

Creativeworld 2020 - Checklist for your personal preparations for the fair\*

Dates / important deadlines	Subject and details	Contacts	Done / documents received?
From February 2019	Registration possible <a href="http://www.standspace.messefrankfurt.com">www.standspace.messefrankfurt.com</a>	<b>Messe Frankfurt Exhibition GmbH</b> Team Creativeworld Tel.: +49 69 7575 6669 <a href="mailto:creativeworld@messefrankfurt.com">creativeworld@messefrankfurt.com</a> Hotline for Registration: +49 69 75 75 -55 88 <a href="mailto:standspace@messefrankfurt.com">standspace@messefrankfurt.com</a>	<input type="checkbox"/>
15 March 2019	Deadline early booking		<input type="checkbox"/>
12 April 2019	Deadline registration		<input type="checkbox"/>
From May 2019	Start of the hall planning. You will receive your stand space proposal by e-mail. Please sign the first page of the stand space proposal and send it back to: <a href="mailto:acceptance.creativeworld@messefrankfurt.com">acceptance.creativeworld@messefrankfurt.com</a>	<b>Sales Manager</b> <b>-5710, Christopher Huth</b> <b>(Halls 4.1, 4.2)</b>	
From June 2019	You receive your binding participation confirmation + invoice	<b>Messe Frankfurt Exhibition GmbH</b> All Creativeworld contacts can be found at <a href="http://www.creativeworld.messefrankfurt.com">www.creativeworld.messefrankfurt.com</a>	<input type="checkbox"/>
From the end of August 2019	You will be sent the <b>order forms</b> for the <b>Media Package, Part 1 (catalogue)</b> by e-mail.  The <b>order forms</b> for the <b>Media Package, Part 2 (online presence)</b> will be sent to you by e-mail.	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 <a href="mailto:mediapackage.creativeworld@messefrankfurt.com">mediapackage.creativeworld@messefrankfurt.com</a>  <b>Messe Frankfurt Exhibition GmbH</b> Tel.: +49 69 7575 5090 <a href="mailto:serviceshop@online.messefrankfurt.com">serviceshop@online.messefrankfurt.com</a>	<input type="checkbox"/>
From September 2019	You can order services ( <b>electricity, water, stand cleaning, forwarding services, parking permits, etc.</b> ) online via our Online-Shop for Exhibition Services order system:  You can also register <b>co-exhibitors</b> quickly and simply online. We would like to remind you that all co-exhibitors on your stand must	<b><a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a></b> Shop for Exhibitor Services Tel. +49 69 7575 2999 <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> For questions about MyAccount login, please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a>	<input type="checkbox"/>
	<b>Ticket services for exhibitors</b> <b>Exhibitor passes, set-up and dismantling permits</b> must be personalized in order to create them. You will receive your passes via email and can print them at your own comfort. Your free exhibitor passes and set-up and dismantling passes is automatically assigned to your stand and will be displayed on the portal. <b>Visitor admission-ticket</b> vouchers you can produce and manage all your permits online. Once you have used up your allocation of free passes, you will only pay for those passes actually used to enter the trade fair that exceed this allocation. You can reach the portal via the link provided in the Shop for Exhibitor Services or directly under <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a> .	You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at <a href="http://www.exhibitortickets.messefrankfurt.com">www.exhibitortickets.messefrankfurt.com</a> Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a> .	<input type="checkbox"/>
From October 2019	You will be sent the <b>Promotion Package</b> for ordering free promotional materials (visitor vouchers, promotional postcards, folding invitation cards, etc.)  You will also find a large selection of digital promotional materials online at <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>	<b>DIALOGISTIKER GmbH</b> Tel.: +49 69 61999-244 <a href="mailto:service@dialogistiker.de">service@dialogistiker.de</a> <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>	<input type="checkbox"/>
From November 2019	You will receive an overview of our free of charge services for your <b>press activities and forms</b> to order.  1. Reservation of a press shelf - display your information material in our Press Centre.  2. Coordination of your press event at your stand or in a conference room.  3. We will publish your new products in our new products list. This will be distributed to the press and is also on our website <a href="http://www.creativeworld.messefrankfurt.com">www.creativeworld.messefrankfurt.com</a>	<b>Nadine Pözl</b> Tel: +49 69 7575 6394 <a href="mailto:nadine.poelzl@messefrankfurt.com">nadine.poelzl@messefrankfurt.com</a>	<input type="checkbox"/>

\*Please note that the order of the various points can vary depending on when you registered.

