

Checklist for your trade fair preparation for area30

Dates and important deadlines	Keyword	Content	Contact	Done?
Hotline Contact details	For questions about:	Registration as exhibitor:	Ulrike Rohde Michael Rambach Marc Röder info@trendfairs.de Tel. +49 89 244 193 202	
		Technical Order Booklet / Exhibitor Services:	Jördis Mehler mehler@trendfairs.de Tel.: +49 89 244 193 200	
		Event technology / Approval stand construction plans:	Jördis Mehler mehler@trendfairs.de Tel.: +49 89 244 193 200	
		Marketing / Booking Advertising Media:	Sylvia Rasek rasek@trendfairs.de Tel.: +49 89 244 193 201	
		Social Media / Recipient of your printing data:	Lea Röhring roehling@trendfairs.de Tel.: +49 89 244 193 205	
		Login Exhibitor-Management-System (AMS) :	https://aussteller.trendfairs.de	
from October 2021 Deadline Early booking: January 14, 2022	Invitation to participate to the area30 2022	<p>Online registration is now possible via AMS.</p> <p>If you were already an exhibitor at the last area30 or have already registered as an interested party, you will receive an e-mail with the invitation to participate in area30 2022. Please follow the link in the invitation and complete your registration.</p> <p>Registration is possible for new exhibitors at www.area-30.de.</p> <p>After booking, you will receive a binding confirmation of participation from us with your desired stand size and stand type.</p>	ExhibitorManagementSystem: https://aussteller.trendfairs.de Antragsunterlagen online: www.area-30.de/aussteller/antragsunterlagen	<input type="checkbox"/>

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from December 2021	Regular exhibitor information by e-mail.	We regularly send out information about the trade fair appearance to registered exhibitors by e-mail and remind you of important deadlines. You can also find past exhibitor information on our website www.area-30.de under the heading "Exhibitors".		
January 14, 2022 Please note the deadlines for the different advertising media	Media data	<p>The media data for advertising media bookings will be published from January. These can be booked via exhibitor information and online via the exhibitor management system.</p> <p>Some of the advertising media are only available once, so the rule is "first come - first serve".</p> <p>General print material deadline for advertising media: 13.06.2022</p>	<p>www.area-30.de/exhibitor/media-data/</p> <p>https://aussteller.trendfairs.de</p> <p>Contact: Sylvia Rasek rasek@trendfairs.de Tel.: +49 89 244 193 201</p>	<input type="checkbox"/>
from May 2022	Publication of Hall plan / Dispatch of the stand confirmations	<p>Depending on the planning status, stand confirmations will be sent out (by e-mail and post) from the beginning of May 2022. At the same time, we will publish the exhibitor list on the website www.area-30.de.</p> <p>With your stand registration you have already registered your exhibitor and, if applicable, other brands that will appear in the exhibitor list. You can make adjustments via the exhibitor management.</p>	<p>www.area-30.de/hallenplan</p> <p>Exhibitor Management System: https://aussteller.trendfairs.de</p>	<input type="checkbox"/>
	Co-exhibitor on Your exhibition stand	Please note that all co-exhibitors on your stand are subject to registration (written registration). Should the registration be after the official catalogue deadline, these exhibitors will only be published online in the exhibitor list.	www.area-30.de/exhibitor/application-documents/	<input type="checkbox"/>

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from May 2022 Deadline: Juli 15, 2022	Services / Technical order booklet	<p>When you receive your stand confirmation, you also have access to the technical order booklet where you can order your services, e.g. electricity, water, suspension points, visitor scanners, etc.</p> <p>You will find the technical order booklet in the Exhibitor Management System via your personal login.</p> <p>Please note that some services may be subject to surcharges for late orders from 4 weeks before the fair.</p>	Technical Order Booklet/ Access via the AMS: https://aussteller.trendfairs.de Contact: Jördis Mehler mehler@trendfairs.de Tel.: +49 89 244 193 200	<input type="checkbox"/>
from May 2022 Deadline: September 14, 2022	Online fair kuechenherbst.online	<p>Activation of the exhibitor area (VMP Backend) of kuechenherbst.online 2022 for posting your content on your exhibitor site.</p> <p>Deadline: Start of the online fair 15.09.2022</p>	Access to the backend VMP admin.vmp.trendfairs.de	<input type="checkbox"/>
from June 2022 Deadline: Juni 30, 2022	Stand construction plans	<p>Submission of approvable stand construction plans</p> <p>The following are subject to approval: Areas over 100 m², walls over 3.50 m high, closed ceilings, glass constructions, moving components.</p> <p>Stands smaller than 100 m² that do not have the above-mentioned features do not require approval.</p> <p>If your stand construction for area30 2022 is identical 1:1 to the approved stand construction of 2021 with the same stand area, a new stand construction permit is not necessary. In this case, please nevertheless submit the stand construction plans to our project management for information.</p>	<p>Please observe the technical guidelines / Event conditions (see technical order booklet)</p> <p>Contact: Jördis Mehler mehler@trendfairs.de</p>	<input type="checkbox"/>

