

Milestone data sheet

- important deadlines for your personal preparations for the fair

February 2020

We send you your invitation for the Intention to Exhibit.

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

17 March 2020

If we receive your Intention to Exhibit for Ambiente 2021 by 17 March 2020, you will qualify for the early booking price.

June until 23 October 2020

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 11 December 2020

You send us your **stand-construction plans requiring approval***
Deadline: 11 December 2020
www.ambiente.messefrankfurt.com

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
Technical Project Management Fairs
Telephone: +49 69 75 75-59 04
veranstaltungstechnik@messefrankfurt.com / technics@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

The sides of the stand construction facing the aisles should be as open and transparent as possible (at least 70%).

from October 2020

Invite your visitors of Ambiente 2021 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 e-mail.

Deadline: mid-January 2021.

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from August until 11 December 2020

From August 2020, 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.

from October 2020

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 2020
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.

23 October 2020

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 2020

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 2020

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

November 2020

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.

6 December 2020: Term of credit

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

3 December 2020

The Cetram registration website is available from 3 December 2020, 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

11 December 2020

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

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

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11 December 2020

To ensure that everything runs smoothly, we recommend that you order your services by no later than 11 December 2020.

You can find the right person to contact by clicking the service required at www.serviceshop.messefrankfurt.com

11 December 2020

Registration deadline for advance set-up. Please use the Shop for Exhibitor Services to apply for advance set-up: www.serviceshop.messefrankfurt.com.

Advance set-up is usually available at no charge.

In Halls 3.0, 3.1, 4.0, 4.1, 4.2, 6.0, 8.0, 9.0, 9.1, 11.1, 12.0 and 12.1, advance set-up can only be ordered for stands of 150 m² and over.

NEW: Advance set-up can be ordered for all stand sizes in Halls 9.2, 9.3, 10.1, 10.2, 10.3 and 10.4.

Person to contact for advance set-up:
Fady Fahim
Phone: +49 69 75 75-55 45
aufbau.ambiente@messefrankfurt.com

More information on set-up and dismantling is available at: <https://ambiente.messefrankfurt.com/frankfurt/en/planning-preparation/exhibitors.html#setting-up>

The Cetram registration website is available from 3 December 2020, so that you can register vehicles for assembly and disassembly:

<https://einfahrt.messefrankfurt.com/ees/deliverer>.

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

January 2021

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

29 January 2021 Express surcharge for some of its services

Some services related to **suspensions, compressed air, electricity, water connections, stand cleaning and security** are subject to an express surcharge in the amount of 25% of the service price.

Services that are subject to this express surcharge can be identified by the following statement beneath the product price: "plus any applicable express surcharge".

Any questions?
Customer Service Center der Venue
Telephone: +49 69 75 75-54 08
customerservice@messefrankfurt.com

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19 until 23 February 2021

Ambiente 2021

The Ambiente 2021 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

23 February 2021

Carpet removal begins at 5:00 p.m. and is followed by the return of empty packing materials to the stands.

23 February 2021

Regular dismantling:
From 9:00 p.m. on 23 February 2021
until 9:00 p.m. on 25 February 2021

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

Katja Glowatzki
Kitchen Trends
Table Contemporary Design / Table
Prestige
Responsible for Halls 1.1, 1.2, 4.0, 4.1
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Responsible for Halls 3.0, 3.1
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Dr. Kirsten Groß-Albenhausen
Table Daily Life / HoReCa /
Table Top Trade
Responsible for Halls 4.2, 6.0, 6.1
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Houseware & Storage
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Fax: +49 69 75 75-67 61

Paulina Abad
Global Sourcing Dining - Premium
Global Sourcing Dining - Houseware
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Ivana Plesa
Table Top Trade
Global Sourcing Dining - Table
Global Sourcing Dining - Kitchen
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Living / Giving

Cornelia Dahlke
Interior Design
Responsible for Hall 8.0
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Tobias Mertins
Interiors & Decoration
Responsible for Halls 9.0, 9.1, Galleria 0
tobias.mertins@messefrankfurt.com
Phone: +49 69 75 75-60 34
Fax: +49 69 75 75-58 98

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