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01 November 2019	<b>Deadline for the registration of your co-exhibitors</b> via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> Shop for Exhibition Services Hotline Tel. +49 7575 2999 <b>Sevda Obut</b> Tel.: +49 69 7575 6821 <a href="mailto:sevda.obut@messefrankfurt.com">sevda.obut@messefrankfurt.com</a>	<input type="checkbox"/>
Beginning of November 2019	<b>Deadline for entering your data in the Media Package, Part 1 (catalogue):</b> Deadline for the receipt of your information for your catalogue entry.	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 <a href="mailto:mediapackage.creativeworld@messefrankfurt.com">mediapackage.creativeworld@messefrankfurt.com</a>	<input type="checkbox"/>
End of November 2019	You can order the free <b>stand-dividing walls</b> (stand boundaries) via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Sevda Obut</b> Tel: +49 69 7575 6821 <a href="mailto:sevda.obut@messefrankfurt.com">sevda.obut@messefrankfurt.com</a>  <b>Vaida Diciute</b> Tel: +49 69 7575 5709 <a href="mailto:vaida.diciute@messefrankfurt.com">vaida.diciute@messefrankfurt.com</a>	<input type="checkbox"/>
No later than 01 December 2019	Deadline for submitting your <b>standconstruction plans</b> to be checked by the 'Technical Event Management, Fairs' Department. See section 4.2 of the Technical Guidelines on <a href="http://www.creativeworld.messefrankfurt.com">www.creativeworld.messefrankfurt.com</a> / planning and preparations / technology and services  Necessary in the case of non-standard stand constructions, e.g., height over 4 metre, two-storey stands, closed ceiling, platforms higher than 0.20 m, Glass constructions, moving components, special structural analysis, etc.	<b>Messe Frankfurt Venue GmbH</b> Techn. Veranstaltungsmanagement Messen Tel.: +49 69 7575 5904 <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a>	<input type="checkbox"/>
From December 2019	<b>Registration for your stand party</b> via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <b>Judith Johner</b> Tel.: +49 69 7575 6890 <a href="mailto:judith.johner@messefrankfurt.com">judith.johner@messefrankfurt.com</a>	<input type="checkbox"/>
Middle of December 2019	<b>Order deadline for promotional materials</b> (visitor vouchers, promotional postcards, folding invitation cards, etc.)	<b>DIALOGISTIKER GmbH</b> Tel.: +49 69 61999-244 <a href="mailto:service@dialogistiker.de">service@dialogistiker.de</a> <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>	<input type="checkbox"/>
End of December 2019	<b>Deadline for ordering additional services</b> via Online-Shop for Exhibitions Services (electricity, water, stand cleaning, etc.)  <b>Deadline for ordering visitor vouchers</b> at serviceshop.  Please note that you will only be charged for voucher tickets that have actually been redeemed and exchanged at the entrances to the fair.	<a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> Shop for Exhibition Services-Hotline Tel.: +49 69 7575 2999 <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>	<input type="checkbox"/>
End of December 2019	<b>Deadline for submitting your details for the entry in the catalogue addendum (insert).</b>	<b>Messe Frankfurt Medien und Service GmbH</b> Tel.: +49 69 7575 5131 <a href="mailto:mediapackage.creativeworld@messefrankfurt.com">mediapackage.creativeworld@messefrankfurt.com</a>	<input type="checkbox"/>
18 + 19 January 2020	<b>Advanced setting-up (at extra cost)</b> 18.01.2020, daily from 7 a.m. through to 19.01.2020 midnight. You can order Advanced setting via <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a>	For <b>technical questions</b> relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> For <b>questions about MyAccount login</b> , please send a mail to <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a> <a href="mailto:serviceshop.messefrankfurt.com">serviceshop.messefrankfurt.com</a> Christine Noll Tel. +49 69 7575 6669 <a href="mailto:christine.noll@messefrankfurt.com">christine.noll@messefrankfurt.com</a>	<input type="checkbox"/>

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20 - 24 January 2020	<p><b>Normal setting-up:</b>                      20.01.2020 midnight through to 24.01.2020 until 6 p.m.                      24.01.2020 from 3 p.m. carpet laying work begins. Therefore, it is only possible to work inside your stand. To ensure that everything runs smoothly during the set-up and dismantling, we have set up a Check-in at the Rebstock parking area.                      Entry to the exhibition grounds is only possible via the Check-in throughout the entire set-up (20. – 24.1.2020) and dismantling (28.1. – 30.1.2020). Any vehicle that wants to enter the fairground, must be registered in advance via <a href="https://einfahrt.messefrankfurt.com/ees/deliverer">https://einfahrt.messefrankfurt.com/ees/deliverer</a>   <a href="http://creativeworld.messefrankfurt.com/frankfurt/en/aussteller/mesplanung/check-in.html">http://creativeworld.messefrankfurt.com/frankfurt/en/aussteller/mesplanung/check-in.html</a></p>	<p>If you have any questions, you can reach us daily from 8 a.m. to 6 p.m. as well as on the last two setting-up days (23 to 24 January 2020) and during the fair from 8 a.m. to 7 p.m.                       Telephone: +49 69 75 75-66 00                      E-Mail: <a href="mailto:v41verkehr@messefrankfurt.com">v41verkehr@messefrankfurt.com</a></p>	<input type="checkbox"/>
25 - 28 January 2020 Creativeworld 2020	<p><b>Opening hours</b>                      25. - 27.01.2020 8 a.m. to 7 p.m.                      28.01.2019 8 a.m. to 6 p.m.  <b>Opening hours</b>                      25. - 27.01.2020 9 a.m. to 6 p.m.                      28.01.2020 9 a.m. to 5 p.m.</p>		<input type="checkbox"/>
28 January 2020	<p><b>Delivery of empties/packing materials and carpet removal</b> from 5 p.m. to 8 p.m.                      During this time, it will only be possible to work inside your stand.</p>	<p><b>Messe Frankfurt Logisticservice</b>                      Tel.: + 49 69 7575 6075  <a href="mailto:logistics@messefrankfurt.com">logistics@messefrankfurt.com</a>  <a href="http://www.logistics.messefrankfurt.com">www.logistics.messefrankfurt.com</a></p>	<input type="checkbox"/>
28 January - 30 January 2020	<p><b>Dismantling:</b> 28.01.2020 from 8 p.m. around the clock until 30.01.2020, 8 p.m.</p>		<input type="checkbox"/>
From February 2020	<p>You will receive the <b>invoices</b> for the <b>additional services</b> ordered (electricity, water, stand cleaning, forwarding services, etc).</p>		<input type="checkbox"/>

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