

## Milestone data sheet

- important deadlines for your personal preparations for the fair

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### March 2018

We send you your invitation for the Intention to Exhibit.

You will find details of all Ambiente contacts at <http://www.ambiente.messefrankfurt.com>

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### 16 March 2018

If we receive your Intention to Exhibit by 16 March 2018, you will qualify for the early booking price.

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### June until 26 October 2018

Please register your joint stand participants online at [www.standspace.messefrankfurt.com](http://www.standspace.messefrankfurt.com).

We would like to remind you that all of the joint stand participants at your stand must be registered.

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### from August until 14 December 2018

You send us your **stand-construction plans requiring approval\***

**Deadline: 14 December 2018**

[www.ambiente.messefrankfurt.com](http://www.ambiente.messefrankfurt.com)

Please note the Technical Regulations (4.2 Planning and preparations / Technology and Service, e.g., two-

storey exhibition stands, walls over 4 m high, enclosed ceilings, platforms higher than 0.20 m, glass constructions, moving components, cinemas or function rooms. Regardless of size, buildings on the outdoor areas and temporary buildings are always subject to approval.

**Stands of less than 100 m<sup>2</sup> that have none of these features are not subject to approval.**

Messe Frankfurt Venue GmbH  
Techn. Veranstaltungsmanagement  
Messen  
Telephone: +49 69 75 75-59 04  
[veranstaltungstechnik@messefrankfurt.com](mailto:veranstaltungstechnik@messefrankfurt.com) /  
[technics@messefrankfurt.com](mailto:technics@messefrankfurt.com)

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### from October 2018

Invite your visitors of Ambiente 2019 to your stand. Therefore we offer you a range of attractive templates digitally and printed. You receive a

summary of advertising materials as well as the order documentation with your advertising material folder by post.

**Deadline:**  
**mid-January 2019.**

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### from September until 14 December 2018

From September 2018, you will be able to order services for all your trade fair activities easily online from our Shop for Exhibitor Services: [www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com)

You will find all the most important products and services for a perfect trade fair appearance in eight categories in the shop. If you have any general questions, please do not hesitate to contact our shop hotline by phone on +49 69 7575-29 99 or by email at [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com) – they will be happy to assist you. If you have any questions about particular products or services, you will find the right contact persons in the shop. Simply click on the “Ansprechpartner” [Contact person] tab within the product description.

**Generate your exhibitor passes, visitor admission vouchers and set-up and dismantling passes digitally.**

You can easily create exhibitor passes, visitor admission vouchers and set-up and dismantling passes using the Ticket Services for Exhibitors portal, which allows you to generate any tickets you need with a simple click. You will receive your requested tickets by email, after which you can print them yourself.

**Your allocation of free exhibitor passes** is automatically assigned to your stand, and is displayed for you in the portal. Once you have used up your allocation of free passes, you will only pay for those exhibitor passes actually used to enter the trade fair that exceed this allocation.

**Your allocation of set-up and dismantling passes** is also saved for you

in the Ticket Services for Exhibitors portal. Should you require additional set-up and dismantling passes, you can also obtain these from the Ticket Services for Exhibitors portal.

You can access the Ticket Services for Exhibitors portal through a link in the Shop for Exhibitor Services, or directly at:

[www.exhibitortickets.messefrankfurt.com](http://www.exhibitortickets.messefrankfurt.com).

**Important:**

We recommend that you order a stand guard for the event days, as well as for set-up and dismantling.

**Please note:**

For orders received online or in writing less than eleven days before the start of the event, Messe Frankfurt Venue GmbH will invoice the additional expenses entailed.

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### from October 2018

You will receive the order documentation for the **media package – part 1** (catalogue) by email.

Messe Frankfurt Medien und Service GmbH, phone: +49 69 75 75-51 31 or email: [mediapackage.ambiente@messefrankfurt.com](mailto:mediapackage.ambiente@messefrankfurt.com)

**Deadline: mid-November 2018**  
The exact submission deadline will be communicated to you in the documentation.

You will receive the order documentation for the **media package – part 2** (online presence) by email.

