

Checklist

For your fair preparations for Light + Building 2020

Dates and important deadlines	Keyword	Topic	Contact person
<p>Start July 2018</p> <p><u>Deadline Early-Booking:</u></p> <p>29 November 2018</p>	<p>Invitation to exhibit at Light + Building</p>	<p>As of now you can login and submit your non-binding <u>intention to exhibit</u> at Light + Building with your personal fair account (My Account).</p> <p>If you have either participated in past Light + Buildings, or have already registered as an interested party, you will receive an invitation to take part in Light + Building 2020 by email.</p> <p>Please follow the link in the invitation and complete your intention to exhibit.</p> <p>Fist time exhibitors can register at:</p> <p>www.light-building.messefrankfurt.com</p>	<p>You will find the Log-In www.light-building.messefrankfurt.com</p> <p>serviceshop@messefrankfurt.com Phone: +49 69 7575-5588</p> <p>Light + Building Team</p> <p>www.light-building.messefrankfurt.com</p> <p>light-building@messefrankfurt.com Phone: +49 69 7575-3007</p>
<p>Start January 2019</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>Planning phase: January 2019 – ca. December 2019</p>	<p>Ms. Paola Bender Phone: +49 69 7575-5687 paola.bender@messefrankfurt.com Hall: 1.1, 1.2, 6.0, 6.1, 10.1, 10.2</p> <p>Ms. Birgül Demir Phone: +49 69 7575-6642 birguel.demir@messefrankfurt.com Hall: Forum, 2.0, 3.0, 3.1, 8.0</p> <p>Ms. Lisa Jakoby Phone: +49 69 7575-6599 lisa.jakoby@messefrankfurt.com Hall: 4.0, 4.1, 4.2, 9.1, Agora, open space area F040</p> <p>Ms. Astrid Niegel Phone: +49 69 7575-5798 astrid.niegel@messefrankfurt.com Hall: 9.0, 9.2, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11</p>

Dates and important deadlines	Keyword	Topic	Contact person
<p>Start January 2019</p>	<p>Stand-Confirmation</p>	<p>In January, depending on the state of planning, the exhibit confirmations will be sent out.</p> <p>The contract between the exhibitor and Messe Frankfurt comes into effect with the dispatch of the written Exhibit Confirmation. (General terms of Business, point 6).</p>	
<p>Start September 2019</p> <p>Please note that the order deadlines for the specific services differ.</p>	<p>Exhibitor permits, setting-up and dismantling tickets</p> <p>Services</p>	<p>You will receive your personal service documents via Email. You can now order exhibitor permits and setting-up and dismantling tickets <u>online in the ticket shop</u>.</p> <p>From September of 2019 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 Fair- Log in.</p>	<p>You will find the Log-In on www.light-building.messefrankfurt.com</p> <p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com Phone: +49 69 7575-2999</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
<p>Start September 2019</p> <p>Deadline: 13 January 2020</p>	<p>Stand construction plans</p>	<p>Submission of stand construction plans, subject to approval</p> <p>➔ Please heed the technical Guidelines at: www.light-building.messefrankfurt.com / Planning and preparation / Technology and services</p> <p>Deadline: 13 January 2020</p> <p><u>Subject to mandatory authorisation are:</u> Stand spaces of more than 100 sq. m., 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.</p> <p><u>Stands under 100 sq. m., which do not have the mentioned features, are not subject to approval.</u></p>	<p>Technical Event Management for fairs</p> <p>technics@messefrankfurt.com</p>
<p>Start September 2019</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>You will find the Log-In on www.light-building.messefrankfurt.com</p> <p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 7575-3007</p>

Dates and important deadlines	Keyword	Topic	Contact person
<p>Start September 2019</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>Start October 2019</p> <p>Please heed the deadlines on the order forms.</p>	<p>Catalogue/ Media Package</p>	<p>You will receive the booking forms for the catalogue/ media package by email.</p>	<p>Messe Frankfurt Medien und Service GmbH</p> <p>mediapackage.light-building@messefrankfurt.com</p>
<p>Start October 2019</p> <p><u>Order Deadline:</u> Early February 2019</p>	<p>Promotion-Package</p>	<p>You will receive the Promotion Package, with which you can use to order promotional material for your trade fair presentation, free of charge.</p> <p>Use this chance to inform your customers of your participation and by this contribute to your company's success at Light + Building 2020!</p>	<p>Mr. Markus Lengyel markus.lengyel@messefrankfurt.com Phone: +49 69 7575-6339</p>
<p>Start Oktober 2019</p>	<p>Stand rental invoice</p>	<p>Depending on the progress of the planning process and depending on whether or not you already received your participation confirmation, you will be sent the stand rental invoice.</p> <p>The terms of payment will be included in the invoice.</p>	<p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 7575-3007</p>
<p>Start October 2019</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. Natalie Maas natalie.maas@messefrankfurt.com Phone: +49 69 7575-6357</p>
<p>21 February 2020</p>	<p>Ordering of extended set-up and dismantling</p>	<p>Closing date for the registration for Early set-up and extended dismantling at the Shop for Exhibitor Services.</p> <p>Please note that it is obligatory to register in advance in order to make use of the early set-up and extended dismantling.</p> <p>Early set-up is not possible for stands up to 50 sqm in size.</p> <p>Early set-up is subject to a fee for stands between 51 sqm and 150 sqm in size: EUR 250, - per day.</p> <p>Early set-up is free of charge for stands of 151 sqm or more.</p>	<p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 7575-3007</p>

