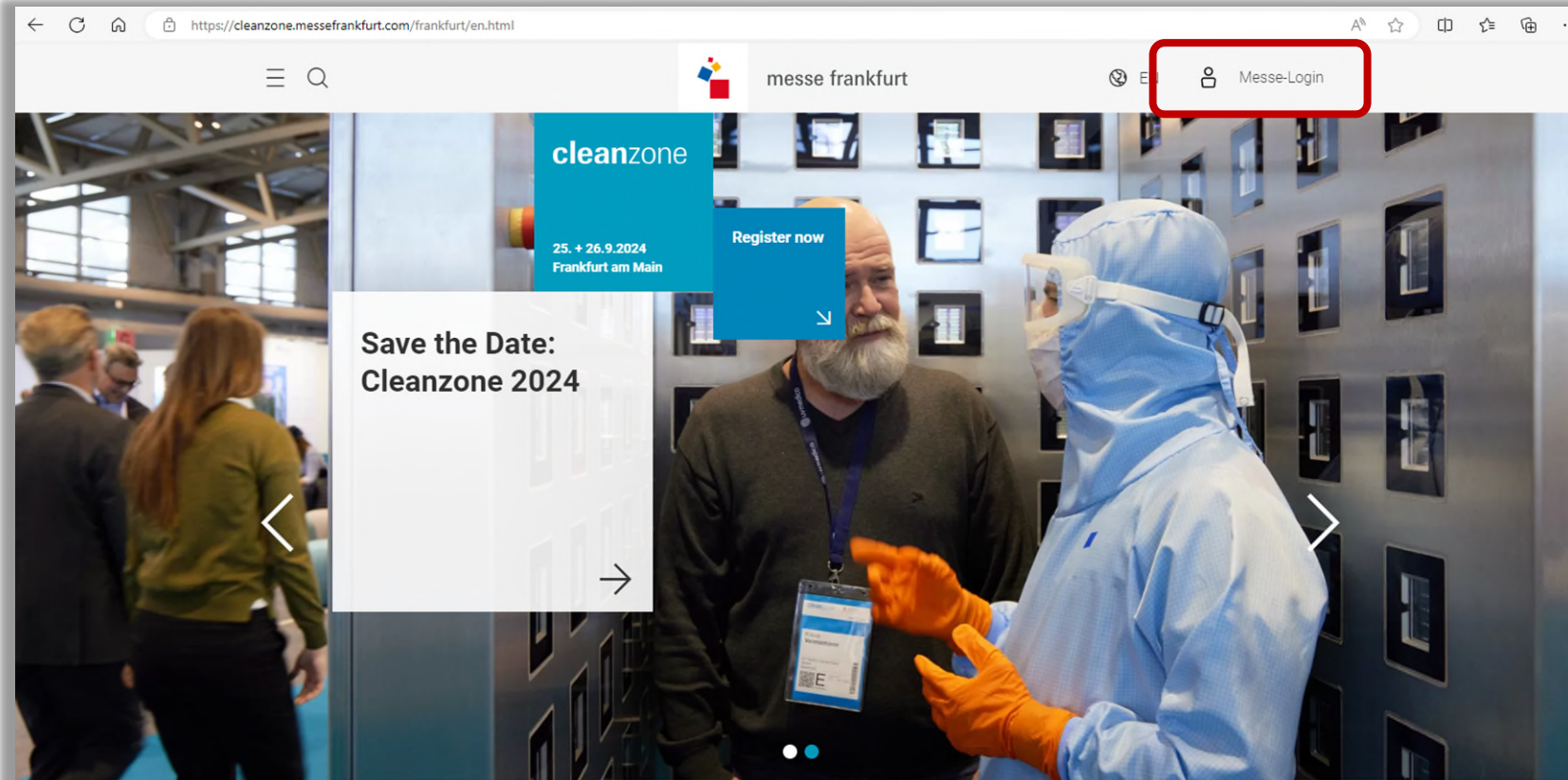


Manual for registering your co-exhibitors

Version 02/2022




Open the website of the event for which you want to register your co-exhibitors.

Click on the “Messe-Login” icon in the top right-hand corner to log in.

Important: Please note that for data protection reasons all names have been removed from these instructions. The exact representation on the website may therefore differ slightly.

