

# Important Deadlines

## Checklist for your personal preparations for the fair \*

Important order deadlines have been **highlighted** for better clarity.

Dates	Subject and Details	Your Contact	Done / documents received?
From June 2018	<p>Please register your <b>joint stand participants</b> online at <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>.</p> <p>We would like to remind you that all of the joint stand participants at your stand must be registered.</p>	<p>Should you have any questions in regard to registering through our Shop for Exhibitor Services, please contact our colleagues on +49 69 75 75-55 88 or send an email to <a href="mailto:easyorder@messefrankfurt.com">easyorder@messefrankfurt.com</a></p>	<input type="checkbox"/>
From August 2018	<p>You will be able to <b>order services for all your trade fair activities</b> easily online from our <a href="#">Shop for Exhibitor Services</a>.</p> <p>Order the products and services you require in the Exhibitor Services Shop:</p> <ul style="list-style-type: none"> <li>• System and individual stand construction</li> <li>• Technical connections (electricity, water, telecommunications, ...)</li> <li>• Stand fixtures and furnishings (furniture, carpeting, decoration elements, media technology, ...)</li> <li>• Stand services (guards, cleaning, hostesses, ...)</li> <li>• Marketing and press services (advertising at the Exhibition Centre, banners, ...)</li> <li>• Parking permits</li> <li>• Catering and events (stand parties, stand catering)</li> <li>• Logistics</li> </ul> <p><b>Important:</b> We recommend that you order a stand guard for the event days, as well as for set-up and dismantling.</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>If you have any <b>questions about particular products or services</b>, you will find the right contact persons in the shop. Simply click on the "Ansprechpartner" [Contact person] tab within the product description.</p> <p>For <b>questions about MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p>	<input type="checkbox"/>

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From August 2018	<p><b>Ticket services for exhibitors</b></p> <p>Generate your exhibitor passes, visitor admission vouchers and set-up and dismantling passes digitally.</p> <p>You can easily create exhibitor passes, visitor admission vouchers and set-up and dismantling passes using the <a href="#">Ticket Services for Exhibitors</a> 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.</p> <p><b>Your allocation of free exhibitor passes</b> 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. <b>Your allocation of set-up and dismantling passes</b> 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.</p> <p>You can access the Ticket Services for Exhibitors portal through a link in the Shop for Exhibitor Services, or directly at: <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a>.</p> <p><b>Read at <a href="#">pages 14 und 15</a>, how the Ticket Services for Exhibitors portal works.</b></p>	<p>For <b>technical questions</b> relating to <b>Ticket Services for Exhibitors</b> please call +49 69 75 75-51 51, or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>.</p>	<input type="checkbox"/>
From October 2018	<p>You will be sent the <b>order forms</b> for <b>Media Package Part 1</b> (catalogue) by email.</p> <p>You will be sent the <b>order forms</b> for <b>Media Package Part 2</b> (online presence) by email.</p>	<p><b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75-51 31 <a href="mailto:mediapackage.ambiente@messefrankfurt.com">mediapackage.ambiente@messefrankfurt.com</a></p> <p><b>Messe Frankfurt Exhibition GmbH</b> Phone: +49 69 75 75-50 90 <a href="mailto:ambiente@online.messefrankfurt.com">ambiente@online.messefrankfurt.com</a></p>	<input type="checkbox"/>
			<input type="checkbox"/>

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From October 2018	<p>Invite your visitors of Ambiente 2019 to your stand. Therefor 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.</p> <p>Or place your order directly at <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>. There, you will also find a selection of digital promotional materials, e.g., e-cards, online banners, countdown counter, etc.</p> <p><b>Deadline: 25 January 2019</b></p>		<input type="checkbox"/>
26 October 2018	<p><b>Deadline for registering your joint-stand participants</b> via <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>.</p>	Please contact the member of Messe Frankfurt staff responsible for your hall if you have any questions.	<input type="checkbox"/>
Beginning of November 2018	<p><b>Deadline</b> for sending in the <b>Media Package Part 1</b> (catalogue). The exact submission deadline will be communicated to you in the documentation.</p>	<p><b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75-51 31 <a href="mailto:mediapackage.ambiente@messefrankfurt.com">mediapackage.ambiente@messefrankfurt.com</a></p>	<input type="checkbox"/>
From November 2018	<p>We send you the forms for ordering <b>Press Services</b> (press display unit in the Messe Frankfurt Press Centre, registering the date of a press conference, etc.).</p>	<p><b>Press-Team</b> Phone: +49 69 75 75-60 76 <a href="mailto:presse.ambiente@messefrankfurt.com">presse.ambiente@messefrankfurt.com</a></p>	<input type="checkbox"/>
25 November 2018	<p><b>Term of credit</b> Please note that all open <b>stand rental invoices</b> must be paid by this date.</p>		<input type="checkbox"/>
December 2018	<p>The member of staff responsible for your hall will ask whether you need <b>stand-dividing walls</b>.</p>		<input type="checkbox"/>
Beginning of December 2018	<p>Please register every vehicle that wishes to <b>enter the exhibition grounds during set-up and dismantling</b> via our <a href="#">online portal</a>.</p>	<p><b>Messe Frankfurt Venue GmbH, Traffic</b> Phone +49 69 75 75-66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a></p>	<input type="checkbox"/>
Until 14 December 2018	<p><b>Stand-construction plans, approval requiring approval.</b> Please see our Technical Guidelines (4.2). *) e.g., twostorey 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.</p>	<p><b>Messe Frankfurt Venue GmbH Technical Event Management, Fairs</b> Phone: +49 69 75 75-59 04 <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a></p>	<input type="checkbox"/>