Dates and important deadlines	Keyword	Topic	Contact person
27 February 2020	Advanced Set-up (24 hours a day)	Start of advanced set up in some hall levels.	Light + Building Team light-building@messefrankfurt.com Phone: +49 69 7575-3007
03 – 07 March 2020 07 March 2020	Regular set-up 24 hours a day until 07 March 2019 Last day of set-up	Regular Set up of Light + Building from 03 March 2019 until 07 March 2019 Please note: Due to increased volume of traffic during the regular set-up, the Check-In at Rebstock is essential before driving to the exhibition grounds. On 07 March 2019 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.	Information on the Check-In procedures can be found under: www.light-building.messefrankfurt.com/ Planning and Preparations / Check In
08 – 13 March 2020	Light + Building	From 08 March 2019 – 13 March 2020 Light + Building takes place. The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m.	The trade fair management office is located at Torhaus Level 2
13 March 2020 Starr 5 p.m.	carpet removal / delivery of packing material	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.	Light + Building Team light-building@messefrankfurt.com Phone: +49 69 7575-3007
13 – 16 March 2020	Dismantling Start 13 March 24 hours a day until 16 March, 12 p.m.	Regular dismantling in all hall levels. 7:30 p.m. to midnight: Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t 14 March 2020 3 a.m. – 8 a.m: All vehicles must have left the exhibition grounds, except for cars parking on the parking level P4, P9 and P12. From 14 March 2020 – 16 March 2020, 10 p.m. Entry for all dismantling vehicles Please note: Every vehicle that wishes to enter the exhibition grounds must be registered in advanced and drive to the Check-In area.	Light + Building Team light-building@messefrankfurt.com Phone: +49 69 7575-3007

Dates and important deadlines	Keyword	Topic	Contact person
17 – 18 March 2020	Extended Dismantling	<p>Extended dismantling from 17 March until 18 March is only allowed in particular hall levels.</p> <p>Daily from 7 a.m. to 9 p.m.</p> <p>Please note that, if you want to use this extended dismantling time you have to register for it.</p> <p>You will find detailed information on set-up and dismantling times on the Light + Building website www.light-building.messefrankfurt.com under Planning and preparation</p>	<p>Light + Building Team light-building@messefrankfurt.com</p> <p>Phone: +49 69 7575-3007</p>

<p>Hotline</p> <p>Contact information</p>	<p>For Questions regarding:</p> <p>Intention to exhibit at Light + Building and the registration of Joint-stands: serviceshop@messefrankfurt.com Phone: +49 69 7575-5588</p> <p>Shop for Exhibitor services: serviceshop@messefrankfurt.com Phone: +49 69 7575-2999</p> <p>Technical Event Management for Fairs: technics@messefrankfurt.com</p> <p>Fair Log-in / My Account: myaccount@messefrankfurt.com</p> <p>Log-In: You will find the Log-In on www.light-building.messefrankfurt.com on the right side above</p>
---	--

Contact Persons

during your fair preparations

Your contact persons at Light + Building Team	Director of Brand Management Light + Building	Ms. Maria Hasselman Phone: +49 69 7575- 6801 maria.hasselmann@messefrankfurt.com
	Sales Light + Building	Ms. Paola Bender Phone: +49 69 7575- 5687 paola.bender@messefrankfurt.com Hall: 1.1, 1.2, 6.0, 6.1, 10.1, 10.2 Ms. Birgül Demir Phone: +49 69 7575- 6642 birguel.demir@messefrankfurt.com Hall: Forum, 2.0, 3.0, 3.1, 8.0 Ms. Lisa Jakoby Phone: +49 69 7575- 6599 lisa.jakoby@messefrankfurt.com Halle: 4.0, 4.1, 4.2, 9.1, Agora, open space area F040 Ms. Astrid Niegel Phone: +49 69 7575- 5798 astrid.niegel@messefrankfurt.com Hall: 9.0, 9.2, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11
	Sales Assistant Light + Building	Ms. Cornelia Stietzel Phone: +49 69 7575- 5227 cornelia.stietzel@messefrankfurt.com Ms. Heike Wagner Phone: +49 69 7575- 5690 heike.wagner@messefrankfurt.com Ms. Viktoria Wich Phone: +49 69 7575- 5471 viktorija.wich@messefrankfurt.com
	Organisation Fringe Programme and Special Events	Ms. Katharina Groh Phone: +49 69 7575-5850 katharina.groh@messefrankfurt.com

Your contact persons at the Marketing-communications Team

Director Marketing communications

Ms. Dominique Ewert
Phone: +49 69 7575-6463
dominique.ewert@messefrankfurt.com

Media Relations

Ms. Anja Bräutigam
Phone: +49 69 7575-5461
anja.braeutigam@messefrankfurt.com

Frau Aleksandra Götz
Phone: +49 69 7575-6144
aleksandra.goetz@messefrankfurt.com

Organisation Marketing communications

Ms. Natalie Maas
Phone +49 69 7575-6357
natalie.maas@messefrankfurt.com

Advertising

Mr. Markus Lengyel
Phone: +49 69 7575-6339
markus.lengyel@messefrankfurt.com

Ms. Janina Lieser
Phone +49 69 7575-5745
janina.lieser@messefrankfurt.com