← ↻ 🏠 <https://cleanzone.messefrankfurt.com/frankfurt/en.html>

☰ 🔍 messe frankfurt 🌐 EN 👤 M



cleanzone
25. + 26.9.2024
Frankfurt am Main

Register now

Save the Date:
Cleanzone 2024

Messe-Login

👤

Email

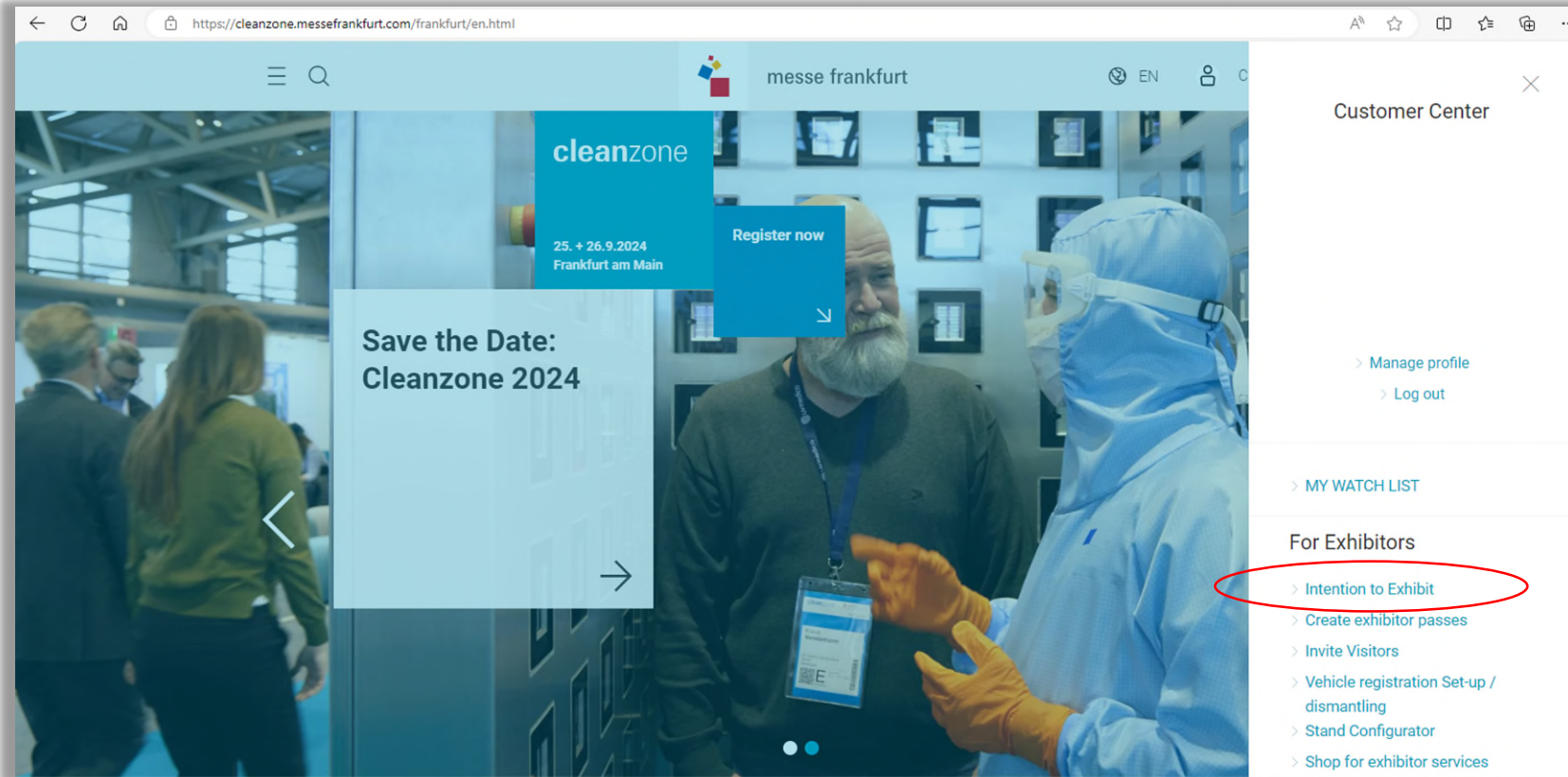
Password

LOGIN

[Register](#) [Forgot password?](#)

Log in with your Messe Frankfurt account.

Important: If you have already filled out a intention to exhibit for which you now want to register co-exhibitors, you must use the same login data that you used for the intention to exhibit. This is the only way you will be able to see your existing requests.



After login, the Customer Center will open. Click on "Intention to Exhibit to the Fair" in the Customer Center.

