

Creativeworld 2021 - Checklist for your personal preparations for the fair*

Dates / important deadlines	Subject and details	Contacts	Done / documents received?
From February 2020	Registration possible www.standspace.messefrankfurt.com	Messe Frankfurt Exhibition GmbH Team Creativeworld Tel.: +49 69 7575 6669 creativeworld@messefrankfurt.com Hotline for Registration: +49 69 75 75 -55 88 stands-space@messefrankfurt.com	<input type="checkbox"/>
13 March 2020	Deadline early booking		<input type="checkbox"/>
24 April 2020	Deadline registration		<input type="checkbox"/>
From May 2020	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: acceptance.creativeworld@messefrankfurt.com	Sales Manager Tel: +49 69 7575-5710, Christopher Huth (Halls 4.1, 4.2)	<input type="checkbox"/>
From June 2020	You receive your binding participation confirmation + invoice	Messe Frankfurt Exhibition GmbH All Creativeworld contacts can be found at www.creativeworld.messefrankfurt.com	<input type="checkbox"/>
End of July 2020	You will receive your personal access data (MyAccount) by e-mail for ordering services online at the Shop for Exhibitor services : electricity, water, cleaning, parking permits, logistics, etc.	www.serviceshop.messefrankfurt.com Shop for Exhibitor Services Tel. +49 69 7575 2999 serviceshop@messefrankfurt.com For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com	<input type="checkbox"/>
End of July 2020	Registration of joint stand participants. We would like to remind you that all co-exhibitors on your stand must be registered. Deadline: 1 November 2020	www.standspace.messefrankfurt.com Sevda Obut Tel: +49 69 7575 6821 sevda.obut@messefrankfurt.com	
End of July 2020	Ticket services for exhibitors Exhibitor passes, set-up and dismantling permits 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. Visitor admission-ticket 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 www.exhibitor-tickets.messefrankfurt.com .	You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitor-tickets.messefrankfurt.com Should you have any technical questions, please contact the ticket hotline on +49 69 75 75-5151 or send an email to etickets@messefrankfurt.com .	<input type="checkbox"/>
From September 2020	You will receive the order forms for the Mediapackage Part 1 (catalogue) by e-mail. You will receive the order forms for the Mediapackage Part 2 (online presence) by e-mail.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 5131 mediapackage.paperworld@messefrankfurt.com Messe Frankfurt Exhibition GmbH Tel.: +49 69 7575 5090 service@online.messefrankfurt.com	<input type="checkbox"/>
From September 2020	Please remember to order stand-dividing walls (stand partition) free of charge in the Shop for Exhibitor Services.	www.serviceshop.messefrankfurt.com Sevda Obut Tel: +49 69 7575 6821 sevda.obut@messefrankfurt.com	<input type="checkbox"/>
From October 2020	You will be sent the Promotion Package 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 www.promotion.messefrankfurt.com	DIALOGISTIKER GmbH Tel.: +49 69 61999-244 service@dialogistiker.de www.promotion.messefrankfurt.com	<input type="checkbox"/>
From November 2020	You will receive an overview of our free of charge services for your press activities and forms 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 www.creativeworld.messefrankfurt.com	Nadine Pözl Tel: +49 69 7575 6394 nadine.poelzl@messefrankfurt.com	<input type="checkbox"/>
1st of November 2020	Deadline for the registration of your co-exhibitors via www.standspace.messefrankfurt.com	www.standspace.messefrankfurt.com Sevda Obut Tel: +49 69 7575 6821 sevda.obut@messefrankfurt.com	<input type="checkbox"/>
From November 2020	You will receive an overview of our free of charge services for your press activities and forms 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 www.paperworld.messefrankfurt.com	Nadine Pözl Tel: +49 69 7575 6394 nadine.poelzl@messefrankfurt.com	<input type="checkbox"/>
Beginning of November 2020	Deadline for entering your data in the Media Package, Part 1 (catalogue) : Deadline for the receipt of your information for your catalogue entry.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 5131 mediapackage.creativeworld@messefrankfurt.com	<input type="checkbox"/>

