

ambiente

Checklist

for your personal trade fair preparation
03. – 07. February 2023

Termine & Deadlines	Inhalt	Ansprechpartner
	<p>Hotline – Contact information Intention to exhibit at ambiente: serviceshop@messefrankfurt.com Phone +49 69 75 75-55 88</p> <p>Shop for Exhibitor services: serviceshop@messefrankfurt.com Phone +49 69 75 75-29 99</p> <p>Technical Event Management for Fairs / Approval of stand construction plans: standapproval@messefrankfurt.com</p> <p>Fair Log-In / My Account: myaccount@messefrankfurt.com</p> <p>Customer Center you will find the Log-In www.ambiente.messefrankfurt.com There you get to your personal customer center for the the administration of all services related to your trade fair presence.</p> <p>Hygiene and protective measures Phone +49 69 75 75-66 99 (Mon. – Fri. / 8 a.m. – 4 p.m.)</p>	<p>Vice President Consumer Goods Fairs Mr. Philipp Ferger</p> <p>Director Mr. Thomas Kastl (Dining)</p> <p>Ms. Yvonne Engelmann (Giving / Living/ Working)</p> <p>Ambiente-Team www.ambiente.messefrankfurt.com</p>
<p>CW11 March 2022</p> <p>Early Booking April 8th, 2022</p>	<p>Invitation to exhibit at Ambiente</p> <p>As of now you can login and submit your nonbinding intention to exhibit at ambiente with your personal fair account (My Account). Please follow the link in the invitation and complete your intention to exhibit!</p> <p>Should your participation received until by April 8th, 2022, you will receive the early bird price Fist time exhibitors can register at www.ambiente.com</p>	<p>You will find the Login www.ambiente.messefrankfurt.com</p>
Start CW 11 - 31.10.2022	<p>Joint stand participants</p> <p>Please note that every joint-stand participant has to be registered in your personal fair account Joint-stand participants registered after the deadline will only be published in the online exhibitor search</p>	<p>Ms. Sevda Obut Phone +49 69 75 75- 68 21 sevda.obut@messefrankfurt.com</p>

Start May 2022	Hall planning phase / dispatch of Stand Space Proposals We are going to contact you, as soon as we have examined the stand space possibilities. Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.	Ambiente – Team www.ambiente.messefrankfurt.com
Start CW 33 August 2022	Services From August of 2022 on, you can order services such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. via the Shop for Exhibitor Services. You can access the shop for exhibitor services with your personal Login. Please pay attention to any express surcharges that may be due (from January 13rd, 2023) for selected services in the shop of 25%.	Shop for Exhibitor Services Phone +49 69 75 75-29 99 Click on the service you want to utilize to find the matching contact person. www.serviceshop@messefrankfurt.com
Start CW 33 August 22	Exhibitor permits, setting-up and dismantling Tickets You can now order exhibitor permits and setting-up and dismantling tickets online in the ticket services for exhibitors portal	You will find your Log-IN www.serviceshop@messefrankfurt.com
Start August 2022	Stand construction plans Submission of stand construction plans, subject to approval <input type="checkbox"/> Please heed the Technical Guideline Planning and preparation / Infos for exhibitors Deadline: 06.12.2022 Subject to mandatory authorisation are: Stand spaces of more than 100 sqm, two storey exhibition stands, Walls higher than 4 m, enclosed ceilings, platforms higher than 0.20 m, glass constructions, moving parts. Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size. Stands under 100 sqm, which do not have the mentioned features, are not subject to approval.	Technical Event Management for fairs www.standapproval@messefrankfurt.com
CW 39 Sep 22	Promotion Materials Order free promotion material for your trade show appearance. Use this opportunity to actively draw your customers' attention to your trade fair participation and thus contribute to your successful trade fair participation! You can reach our Promotion Shop online via the Shop for Exhibitor Services Please note the deadline communicated there.	Ms. Simone Hauptmann Phone +49 69 75 75-36 07 simone.hauptmann@messefrankfurt.com

04.10.2022	Catalogue/ Media Package You will receive the booking forms for the catalogue / media package by email. Please note the deadline communicated there.	Messe Frankfurt Medien und Service GmbH www.medienpaket.ambiente.com
CW 40 Oktober 22	Stand dividing walls If you want to use the complimentary stand dividing walls, please place your order in the Shop for exhibitor services. If we do not receive an order from you we will not set up any stand walls at your stand, unless your neighboring stand booked some.	Shop for Exhibitor Services www.serviceshop@messefrankfurt.com
31.10.2022	Deadline Joint stand participants	Ms. Sevda Obut Phone +49 69 75 75- 68 21 sevda.obut@messefrankfurt.com
20.11.2022	Stand rental invoice Please note that all open stand rental invoices must be paid by this date.	
CW 46 November 2022	Presseservices Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.	Ms. Anita Baumann Phone +49 69 75 75-60 76 anita.baumann@messefrankfurt.com
Start 01.12.2022	Vehicle registration for the construction + dismantling time The Cetram registration website is available from 1 December 2022, so that you can register vehicles for assembly and disassembly	Informationen zum Check-In finden Sie unter einfahrt.messefrankfurt.com Helpline +49 69 75 75-66 00 traffic@messefrankfurt.com
Deadline 06.12.2022	Submission of stand construction plans, subject to approval	Technical Event Management for fairs standapproval@messefrankfurt.com
Deadline 13.01.2023	Services – express surcharge	Shop for Exhibitor Services Phone +49 69 75 75-29 9 serviceshop@messefrankfurt.com

