

Checklist

- important deadlines for your personal preparations for the fair

April 2021

We send you your invitation for the Intention to Exhibit.

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

30 April 2021

If we receive your Intention to Exhibit for Ambiente 2022 by 30 April 2021, you will qualify for the **early booking price**.

June until 22 October 2021

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 14 December 2021

You send us your **stand-construction plans requiring approval***
Deadline: 14 December 2021
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
standapproval@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 open and transparent (at least 70%).

Checklist

- important deadlines for your personal preparations for the fair

from August until 14 December 2021

From August 2021, 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 2021

Invite your visitors of Ambiente 2022 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 2022.

from October 2021

Messe Frankfurt Medien und Services GmbH
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Germany

Phone +49 69 75 75-5131 or mediapackage.ambiente@messefrankfurt.com

Deadline for the catalogue: Mid-November 2021. You will find the exact deadline in the MPM.

You can supplement and update your company details in the MPM at any time. Your company details will be published in all trade fair media.

22 October 2021

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.

Checklist

- important deadlines for your personal preparations for the fair

from November 2021

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 2021

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

mid-November 2021

You must update your company details in the Media Package Manager (MPM) by this date to ensure that they are shown correctly in the catalogue.

Messe Frankfurt Medien und Services GmbH
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Germany
Phone +49 69 75 75-5131 or
mediapackage.ambiente@messefrankfurt.com

Deadline for the catalogue: Mid-November 2020. You will find the exact deadline in the MPM.

28 November 2021: Term of credit

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

1 December 2021

The Cetram registration website is available from 1 December 2021, 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

Checklist

- important deadlines for your personal preparations for the fair

10 December 2021

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, 12.0 and 12.1, advance set-up can only be ordered for stands of 150 m² and over.

The Cetram registration website is available from 1 December 2021, so that you can register vehicles for assembly and disassembly:

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

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

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

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

14 December 2021

Deadline for receipt of Stand construction plans requiring approval.

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

14 December 2021

To ensure that everything runs smoothly, we recommend that you order your services by no later than 14 December 2021.

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

Checklist

- important deadlines for your personal preparations for the fair

21 January 2022

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

05 until 10 February 2022

Regular set-up (free of charge)

From 05 February 2022 at midnight (12:00 a.m.) straight through until 15 February 2022 at 3:00 p.m.

Messe Frankfurt Venue GmbH – Traffic Management

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

11 until 15 February 2022

Ambiente 2022

The Ambiente 2022 Team will be at your disposal to answer any questions throughout the fair.

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

15 February 2022

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

15 February 2022

Regular dismantling:

From 9:00 p.m. on 15 February 2022
until 9:00 p.m. on 17 February 2022

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

Checklist

- important deadlines for your personal preparations for the fair

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
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 / HoReCa /
Table Top Trade
Responsible for Halls 4.2, 6.0, 6.1
kirsten.gross-albenhausen@
messefrankfurt.com
Phone: +49 69 75 75-61 77
Fax: +49 69 75 75-67 61

Caroline Le Bon-Riesenkampff
Houseware & Storage
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

Paulina Abad
Global Sourcing Dining - Premium
Global Sourcing Dining - Houseware
Responsible for Halls 10.2, 10.4
paulina.abad@messefrankfurt.com
Phone: +49 69 75 75-61 55
Fax: +49 69 75 75-67 61

Ivana Plesa
Table Top Trade
Global Sourcing Dining - Table
Global Sourcing Dining - Kitchen
Responsible for Halls 6.2, 10.1, 10.3
ivana.plesa@messefrankfurt.com
Phone: +49 69 75 75-53 16
Fax: +49 69 75 75-67 61

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 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 Hall 11.0
dagmar.handwerker@messefrankfurt.com
Phone: +49 69 75 75-68 29
Fax: +49 69 75 75-58 98