

Checklist for your personal preparations for the fair* 29 January - 01 February 2022

creativeworld

Dates / Deadlines	Subject / Details	Contacts
1 März, 2021	<p>Registration opens. Registration under: www.myaccount.messefrankfurt.com Please fill out your Intention to Exhibit. Deadline for early booking: 26 March 2021 Deadline for registration: 30 July 2021.</p>	<p>Messe Frankfurt Exhibition GmbH Team Creativeworld Tel.: +49 69 7575 6003 creativeworld@messefrankfurt.com</p> <p>Hotline for Registration: +49 69 75 75 55 88 myaccount@messefrankfurt.com</p>
	<p>Registration of joint stand participants. We would like to remind you that all co-exhibitors on your stand must be registered. Deadline: 01 November 2021</p>	<p>www.myaccount.messefrankfurt.com Lorena Benter Tel: +49 69 7575 6003 lorena.benter@messefrankfurt.com</p>
End of August 2021	<p>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</p>	<p>Sales Manager Christopher Huth (Halls 4.1, 4.2) Tel: +49 69 7575 5710 christopher.huth@messefrankfurt.com</p>
End of September 2021	<p>You receive your binding participation confirmation and the invoice for your participation.</p>	<p>Messe Frankfurt Exhibition GmbH All Creativeworld contacts can be found at www.creativeworld.messefrankfurt.com</p>
Beginning of Oktober 2021	<p>You will receive the order forms for the Mediapackage (catalogue) by e-mail. Do not lose advertising time and send us your data as soon as possible so that you can be part in the exhibitor search right from the start.</p>	<p>Messe Frankfurt Medien und Service GmbH Tel.: +49 69 7575 5131 mediapackage.Creativeworld@messefrankfurt.com</p>
	<p>Please remember to order stand-dividing walls (stand partition) free of charge in the Shop for Exhibitor Services.</p>	<p>www.serviceshop.messefrankfurt.com Lorena Benter Tel: +49 69 7575 6003 lorena.benter@messefrankfurt.com</p>
	<p>You will receive the Promotion Package to order 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</p>	<p>Dialogistiker GmbH Tel.: +49 69 61999 244 service@dialogistiker.de www.promotion.messefrankfurt.com</p>
End of Oktober 2021	<p>You will receive your personal access data (MyAccount) by e-mail for ordering services online at the Shop for Exhibitorservices: electricity, water, cleaning, parking permits, logistics, etc.</p>	<p>www.serviceshop.messefrankfurt.com Shop für Ausstellerservices Hotline +49 69 7575 2999 myaccount@messefrankfurt.com</p>
	<p>Ticketservices 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 are automatically assigned to your stand and will be displayed on the portal. Visitor admission-ticket vouchers you can produce and manage online. Once you have used up your free passes, you will only pay for those passes you used to enter the trade fair. You can reach the portal via the link provided in the Shop for Exhibitor Services or directly under www.exhibitorstickets.messefrankfurt.com</p>	<p>www.exhibitorstickets.messefrankfurt.com Ticketservices für Aussteller Hotline +49 69 7575 5151 etickets@messefrankfurt.com</p>
1 November, 2021	<p>Deadline for the registration of your co-exhibitors via www.standspace.messefrankfurt.com</p>	<p>www.standspace.messefrankfurt.com Lorena Benter Tel: +49 69 7575 6003 lorena.benter@messefrankfurt.com</p>
From November 2021	<p>You receive an overview of our press services (e.g. press display unit in the Press Center, registration of press conference, etc.) and forms to order them.</p>	<p>Kerstin Winkel Tel: +49 69 7575 3620 kerstin.winkel@messefrankfurt.com</p>

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End of November 2021	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
End of November 2021	Payment deadline - please note that all outstanding stand rental invoices must be settled by this date.	
	Please remember to order stand-dividing walls (stand partition) free of charge in the Shop for Exhibitor Services.	www.serviceshop.messefrankfurt.com Lorena Benter Tel: +49 69 7575 6003 lorena.benter@messefrankfurt.com
No later than 01 December 2021	Deadline for submitting your stand construction plans to be checked for project approval. For further information please see point 4.2 in the Technical Guidelines under www.creativeworld.messefrankfurt.com > Planning & Preparations > Information for exhibitor > FAQ.	Messe Frankfurt Venue GmbH Technical Event Management Team Tel. +49 69 7575 5904 standapproval@messefrankfurt.com
Beginning of December 2021	Standpartys can be registered via the Shop für Ausstellerservices.	www.serviceshop.messefrankfurt.com
Mid of December 2021	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
From 18 December 2021	Online Registration for the Check-in via https://einfahrt.messefrankfurt.com/ees/deliverer	Traffic management Tel.: +49 697575 66 00 traffic@messefrankfurt.com
End of December 2021	Please remember to order additional Services (electricity, water, stand cleaning) via www.serviceshop.messefrankfurt.com	www.serviceshop.messefrankfurt.com Shop for Exhibitor Services Tel.: +49 69 7575 2999
	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
3 Januar, 2022	From this date onwards, certain services with extensive planning/ personnel requirements are subject to an express surcharge in the amount of 25 % of the service price.	Further details: Customer Service Center Tel.: +49 69 7575 5408 customerservice@messefrankfurt.com
14 Januar, 2022	NEW digital platform for exhibitors The new digital platform opens up new opportunities for exhibitors and visitors. Present your company in the digital world, too. Meet Ambiente visitors here who cannot be in Frankfurt. With the opening of the digital platform for	If you have any questions regarding the digital platform, please contact your hall contact person.
21 Januar, 2022	NEW: digital platform for visitors All visitors will have access to the digital platform, which will be opened on this date. From this date, exhibitors and visitors can use the platform's functions	
22 + 23 January 2022	Advanced set-up (at extra cost)	Lena Stock Tel. +49 69 7575 5390 lena.stock@messefrankfurt.com
24 - 28 January 2022	Set-up 24 January 2022 from midnight through to 28 January 2022 until 8 pm	See details at https://creativeworld.messefrankfurt.com/frankfurt/en/planning-preparation/exhibition-appearance.html

29 January - 01 February 2022	Creativeworld 2022 Opening hours Exhibitors: 29 - 31 January 2022 from 8 am - 7 pm 01 February from 8 am - 6 pm Visitors: 29 - 31 January 2022 from 9 am - 6 pm 01 February from 9 am - 5 pm	
1 Februar, 2022	Delivery of packing materials and carpet removal from 5 pm - 8 pm.	Messe Frankfurt Logisticservice Tel.: + 49 69 7575 6075 logistics@messefrankfurt .com
	Dismantling 01 February 2022 from 20 pm through to 03 February 2022 until 8 pm	https://creativeworld.messefrankfurt.com/frankfurt/en/planning-preparation/exhibition-appearance.html
15. Feb 22	NEW: closing digital platform The digital platform will be closed on this date. Data such as contacts, chats and watch lists will be deleted after the platform is closed.	If you have any questions regarding the digital platform, please contact your hall contact person.
From February 2022	You will be sent the invoices for the additional services ordered (electricity, water, stand cleaning, logistic services, etc.).	

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

As of Oktober 2021 | subject to change