02.01.2023	Opening of the Ambiente Digital Extension for exhibitors The digital platform opens up exhibitors and Visitors new opportunities of international Lead generation, networking and Company presentation over the physical trade fair presence. With the opening up of the digital platform for exhibitors you can set up your profile and enrich it with content.	If you have any questions regarding the digital platform, please contact your hall contact person
13.01.2023	Opening of the Ambiente Digital Extension for visitors & Press Visitors and media representatives have access to the digital platform and can use the functions of use platform	
27.01.2023	Setting up in advance Start of advanced set up in some hall levels 1.1 / 1.2/ 3.0 / 3.1/ 4.0/ 4.1/ 4.2/ 5.0/ 5.1/ 5.2/ 6.0/ 6.1/ 6.2/ 8.0/ 9.0/ 9.1/ 9.2/ 11.0/ 12.0/ 12.1 <b style="color: red;">opening times 7am - 22pm Please note that, if you want to use this advanced Set-Up time you have to register for it- up to 300qm² - free of charge	Ms Lena Stock Phone +49 69 75 75- 53 90 lena.stock@messefrankfurt.com
28.01.2023 02.02.2023	Regular setting up <b style="color: red;">Please note the hall opening times <b style="color: red;">28.01.2023 - 01.02.2023 7am - 22pm <b style="color: red;">01.02.2023 0:00am on-stop until 02.02.2023 3:00 p.m Please notice: On 02 February 2023 at 3 p.m. the carpet will be layed in the aisles - therefore from this time on you are only allowed to carry out set-up work on your stand space.	
03.02.2023 - 07.02.2023	<div style="text-align: center;"><b style="color: green;">ambiente</div> The daily opening times for Exhibitors, carrying Exhibitor passes, are from 9 a.m. to 6 p.m	The trade fair management office is located at Torhaus Level 2 Phone +49 69 75 75- 0
07.02.2023 - 09.02.2023	Dismantling 07.02.2023 – 8:30pm – 09.02.2023 9pm At first you can only carry out the dismantling work on your stand space, during this time the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase. Official entry after 8:30 p.m	Ms Lena Stock Phone +49 69 75 75- 53 90 lena.stock@messefrankfurt.com
17.02.2023	Closing of Ambiente Digital Extension The digital platform goes offline.	If you have any questions regarding the digital platform, please contact your hall contact person.

Please note that the dates given may be slightly different – status 18.07.2022

You can always find the current status at: www.ambiente.messefrankfurt.com

ambiente

Director

Thomas Kastl (Dining)

Yvonne Engelmann (Giving / Living/ Working)

Hall 3.0 Interiors & Decoration

Mr. Tobias Mertins

Phone +49 69 75 75-60 34

tobias.mertins@messefrankfurt.com

Hall 4.2 Urban Gifts, Stationery

Hall 6.2 Gift Ideas & School-Stationary

Ms. Dagmar Handwerker

Phone +49 69 75 75-68 29

dagmar.handwerker@messefrankfurt.com

Hall 8.0 Cook and Cut

Mr. Martin Hildmann

Phone +49 69 75 75-51 80

martin.hildmann@messefrankfurt.com

Hall 9.0 Kitchen Accessories and Baking

Hall 9.1 Kitchen Accessories and Baking

Mr. Fady Fahim

Phone +49 69 75 75-54 26

fady.fahim@messefrankfurt.com

Hall 11.0 HoReCa

Ms. Juliane Rück

Phone +49 69 75 75 - 63 56

juliane.rueck@messefrankfurt.com

Hall 10.3 Global Sourcing Living

Hall 10.4 Global Sourcing Living

Ms. Paulina Abad

Phone +49 69 75 75-61 55

paulina.abad@messefrankfurt.com

Hall 10.2 Global Sourcing Dining

Hall 11.1 Global Sourcing Dining

Ms. Ivana Pleša

Phone +49 69 75 75-53 16

ivana.plesa@messefrankfurt.com

Hall 3.1 Interior Design, Future of Work

Ms. Cornelia Dahlke

Phone + 49 69 75 75- 64 91

cornelia.dahlke@messefrankfurt.com

Halle 4.2 Working, Office

Halle 6.2 School

CMF Remanexpo

Halle 10.1 Global Sourcing Working

Ms. Andrea Müller

Phone +49 69 75 75-60 89

andrea.mueller@messefrankfurt.com

Hall 9.2 Clean Home, Top Deals

Hall 9.3 Top Deals

Ms. Caroline le Bon-Riesenkampff

Phone +49 69 75 75-62 04

caroline.le.bon-riesenkampff@messefrankfurt.com

Hall 12.0 Table, Table Select

Hall 12.1 Table, Table Select

Ms. Katja Glowatzki

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katja.glowatzki@messefrankfurt.com

Hall 10.1 Global Sourcing Giving

Hall 10.2 Global Sourcing Living

Ms. Caroline Bahadori

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caroline.bahadori@messefrankfurt.com