

## Checklist for your preparations for the fair

Dates / deadlines	Topic	Details	Contacts	Done / documents received?
<b>From 11 / 2016</b>  Deadline Early Booking: 19.1.2017  Deadline: 19.4.2017	<b>Invitation to exhibit at Light + Building 2018</b>	If you have already taken part in Light + Building, you can register to exhibit via the <b>shop for exhibitor services</b> .	Shop for exhibitor services: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-5588  Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007	<input type="radio"/>
<b>From 02 / 2017</b>	<b>Preliminary planning phase/ planning preparations</b>	Analysis and categorisation of all Intentions to Exhibit	Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007	<input type="radio"/>

Dates / deadlines	Topic	Details	Contacts	Done / documents received?
From 05 / 2017 to 10 / 2017	Hall planning / despatch of Stand Space Proposals	<p>Start of <b>hall planning</b>:</p> <p>During the planning phase, we will send you a Stand Space Proposal with information about your possible stand allocation.</p> <p>Please note: The planning phase includes a process of coordination with exhibitors, which requires answers from them. Therefore, it is not always possible to adhere to the schedule.</p>	<p><b>Halls: 1.1, 1.2, 5.1, 6.0, 6.1</b> Product group: decorative lighting and accessories Ms Paola Bender <a href="mailto:paola.bender@messefrankfurt.com">paola.bender@messefrankfurt.com</a></p> <p><b>Halls: 4.2, 5.0, 6.2, 9.1, Agora</b> Product groups: technical lighting, external lights for public space, home and building automation, security technology Ms Lisa Jakoby <a href="mailto:lisa.jakoby@messefrankfurt.com">lisa.jakoby@messefrankfurt.com</a></p> <p><b>Halls: 2.0, 3.0, 3.1, 4.0, 4.1, Forum 0</b> Product group: technical lighting and components Ms Birgül Demir <a href="mailto:birquel.demir@messefrankfurt.com">birquel.demir@messefrankfurt.com</a></p> <p><b>Halls: 8.0, 9.0, 10.1, 11.0, 11.1, Galleria</b> Product groups: electrical engineering, national pavilions, Asia Selection Ms Astrid Niegel <a href="mailto:astrid.niegel@messefrankfurt.com">astrid.niegel@messefrankfurt.com</a></p>	O

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From 08 / 2017	Exhibit Confirmation	<p>Depending on the planning progress, <b>Exhibit Confirmations</b> will be despatched from 08 / 2017.</p> <p>The contract between the exhibitor and Messe Frankfurt comes into effect with the despatch of the written Exhibit Confirmation. (General Terms of Business, 02/16, 6.1)</p>	<p>Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007</p>	○
From 09 / 2017	<p>Services</p> <p>Exhibitor permits, setting-up and dismantling tickets</p>	<p>From 09 / 2017 it is possible to order all services needed via the <b>shop for exhibitor services</b>, such as electricity, stand guards, water, stand cleaning, forwarding services, car parking, admission-ticket vouchers, etc.</p> <p>We will also send you your free <b>exhibitor permits</b> and <b>setting-up and dismantling tickets</b> (predefined free contingent according to stand size; additional tickets / permits can be ordered at extra cost).</p> <p><b>Please also note the deadlines for ordering all services mentioned on the forms!</b></p>	<p>Shop for exhibitor services: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999</p> <p>→ You can find the correct contact person by clicking on the service required</p> <p>Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007</p>	○
From 09 / 2017	Stand-rental invoice	<p>The <b>stand-rental invoices</b> will be send in accordance with planning progress.</p> <p><b>Terms of payment:</b> The amount billed is due for payment no later than two and a half months before the event begins.</p>	<p>Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007</p>	○

