

# Checklist

For your fair preparations for  
Light + Building Autumn Edition 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>            serviceshop@messefrankfurt.com            Phone: +49 69 75 75-55 88</p> <p><b>Shop for Exhibitor services:</b>            serviceshop@messefrankfurt.com            Phone: +49 69 75 75-29 99</p> <p><b>Technical Event Management for Fairs / Approval of stand construction plans:</b>            standapproval@messefrankfurt.com</p> <p><b>Fair Log-in / My Account:</b>            myaccount@messefrankfurt.com</p> <p><b>Hygiene and protective measures:</b>            Phone: +49 69 75 75-66 99            (Mon. – Fri. / 8 a.m. – 4 p.m.)</p> <p><b>Fair Log-In / Customer Center:</b>            You will find the Log-In on <a href="http://www.light-building.com">www.light-building.com</a> on the right side above.            There you get to your personal customer center for the administration of all services related to your trade fair presence.</p>	

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<p>Since January 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>First time exhibitors can register at: <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> Phone: +49 69 75 75-55 88</p> <p><b>Light + Building Team</b> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Phone: +49 69 75 75-30 07</p>
<p>Start March 2022</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>Ms. Paola Bender</b> Phone: +49 69 75 75-56 87 <a href="mailto:paola.bender@messefrankfurt.com">paola.bender@messefrankfurt.com</a> Hall: 1.1, 1.2, 6.0, 6.1, 10.1, 10.2, 10.3</p> <p><b>Ms. Lisa Jakoby</b> Phone: +49 69 75 75-65 99 <a href="mailto:lisa.jakoby@messefrankfurt.com">lisa.jakoby@messefrankfurt.com</a> Hall: 2.0, 3.0, 3.1, 8.0</p> <p><b>Mr. Marius Münkkel</b> Phone: +49 69 75 75-56 47 <a href="mailto:Marius.muenkel@messefrankfurt.com">Marius.muenkel@messefrankfurt.com</a> Hall: 8.0</p> <p><b>Ms. Astrid Niegel</b> Phone: +49 69 75 75-57 98 <a href="mailto:astrid.niegel@messefrankfurt.com">astrid.niegel@messefrankfurt.com</a> Hall: 9.0, 9.1, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11</p> <p><b>Ms. Rosalia Virga</b> Phone: +49 69 75 75-58 06 <a href="mailto:rosalia.virga@messefrankfurt.com">rosalia.virga@messefrankfurt.com</a> Hall: 4.0, 4.1, 4.2, Agora</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> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Phone: +49 69 75 75-30 07</p>

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<p>Please note that the order deadlines for the specific services differ.</p>	<p><b>Services</b></p>	<p>You will receive your personal service documents via Email.</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>Please pay attention to any <b>express surcharges</b> that may be due (from <b>September 11, 2022</b>) for selected services in the shop of 25%.</p>	<p><b>Shop for Exhibitor Services:</b>  <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>            Phone: +49 69 75 75-29 99</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
<p><b>Start March 2022</b></p> <p><u>Deadline:</u></p> <p><b>11 August 2022</b></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: 11 August 2022</b></p> <p><u>Subject to mandatory authorisation are:</u>            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>If your stand construction for Light + Building 2022 will be <b>on the same stand space</b> and <b>1:1 identical to the approved stand construction from 2020</b>, a new stand construction approval is not necessary. In this case, however, please submit the stand construction plans to our Technical Event Management for <b>knowledge only</b>.</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 April 2022</b></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></p>

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<p><b>Deadline</b> <b>04 August 2022</b></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> <b>March 2022</b></p> <p><b>Order Deadline:</b> <b>15 September 2022</b></p>	<p><b>Promotion-Materials</b></p>	<p>You can order the <b>Promotion Materials</b> in the <b>Shop for Exhibitor Services</b>. You will find the materials in the Marketing Services section under "Free advertising materials".</p> <p>You can find an overview of the Promotion Materials here <a href="http://www.light-building.com/promotion">www.light-building.com/promotion</a></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> <a href="mailto:markus.lengyel@messefrankfurt.com">markus.lengyel@messefrankfurt.com</a> Phone: +49 69 75 75-63 39</p>
<p><b>Start</b> <b>March 2022</b></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> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Phone: +49 69 75 75-30 07</p>
<p><b>Start</b> <b>May 2022</b></p>	<p><b>Press Services</b></p>	<p>Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.</p>	<p><b>Ms. Natalie Maas</b> <a href="mailto:natalie.maas@messefrankfurt.com">natalie.maas@messefrankfurt.com</a> Phone: +49 69 75 75-63 57</p>
<p><b>Start</b> <b>July 2022</b></p>	<p><b>Exhibitor permits, setting-up and dismantling tickets</b></p>	<p>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><b>You will find the Login</b> <a href="http://www.light-building.com">www.light-building.com</a></p>



