

# Checklist

For your fair preparations for Light + Building 2022

| Dates and important deadlines   | Keyword   | Topic   | Contact person  |
|---|---|---|---|
| <p>Hotline</p> <p>Contact information</p>   | <p>For Questions regarding:</p>                         | <p><b>Intention to exhibit at Light + Building and the registration of Joint-stand participants:</b><br/>           serviceshop@messefrankfurt.com<br/>           Phone: +49 69 75 75-55 88</p> <p><b>Shop for Exhibitor services:</b><br/>           serviceshop@messefrankfurt.com<br/>           Phone: +49 69 75 75-29 99</p> <p><b>Technical Event Management for Fairs / Approval of stand construction plans:</b><br/>           standapproval@messefrankfurt.com</p> <p><b>Fair Log-in / My Account:</b><br/>           myaccount@messefrankfurt.com</p> <p><b>Hygiene and protective measures:</b><br/>           Phone: +49 69 75 75-66 99<br/>           (Mon. – Fri. / 8 a.m. – 4 p.m.)</p> <p><b>Fair Log-In / Customer Center:</b><br/>           You will find the Log-In on <a href="http://www.light-building.com">www.light-building.com</a> on the right side above.<br/>           There you get to your personal customer center for the administration of all services related to your trade fair presence.</p> |   |
| <p>Start January 2021</p> <p><u>Deadline Early-Booking:</u><br/>29 April 2021</p> | <p><b>Invitation to exhibit at Light + Building</b></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 2022 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:<br/> <a href="http://www.light-building.com">www.light-building.com</a></p>   | <p>You will find the Login <a href="http://www.light-building.com">www.light-building.com</a></p> <p><a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a><br/>           Phone: +49 69 75 75-55 88</p> <p><b>Light + Building Team</b><br/> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br/>           Phone: +49 69 75 75-30 07</p> |

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| <p><b>Start May 2021</b></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.</p> <p>Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.</p> <p><b>Planning phase:</b><br/>May 2021 – ca. December 2021</p>  | <p><b>Ms. Paola Bender</b><br/>Phone: +49 69 75 75-56 87<br/><a href="mailto:paola.bender@messefrankfurt.com">paola.bender@messefrankfurt.com</a><br/>Hall: 1.1, 1.2, 6.0, 6.1, 6.2, 10.1, 10.2</p> <p><b>Ms. Lisa Jakoby</b><br/>Phone: +49 69 75 75-65 99<br/><a href="mailto:lisa.jakoby@messefrankfurt.com">lisa.jakoby@messefrankfurt.com</a><br/>Hall: Forum, 2.0, 3.0, 3.1, 8.0</p> <p><b>Mr. Marius Münkkel</b><br/>Phone: +49 69 75 75-56 47<br/><a href="mailto:Marius.muenkel@messefrankfurt.com">Marius.muenkel@messefrankfurt.com</a><br/>Hall: 9.0, 9.1</p> <p><b>Ms. Astrid Niegel</b><br/>Phone: +49 69 75 75-57 98<br/><a href="mailto:astrid.niegel@messefrankfurt.com">astrid.niegel@messefrankfurt.com</a><br/>Hall: 9.0, 9.1, 9.2, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11</p> <p><b>Ms. Rosalia Virga</b><br/>Phone: +49 69 75 75-58 06<br/><a href="mailto:rosalia.virga@messefrankfurt.com">rosalia.virga@messefrankfurt.com</a><br/>Hall: 4.0, 4.1, 4.2, Agora</p> |
| <p><b>Start May 2021</b></p>  | <p><b>Stand-Confirmation</b></p>   | <p>In May, depending on the state of planning, the <b>exhibit confirmations</b> 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 and conditions, point 6).</p>   |   |
| <p><b>Start May 2021</b></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.</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 <a href="http://www.light-building.com">www.light-building.com</a></p> <p><b>Light + Building Team</b><br/><a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br/>Phone: +49 69 75 75-30 07</p>  |
| <p><b>Start July 2021</b></p> <p>Please note that the order deadlines for the specific services differ.</p> | <p><b>Exhibitor permits, setting-up and dismantling tickets</b></p> <p><b>Services</b></p> | <p>You will receive your personal service documents via Email. You can now order <b>exhibitor permits</b> and <b>setting-up and dismantling</b> tickets online in the ticket services for exhibitors portal.</p> <p>From July of 2021 on, you can order services such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. via the <b>Shop for Exhibitor Services</b>.</p> <p>You can access the shop for exhibitor services with your personal Login.</p> | <p><b>You will find the Login</b><br/><a href="http://www.light-building.com">www.light-building.com</a></p> <p><b>Shop for Exhibitor Services:</b><br/><a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a><br/>Phone: +49 69 75 75-29 99</p> <p>Click on the service you want to utilize to find the matching contact person.</p>   |