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<p><b>From 09 / 2017</b></p> <p>Deadline: 30.11.2017</p>	<p><b>Joint-stand participants / co-exhibitors</b></p>	<p>Joint-stand participants are exhibitors with their own personnel and products taking part on a stand hired by an organiser / exhibitor.</p> <p>Please register joint-stand participants online via the <b>shop for exhibitor services</b>.</p> <p>We would like to remind you that it is necessary to register all co-exhibitors on your stand.</p>	<p>Shop for exhibitor services: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999</p> <p>Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007</p>	<p>○</p>
<p><b>From 09 / 2017</b></p> <p>Deadline: 22.1.2018</p>	<p><b>Approval of stand-construction plans</b></p>	<p>Submission of <b>stand-construction plans requiring approval</b>.</p> <p><a href="http://www.light-building.com">www.light-building.com</a> / Exhibitors / Services / Technical services</p> <p>Constructions requiring approval include two-storey exhibition stands, walls higher than 4 m, enclosed ceilings, platforms higher than 0.20m, glass constructions, moving parts etc.</p> <p><u>Stands of less than 100 m<sup>2</sup>, which do not have any of these features, do <b>not</b> require approval.</u></p> <p>Cinemas or spectator rooms, stages, buildings on the outdoor area and temporary structures are always subject to approval regardless of size.</p> <p>In this connection, please see the Technical Guidelines (Section 4.2)</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management Tel.: +49 69 7575-5904 <a href="mailto:technics@messefrankfurt.com">technics@messefrankfurt.com</a></p>	<p>○</p>
<p><b>09 / 2017</b></p> <p>Catalogue deadline: 11.12.2017</p>	<p><b>Media Package (catalogue)</b></p>	<p>You will be send the <b>order forms</b> for the <b>Media Package, Part 1 / catalogue</b> (catalogue) via email.</p> <p><b>Deadline: 11.12.2017</b> (Closing date for receipt of your data for the Media Package entry)</p>	<p>Messe Frankfurt Medien + Service GmbH Tel.: +49 69 7575-5131 <a href="mailto:mediapackage.light-building@messefrankfurt.com">mediapackage.light-building@messefrankfurt.com</a></p>	<p>○</p>

Dates / deadlines	Topic	Details	Contacts	Done / documents received?
09 / 2017	Media Package (online presence)	The <b>order forms</b> for the <b>Media Package, Part 2</b> (online presence) will be send to you via e-mail.	Messe Frankfurt Exhibition GmbH Telephone +49 69 7575-5090 <a href="mailto:light-building@online.messefrankfurt.com">light-building@online.messefrankfurt.com</a>	<input type="radio"/>
From 10 / 2017	Promotion Package	We will send you the <b>Promotion Package</b> , with which you can order free promotional materials for your trade-fair presentation, such as promotional postcards, folding invitation cards, online banners, e-mail signature, e-card, QR-code, etc.	Order our promotional material on <a href="http://www.promotion.messefrankfurt.com">www.promotion.messefrankfurt.com</a>	<input type="radio"/>
Deadline: 12.2.2018				
From 10 / 2017	Press services	You can order Press Display Units and other press services online via the <b>shop for exhibitor services</b> .	Shop for exhibitor services: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999	<input type="radio"/>
Deadline: 6.3.2018				
15 December 2017	Design Plus	Registration Deadline for the exhibitor contest Design Plus powered by Light + Building	at <a href="http://www.mdc.german-design-council.de">www.mdc.german-design-council.de</a>	<input type="radio"/>
01 / 2018	Stand-wall inquiry	Inquiry via email whether you need <b>stand-dividing walls</b> for your stand (stand delimitation).	Light+Building-Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007	<input type="radio"/>

– Please note that the order of the various points can vary according to the date you submitted your intention to exhibit –