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14 December 2018	<p><b>Deadline for ordering rigging and suspension</b></p> <p>Please note that, if we are to be able to perform the installation work necessary for your planned suspensions on time, we must receive your order by no later than 14 December 2018 through Messe Frankfurt's <a href="#">Shop for Exhibitor Services</a>. For orders received after this time, we will invoice you for the additional expenses incurred.</p>		<input type="checkbox"/>
14 December 2018	<p><b>Deadline for ordering services and for ordering visitor vouchers</b> via the <a href="#">Shop for Exhibitor Services</a> (e.g., electricity, water, stand cleaning, etc.).</p> <p>We would like to support you in the realization of your exhibition stand in the best way. Therefore, we ask you to order products such as <b>stand equipment</b> (flooring, lighting or furniture), <b>stand services</b> and <b>stand technology, catering / event</b> and <b>logistics services</b> as early as possible, as sometimes only a limited number is available.</p>	<p>For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a></p> <p>For questions about <b>MyAccount login</b>, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p> <p>You can find the names of the <b>people</b> to contact by clicking on the <b>service required</b> at <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a></p>	<input type="checkbox"/>
14 December 2018	<p><b>Registration deadline for advanced set-up and extended dismantling (at extra cost).</b></p> <p>Please apply for advanced setting-up and extended dismantling via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>.</p> <p><b>Advance set-up 1 February 2019:</b> 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</p> <p>You will find further information about setting-up and dismantling at <a href="http://www.ambiente.messefrankfurt.com">www.ambiente.messefrankfurt.com</a>.</p>	<p><b>Fady Fahim</b> Phone: +49 69 75 75-55 45 <a href="mailto:aufbau.ambiente@messefrankfurt.com">aufbau.ambiente@messefrankfurt.com</a></p>	<input type="checkbox"/>
18 December 2018	<p><b>Deadline for ordering parking tickets</b></p> <p>Please order the tickets via the <a href="#">Shop for Exhibitor Services</a></p>		<input type="checkbox"/>

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January 2019	<b>Catalogue addendum:</b> Deadline for receipt of your details for inclusion in the catalogue addendum (insert in the catalogue). The exact date and time will be communicated to you in the order documentation.	<b>Messe Frankfurt Medien und Service GmbH</b> Phone: +49 69 75 75-51 31 <a href="mailto:mediapackage.ambiente@messefrankfurt.com">mediapackage.ambiente@messefrankfurt.com</a>	<input type="checkbox"/>
2 to 7 February 2019	<b>General set-up (free of charge)</b> From 2 February 2019 at 12:00 a.m. midnight until 7 February 2019 at 3:00 p.m.	<b>Messe Frankfurt Venue GmbH, Traffic</b> Phone +49 69 75 75-66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a>	
8 to 12 February 2019	<b>Hours of opening</b> Ambiente 2019 <b>Exhibitors</b> 8 a.m. – 7 p.m. 8 a.m. – end of dismantling time (last day of the fair)  <b>Visitors</b> 9 a.m. – 6 p.m. 9 a.m. – 5 p.m. (last day of the fair)	<b>Team office - Torhaus Level 2-Management</b> Phone: +49 69 75 75-13 26 / 13 27 / 13 28	
12 February 2019	<b>Delivery of empty packaging materials and carpet removal</b> from 5 p.m. to 8 p.m.		
12 to 14 February 2019	<b>Regular dismantling</b> From 9:00 p.m. on 12 February 2019 until 9:00 p.m. on 14 February 2019	<b>Messe Frankfurt Venue GmbH, Traffic</b> Phone +49 69 75 75-66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a>	

**\*Please note that this sequence may vary depending on when you register for the fair.**

# Import Appointments into Your Calendar

As our service, we provide all important appointments in one Calendar file (format .ics) for you. You can download the file by clicking on the calendar and import it – for example – into your Outlook calendar.