Messe Frankfurt Exhibition GmbH, phone: +49 69 75 75-50 90 or email: [ambiente@online.messefrankfurt.com](mailto:ambiente@online.messefrankfurt.com)

**Don't miss out on any advertising time – send us your data by mid-November 2018 so that you will be present in the exhibitor search on our Ambiente website right from the start.**

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### 26 October 2018

**Deadline for registering your joint-stand participants** via the portal at [www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com).

Please contact the member of Messe Frankfurt staff responsible for your hall if you have any questions.

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### from November 2018

We send you the forms for ordering **Press Services** (press display unit in the Messe Frankfurt Press Centre, registering the date of a press conference, etc.).

#### Press-Team

Phone: +49 69 75 75-60 76  
presse.ambiente@messefrankfurt.com

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### November 2018

**Deadline** for receipt of the **Marketing Package, Part 1** (catalogue):  
The exact date and time will be communicated to you in the order documentation.

Messe Frankfurt Medien und Service GmbH  
Telephone: +49 69 75 75-51 31 or  
mediapackage.ambiente@messefrankfurt.com

You will receive the order documentation for the **media package – part 2** (online presence) by email.

Messe Frankfurt Exhibition GmbH,  
phone: +49 69 75 75-50 90 or email:  
ambiente@online.messefrankfurt.com

**Don't miss out on any advertising time – send us your data by mid-November 2018 so that you will be present in the exhibitor search on our Ambiente website right from the start.**

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### 25 November 2018: Term of credit

Please note that all open **stand rental invoices** must be paid by this date.

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### December 2018

The member of staff responsible for your hall will ask whether you need **stand-dividing walls**.

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### 1 December 2018

The Cetram registration website is available from 1 December 2018, so that you can register vehicles for as-

sembly and disassembly:  
<https://einfahrt.messefrankfurt.com/ees/deliverer>.

#### Any questions?

Helpline: +49 69 75 75-66 00  
traffic@messefrankfurt.com

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### 14 December 2018

**Deadline** for receipt of **Stand construction plans requiring approval**.

Messe Frankfurt Venue GmbH  
Technical Event Management, Fairs  
Telephone: +49 69 75 75-59 04  
veranstaltungstechnik@messefrankfurt.com

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### 14 December 2018

#### Deadline for ordering services

via Shop for Exhibitor Services (e.g., electricity, water, stand cleaning, etc.).

#### ing the event, including the setting-up and dismantling phases.

**Deadline for ordering visitor vouchers** via Shop for Exhibitor Services.

[www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com)

**Please note that Messe Frankfurt Venue GmbH will charge for the additional work involved for orders placed online or in writing later than 11 days before the event begins.**

**We recommend that you order a guard for your exhibition stand dur-**

You can find the right person to contact by clicking the service required at

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### 14 December 2018

**Registration deadline for advanced setting-up and extended dismantling (at extra cost).**

Please apply for advanced setting-up and extended dismantling via [www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com). You will find further information about setting-up and dismantling at [www.ambiente.messefrankfurt.com](http://www.ambiente.messefrankfurt.com)

#### Fady Fahim

Phone: +49 69 75 75-57 92  
[aufbau.ambiente@messefrankfurt.com](mailto:aufbau.ambiente@messefrankfurt.com)

#### General set-up:

From 2 February 2019 at 12:00 a.m. midnight until 7 February 2019 at 3:00 p.m.

#### Advance set-up 1 February 2019:

In certain halls.  
Stands from 150 to 199 m<sup>2</sup>:  
at extra cost  
Stands over 199 m<sup>2</sup>: free of charge

The Cetram registration website is available from 1 December 2018, so that you can register vehicles for as-

sembly and disassembly:  
<https://einfahrt.messefrankfurt.com/ees/deliverer>.

#### Any questions?

Helpline: +49 69 75 75-66 00  
[traffic@messefrankfurt.com](mailto:traffic@messefrankfurt.com)

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### January 2019

#### Catalogue addendum:

The exact date and time will be communicated to you in the order documentation.

Messe Frankfurt Medien und Service GmbH  
Telephone: +49 69 75 75-51 31 or  
[mediapackage.ambiente@messefrankfurt.com](mailto:mediapackage.ambiente@messefrankfurt.com)

Messe Frankfurt Exhibition GmbH  
Telephone +49 69 75 75-50 90 or  
[ambiente@online.messefrankfurt.com](mailto:ambiente@online.messefrankfurt.com)

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### 8 until 12 February 2019

#### Ambiente 2019

The Ambiente 2019 Team will be at your disposal to answer any questions throughout the fair.