Intention to exhibit

 SHARE

A warm welcome!

Dear Ms.

We are happy about your interest in attending Cleanzone 2024.

Here you can make a non-binding request for stand space and find useful information for a successful presentation at the fair.

If you have any questions or would like more information, please feel free to contact the Messe Frankfurt show-team or our service hotline. Phone: +49 69 7575 5588

Requesting stand space

The start page of the Intention to Exhibit will open.

At the top of the page you will find the welcome text and the button for requesting stand space. To view requests you already made, scroll down to the bottom of the page.

Requesting stand space

Here you can fill in a non-binding intention to exhibit.

[REQUESTING FURTHER STAND SPACE](#)

Overview of your intention(s) to exhibit / co-exhibitor registration(s)

Here you can see all your completed intentions to exhibit and their processing status at a glance. Click on the relevant intention to exhibit to open a detailed view in order to: Register co-exhibitors, view existing placement proposals or download the intention to exhibit.

Date of intention to exhibit	Name	Stand type	Hall and stand number	Status of your intentions to exhibit
15/12/2021		Open on two sides, 30sqm		In progress



Under "Overview of intention(s) to exhibit / co-exhibitor registration(s)" you will find the registrations you have already made.

Click on the respective registration to open a detailed page. This way you can also register co-exhibitors in the next step.

Intention to Exhibit

[← Back to Overview](#)

Details of your intention to exhibit

created 15/12/2021

Here you will find all the details mentioned in your intent to exhibit. Your options:
Download / print intention to exhibit, view existing placement proposals, register co-exhibitors. Please note that this non-binding intent to exhibit can no longer be edited.
Please contact the show team if you wish to make any changes.

Name	Stand request
–	Open on two sides, 30 sqm

[Show detailed information of your registration](#)



On the details page you will find all the information about your intentions(s) to exhibit.

Scroll down for more information and functions.

Show detailed information of your registration



Download

Download your intention to exhibit as PDF and/or print it if required.



DOWNLOAD

↓ [Terms and Conditions](#)

Your stand proposal

If stand space is available you will find your stand proposal here.

Your co-exhibitor(s)

Are you exhibiting with other companies or organising the trade fair participation for another company? Here you can register your co-exhibitors for this stand space. A separate registration is necessary for each co-exhibitor of the stand

In the middle of the details page you will find the option to download your intention to exhibit. If you have already received stand proposals for your application, you will also find them here.

To register as a co-exhibitor, scroll to the bottom of the page.

Your stand proposal

If stand space is available you will find your stand proposal here.

Your co-exhibitor(s)

Are you exhibiting with other companies or organising the trade fair participation for another company? Here you can register your co-exhibitors for this stand space. A separate registration is necessary for each co-exhibitor of the stand space. This registration is free of charge. In the following steps, please name all companies that will be represented on the requested space. Please also note that you, as stand organiser, will be charged additionally for the costs of an obligatory media package for each co-exhibitor. It is not possible to invoice the co-exhibitor.

[REGISTER CO-EXHIBITOR\(S\)](#)

If you would like to register co-exhibitors, click the button "Register co-exhibitor(s)". A new page will open.

If you have already registered co-exhibitors, you will also find them in this section.

Intention to Exhibit

[← Back to overview](#)

Co-exhibitor registration

Here you can register your co-exhibitors.

Register new co-exhibitors or choose from last edition for reuse. If necessary you can edit data in the next step.

REGISTER NEW CO-EXHIBITOR

Company name	Booth location previous event	
<input type="text"/>	11.0, A30	Reuse this co-exhibitor
<input type="text"/>	11.0, A30	Reuse this co-exhibitor

If, as in this example, you have already registered co-exhibitors on the stand area at the **last event**, you will find them in this overview. The advantage for you is that all the details from the previous year are taken over and you only need to check the data and update if necessary.

You can add new co-exhibitors by clicking on the button "Register new co-exhibitor".

If you did not register any co-exhibitors at the previous event, this overview page will be skipped and you will be forwarded directly to the next page. (This option is explained again on slide 18).

Company data of the co-exhibitor

Important information: If your own company will also be represented as an exhibitor on the stand (so-called self-exhibiting organiser), you must fill out an additional registration for your own company for system-related reasons. Now select which company you would like to register below as a co-exhibitor on the requested stand space.

