

Checklist of your trade fair preparation for area30 2023

Dates and important deadlines	Keyword	Content	Contact person	Finished?
Your contacts:	For questions on:	Registration for the trade fair:	Andreas Jung Michael Rambach Ulrike Rohde Marc Röder Claudia Weidner info@trendfairs.de Phone: +49 89 244 193 200	
		Service Bookings / Exhibitor Services:	Yasemin Eker eker@trendfairs.de Phone: +49 89 244 193 200	
		Event technology / Approval of stand construction plans:	Yasemin Eker eker@trendfairs.de Phone: +49 89 244 193 200	
		Marketing / Press:	Sylvia Rasek rasek@trendfairs.de Phone: +49 89 244 193 201	
		Social Media / Booking advertising media Recipient of your print material:	Nora Täumer taeumer@trendfairs.de Phone: +49 89 244 193 205	

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Exhibitor Info

We send regular e-mails to registered exhibitors with information about exhibiting at the trade fair and remind you of important deadlines.

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<p>from January 2023</p> <p>Booking start advertising media: 13 January, 2023, 9 a.m.</p> <p>Please note the deadlines for the different advertising media</p>	Media data	<p>The media data for advertising media bookings will be published from January. These can be booked via the exhibitor management system.</p> <p>Some of the advertising media are only available once, so "first come - first serve" applies.</p> <p>General print deadline for advertising media: 12 June 2023</p>	<p>https://www.area-30.de/files/data/area30/downloads/aussteller/area30_2023_mediadaten_en.pdf</p> <p>AusstellerManagementSystem: https://aussteller.trendfairs.de</p> <p>Contact person: Nora Täumer taeumer@trendfairs.de Phone: +49 89 244 193 205</p>	<input type="checkbox"/>
from May 2023	Publication Hall plan / Dispatch of the stand confirmations	<p>Depending on the planning status, stand confirmations will be sent out (by e-mail) from the beginning of May 2023.</p> <p>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, additional brands that will appear in the exhibitor list.</p>	<p>www.area-30.de/hallenplan</p> <p>Please make changes directly here:</p> <p>AusstellerManagementSystem: https://aussteller.trendfairs.de</p> <p>Up to 5 brands incl. your company name are included. Additional brands cost € 595.</p>	<input type="checkbox"/>
	Co-exhibitor on Your booth	<p>Please note that all co-exhibitors on your stand are subject to registration (AMS). Should the registration be after the official media deadline, these exhibitors will only be published online in the exhibitor list.</p>	<p>https://www.area-30.de/exhibitor/become-an-exhibitor/</p>	<input type="checkbox"/>

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<p>from June 2023</p> <p>Deadline: 14 July 2023</p>	<p>Services and Technical Orders (AMS - Order-book)</p>	<p>After sending the stand confirmation, it is also possible to access the technical orders in AMS, e.g. electricity, water. Furthermore also visitor scanner VIMA, request suspension points etc.</p> <p>Please pay attention to possible due late fees from 4 weeks before the fair for some services.</p>	<p>Service bookings / access via AMS: https://aussteller.trendfairs.de</p> <p>Contact person: Yasemin Eker eker@trendfairs.de Phone: +49 89 244 193 200</p>	<input type="checkbox"/>
<p>from June 2023</p> <p>Deadline: 29 June 2023</p>	<p>Stand construction plans</p>	<p>Submission of approvable stand construction plans</p> <p>Areas of more than 100 m², walls of more than 3.50 m in height, closed ceilings, glass constructions, moving components are subject to approval.</p> <p>Stands under 100 m² that do not have the above features do not require approval.</p> <p>If your stand construction for area30 2023 is identical to the approved stand construction of 2022 on the same stand area and 1:1, a new stand construction permit is not necessary. In this case, please nevertheless submit the stand construction plans to us for information.</p>	<p>Please observe the technical guidelines / Event conditions (see technical order booklet)</p> <p>Contact person: Yasemin Eker eker@trendfairs.de</p>	<input type="checkbox"/>

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<p>from June 2023</p> <p>Deadline: 14 July 2023</p>	Stand partitions	<p>Please order your stand partitions via the service bookings in AMS.</p> <p>Please note that you must separate your stand from your neighbors.</p>	<p>Stand partitions can be ordered via: https://aussteller.trendfairs.de</p>	<input type="checkbox"/>
<p>from June 2023</p> <p>Deadline: 14 July 2023</p>	Carpet	<p>The hall floor consists of floor cassettes, black carpet will be installed in the aisle areas. Please think of carpet for your flooring.</p>	<p>Carpet orderable via: https://aussteller.trendfairs.de</p>	<input type="checkbox"/>
<p>from July 2023</p>	Stand invoice	<p>You will receive your stand invoice approx. 10 weeks before the start of the trade fair.</p> <p>Stand construction may be prohibited if the stand invoice is outstanding.</p>	<p>Ulrike Rohde info@trendfairs.de Phone: +49 89 244 193 202</p>	<input type="checkbox"/>
<p>from July 2023</p> <p>Deadline: 18 August 2023</p>	Exhibition logistics / Forwarding services	<p>To order forwarding or logistics services or to store empties, contact our service partner Kemena directly.</p>	<p>Thomas Neubert area30@kemenade.de www.area-30.de</p>	<input type="checkbox"/>
<p>from August 2023</p>	Exhibitor badges	<p>Please register the free exhibitor passes per booth staff online. Available in wallet or as pdf.</p>	<p>https://team-checkin.trendfairs.de</p>	<input type="checkbox"/>
<p>from August 2023</p>	Advertising Media Account	<p>You will receive the invoice for your booked advertising media by e-mail approx. 4 weeks before the start of the trade fair.</p>	<p>Claudia Weidner weidner@trendfairs.de Phone: +49 151 720 368 87</p>	<input type="checkbox"/>

