

Milestone data sheet

- important deadlines for your personal preparations for the fair

March 2019

We send you your invitation for the Intention to Exhibit.

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

26 March 2019

As an exhibitor at Ambiente 2019, if we receive your Intention to Exhibit for Ambiente 2020 by 26 March 2019, you will qualify for the early booking price.

June until 25 October 2019

Please register your joint stand participants online at www.standspace.messefrankfurt.com.

We would like to remind you that all of the co-exhibitors at your stand must be registered and are subject to approval.

from August until 13 December 2019

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

Deadline: 13 December 2019

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 m² 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@](mailto:veranstaltungstechnik@messefrankfurt.com)

messefrankfurt.com /

technics@messefrankfurt.com

from October 2019

Invite your visitors of Ambiente 2020 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 2020.**

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from August until 13 December 2019

From August 2019, 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 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 – 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.

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.

from October 2019

You will receive the order documentation for the **media package** by email.

Messe Frankfurt Medien und Service GmbH,
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main, Germany
phone: +49 69 75 75-51 31 or email:
mediapackage.ambiente@messefrankfurt.com

Deadline: mid-November 2019
The exact submission deadline will be communicated to you in the documentation.

Don't miss out on any advertising time – send us your data as soon as possible so that you will be present in the exhibitor search right from the start.

25 October 2019

Deadline for registering your joint-stand participants via the portal at www.standspace.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 2019

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

November 2019

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

November 2019

You will be informed of the submission deadline for your catalogue entry when you receive your documentation.

Messe Frankfurt Medien und Service GmbH,
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main, Germany
phone: +49 69 75 75-51 31 or email:
mediapackage.ambiente@messefrankfurt.com

Don't miss out on any advertising time – send us all your data as soon as possible so that you will be present in the exhibitor search right from the start.

24 November 2019: Term of credit

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

2 December 2019

The Cetram registration website is available from 2 December 2019, 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

13 December 2019

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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13 December 2019

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

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

13 December 2019

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. You will find further information about setting-up and dismantling at www.ambiente.messefrankfurt.com

Fady Fahim

Phone: +49 69 75 75-55 45
aufbau.ambiente@messefrankfurt.com

General set-up:

From 1 February 2020 at 12:00 a.m. midnight until 6 February 2020 at 3:00 p.m.

Advance set-up 31 January 2020:

In certain halls.
Stands from 150 to 199 m²: at extra cost
Stands over 199 m²: free of charge

The Cetram registration website is available from 2 December 2019, 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

January 2020

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

7 until 11 February 2020

Ambiente 2020

The Ambiente 2020 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

11 February 2020

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

11 February 2020

Regular dismantling:

From 9:00 p.m. on 11 February 2020 until 9:00 p.m. on 13 February 2020

Fady Fahim

Phone: +49 69 75 75-55 45
aufbau.ambiente@messefrankfurt.com

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Management Team

Nicolette Naumann
Ambiente

Thomas Kastl
Dining

Yvonne Engelmann
Giving & Living

Staff responsibilities

Dining

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Kitchen Trends
Table Contemporary Design / Table
Prestige
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Dr. Kirsten Groß-Albenhausen
Table Daily Life / HoReCa /
Table Top Trade
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Ivana Plesa
Table Top Trade
Global Sourcing Dining - Table
Global Sourcing Dining - Kitchen
Responsible for Halls 6.2, 10.1, 10.3
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Living / Giving

Cornelia Dahlke
Interior Design
Responsible for Hall 8.0
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Phone: +49 69 75 75-64 91
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Tobias Mertins
Interiors & Decoration
Responsible for Hall 9.0, Galleria 0
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Maarg Semere
Interiors & Seasonal Decoration
Responsible for Hall 9.1
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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