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from June 2022 Deadline: July 15, 2022	Stand partition walls	<p>If you require stand partitions from our service partner for your stand, please order them via the Technical Order Booklet in the AMS.</p> <p>If we do not receive an order, NO stand partitions will be erected on your stand unless one of your stand neighbours orders them.</p>	Access to the AMS / Technical Order Booklet via: https://aussteller.trendfairs.de	<input type="checkbox"/>
from June 2022 Deadline: Juli 15, 2022	Carpeting	<p>The hall floor consists of floor cassettes, black carpet will be laid in the aisle areas. Please remember to order carpeting for your stand if you do not bring your own flooring.</p>	Access to the AMS / Technical Order Booklet via: https://aussteller.trendfairs.de	<input type="checkbox"/>
from July 2022	Billing of stand rental costs	<p>You will receive your stand rental cost invoice depending on the planning process, approx. 10 weeks before the start of the fair.</p> <p>Stand construction may be prohibited if the stand rental cost invoice is still open.</p>	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>
from July 2022 Deadline: August 20, 2022	Trade fair logistics / Forwarding services	<p>To order forwarding or logistics services, contact our service partner Kemena directly.</p> <p>You will find the order forms in the Technical Order Booklet or on the website in the Downloads section.</p>	Thomas Neubert area30@kemena.de www.area-30.de	<input type="checkbox"/>
from August 2022	Exhibitor passes / Set-up and dismantling cards	<p>From now on, you can order the free exhibitor passes via the trendfairs ticket service for exhibitors.</p>	https://team-checkin.trendfairs.de	<input type="checkbox"/>
from August 2022	Billing of Advertising Media	<p>If you have booked advertising media, you will receive your advertising media invoice approx. 4 weeks before the start of the fair.</p>	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>

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from August 2022	Billing of Technical Services	<p>Some of the technical services ordered (electricity, water) must be paid for before the start of the fair. This technical invoice will be sent to you approx. 4 weeks before the start of the fair and is due immediately.</p> <p>All other ordered services (and subsequently booked services) will be invoiced with the final invoice approx. 1 month after the end of the fair.</p>	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	<input type="checkbox"/>
August 25, 2022	Extended Set-up times	<p>Registration deadline for the chargeable advanced set-up</p> <p>Please note: The early set-up must be ordered just in time (via the order booklet by 15 July 2022 or afterwards in writing by e-mail).</p> <p>For stands up to 50 m², early assembly is not possible. For stands of 51 m² or more, early assembly is possible for a fee of EUR 350 per day.</p>	Jördis Mehler mehler@trendfairs.de Tel.: +49 89 244 193 200	<input type="checkbox"/>
September 8, 2022	Advanced construction	<p>Start of early set-up 8 - 11 September 2022 08:00 - 18:00</p>	Michael Rambach rambach@trendfairs.de Tel.: +49 171 770 1014	<input type="checkbox"/>
12 to 16 September 2022	Regular set-up	<p>Regular set-up of area30 2022 from 12 to 16 September 2022.</p> <p>Please note that a deposit of EUR 100,- per vehicle must be paid upon entry to the exhibition grounds and that loading times are limited in time (depending on vehicle type).</p>	<p>You will find information on the bail system in our Traffic Guide in the Technical Order Booklet under Downloads or on our website www.area-30.de.</p> <p>You will find the Fair management in the hall (see hall plan)</p>	<input type="checkbox"/>

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September 15, 2022	Online fair kuechenherbst.online	The kuechenherbst.online 2022 will take place online from 15 to 22 September 2022.		
September 16, 2022	Last set-up day	On 16.09.2022, set-up from 12:00 noon onwards will only be possible inside the stands and free of dirt, as carpeting will be laid in the aisles.		
17 to 22 September 2022	area30 2022	The area30 2022 will take place in Löhne from 17 to 22 September 2022. Exhibitors are granted access to the exhibition grounds with their exhibitor passes - daily from 8 a.m. to 8 p.m.	The office of the fair management is located directly in the hall (see hall plan "Office Area").	
September 22, 2022 from 18:00	Carpet pick-up & provision of empties	Dismantling for exhibitors is initially only possible within the stands - the carpeting in the hall aisles will be taken up so as not to interfere with further dismantling work. Afterwards, the trade fair logistics will provide your empties.		
22 to 24 September 2022 from 19:00	Regular dismantling	Regular dismantling in the hall 24 September 2022 by 18:00: All stands must be dismantled and all vehicles must have left the exhibition grounds. Please note: all vehicles wishing to access the exhibition grounds must register in advance, register at check-in and pay a deposit.		
October 2022	Final account	Up to 4 weeks after the end of the fair, all remaining and subsequently ordered services will be charged with the final invoice. This invoice is due immediately.	Ulrike Rohde info@trendfairs.de Tel.: +49 89 244 193 202	

Checklist for your trade fair preparation for area30

Your contact persons of the area30 team		
	Fair management	Mrs. Ulrike Rohde Tel.: +49 151 506 70333 <hr/> Mr. Michael Rambach Tel.: +49 171 770 1014
	Sales area30	Mr. Michael Rambach Tel.: +49 171 770 1014 rambach@trendfairs.de <hr/> Mr. Marc Röder Tel.: +49 160 9798 1169 roeder@trendfairs.de <hr/> Mrs. Ulrike Rohde Tel.: +49 89 244 193 202 rohde@trendfairs.de
	Project Management / Exhibitor Services	Mrs. Jördis Mehler Tel.: +49 89 244 193 200 mehler@trendfairs.de
	Marketing Management	Mrs. Sylvia Rasek Tel.: +49 89 244 193 201 rasek@trendfairs.de
	Graphics / Advertising / Social Media	Mrs. Lea Röbling Tel.: +49 89 244 193 205 roehling@trendfairs.de
	Press / Media Relations	Mr. Michael Rambach Tel.: +49 171 770 1014 rambach@trendfairs.de
	Visitor service	Mrs. Christine Linz Tel.: +49 89 244 193 204 linz@trendfairs.de