## Setting-up and dismantling timetable

Dates	Stichwort	Details	Contact
8. - 12.3.2018	<b>Advanced setting-up</b> 8.3. from 7 a.m. to 12.3. until 12 midnight (Around the clock, 24 h / day)	<b>Please note:</b> It is necessary to apply for advanced set-up well beforehand via the <b>shop for exhibitor services</b> .  Please also note that: Advance set-up is <b>not possible</b> for stands up to 50 m <sup>2</sup> in size Advance set-up is subject to <b>a fee</b> for stands between 51 m <sup>2</sup> and 150 m <sup>2</sup> in size: €250.00 per day Advance set-up is <b>free of charge</b> for stands of 151 m <sup>2</sup> or more	Shop for exhibitor services: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999  Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007
13. - 17.3.2018	<b>Regular setting-up</b> Around the clock until 12 midnight on 17.3.2018 (24 h / day)	<b>Please note:</b> <b>Vehicle entry</b> on to the exhibition centre is only possible via the <b>check-in</b> at the Rebstock parking area.  On 17.3.2018 from 3 p.m.: Carpet laying in the aisles – therefore, it is only possible to carry out set-up work on the stand from this time onwards!	Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007
18. - 23.3.2018	<b>Light + Building 2018</b>	<b>opening hours – exhibitors</b> Daily: 8 a.m. to 7 p.m. 23.3.2018: 8 a.m. to 6 p.m.  <b>opening hours – visitors</b> Daily: 9 a.m. to 6 p.m. 23.3.2018: 9 a.m. to 5 p.m.	Light + Building -Team <a href="http://www.light-building.com">www.light-building.com</a> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007  Light+Building Management Torhaus, Level 2 Tel.: +49 69 7575-1326

Dates	Stichwort	Details	Contact
23.3.2018 from 5 p.m.	carpet removal / delivery of packing material	<p>From 5 p.m. on it will at first only be possible to carry out dismantling work <b>on the stand</b> – primarily the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.</p> <p>Also at 5 p.m. we start with the delivery of packing material – all packing material will successively delivered due to stand location within the hall to ensure a smooth and efficient procedure.</p>	Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007
23. - 25.3.2018	<b>Regular dismantling</b> Around the clock from 7 p.m. on 23.3. until 10 p.m. on 25.3.2018 (24 h / day)	<p>Regular dismantling in all halls.</p> <p>Entry for vehicles with a gross vehicle weight rating of up to 7.49 t from 23 March 2018 at 7:00 to 00:00 p.m. from the truck assembly point departure</p> <p>On 24 March 2018 from 3:00 to 8:00 a.m. it is not possible to drive to the exhibition halls due to empty packing materials night</p> <p>On 24 March 2018 8:00 a.m. all vehicle can enter the fairground only possible following registration</p> <p>Please note: <b>Vehicle entry</b> on to the exhibition centre is only possible via the <b>check-in</b> at the Rebstock parking area.</p>	Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007
26. - 27.3.2018	<b>Extended dismantling</b> daily from 7 a.m. until 9 p.m.	<p><b>Please note:</b> It is necessary to apply for extended dismantling well beforehand via the <b>shop for exhibitor services</b>.</p>	Shop for exhibitor services: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Tel.: +49 69 7575-2999  Light + Building -Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Tel.: +49 69 7575-3007

## Contacts

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### Sales Manager

Paola Bender  
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Halls: 1.1, 1.2, 5.1, 6.0, 6.1  
Product groups: Dekorative lighting  
and accessories

Lisa Jakoby  
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Halls: 4.2, 5.0, 6.2, 9.1, Agora  
Product groups: Technical lighting,  
external / street lights, home and building  
automation, security technology

### Organisation, complementary programme, events

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### Sales Manager

Birgül Demir  
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Halls: Forum 0, 2.0, 3.0, 3.1, 4.0, 4.1  
Product groups: Technical lighting and  
lamps, components for lighting technology

Astrid Niegel  
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Halls: Galleria, 8.0, 9.0, 10.1, 10.2, 11.0, 11.1  
Product groups: Electrical installation, national pavilions,  
Asia selection

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### Exhibitor support

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## Head of Marketing Communication

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## Shop for exhibitor services → Intention to exhibit

[www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com)  
[serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

Tel.: +49 69 7575-5588

## Event technology

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## Media Relations / Press

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## Shop for exhibitor services → ordering services

[www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com)  
[serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

Tel.: +49 69 7575-2999

## Media Package

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## Marketing Communication Organisation

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