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<p><b>06 – 09 October 2022</b></p>	<p><b>Dismantling</b></p>	<p>Regular dismantling in all hall levels.</p> <p>Start 06 October 2022 24 hours a day until 09 October 2022, 12 p.m.</p> <p>7:30 p.m. to midnight: Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t</p> <p>07 October 2022 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.</p> <p>From 07 October 2022 – 09 October 2022, 10 p.m. 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> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Phone: +49 69 75 75-30 07</p>
<p><b>10 October 2022</b></p>	<p><b>Extended Dismantling</b></p>	<p>Extended dismantling on 10 October 2022 is only allowed <b>in particular hall levels.</b></p> <p>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 <a href="http://www.light-building.com">www.light-building.com</a> under Planning and preparation</p>	<p><b>Light + Building Team</b> <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Phone: +49 69 75 75-30 07</p>

# Contact Persons

during your fair preparations

Your contact persons at Light + Building Team	<p><b>Director of Brand Management Light + Building</b></p>	<p><b>Mr. Johannes Möller</b> Phone: +49 69 75 75-66 18 <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> Phone: +49 69 75 75-56 87 <a href="mailto:paola.bender@messefrankfurt.com">paola.bender@messefrankfurt.com</a> Hall: 1.1, 1.2, 6.0, 6.1, 10.1, 10.2, 10.3</p> <p><b>Ms. Lisa Jakoby</b> Phone: +49 69 75 75-65 99 <a href="mailto:lisa.jakoby@messefrankfurt.com">lisa.jakoby@messefrankfurt.com</a> Hall: 2.0, 3.0, 3.1, 8.0</p> <p><b>Mr. Marius Münkel</b> Phone: +49 69 75 75-56 47 Hall: 8.0</p> <p><b>Ms. Astrid Niegel</b> Phone: +49 69 75 75-57 98 <a href="mailto:astrid.niegel@messefrankfurt.com">astrid.niegel@messefrankfurt.com</a> Hall: 9.0, 9.1, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11</p> <p><b>Ms. Rosalia Virga</b> Phone: +49 69 75 75-58 06 <a href="mailto:rosalia.virga@messefrankfurt.com">rosalia.virga@messefrankfurt.com</a> Hall: 4.0, 4.1, 4.2, Agora</p>
	<p><b>Sales Assistant Light + Building</b></p>	<p><b>Frau Viktoria Garcia</b> Tel: +49 69 75 75-54 71 <a href="mailto:viktoria.garcia@messefrankfurt.com">viktoria.garcia@messefrankfurt.com</a></p> <p><b>Frau Fabienne Nay</b> Tel: +49 69 75 75-36 48 <a href="mailto:fabienne.nay@messefrankfurt.com">fabienne.nay@messefrankfurt.com</a></p> <p><b>Ms. Cornelia Stietzel</b> Phone: +49 69 75 75-52 27 <a href="mailto:cornelia.stietzel@messefrankfurt.com">cornelia.stietzel@messefrankfurt.com</a></p> <p><b>Ms. Heike Wagner</b> Phone: +49 69 7575 – 5690 <a href="mailto:heike.wagner@messefrankfurt.com">heike.wagner@messefrankfurt.com</a></p>
	<p><b>Event Organisation Fringe Programme and Special Events</b></p>	<p><b>Ms. Katharina Groh</b> Phone: +49 69 75 75-58 50 <a href="mailto:katharina.groh@messefrankfurt.com">katharina.groh@messefrankfurt.com</a></p>

<b>Your contact persons at the Marketing-communications Team</b>	<b>Director Marketing communications</b>	<b>Ms. Dominique Ewert</b> Phone: +49 69 75 75-64 63 <a href="mailto:dominique.ewert@messefrankfurt.com">dominique.ewert@messefrankfurt.com</a>
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