

# Checklist

For your trade fair preparation for Cleanzone 2024

Dates and important deadlines	Keyword	Topic	Contact person
<p><b>Hotline</b></p> <p><b>Contact information</b></p>		<p><b>For questions regarding:</b></p> <p><b>Intention to exhibit at Cleanzone and the registration of joint-stand participants:</b>  <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>            Tel.: +49 69 7575-5588</p> <p><b>Shop for exhibitor services:</b>  <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>            Tel.: +49 69 7575-2999</p> <p><b>Technical Event Management for Fairs</b>  <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p> <p><b>Messe-Login / My Account</b>  <a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Messe-Login / Customer Center:</b>            Please find the Log-in on <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a> at the top right corner.            It will lead you to your personal Customer Center with all services regarding your participation at the fair.</p> </div>	
<p><b>Start Mid of MidJune 2023</b></p> <p><b><u>Deadline Early-Booking:</u></b></p> <p><b>30 September 2023</b></p>	<p><b>Declaration of participation in Cleanzone 2024</b></p>	<p>Registration for Cleanzone 2024 opens Mid of June 2023. From this point on, you can declare your interest in participating in the trade fair at <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a>.</p> <p>The declaration of participation requires registration via the Messe-Login. If you already have access data from previous trade fair participations, these are still valid. First-time exhibitors are welcome to register any time at <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a>.</p> <p>If you have already participated in the last Cleanzone as an exhibitor, or if you have asked to be contacted as a prospective customer for 2024, you will receive a personal invitation E-mail in summer 2023 for Cleanzone 2024. The link in the invitation will lead you directly to the declaration of participation.</p>	<p>Please find the Messe-Login at <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a> at the top right corner.</p> <p><a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>            Tel.: +49 69 7575-5588</p> <p><b>Cleanzone Team</b>  <a href="mailto:cleanzone@messefrankfurt.com">cleanzone@messefrankfurt.com</a>            Tel.: +49 69 7575-3500</p>

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Start Mid of June 2023	Joint stand participants	<p>Please note that all joint-stand participants at your stand are required to register. Please register them online using your Messe-Login.</p> <p>Until the official closing date (see below) these will be included in the printed Cleanzone guide.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search and in the Cleanzone App.</p>	<p>Please find the Messe-Login at <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a> at the top right corner.</p> <p><b>Cleanzone Team</b>  <a href="mailto:cleanzone@messefrankfurt.com">cleanzone@messefrankfurt.com</a>            Tel.: +49 69 7575-3500</p>
30 September 2023	Deadline early booking	<p>Provided that your confirmation of participation has been received by Messe Frankfurt Exhibition GmbH by 30 September 2023 and you have signed and returned your acceptance of placement by the deadline you will receive the early booking stand rental price.</p>	
Start Mid of June 2024	Hall planning phase / dispatch of Stand Space Proposals and Confirmation of participation	<p>You will be contacted as soon as we can provide you with a placement proposal.</p> <p>The planning phase requires a coordination process with all the exhibitors. This sometimes takes a little while. We will contact you as soon as we can.</p>	<p><b>Ms. Anja Diete</b>            Tel.: +49 69 7575-6290  <a href="mailto:anja.diete@messefrankfurt.com">anja.diete@messefrankfurt.com</a></p>
Start July 2024	Cleanzone Guide / Media Package	<p>You will automatically receive access to the <b>Manager MPM Media Package</b> for editing your company profile for catalog and exhibitor search by e-mail.</p> <p><b>Please note the deadlines in the order forms.</b></p>	<p><b>Messe Frankfurt Medien und Service GmbH</b>  <a href="mailto:mediapackage.cleanzone@messefrankfurt.com">mediapackage.cleanzone@messefrankfurt.com</a></p>
Please note that there are different order deadlines for the specific services.	Services	<p>As from March 2024, after receipt of your stand confirmation, you are welcome to order services such as electricity, stand guards, water, stand cleaning, logistics services, car parking tickets, promotional activities, etc. via the <b>Shop for Exhibitor Services</b>.</p> <p><b>Deadline:</b>            Please note that there will be an express surcharge of 25% charged for certain services starting <b>September 04</b>.</p>	<p><b>Shop for Exhibitor Services:</b>  <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>            Tel.: +49 69 7575-2999</p> <p>Just click on the service you want to use and find the matching contact person.</p>

