

Checklist of your trade fair preparation for area30 2024

Your contact persons of area30 team		
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	Project management / Exhibitor services / Event technology	Yasemin Eker +49 89 244 193 200 eker@trendfairs.de
	Project developer / Organisation manager / Approval of stand construction plans	Arian Kiesling +49 151 633 211 81 kiesling@trendfairs.de
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	Graphics / Advertising / Booking advertising media / Recipients of your print documents	Nora Täumer +49 89 244 193 205 taeumer@trendfairs.de
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Exhibitor info

We regularly send registered exhibitors information about their trade fair appearance by email and remind them of important deadlines.

Dates and important deadlines	Keyword	Content	Contact person	Finished?
January 2024 Booking start advertising media: Beginning January 2024 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 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: 28 June 2024</p>	<p>Link to media data</p> <p>Aussteller Management System (AMS): https://aussteller.trendfairs.de</p> <p>Contact person: Nora Täumer taeumer@trendfairs.de +49 89 244 193 205</p>	<input type="checkbox"/>
April 2024	Publication Hall plan / Dispatch of the stand confirmations	<p>Depending on the planning status, stand confirmations will be sent out (by email) from the beginning of May 2024.</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>Please make changes directly here: Aussteller Management System (AMS): 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"/>
May 2024	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>Yasemin Eker info@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>

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May 2024 Deadline: 31 July 2024	Services and Technical Orders (AMS-Orderbook)	<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 +49 89 244 193 200</p>	<input type="checkbox"/>
May 2024 Deadline: 31 July 2024	Ceiling suspensions	<p>Processing is only possible with a dimensioned stand sketch (with the information below), which you can order by email.</p> <ul style="list-style-type: none"> - Details of the type of suspension - Weight of the suspended parts - Exact location designation by attached plan - Height of the suspensions above hall floor 	<p>Contact person: Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>
June 2024 Deadline: 2 August 2024	Stand construction plans	<p>Submission of stand construction plans requiring approval</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 2024 is identical to the approved stand construction of 2023 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 / Conditions of participation (see technical order booklet)</p> <p>Contact person: Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>

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31 July 2024	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>	<p>Yasemin Eker eker@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>
July 2024 Deadline: 31 July 2024	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"/>
July 2024 Deadline: 2 August 2024	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"/>
July 2024 Deadline: 18 August 2024	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@kemena.de www.area-30.de</p>	<input type="checkbox"/>
August 2024	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"/>
August 2024	Advertising Media Account	<p>You will receive the invoice for your booked advertising media by email approx. 4 weeks before the start of the trade fair.</p>	<p>Yasemin Eker info@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>

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August 2024	Technical calculation	<p>For your technical orders, you will receive the invoice by email 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>	<p>Yasemin Eker info@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>
12 - 15 September 2024	Advanced structure	<p>Start early buildup September 12 to 15, 2024, 8 am - 6 pm</p>	<p>Yasemin Eker eker@trendfairs.de +49 89 244 193 200</p> <p>You will find the exhibition management during the early set-up behind the hall (construction trailer)</p>	
16 - 20 September 2024	Regular structure	<p>Regular set-up of area30 2024 from September 16 to 20, 2024.*</p> <p>Upon entry to the exhibition grounds, a deposit of € 100 in cash is required, depending on the type of vehicle.</p> <p>*Friday, 20 September 2024, 12 pm - 6 pm only dirt-free decoration work</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>	
20 September 2024	Last build up day	<p>On 20 September 2024, set-up is only possible from 12 am noon inside the stands and dirt-free, as carpeting will be laid in the aisles.</p>		

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21 - 26 September 2024	area30 2024	area30 2024 will take place in Löhne from September 21 to 26, 2024. Exhibitors receive access to the exhibition grounds with their exhibitor passes – daily from 8 am to 8 pm	The office of the exhibition management is located directly in the hall (see hall plan "Office Area").	
26 September 2024 from 6 pm	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.		
26 - 28 September 2024 from 7 pm	Regular dismantling	Regular dismantling in the hall23. 28 September 2024 by 6 pm: 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.		
November 2024	Final invoice	Until approx. 8 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.	Yasemin Eker info@trendfairs.de +49 89 244 193 200	