

Checklist for your preparations for the fair

Dates / deadlines	Topic	Details	Contacts	Done / documents received?
From 11 / 2016 Deadline Early Booking: 19.1.2017 Deadline: 19.4.2017	Invitation to exhibit at Light + Building 2018	If you have already taken part in Light + Building, you can register to exhibit via the shop for exhibitor services .	Shop for exhibitor services: www.serviceshop.messefrankfurt.com serviceshop@messefrankfurt.com Tel.: +49 69 7575-5588 Light + Building -Team light-building@messefrankfurt.com Tel.: +49 69 7575-3007	<input type="radio"/>
From 02 / 2017	Preliminary planning phase/ planning preparations	Analysis and categorisation of all Intentions to Exhibit	Light + Building -Team light-building@messefrankfurt.com 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 hall planning:</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>Halls: 1.1, 1.2, 5.1, 6.0, 6.1 Product group: decorative lighting and accessories Ms Paola Bender paola.bender@messefrankfurt.com</p> <p>Halls: 4.2, 5.0, 6.2, 9.1, Agora Product groups: technical lighting, external lights for public space, home and building automation, security technology Ms Lisa Jakoby lisa.jakoby@messefrankfurt.com</p> <p>Halls: 2.0, 3.0, 3.1, 4.0, 4.1, Forum 0 Product group: technical lighting and components Ms Birgül Demir birguel.demir@messefrankfurt.com</p> <p>Halls: 8.0, 9.0, 10.1, 11.0, 11.1, Galleria Product groups: electrical engineering, national pavilions, Asia Selection Ms Astrid Niegel astrid.niegel@messefrankfurt.com</p>	○

Dates / deadlines	Topic	Details	Contacts	Done / documents received?
From 08 / 2017	Exhibit Confirmation	<p>Depending on the planning progress, Exhibit Confirmations 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 light-building@messefrankfurt.com 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 shop for exhibitor services, 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 exhibitor permits and setting-up and dismantling tickets (predefined free contingent according to stand size; additional tickets / permits can be ordered at extra cost).</p> <p>Please also note the deadlines for ordering all services mentioned on the forms!</p>	<p>Shop for exhibitor services: www.serviceshop.messefrankfurt.com serviceshop@messefrankfurt.com 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 light-building@messefrankfurt.com Tel.: +49 69 7575-3007</p>	○
From 09 / 2017	Stand-rental invoice	<p>The stand-rental invoices will be send in accordance with planning progress.</p> <p>Terms of payment: The amount billed is due for payment no later than two and a half months before the event begins.</p>	<p>Light + Building -Team light-building@messefrankfurt.com Tel.: +49 69 7575-3007</p>	○

Dates / deadlines	Topic	Details	Contacts	Done / documents received?
<p>From 09 / 2017</p> <p>Deadline: 30.11.2017</p>	<p>Joint-stand participants / co-exhibitors</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 shop for exhibitor services.</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: www.serviceshop.messefrankfurt.com serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999</p> <p>Light + Building -Team light-building@messefrankfurt.com Tel.: +49 69 7575-3007</p>	<p>○</p>
<p>From 09 / 2017</p> <p>Deadline: 22.1.2018</p>	<p>Approval of stand- construction plans</p>	<p>Submission of stand-construction plans requiring approval.</p> <p>www.light-building.com / 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 m², which do not have any of these features, do not 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 technics@messefrankfurt.com</p>	<p>○</p>
<p>09 / 2017</p> <p>Catalogue deadline: 11.12.2017</p>	<p>Media Package (catalogue)</p>	<p>You will be send the order forms for the Media Package, Part 1 / catalogue (catalogue) via email.</p> <p>Deadline: 11.12.2017 (Closing date for receipt of your data for the Media Package entry)</p>	<p>Messe Frankfurt Medien + Service GmbH Tel.: +49 69 7575-5131 mediapackage.light-building@messefrankfurt.com</p>	<p>○</p>