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<p>Start March 2024</p> <p><u>Deadline:</u> 12 August 2024</p>	<p>Stand construction plans</p>	<p><b>Submission of stand construction plans, subject to approval</b></p> <p>➔ Please note the technical Guidelines at: <a href="https://cleanzone.messefrankfurt.com/">https://cleanzone.messefrankfurt.com/</a> / Planning and preparation / Information for exhibitors</p> <p><b>Deadline: 12 August 2024</b></p> <p><u>Subject to mandatory authorisation are:</u></p> <ul style="list-style-type: none"> <li>- Stand spaces of more than 100 sq. m.</li> <li>- two-storey exhibition stands</li> <li>- Walls higher than 4 m</li> <li>- enclosed ceilings</li> <li>- platforms higher than 0.20 m</li> <li>- glass constructions</li> <li>- moving parts.</li> </ul> <p>Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size.</p> <p><u>Stands under 100 sq. m., which do not have the mentioned features, are not subject to approval.</u></p>	<p><b>Technical Event Management for fairs</b> <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p>
<p>Start March 2024</p>	<p><b>Exhibitor permits, setting-up and dismantling tickets, visitor-ticket--vouchers</b></p>	<p>From the opening of the <u>Service Shop</u> you can order <b>exhibitor permits</b> and <b>setting-up and dismantling</b> tickets as well as visitor admission-ticket vouchers.</p>	<p>You will find the <b>Log-In</b> on <a href="http://www.cleanzone.messefrankfurt.com">www.cleanzone.messefrankfurt.com</a> at the top right corner.</p>
<p>Start March 2024</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 <b>Shop for Exhibitor Services</b>.</p> <p>If we do not receive an order from you we will <b>not set up any stand walls</b> at your stand, unless your neighboring stand booked some.</p>	<p><b>Shop for Exhibitor Services:</b> <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> Tel. : +49 69 7575-2999</p>
<p>Start March 2024</p>	<p><b>Promotion package</b></p>	<p>You will receive the <b>Promotion Shop</b> via the <b>Shop for Exhibitor Services</b>.</p> <p>Use the opportunity to actively draw your customers' attention to your trade fair participation and thus contribute to your exhibition success!</p>	<p><b>Shop for Exhibitor Services:</b> <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> Tel.: +49 69 7575-2999</p> <p><b>Mr. Markus Lengyel</b> Marketing <a href="mailto:markus.lengyel@messefrankfurt.com">markus.lengyel@messefrankfurt.com</a> Tel.: +49 69 7575-6339</p>

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Start March 2024	Press Services	<p>Book your press services in the 'Marketing Services (Press Services)' section of the <a href="#">Shop for Exhibitor services</a>.</p> <p>In case of any questions regarding your press services or your press events, please contact: <a href="mailto:press.cleanzone@messefrankfurt.com">press.cleanzone@messefrankfurt.com</a></p>	<p><b>Shop for Exhibitor Services:</b> <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> Tel.: +49 69 7575-2999</p> <p><b>Ms. Kristin Klees</b> Press Organisation <a href="mailto:kristin.klees@messefrankfurt.com">kristin.klees@messefrankfurt.com</a> Tel.: +49 69 7575-5672</p>
Start June 2024	Stand rental invoice	<p>Please note that all outstanding <b>stand rental invoices</b> must be settled by this date.</p> <p>The terms of payment will be included in the invoice.</p>	<p><b>Cleanzone Team</b> <a href="mailto:cleanzone@messefrankfurt.com">cleanzone@messefrankfurt.com</a> Tel.: +49 69 7575-3500</p>
Start mid of July 2024	Complete stands	<p>If you have booked a complete stand, you will be contacted by the colleagues from the Fair construction department. You will receive a stand sketch and a list of equipment for overview.</p>	<p><b>Fair Construction</b> Mr. Marc Tunnat <a href="mailto:fairconstruction@messefrankfurt.com">fairconstruction@messefrankfurt.com</a></p>
01 September 2024	Cleanzone Guide editorial deadline	<p><b>Last opportunity to send</b> us your details for the <b>printed Cleanzone Guide</b>.</p>	<p><b>Messe Frankfurt Medien und Service GmbH</b> <a href="mailto:mediapackage.cleanzone@messefrankfurt.com">mediapackage.cleanzone@messefrankfurt.com</a> Tel.: +49 69 7575-5131</p>
23 – 25 September 2024	Regular set-up	<p>Regular Set up of Cleanzone from 23 September until 25 September:</p> <p>23.09.2024: 7:00 – 20:00 hrs 24.09.2024: 7:00 – 20:00 hrs 25.09.2024: 5:00 – 7:00 hrs</p> <p><b>Please note:</b> On 23 and 24 September 2024 the <a href="#">Check-In</a> at "Tor Nord" is essential before you can drive to the exhibition grounds.</p>	<p>Information on the <b>Check-In</b> procedures can be found under: <a href="http://www.cleanzone.com">www.cleanzone.com</a> / Planning and Preparations / Check In</p>
24 September 2024	Last day of set-up	<p>On <b>24 September 2024</b> at 3 p.m. the carpet will be laid in the aisles - from this point on you can only carry out <b>set-up work inside your stand space</b>.</p>	
25 + 26 September 2024	Cleanzone Event date	<p><b>From 25 September 2024 – 26 September 2024 Cleanzone takes place.</b></p> <p>Exhibitors carrying Exhibitor passes have daily access from <b>8 a.m. to 7 p.m.</b></p>	<p>The <b>trade fair management office</b> is located at the Entrance of Cleanzone in Hall 1.2.</p>
26 September 2024 Start 4 p.m.	carpet removal / delivery of packing material	<p>Please start the dismantling work <b>inside your stand space only</b> while the carpet in the aisles will be removed. This will help to optimize the dismantling phase and to avoid any disturbances</p>	<p><b>Cleanzone Team</b> <a href="mailto:cleanzone@messefrankfurt.com">cleanzone@messefrankfurt.com</a> Tel.: +49 69 7575-3500</p>

