

Checklist **creativeworld**

for your personal trade fair preparation

04 – 07. February 2023

Dates and important deadlines	Topic	Contact person
	<p>Hotline – Contact information</p> <p>Intention to exhibit at Creativeworld: 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 creativeworld.messefrankfurt.com/ on the right side above. There you get to your personal customer center for 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 Eva Olbrich</p> <p>Creativeworld-Team www.creativeworld.messefrankfurt.com</p>

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<p>CW 11 March 2022</p> <p>Early Booking 08. April 2022</p>	<p>Invitation to exhibit at Creativeworld</p> <p>As of now you can login and submit your nonbinding intention to exhibit at Creativeworld with your personal fair account (My Account).</p> <p>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</p> <p>Fist time exhibitors can register at Creativeworld.com</p>	<p>You will find the Login www.creativeworld.messefrankfurt.com</p> <p>www.serviceshop.messefrankfurt.com</p> <p>Phone: +49 69 75 75-55 88</p>
<p>Start CW 12 - 31.10.2022</p>	<p>Joint stand participants</p> <p>Please note that every joint-stand participant has to be registered in your personal fair account.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search</p>	<p>Ms. Lorena Benter Phone: +49 69 75 75- 60 03 lorena.benter@messefrankfurt.com</p>
<p>Start May 2022</p>	<p>Hall planning phase / dispatch of Stand Space Proposals</p> <p>We are going to contact you, as soon as we have examined the stand space possibilities.</p> <p>Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.</p>	<p>Creativeworld-Team creativeworld.messefrankfurt.com</p>
<p>Start CW 31 August 2022</p>	<p>Services</p> <p>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.</p> <p>You can access the shop for exhibitor services with your personal Login.</p>	<p>Shop for Exhibitor Services Phone +49 69 75 75-29 99 www.serviceshop@messefrankfurt.com</p>

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	<p>Please pay attention to any express surcharges that may be due (from January 14th, 2023) for selected services in the shop of 25%.</p>	<p>Click on the service you want to utilize to find the matching contact person.</p>
<p>Start CW 31 August 2022</p>	<p>Exhibitor permits, setting-up and dismantling Tickets</p> <p>You can now order exhibitor permits and setting-up and dismantling tickets online in the ticket services for exhibitors portal</p>	<p>You will find your Log-IN creativeworld.messefrankfurt.com</p>
<p>Start August 2022</p>	<p>Stand construction plans</p> <p>Submission of stand construction plans, subject to approval</p> <ul style="list-style-type: none"> Please heed the Technical Guideline at: www.creativeworld.messefrankfurt.com/ <p>Planning and preparation / Infos for exhibitors Deadline: 15.12.2022</p> <p>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.</p> <p>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.</p>	<p>Technical Event Management for fairs www.standapproval@messefrankfurt.com</p>
<p>CW 39 September 2022</p>	<p>Promotion Materials</p> <p>Use this chance to inform your customers of your participation and by this contribute to your company's success at Creativeworld. You will receive an overview of the advertising materials and the order documents with your service documents. Please note the deadline communicated there.</p>	<p>Ms. Simone Hauptmann Phone: +49 69 75 75-36 07 simone.hauptmann@messefrankfurt.com</p>
<p>04.10.2022</p>	<p>Catalogue/ Media Package</p> <p>You will receive the booking forms for the catalogue / media package by email. Please note the deadline communicated there.</p>	<p>Messe Frankfurt Medien und Service GmbH creativeworld.messefrankfurt.com</p>

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<p>Start CW 40 Oktober 2022</p>	<p>Stand dividing walls</p> <p>If you want to use the complimentary stand dividing walls, please place your order in the Shop for exhibitor services.</p> <p>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.</p>	<p>Shop for Exhibitor Services www.serviceshop@messefrankfurt.com</p>
<p>31.10.2022</p>	<p>Joint stand participants</p>	<p>Ms. Lorena Benter Phone +49 69 75 75- 60 03 lorena.benter@messefrankfurt.com</p>
<p>20.11.2022</p>	<p>Stand rental invoice</p> <p>Please note that all open stand rental invoices must be paid by this date.</p>	
<p>CW 46 November 2022</p>	<p>Press Services</p> <p>Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.</p>	<p>Ms. Anita Baumann Phone: +49 69 75 75-60 76 anita.baumann@messefrankfurt.com</p>
<p>Start 01.12.2022</p>	<p>Vehicle registration for the construction + dismantling time</p> <p>The Cetram registration website is available from 1 December 2022, so that you can register vehicles for assembly and disassembly</p>	<p>Check-In Informations Check In</p> <p>Helpline +49 69 75 75-66 00 traffic@messefrankfurt.com</p>
<p>Deadline 15.12.2022</p>	<p>Submission of stand construction plans, subject to approval</p>	<p>Technical Event Management for fairs standapproval@messefrankfurt.com</p>
<p>14.01.2023</p>	<p>Services – express surcharge</p>	<p>Shop for Exhibitor Services Phone: +49 69 75 75-29 99 serviceshop@messefrankfurt.com</p>

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<p>CW 3 January 2023</p>	<p>Opening of the Creativeworld Digital Extension for exhibitors</p> <p>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.</p>	<p>If you have any questions regarding the digital platform, please contact your hall contact person.</p>
<p>CW 4 January 2023</p>	<p>Opening of the Creativeworld Digital Extension for visitors & Press</p> <p>Visitors and media representatives have access to the digital platform and can use the functions of use platform</p>	
<p>27.01.2023</p>	<p>Setting up in advance for Creativeworld 2023</p> <p>Start of advanced set up in some hall levels</p> <p>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</p> <p>Please note that, if you want to use this advanced Set-Up time you have to register for it.</p>	<p>Ms. Lena Stock Phone: +49 69 75 75- 53 90 lena.stock@messefrankfurt.com</p>
<p>28.01.2023 24 hours a day</p>	<p>Regular setting up</p> <p>28.01.2023 - 12am continous 03.02.2023 – 3pm (24h / Tag)</p> <p>Please notice: On 03 Februrary 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.</p>	
<p>04. – 07.02.2023</p>	<p>Creativeworld</p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from 9 a.m. to 6 p.m</p>	<p>The trade fair management office is located at Torhaus Level 2</p> <p>Phone: +49 69 75 75- 0</p>
<p>07. 02. 2023 - 09.02.2023</p>	<p>Dismantling</p> <p>07.02.2023 9pm – 09.02.2023 9pm</p>	<p>Ms. Lena Stock Phone: +49 69 75 75- 53 90 lena.stock@messefrankfurt.com</p>

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	<p>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.</p> <p>Official entry after 8:30 p.m</p>	
<p>CW9 January / Februray 2023</p>	<p>Closing of Creativeworld Digital Extension</p> <p>The digital platform goes offline.</p>	<p>If you have any questions regarding the digital platform, please contact your hall contact person.</p>

Please note that the dates given may be slightly different – status 11.05.2022

You can always find the current status at: <https://creativeworld.messefrankfurt.com>

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Director Eva Olbrich

Halls 1.1, 1.2

Hobby, craft & artist supplies

Mr. Christopher Huth

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