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|  |  | <p>Please pay attention to any express surcharges that may be due for selected services in the shop of 25%.</p>   |   |
| <p><b>Start</b><br/>September 2021</p> <p><u>Deadline:</u><br/>13 January 2022</p>         | <p><b>Stand construction plans</b></p> | <p><b>Submission of stand construction plans, subject to approval</b></p> <p>→ Please heed the Technical Guidelines at: <a href="http://www.light-building.com">www.light-building.com</a> / Planning and preparation / Infos for exhibitors</p> <p><b>Deadline: 13 January 2022</b></p> <p><u>Subject to mandatory authorisation are:</u><br/>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.</p> <p><u>Stands under 100 sqm, which do not have the mentioned features, are not subject to approval.</u></p> | <p><b>Technical Event Management for fairs</b></p> <p><a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></p>                                |
| <p><b>Start</b><br/>September 2021</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><br/><a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a></p>                                       |
| <p><b>Start</b><br/>October 2021</p> <p>Please heed the deadlines on the order forms.</p>  | <p><b>Catalogue/ Media Package</b></p> | <p>You will receive the booking forms for the <b>catalogue/ media package</b> by email.</p>   | <p><b>Messe Frankfurt Medien und Service GmbH</b></p> <p><a href="mailto:mediapackage.light-building@messefrankfurt.com">mediapackage.light-building@messefrankfurt.com</a></p> |
| <p><b>Start</b><br/>October 2021</p> <p><u>Order Deadline:</u><br/>Early February 2022</p> | <p><b>Promotion-Package</b></p>        | <p>You will receive the <b>Promotion Package</b>, 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 2022!</p>   | <p><b>Mr. Markus Lengyel</b><br/><a href="mailto:markus.lengyel@messefrankfurt.com">markus.lengyel@messefrankfurt.com</a><br/>Phone: +49 69 75 75-63 39</p>                     |
| <p><b>Start</b><br/>October 2021</p>   | <p><b>Stand rental invoice</b></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 <b>stand rental invoice</b>. The terms of payment will be included in the invoice.</p>  | <p><b>Light + Building Team</b><br/><a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br/>Phone: +49 69 75 75-30 07</p>                  |

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| Start<br>October 2021                   | Press Services   | Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.   | Ms. Natalie Maas<br><a href="mailto:natalie.maas@messefrankfurt.com">natalie.maas@messefrankfurt.com</a><br>Phone: +49 69 75 75-63 57                                       |
| 3 March 2022                            | Ordering of extended set-up and dismantling  | <p><b>Closing date</b> for the registration for <b>Early set-up and extended dismantling</b> 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 <b>not possible</b> for stands up to 50 sqm in size.</p> <p>Early set-up is <b>subject to a fee</b> for stands between 51 sqm and 150 sqm in size: EUR 250, - per day.</p> <p>Early set-up is <b>free of charge</b> for stands of 151 sqm or more.</p> | Light + Building Team<br><a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br>Phone: +49 69 75 75-30 07                              |
| 3 March 2022                            | Advanced Set-up<br><br>(24 hours a day)  | Start of advanced set up <b>in some hall levels.</b>  | Light + Building Team<br><a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br>Phone: +49 69 75 75-30 07                              |
| 08 – 12 March 2022<br><br>12 March 2022 | Regular set-up<br><br>24 hours a day until 07 March 2020<br><br>Last day of set-up | <p>Regular set-up of Light + Building from 08 March 2022 until 012 March 2022</p> <p><b>Please note:</b><br/>Due to increased volume of traffic during the regular set-up, the <b>Check-In</b> at Rebstock is essential before driving to the exhibition grounds.</p> <p>On <b>12 March 2022</b> at 3 p.m. the carpet will be layed in the aisles - therefore from this time on you are only allowed to carry out <b>set-up work on your stand space.</b></p>   | Information on the Check-In procedures can be found under:<br><br><a href="http://www.light-building.com">www.light-building.com</a> / Planning and Preparations / Check In |
| 13 – 18 March 2022                      | Light + Building   | <p><b>From 13 March 2022 to 18 March 2022 Light + Building takes place.</b></p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from <b>8 a.m. to 7 p.m.</b></p>  | The trade fair management office is located at Torhaus Level 2  |
| 18 March 2022<br>Start 5 p.m.           | carpet removal / delivery of packing material                                      | At first you can only carry out the dismantling work <b>on your stand space</b> , during this time the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.  | Light + Building Team<br><a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br>Phone: +49 69 75 75-30 07                              |