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26 + 27 September 2024	Dismantling	<p>Regular dismantling in the hall.</p> <p>On 26 September 2024 as from approx 16:30 hrs until 27 September 2024, 22:00 hrs.</p> <p>Please note: All vehicles wishing to enter the exhibition grounds must be registered in advance and are asked to drive to the <a href="#">Check-In</a> area.</p>	<p><b>Cleanzone Team</b>  <a href="mailto:cleanzone@messefrankfurt.com">cleanzone@messefrankfurt.com</a>            Tel.: +49 69 7575-3500</p>

# Contact Persons

during your fair preparations

Your contact persons at Cleanzone Team	<b>Show Director Cleanzone Sales</b>	<b>Ms. Anja Diete</b> Tel.: +49 69 7575- 6290 <a href="mailto:anja.diete@messefrankfurt.com">anja.diete@messefrankfurt.com</a>
	<b>Sales Assistant Cleanzone</b>	<b>Ms. Martina Treutel-Adler</b> Tel.: +49 69 7575- 3500 <a href="mailto:Martina.treutel-adler@messefrankfurt.com">Martina.treutel-adler@messefrankfurt.com</a>
	<b>Organisation</b> Fringe Programme and Special Events	<b>Mr. Manuel Olbrich</b> Tel.: +49 69 7575-5839 <a href="mailto:manuel.olbrich@messefrankfurt.com">manuel.olbrich@messefrankfurt.com</a>

Your contact persons at the Marketing-communications Team	<b>Director Marketing communications</b>	<b>Ms. Dominique Ewert</b> Tel.: +49 69 7575-6463 <a href="mailto:dominique.ewert@messefrankfurt.com">dominique.ewert@messefrankfurt.com</a>
	<b>Teamleader Marketing communications</b>	<b>Mr. Markus Lengyel</b> Tel.: +49 69 7575-6339 <a href="mailto:markus.lengyel@messefrankfurt.com">markus.lengyel@messefrankfurt.com</a>
	<b>Media Relations</b>	<b>Ms. Jutta Monden</b> Telefon +49 69 7575-6867 <a href="mailto:jutta.monden@messefrankfurt.com">jutta.monden@messefrankfurt.com</a>
	<b>Organisation Marketing communications</b>	<b>Ms. Kristin Klees</b> Tel.: +49 69 7575-5672 <a href="mailto:kristin.klees@messefrankfurt.com">kristin.klees@messefrankfurt.com</a>
	<b>Advertising</b>	<b>Mr. Markus Lengyel</b> Tel.: +49 69 7575-6339 <a href="mailto:markus.lengyel@messefrankfurt.com">markus.lengyel@messefrankfurt.com</a>