☒ My company ☐ Different company

▼

Name of company:

Address:

VAT ID number:

Company email:

Phone number:

Fax number:

Website:

Edit

Select one of the co-exhibitors taken over from the previous event to open the co-exhibitor registration. All data from the previous year should already be pre-filled.

Please check all relevant data on the following pages or update them if necessary.

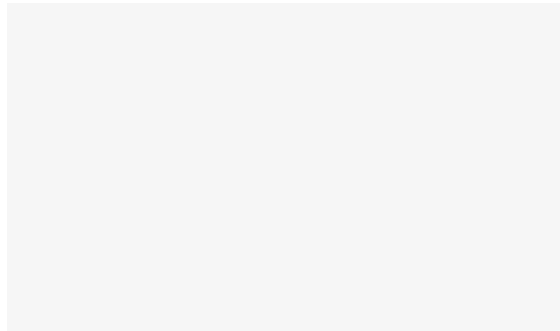
4. Please check your entries

You will find here and at a glance all the information which you have entered. Please check these entries to ensure they are correct and amend them if necessary.

Co-Exhibitor

[✎ Edit](#)

Company



Payment

Payment via coexhibitor explanation

[BACK](#)[SEND REQUEST](#)

Stay up to date

[SUBSCRIBE TO NEWSLETTER](#)

On the summary page, check all your entries. If you are satisfied with your information, scroll to the bottom of the page and click the “Send Request” button to complete the co-exhibitor registration.

✓ Co-Exhibitor

✓ Personal contact details

✓ Product groups

4. Summary

Registration of your co-exhibitor completed!

[← Back to the details of the intention to exhibit](#)

We appreciate your decision to present your company together with co-exhibitor(s) at the upcoming show. In the next steps we will check the registration. You may now register further co-exhibitors or just close the application by closing the browser.

Additional co-exhibitor

You can name an additional co-exhibitor here.

NAME FURTHER CO-EXHIBITOR

Additional standspace

REQUESTING FURTHER STAND SPACE



Congratulations, you have successfully re-registered your co-exhibitor from the previous event. On the following page you can directly select to register another co-exhibitor for the selected stand space or to request another stand.

Click on the button "Name further Co-exhibitor" to re-register additional co-exhibitors that were taken over from the previous year.

[← Back to overview](#)

Co-exhibitor registration

Here you can register your co-exhibitors.

Register new co-exhibitors or choose from last edition for reuse. If necessary you can edit data in the next step.

[REGISTER NEW CO-EXHIBITOR](#)

Company name

Booth location previous event

11.0, A30

[Reuse this co-exhibitor](#)

On the Co-exhibitor registration page, the co-exhibitor you have already registered will now disappear. If you want to continue registering co-exhibitors from the previous event, repeat the previous process.

You can also add new co-exhibitors for which no data from the previous event is available by clicking on the button "Register new co-exhibitor".

Intention to Exhibit

[← Back to Overview](#)

Details of your intention to exhibit

created 15/12/2021

On the detailed page of the Intention to Exhibit (compare slides 8 - 10), you will now see all registered co-exhibitors for this stand area as well as the processing status at the bottom of the page under the tab “Your co-exhibitor(s)”.

Your co-exhibitor(s)

Are you exhibiting with other companies or organising the trade fair participation for another company? Here you can register your co-exhibitors for this stand space. A separate registration is necessary for each co-exhibitor of the stand space. This registration is free of charge. In the following steps, please name all companies that will be represented on the requested space. Please also note that you, as stand organiser, will be charged additionally for the costs of an obligatory media package for each co-exhibitor. It is not possible to invoice the co-exhibitor.

Date of registration	Company name	Status
15/12/2021		In progress

REGISTER CO-EXHIBITOR(S)



1. Names the co-exhibitors for the requested stand space

In the following steps, please name all companies that will be represented on the requested stand space. Please note that you, as stand organiser, will be charged additionally for the costs of an obligatory media package for each co-exhibitor. Invoicing the media packages to your co-exhibitors is not possible from a contractual point of view.

Company data of the co-exhibitor

Important information: If your own company will also be represented as an exhibitor on the stand (so-called self-exhibiting organiser), you must fill out an additional registration for your own company for system-related reasons. Now select which company you would like to register below as a co-exhibitor on the requested stand space.

☐ My company ☒ Different company

Country/Region *

Germany



Name of company *

Please enter at least 3 characters.



In the following, you can specify whether your co-exhibitor may order additional

If you do not have any data from the previous event, you must fill out the registration form completely on your own. The rest of the process is identical to the one described above.