

Checklist

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

Termine & Deadlines	Inhalt	Ansprechpartner
	<p>Hotline – Contact information Intention to exhibit at ambiente: 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 There you get to your personal customer center for the 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</p> <p>Director</p>	<p>Mr. Philipp Ferger</p> <p>Ms Eva Olbrich</p>	<p>Creativeworld - Team You will find your contact person here</p>
<p>CW 09 2023</p> <p>Early Booking March 24th, 2023</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). 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 24.03.2023 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: Creativeworld Homepage</p>	<p>You will find the Login Creativeworld Homepage</p>
<p>Start CW 09 - 02.11.2023</p>	<p>Joint stand participants</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>Office Manager Phone +49 69 75 75- 66 69 creativeworld@messefrankfurt.com</p>

Start May 2023	Hall planning phase / dispatch of Stand Space Proposals We are going to contact you, as soon as we have examined the stand space possibilities. Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.	Creativeworld – Team You will find your contact person here
Start CW 31 August 2023	Services 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. You can access the shop for exhibitor services with your personal Login. Please pay attention to any express surcharges that may be due (from January 05th, 2024) for selected services in the shop of 25%.	Shop for Exhibitor Services Phone +49 69 75 75-29 99 Click on the service you want to utilize to find the matching contact person. Service Shop Messe Frankfurt
Start CW 31 August 23	Exhibitor permits, setting-up and dismantling Tickets Exhibitor passes and set-up and dismantling tickets can be ordered from the opening of the service shop.	You will find your Log-IN Service Shop Messe Frankfurt
Start August 2023	Stand construction plans Submission of stand construction plans, subject to approval <input type="checkbox"/> Please heed the Technical Guideline Planning and preparation / Infos for exhibitors Deadline: 30.11.2023 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. 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.	Technical Event Management for fairs standapproval@messefrankfurt.com
CW 36 September 2023	Promotion Materials Order free promotion material for your trade show appearance. 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 Please note the deadline communicated there.	Ms. Simone Hauptmann Phone +49 69 75 75-36 07 simone.hauptmann@messefrankfurt.com
12.09.2023	Catalogue/ Media Package You will receive the booking forms for the catalogue / media package by email. Deadline: 04.12.2023	Messe Frankfurt Medien und Service GmbH Phone +49 69 75 75-51 31 Media Package Creativeworld
14.09.2023	Ethical Style Application All exhibitors who applied in 2022 or 2023 and were selected by the jury will automatically receive their re-confirmation in mid-September 2023, as admission is for three years at a time All other exhibitors are welcome to apply. The link to our application platform will be sent out in mid-September Deadline 14.11.2023	Frau Katrin Engel Phone: +49 69 75 75- 54 64 katrin.engel@messefrankfurt.com
October 2023	Stand dividing walls NEW: please note our NEW procedure! If you have NOT ordered a partition wall yet, we will contact you with a digital query. 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.	Shop for Exhibitor Services Service Shop Messe Frankfurt
02.11.2023	Deadline Joint stand participants	Office Manager +49 69 75 75- 66 69 creativeworld@messefrankfurt.com Phone

13.11.2023	Stand rental invoice Please note that all open stand rental invoices must be paid by this date.	
04.12.2023	Deadline Catalogue / Media Package	Messe Frankfurt Medien und Service GmbH Phone +49 69 75 75-51 31 Media Package Creativeworld
CW 46 November 2023	Presseservices Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.	Press- Team Phone+49 69 75 75-60 76 press.creativeworld@messefrankfurt.com
Deadline 30.11.2023	Submission of stand construction plans, subject to approval	Technical Event Management for fairs standapproval@messefrankfurt.com
Start 01.12.2023	Vehicle registration for the construction + dismantling time The Cetram registration website is available from 1 December 2023, so that you can register vehicles for assembly and disassembly	Information Check-In: Electronic Entry System Helpline +49 69 75 75-66 00 traffic@messefrankfurt.com
04.12.2023	Deadline Catalogue / Media Package	Messe Frankfurt Medien und Service GmbH Phone +49 69 75 75-51 31 Media Package Creativeworld
Deadline 05.01.2024	Services – express surcharge	Shop for Exhibitor Services Phone +49 69 75 75-29 9 Service Shop Messe Frankfurt
20.01.2024	Setting up in advance halls 1.1 / 1.2 please order that service via our Shop for exhibitor services	Ms Lena Stock Phone +49 69 75 75- 53 90 lena.stock@messefrankfurt.com
21. - 26.01.2024	Regular setting up halls 1.1 / 1.2 opening times: continuously until 27.01. Creativeworld start Please notice: On 26th January 2024 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.	
27.01.2024 - 30.01.2024	Creativeworld The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 6 p.m	The trade fair management office is located at Torhaus Level 2 Phone +49 69 75 75- 0
30.01.2024 - 01.02.2024	Dismantling 30.01.2024 – 05:00 pm – 01.02.2024 9pm please notice last day: 05 pm - 20pm 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. Dismantling vehicles will be permitted to enter the exhibition center from 8.30 p.m.	Ms Lena Stock Phone +49 69 75 75- 53 90 lena.stock@messefrankfurt.com

Please note that the dates given may be slightly different – status 21.12.2023
currently information can always be found on our homepage: [Creativeworld Informations for exhibitors](#)

Direcotr
Eva Olbrich

Halls 1.1 & 1.2
Hobby, craft & artist supplies

Herr Christopher Huth
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