

## Checklist

for your personal trade fair preparation  
27. – 30. January 2024

Termine & Deadlines	Inhalt	Ansprechpartner
	<p><b>Hotline – Contact information</b> Intention to exhibit at ambiente: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone +49 69 75 75-55 88</p> <p><b>Shop for Exhibitor services:</b> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone +49 69 75 75-29 99</p> <p><b>Technical Event Management for Fairs / Approval of stand construction plans:</b> <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p> <p><b>Fair Log-In / My Account:</b> <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p> <p><b>Customer Center</b> you will find the Log-In <a href="http://creativeworld.messefrankfurt.com">creativeworld.messefrankfurt.com</a> There you get to your personal customer center for the the administration of all services related to your trade fair presence.</p> <p><b>Hygiene and protective measures</b> Phone +49 69 75 75-66 99 (Mon. – Fri. / 8 a.m. – 4 p.m.)</p>	
<p>Vice President Consumer Goods Fairs</p> <p>Director</p>	<p><b>Mr. Philipp Ferger</b></p> <p><b>Ms Eva Olbrich</b></p>	<p><b>Creativeworld - Team</b> <a href="#">You will find your contact person here</a></p>
<p>CW 09 2023</p> <p>Early Booking March 24th, 2023</p>	<p><b>Invitation to exhibit at Creativeworld</b></p> <p>As of now you can login and submit your nonbinding intention to exhibit at creativeworld with your personal fair account (My Account). Please follow the link in the invitation and complete your intention to exhibit!</p> <p>If your intention to exhibit has been received by Messe Frankfurt Exhibition GmbH by <b>24.03.2023</b> AND you have signed and returned your Stand Space Acceptance within the deadline set in the Stand Space Proposal, the stand rental price is as shown below: <a href="http://creativeworld.messefrankfurt.com">Creativeworld Homepage</a></p>	<p><b>You will find the Login</b> <a href="http://creativeworld.messefrankfurt.com">Creativeworld Homepage</a></p>
<p>Start CW 09 - 02.11.2023</p>	<p><b>Joint stand participants</b></p> <p>Please note that every joint-stand participant has to be registered in your personal fair account Joint-stand participants registered after the deadline will only be published in the online exhibitor search</p>	<p><b>Ms. Lorena Benter</b> Phone +49 69 75 75- 60 03 <a href="mailto:lorena.benter@messefrankfurt.com">lorena.benter@messefrankfurt.com</a></p>

<p>Start May 2023</p>	<p><b>Hall planning phase / dispatch of Stand Space Proposals</b></p> <p>We are going to contact you, as soon as we have examined the stand space possibilities. <b>Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.</b></p>	<p><b>Creativeworld – Team</b></p> <p><a href="#">You will find your contact person here</a></p>
<p>Start CW 31 August 2023</p>	<p><b>Services</b></p> <p>From August of 2023 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. <b>Please pay attention to any express surcharges that may be due (from January 05th, 2024) for selected services in the shop of 25%.</b></p>	<p><b>Shop for Exhibitor Services</b> Phone +49 69 75 75-29 99</p> <p>Click on the service you want to utilize to find the matching contact person. <a href="#">Service Shop Messe Frankfurt</a></p>
<p>Start CW 31 August 23</p>	<p><b>Exhibitor permits, setting-up and dismantling Tickets</b></p> <p>Exhibitor passes and set-up and dismantling tickets can be ordered from the opening of the service shop.</p>	<p><b>You will find your Log-IN</b></p> <p><a href="#">Service Shop Messe Frankfurt</a></p>
<p>Start August 2023</p>	<p><b>Stand construction plans Submission of stand construction plans, subject to approval</b></p> <p><input type="checkbox"/> Please heed the Technical Guideline Planning and preparation / Infos for exhibitors <b>Deadline: 30.11.2023</b></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><b>Technical Event Management for fairs</b></p> <p><a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p>
<p>CW 36 September 2023</p>	<p><b>Promotion Materials</b></p> <p>Order free promotion material for your trade show appearance.</p> <p>Use this opportunity to actively draw your customers' attention to your trade fair participation and thus contribute to your successful trade fair participation! You can reach our Promotion Shop online via the Shop for Exhibitor Services</p> <p><b>Please note the deadline communicated there.</b></p>	<p><b>Ms. Simone Hauptmann</b> Phone +49 69 75 75-36 07 <a href="mailto:simone.hauptmann@messefrankfurt.com">simone.hauptmann@messefrankfurt.com</a></p>
<p>12.09.2023</p>	<p><b>Catalogue/ Media Package</b></p> <p>You will receive the booking forms for the catalogue / media package by email. <b>Deadline: 04.12.2023</b></p>	<p><b>Messe Frankfurt Medien und Service GmbH</b></p> <p>Phone +49 69 75 75-51 31 <a href="#">Media Package Creativeworld</a></p>
<p>CW 37 September 2023</p>	<p><b>Stand dividing walls</b></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><b>Shop for Exhibitor Services</b> <a href="#">Service Shop Messe Frankfurt</a></p>
<p>02.11.2023</p>	<p><b>Deadline Joint stand participants</b></p>	<p><b>Ms. Lorena Benter</b> Phone +49 69 75 75- 60 03 <a href="mailto:lorena.benter@messefrankfurt.com">lorena.benter@messefrankfurt.com</a></p>