Team office - Torhaus Level 2-  
Management  
Telephone:  
+49 69 75 75-13 26 / 13 27 / 13 28

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### 12 February 2019

**Delivery of packing materials and removal of carpeting**  
from 5:00 p.m.- 8:00 p.m.

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### 12 February 2019

**Regular dismantling:**  
From 9:00 p.m. on 12 February 2019 until 9:00 p.m. on 14 February 2019

**Fady Fahim**  
Phone: +49 69 75 75-57 92  
[aufbau.ambiente@messefrankfurt.com](mailto:aufbau.ambiente@messefrankfurt.com)

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### Management Team

Nicolette Naumann  
Ambiente

Thomas Kastl  
Dining

Yvonne Engelmann  
Giving & Living

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### Staff responsibilities

#### Dining

**Katja Glowatzki**  
Kitchen Trends  
Table Contemporary Design / Table  
Prestige  
**Responsible for Halls 1.1, 1.2, 4.0, 4.1**  
katja.glowatzki@messefrankfurt.com  
Phone: +49 69 75 75-63 79  
Fax: +49 69 75 75-67 61

**Martin Hildmann**  
Kitchen  
**Responsible for Halls 3.0, 3.1**  
martin.hildmann@messefrankfurt.com  
Phone: +49 69 75 75-51 80  
Fax: +49 69 75 75-67 61

**Dr. Kirsten Groß-Albenhausen**  
Table Daily Life / Table Top Trade  
**Responsible for Halls 4.2, 5.0, 5.1**  
kirsten.gross-albenhausen@  
messefrankfurt.com  
Phone: +49 69 75 75-67 77  
Fax: +49 69 75 75-67 61

**Caroline Le Bon-Riesenkampff**  
Houseware  
**Responsible for Halls 12.0, 12.1**  
caroline.le.bon@messefrankfurt.com  
Phone: +49 69 75 75-62 04  
Fax: +49 69 75 75-67 61

**Richard Sharpe**  
Dining - Passage Dining & Houseware  
**Responsible for Hall 10.4**  
richard.sharpe@messefrankfurt.com  
Phone: +49 69 75 75-60 79  
Fax: +49 69 75 75-67 61

**Paulina Abad**  
Global Sourcing Dining - Premium  
**Responsible for Hall 10.2**  
paulina.abad@messefrankfurt.com  
Phone: +49 69 75 75-61 55  
Fax: +49 69 75 75-59 85

**Ivana Plesa**  
Global Sourcing Dining - Table  
Global Sourcing Dining - Kitchen  
**Responsible for Hall 10.1, 10.3**  
ivana.plesa@messefrankfurt.com  
Phone: +49 69 75 75-53 16  
Fax: +49 69 75 75-59 85

#### Living / Giving

**Cornelia Dahlke**  
Interior Design  
**Responsible for Hall 8.0**  
cornelia.dahlke@messefrankfurt.com  
Phone: +49 69 75 75-64 91  
Fax: +49 69 75 75-58 98

**Tobias Mertins**  
Interiors & Decoration  
**Responsible for Hall 9.0, Galleria 0**  
tobias.mertins@messefrankfurt.com  
Phone: +49 69 75 75-60 34  
Fax: +49 69 75 75-58 98

**Maarg Semere**  
Interiors & Seasonal Decoration  
**Responsible for Hall 9.1**  
maarg.semere@messefrankfurt.com  
Phone: +49 69 75 75-54 86  
Fax: +49 69 75 75-58 89

**Annette Melius**  
Global Sourcing Living  
Global Sourcing Giving  
**Responsible for Halls 9.2, 9.3**  
annette.melius@messefrankfurt.com  
Phone: +49 69 75 75-68 30  
Fax: +49 69 75 75-58 98

**Dagmar Handwerker**  
Urban Gifts  
Gift Ideas  
**Responsible for Halls 11.0, 11.1**  
dagmar.handwerker@messefrankfurt.com  
Phone: +49 69 75 75-68 29  
Fax: +49 69 75 75-58 98