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| <p><b>18 – 21 March 2022</b></p> | <p><b>Dismantling</b></p> <p>Start 18 March 2022 24 hours a day until 21 March 2022, 12 p.m.</p> | <p>Regular dismantling in all hall levels.</p> <p>7:30 p.m. to midnight:<br/>Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t</p> <p>19 March 2022 3 a.m. – 8 a.m:<br/>All vehicles must have left the exhibition grounds, except for cars parking on the parking level P4, P9 and P12.</p> <p>From 19 March 2022 – 21 March 2022, 10 p.m.<br/>Entry for all dismantling vehicles</p> <p>Please note: Every vehicle that wishes to enter the exhibition grounds must be registered in advanced and drive to the <b>Check-In</b> area.</p> | <p><b>Light + Building Team</b><br/> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br/>           Phone: +49 69 75 75-30 07</p> |
| <p><b>22 March 2022</b></p>      | <p><b>Extended Dismantling</b></p> <p>from 7 a.m. to 9 p.m.</p>                                  | <p>Extended dismantling on 22 March 2022 is only allowed <b>in particular hall levels.</b></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 <a href="http://www.light-building.com">www.light-building.com</a> under Planning and preparation</p>  | <p><b>Light + Building Team</b><br/> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a><br/>           Phone: +49 69 75 75-30 07</p> |

# Contact Persons

during your fair preparations

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| Your contact persons at Light + Building Team | <p><b>Director of Brand Management<br/>Light + Building</b></p>        | <p><b>Mr. Johannes Möller</b><br/>Phone: +49 69 75 75-66 18<br/><a href="mailto:johannes.moeller@messefrankfurt.com">johannes.moeller@messefrankfurt.com</a></p>  |
|   | <p><b>Sales Light + Building</b></p>                                   | <p><b>Ms. Paola Bender</b><br/>Phone: +49 69 75 75-56 87<br/><a href="mailto:paola.bender@messefrankfurt.com">paola.bender@messefrankfurt.com</a><br/>Hall: 1.1, 1.2, 6.0, 6.1, 6.2, 10.1, 10.2</p> <p><b>Ms. Lisa Jakoby</b><br/>Phone: +49 69 75 75-65 99<br/><a href="mailto:lisa.jakoby@messefrankfurt.com">lisa.jakoby@messefrankfurt.com</a><br/>Hall: Forum, 2.0, 3.0, 3.1, 8.0</p> <p><b>Mr. Marius Münkel</b><br/>Phone: +49 69 75 75-56 47<br/>Hall: 9.0, 9.1</p> <p><b>Ms. Astrid Niegel</b><br/>Phone: +49 69 75 75-57 98<br/><a href="mailto:astrid.niegel@messefrankfurt.com">astrid.niegel@messefrankfurt.com</a><br/>Hall: 9.0, 9.1, 9.2, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11</p> <p><b>Ms. Rosalia Virga</b><br/>Phone: +49 69 75 75-58 06<br/><a href="mailto:rosalia.virga@messefrankfurt.com">rosalia.virga@messefrankfurt.com</a><br/>Hall: 4.0, 4.1, 4.2, Agora</p> |
|   | <p><b>Sales Assistant<br/>Light + Building</b></p>                     | <p><b>Ms. Cornelia Stietzel</b><br/>Phone: +49 69 75 75-52 27<br/><a href="mailto:cornelia.stietzel@messefrankfurt.com">cornelia.stietzel@messefrankfurt.com</a></p> <p><b>Ms. Heike Wagner</b><br/>Phone: +49 69 7575 – 5690<br/><a href="mailto:heike.wagner@messefrankfurt.com">heike.wagner@messefrankfurt.com</a></p> <p><b>Ms. Viktoria Garcia</b><br/>Phone: +49 69 75 75-54 71<br/><a href="mailto:viktoria.garcia@messefrankfurt.com">viktoria.garcia@messefrankfurt.com</a></p>   |
|   | <p><b>Organisation<br/>Fringe Programme and Special<br/>Events</b></p> | <p><b>Ms. Katharina Groh</b><br/>Phone: +49 69 75 75-58 50<br/><a href="mailto:katharina.groh@messefrankfurt.com">katharina.groh@messefrankfurt.com</a></p>   |

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| <b>Your contact persons at the Marketing-communications Team</b> | <b>Director Marketing communications</b>     | <b>Ms. Dominique Ewert</b><br>Phone: +49 69 75 75-64 63<br><a href="mailto:dominique.ewert@messefrankfurt.com">dominique.ewert@messefrankfurt.com</a> |
|  | <b>Media Relations</b>                       | <b>Ms. Anja Bräutigam</b><br>Phone: +49 69 75 75-54 61<br><a href="mailto:anja.braeutigam@messefrankfurt.com">anja.braeutigam@messefrankfurt.com</a>  |
|  | <b>Organisation Marketing communications</b> | <b>Ms. Natalie Maas</b><br>Phone +49 69 75 75-63 57<br><a href="mailto:natalie.maas@messefrankfurt.com">natalie.maas@messefrankfurt.com</a>           |
|  | <b>Advertising</b>                           | <b>Mr. Markus Lengyel</b><br>Phone: +49 69 75 75-63 39<br><a href="mailto:markus.lengyel@messefrankfurt.com">markus.lengyel@messefrankfurt.com</a>    |
|  |  | <b>Ms. Janina Lieser</b><br>Phone +49 69 75 75-57 45<br><a href="mailto:janina.lieser@messefrankfurt.com">janina.lieser@messefrankfurt.com</a>        |