13.11.2023	<b>Stand rental invoice</b> Please note that all open stand rental invoices must be paid by this date.	
04.12.2023	<b>Deadline Catalogue / Media Package</b>	<b>Messe Frankfurt Medien und Service GmbH</b> Phone +49 69 75 75-51 31 <a href="#">Media Package Creativeworld</a>
CW 46 November 2023	<b>Presseservices</b> Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.	<b>Ms. Anita Baumann</b> Phone+49 69 75 75-60 76 <a href="mailto:anita.baumann@messefrankfurt.com">anita.baumann@messefrankfurt.com</a>
Deadline 30.11.2023	<b>Submission of stand construction plans, subject to approval</b>	<b>Technical Event Management for fairs</b> <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a>
Start 01.12.2023	<b>Vehicle registration for the construction + dismantling time</b> The Cetram registration website is available from 1 December 2023, so that you can register vehicles for assembly and disassembly	Information <b>Check-In:</b> <a href="#">Electronic Entry System</a>  <b>Helpline</b> +49 69 75 75-66 00 <a href="mailto:traffic@messefrankfurt.com">traffic@messefrankfurt.com</a>
04.12.2023	<b>Deadline Catalogue / Media Package</b>	<b>Messe Frankfurt Medien und Service GmbH</b> Phone +49 69 75 75-51 31 <a href="#">Media Package Creativeworld</a>
Deadline 05.01.2024	<b>Services – express surcharge</b>	<b>Shop for Exhibitor Services</b> Phone +49 69 75 75-29 9 <a href="#">Service Shop Messe Frankfurt</a>
January 2024	<b>Opening of the Creativeworld Digital Extension for exhibitors</b> 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.	If you have any questions regarding the digital platform, please contact your hall <a href="#">contact person</a>
January 2024	<b>Opening of the Creativeworld Digital Extension for visitors &amp; press</b> Visitors and media representatives have access to the digital platform and can use the functions of use platform	
CW 03 2024	<b>Setting up in advance</b> Start of advanced set up in some hall levels- <b>ON HOLD</b>	<b>Ms Lena Stock</b> Phone +49 69 75 75- 53 90 <a href="mailto:lana.stock@messefrankfurt.com">lana.stock@messefrankfurt.com</a>
CW 03 2024	<b>Regular setting up</b> <b>Please note the hall opening times - ON HOLD</b>  <b>Please notice:</b> On <b>25th January 2024 at 3 p.m.</b> 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>27.01.2024 - 30.01.2024</p>	<p><b>Creativeworld</b></p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 6 p.m</p>	<p><b>The trade fair management office is located at Torhaus Level 2</b> <b>Phone +49 69 75 75- 0</b></p>
<p>30.01.2024 - 01.02.2024</p>	<p><b>Dismantling</b> <b>30.01.2024 – 05:00 pm – 01.02.2024 9pm</b> <b>please notice last day: 05 pm - 20pm</b> It will only be possible to carry out dismantling work on the stand itself because the time until then is reserved for removing the carpeting from the aisles and the distribution of empty packaging materials by the Logistics services. <b>Dismantling vehicles will be permitted to enter the exhibition center from 8.30 p.m.</b></p>	<p><b>Ms Lena Stock</b> <b>Phone +49 69 75 75- 53 90</b>  <a href="mailto:lana.stock@messefrankfurt.com">lana.stock@messefrankfurt.com</a></p>
<p>February 2024</p>	<p><b>Closing of Creativeworld Digital Extension</b></p> <p>The digital platform goes offline.</p>	<p>If you have any questions regarding the digital platform, please contact your hall <a href="#">contact person</a>.</p>

**Please note that the dates given may be slightly different – status 22.02.2023**

[You can always find the current status on our homepage](#)

**Direcotr**  
Eva Olbrich

**Halls 1.1 & 1.2**  
Hobby, craft & artist supplies

**Herr Christopher Huth**  
**Phone +49 69 75 75-57 10**  
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