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from August 2023	Technical calculation	<p>For your technical orders, you will receive the invoice by e-mail approx. 4 weeks before the start of the trade fair.</p> <p>For additional and on-site orders, you will receive the final invoice approx. 4 weeks after the end of the trade fair.</p>	Claudia Weidner info@trendfairs.de Phone: +49 89 244 193 202	<input type="checkbox"/>
24 August 2023	Extended Set-up times	<p>Registration deadline for the chargeable early set-up.</p> <p>Please note: Early set-up must be booked in good time via AMS.</p> <p>For stands up to 50 m², early set-up is not possible. For stands of 51 m² and more, early set-up is possible for a fee: € 350 per day.</p>	Yasemin Eker eker@trendfairs.de Phone: +49 89 244 193 200	<input type="checkbox"/>
7 September 2023	Advanced structure	<p>Start early buildup September 7 to 10, 2023, 8 a.m. - 6 p.m.</p>	Andreas Jung jung@trendfairs.de Phone: +49 171 770 1014 You will find the exhibition management during the early set-up behind the hall (construction trailer)	<input type="checkbox"/>
11 to 15 September 2023	Regular structure	<p>Regular set-up of area30 2023 from September 11 to 15, 2023.</p> <p>Upon entry to the exhibition grounds, a deposit of € 100 in cash is required, depending on the type of vehicle.</p>	<p>You will find information about the deposit regulation in our Traffic Guide in AMS or on www.area-30.de.</p> <p>You will find the exhibition office in the hall (see hall plan)</p>	<input type="checkbox"/>

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15 September 2023	Last build up day	On 15 September 2023, set-up is only possible from 12 a.m. noon inside the stands and dirt-free, as carpeting will be laid in the aisles.		
16 -21 September 2023	area30 2023	area30 2023 will take place in Löhne from September 16 to 21, 2023. Exhibitors receive access to the exhibition grounds with their exhibitor passes - daily from 8 a.m. to 8 p.m.	The office of the exhibition management is located directly in the hall (see hall plan "Office Area").	
21 September 2023 from 6 p.m.	Carpet pickup & 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.		
21 - 23 September 2023 from 7 p.m.	Regular dismantling	Regular dismantling in the hall23. September 2023 by 6:00 p.m.: All booths must be dismantled and all vehicles must have left the exhibition grounds. Please note: all vehicles wishing to enter the exhibition grounds must register in advance and register at check-in and pay a deposit.		
October 2023	Final invoice	Up to 4 weeks after the end of the trade fair, all remaining and subsequently ordered services will be invoiced with the final invoice. This invoice is due immediately.	Ulrike Rohde info@trendfairs.de Phone: +49 89 244 193 202	

Checklist of your trade fair preparation for area30 2023

Your contact persons of area30 team		
	Exhibition management	<p>Ms. Ulrike Rohde Phone: +49 151 506 70333</p> <hr/> <p>Mr. Michael Rambach Phone: +49 171 770 1014</p>
	Distribution area30	<p>Mr. Michael Rambach Phone: +49 171 770 1014 rambach@trendfairs.de</p> <hr/> <p>Mr. Marc Röder Phone: +49 160 9798 1169 roeder@trendfairs.de</p> <hr/> <p>Mr. Andreas Jung Phone: +49 171 217 9244 jung@trendfairs.de</p> <hr/> <p>Ms. Ulrike Rohde Phone: +49 89 244 193 202 rohde@trendfairs.de</p>
	Project Management / Exhibitor Services	<p>Ms. Yasemin Eker Phone: +49 89 244 193 200 eker@trendfairs.de</p>
	Marketing Management	<p>Ms. Sylvia Rasek Phone: +49 89 244 193 201 rasek@trendfairs.de</p>
	Graphics / Advertising / Social Media	<p>Ms. Nora Täumer Phone: +49 89 244 193 205 taeumer@trendfairs.de</p> <hr/> <p>Ms. Sabrina Schnappauf Phone: +49 89 244 193 207 schnappauf@trendfairs.de</p>

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	Visitor Service	Ms. Christine Linz Phone: +49 89 244 193 204 linz@trendfairs.de
	Press / Media Relations	Mr. Michael Rambach Phone: +49 171 770 1014 rambach@trendfairs.de