Dates / deadlines	Topic	Details	Contacts	Done / documents received?
09 / 2017	Media Package (online presence)	The order forms for the Media Package, Part 2 (online presence) will be send to you via e-mail.	Messe Frankfurt Exhibition GmbH Telephone +49 69 7575-5090 light-building@online.messefrankfurt.com	<input type="radio"/>
From 10 / 2017	Promotion Package	We will send you the Promotion Package , 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 www.promotion.messefrankfurt.com	<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 shop for exhibitor services .	Shop for exhibitor services: www.serviceshop.messefrankfurt.com serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999	<input type="radio"/>
Deadline: 6.3.2018				
01 / 2018	Stand-wall inquiry	Inquiry via email whether you need stand-dividing walls for your stand (stand delimitation).	Light+Building-Team light-building@messefrankfurt.com 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	Advanced setting-up 8.3. from 7 a.m. to 12.3. until 12 midnight (Around the clock, 24 h / day)	Please note: It is necessary to apply for advanced set-up well beforehand via the shop for exhibitor services .	Shop for exhibitor services: www.serviceshop.messefrankfurt.com serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999 Light + Building -Team light-building@messefrankfurt.com Tel.: +49 69 7575-3007
13. - 17.3.2018	Regular setting-up Around the clock until 12 midnight on 17.3.2018 (24 h / day)	Please note: Vehicle entry on to the exhibition centre is only possible via the check-in 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 light-building@messefrankfurt.com Tel.: +49 69 7575-3007
18. - 23.3.2018	Light + Building 2018	opening hours – exhibitors Daily: 8 a.m. to 7 p.m. 23.3.2018: 8 a.m. to 6 p.m. opening hours – visitors Daily: 9 a.m. to 6 p.m. 23.3.2018: 9 a.m. to 5 p.m.	Light + Building -Team www.light-building.com light-building@messefrankfurt.com 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	From 5 p.m. on it will at first only be possible to carry out dismantling work on the stand – primarily the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase. 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.	Light + Building -Team light-building@messefrankfurt.com Tel.: +49 69 7575-3007
23. - 25.3.2018	Regular dismantling Around the clock from 10 p.m. on 23.3. until 6 p.m. on 25.3.2018 (24 h / day)	Regular dismantling in all halls. Vehicles for the dismantling cannot enter the fairground before 10 p.m. respectively only after the delivery of all packing material is finished. Please note: Vehicle entry on to the exhibition centre is only possible via the check-in at the Rebstock parking area.	Light + Building -Team light-building@messefrankfurt.com Tel.: +49 69 7575-3007
26. - 27.3.2018	Extended dismantling daily from 7 a.m. until 9 p.m.	Please note: It is necessary to apply for extended dismantling well beforehand via the shop for exhibitor services .	Shop for exhibitor services: www.serviceshop.messefrankfurt.com serviceshop@messefrankfurt.com Tel.: +49 69 7575-2999 Light + Building -Team light-building@messefrankfurt.com Tel.: +49 69 7575-3007

Contacts

Director Brandmanagement Light + Building

Maria Hasselman
Telefon: +49 69 7575-6801
maria.hasselmann@messefrankfurt.com

Sales Manager

Paola Bender
Tel: +49 69 7575-5687
paola.bender@messefrankfurt.com

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

Lisa Jakoby
Tel: +49 69 7575-6599
lisa.jakoby@messefrankfurt.com

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

Rebekka Wolz
Tel.: +49 69 7575-6272
rebekka.wolz@messefrankfurt.com

Sales Manager

Birgül Demir
Tel: +49 69 7575-6642
birquel.demir@messefrankfurt.com

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
Tel: +49 69 7575-5798
astrid.niegel@messefrankfurt.com

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

Exhibitor support

Viktoria Wich
Tel.: +49 69 7575-5471
viktoria.wich@messefrankfurt.com

Cornelia Stietzel
Tel.: +49 69 7575-5227
cornelia.stietzel@messefrankfurt.com

Heike Wagner
Tel: +49 69 7575-5690
heike.wagner@messefrankfurt.com

Head of Marketing Communication

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

Advertising

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

Janina Lieser
Tel.: +49 69 7575-5745
janina.lieser@messefrankfurt.com

Shop for exhibitor services

→ Intention to exhibit

www.serviceshop.messefrankfurt.com
serviceshop@messefrankfurt.com

Tel.: +49 69 7575-5588

Event technology

Team der Veranstaltungstechnik
Tel.: +49 69 7575-5904
veranstaltungstechnik@messefrankfurt.com

Media Relations / Press

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

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

Shop for exhibitor services

→ ordering services

www.serviceshop.messefrankfurt.com
serviceshop@messefrankfurt.com

Tel.: +49 69 7575-2999

Media Package

Messe Frankfurt Medien und Service GmbH
Tel.: +49 69 7575-5131
mediapackage.light-building@messefrankfurt.com

Marketing Communication Organisation

Natalie Maas
Tel.: +49 69 7575-6357
natalie.mass@messefrankfurt.com