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

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Dates / important deadlines	Subject and details	Contacts	Done / documents received?
End of November 2020	Please remember to order stand-dividing walls (stand partition) free of charge in the Shop for Exhibitor Services.	www.serviceshop.messefrankfurt.com Sevda Obut Tel.: +49 69 7575 6821 sevda.obut@messefrankfurt.com	<input type="checkbox"/>
No later than 01 December 2020	Deadline for submitting your standconstruction plans to be checked by the 'Technical Event Management, Fairs' Department. See section 4.2 of the Technical Guidelines on www.creativeworld.messefrankfurt.com / 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.	Messe Frankfurt Venue GmbH Techn. Veranstaltungsmanagement Messen Tel.: +49 69 7575 5904 technics@messefrankfurt.com	<input type="checkbox"/>
From December 2020	Registration for your stand party via www.serviceshop.messefrankfurt.com	www.serviceshop.messefrankfurt.com Judith Johner Tel.: +49 69 7575 6890 judith.johner@messefrankfurt.com	<input type="checkbox"/>
Middle of December 2020	Order deadline for promotional materials (visitor vouchers, promotional postcards, folding invitation cards, etc.)	DIALOGISTIKER GmbH Tel.: +49 69 61999-244 service@dialogistiker.de www.promotion.messefrankfurt.com	<input type="checkbox"/>
Middle of December 2020	Online Registration for the Check-in. Entry to the exhibition grounds is only possible via the Check-in throughout the entire set-up (25. – 29.1.2021) and dismantling (02.02. – 04.02.2021). Any vehicle that wants to enter the fairground, must be registered in advance via https://einfahrt.messefrankfurt.com/ees/deliverer	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 (28 to 29 January 2021) and during the fair from 8 a.m. to 7 p.m. Telephone: +49 69 75 75-66 00 E-Mail: v41verkehr@messefrankfurt.com	<input type="checkbox"/>
End of December 2020	Please remember to order your additional services via Online-Shop for Exhibitions Services (electricity, water, stand cleaning, etc.) Deadline for ordering visitor vouchers at serviceshop. Please note that you will only be charged for voucher tickets that have actually been redeemed and exchanged at the entrances to	www.serviceshop.messefrankfurt.com Shop for Exhibition Services-Hotline Tel.: +49 69 7575 2999 serviceshop@messefrankfurt.com	<input type="checkbox"/>
End of December 2020	Deadline for submitting your details for the entry in the catalogue addendum (insert) .	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 5131 mediapackage.creativeworld@messefrankfurt.com	<input type="checkbox"/>
03 January 2021	Please ensure to order all the services you require from the Shop for Exhibitor Services by no later than today . We will be imposing an express surcharge of 25% for certain services starting on 04 January 2021 . We are happy to support you to make your trade fair a success. Therefore we ask you to order products in good time. This ensures that all services can be prepared for you efficiently and on time.	For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99 , or send an email to serviceshop@messefrankfurt.com For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com	<input type="checkbox"/>
23 + 24 January 2021	Advanced setting-up (at extra cost) 23.01.2021, daily from 7 a.m. through to 24.01.2021 midnight. You can order Advanced setting via www.serviceshop.messefrankfurt.com	For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-2999 or send an email to serviceshop@messefrankfurt.com serviceshop.messefrankfurt.com Christine Noll Tel. +49 69 7575 6669 christine.noll@messefrankfurt.com	<input type="checkbox"/>
25 - 29 January 2021	Normal setting-up: 25.01.2021 midnight through to 29.01.2021 until 8 p.m. 29.01.2021 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 (25. – 29.1.2021) and dismantling (02.02. – 04.02.2021). Any vehicle that wants to enter the fairground, must be registered in advance via https://einfahrt.messefrankfurt.com/ees/deliverer http://creativeworld.messefrankfurt.com/frankfurt/en/aussteller/messplanung/check-in.html	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 (28 to 29 January 2021) and during the fair from 8 a.m. to 7 p.m. Telephone: +49 69 75 75-66 00 E-Mail: v41verkehr@messefrankfurt.com	<input type="checkbox"/>
30.01 - 02.02.2021 Creativeworld 2021	Opening hours Exhibitors: 30.01 - 01.02.2021 8 a.m. to 7 p.m. 02.02.2021 8 a.m. to 6 p.m. Opening hours Visitors: 30. - 01.02.2021 9 a.m. to 6 p.m. 02.02.2021 9 a.m. to 5 p.m.		<input type="checkbox"/>
2 February 2021	Delivery of empties/packing materials and carpet removal from 5 p.m. to 8 p.m. During this time, it will only be possible to work inside your stand.	Messe Frankfurt Logisticservice Tel.: + 49 69 7575 6075 logistics@messefrankfurt.com www.logistics.messefrankfurt.com	<input type="checkbox"/>
2 Feb - 4 Feb 2021	Dismantling: 02.02.2021 from 5 p.m. around the clock until 04.02.2021, 8 p.m.		<input type="checkbox"/>
From February 2021	You will receive the invoices for the additional services ordered (electricity, water, stand cleaning, forwarding services, etc.)		<input type="checkbox"/>

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