

Important Deadlines

Checklist for your personal preparations for the fair *

Important order deadlines have been **highlighted** for better clarity.

Dates	Keyword	Details	Your Contact
From October 2018	Confirmation of stand allocation	You will receive the materials regarding confirmation of your stand allocation. Written confirmation of your stand with details of the stand allocated to you will also confirm acceptance of your registration. This will imply a legally binding contract of participation between the exhibitor and Messe Frankfurt. (See General Terms and Conditions 6.(1))	Respective Sales Manager
From October 2018	Exhibitor passes construction and dismantling passes visitor admission-ticket vouchers	NEW: construction and dismantling passes now online via the Ticket Services for Exhibitors portal Printed construction and dismantling passes that used to be sent to you automatically with the Service Folder, are now digital available. From now on, you can produce and manage all your permits and visitor admission-ticket vouchers online via Ticket Services for Exhibitors portal.	For technical questions relating to Ticket Services for Exhibitors please call +49 69 75 75-51 51, or send an email to etickets@messefrankfurt.com .
From October 2018	Services provided	On receipt of the exhibit confirmation, you can order products and services online in our Shop for Exhibitor Services : <ul style="list-style-type: none"> • System and individual stand construction • Technical connections (electricity, water, telecommunications, ...) • Stand fixtures and furnishings (furniture, carpeting, decoration, media technology, ...) • Stand services (cleaning, hostesses, ...) • Marketing and press services (advertising at the Exhibition Centre, banners, ...) • Parking permits • Catering and events • Logistics Please observe the various ordering periods and deadlines depending on the individual service concerned.	For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to serviceshop@messefrankfurt.com For questions about MyAccount login , please send a mail to myaccount@messefrankfurt.com You can find the names of the people to contact by clicking on the service required at www.serviceshop.messefrankfurt.com

Dates	Keyword	Details	Your Contact
From October 2018	Participants in joint stands	Registration of your co-exhibitors Please register any additional participants in joint stand online using www.standspace.messefrankfurt.com . Deadline: beginning February 2019	For technical questions relating to registering your co-exhibitors, please contact our colleagues on +49 69 75 75-29 99 or send an email to serviceshop@messefrankfurt.com .
From October 2018	Stand party	Please register your stand parties online via the Shop for Exhibitor Services .	Prolight + Sound Team Phone +49 69 75 75-35 61 prolight-sound@messefrankfurt.com
From October 2018	Stand dividing walls	If desired, please order the stand dividing walls (stand partition) via the Shop for Exhibitor Services . Deadline: February 2019	For technical questions relating to order the stand dividing walls, please contact our colleagues on +49 69 75 75-29 99 or send an email to serviceshop@messefrankfurt.com .
From October 2018	Stand construction plans; authorisa- tion	Submission of stand designs for authorisation (mandatory) . Please observe the Technical Guidelines (4.2). Deadline: February 2019	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 75 75-59 04 technics@messefrankfurt.com Please find the contact person for your Hall(s) from the information given on page 20.
From October 2018	Authorisat- ion laser, flamer, fog	The use of Laser equipment has to be announced to Messe Frankfurt Deadline: End of February 2019	Karin Iven Phone +49 69 75 75-50 35 karin.iven@messefrankfurt.com
From October 2018	Promotion Package	You can order free promotion material online to advertise your presentation at the fair (e. g. promotional postcards, folding invitation cards, E-Cards, online banner, countdown timer): www.promotion.messefrankfurt.com .	Dialogistiker GmbH Phone +49 69 61999 244 service@dialogistiker.de
From October 2018	Invoice for stand rental	You will receive the invoice for the costs of stand rental .	Prolight + Sound Team prolight-sound@messefrankfurt.com
From January 2019	Press services	You will receive documents for ordering press services .	press.prolight-sound@messefrankfurt.com
Early February 2019	Catalogue entry	Deadline for Media Package Part 1 (catalogue): Deadline for submitting your data for the catalogue entry.	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 mediapackage.prolight-sound@messefrankfurt.com
15 February 2019	Rigging	Deadline for ordering rigging and suspension .	

Dates	Keyword	Details	Your Contact
Mid of February 2019	Services	<p>Deadline for ordering services In the Shop for Exhibitor Services (e.g., electricity, water, stand cleaning, printed visitor vouchers, etc.).</p> <p>For the exact deadlines, please go to the Shop for Exhibitor Services.</p> <p>We would like to support you in the realization of your exhibition stand in the best way. Therefore, we ask you to order products such as stand equipment (flooring, lighting or furniture), stand services and stand technology, catering / event and logistics services as early as possible, as sometimes only a limited number is available.</p>	<p>For technical questions relating to order processes and the Exhibitor Services Shop please call +49 69 75 75-29 99, or send an email to serviceshop@messefrankfurt.com</p> <p>For questions about MyAccount login, please send a mail to myaccount@messefrankfurt.com</p> <p>You can find the names of the people to contact by clicking on the service required at www.serviceshop.messefrankfurt.com</p>
19 February 2019	Parking tickets	Deadline for ordering parking tickets.	
Early March 2019	Catalogue supplement	Closing date for submitting your information in the supplement of the catalogue.	<p>Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 mediapackage.prolight-sound@messefrankfurt.com</p>
Early March 2019	Vehicle registration	Please register every vehicle that wishes to enter the exhibition grounds during set-up and dismantling via our online portal.	<p>Messe Frankfurt Venue GmbH, Traffic Phone +49 69 75 75-66 00 traffic@messefrankfurt.com</p>
8 March 2019	Early stand construction	Deadline for applying for free advanced setting up via the Shop for Exhibitor Services.	<p>Prolight + Sound Team Phone +49 69 75 75-35 61 prolight-sound@messefrankfurt.com</p>
26 + 27 March 2019	Advanced setting-up	Advanced setting-up, free of charge subject to registration and approval Daily: 7 am – 9 pm	<p>Prolight + Sound Team Phone +49 69 75 75-35 61 prolight-sound@messefrankfurt.com</p>
28 March – 1 April 2019	Set-up	<p>Set-up, free of charge 28.03.2019: 7 am – midnight (Thursday) 29.03. – 01.04.2019: 24 hours a day (Friday – Monday)</p> <p>Please note: Due to carpet laying in the aisles (at 01.04.2019 from 3 pm), set-up can be continued inside the stands only. Please keep aisles free. The placement of tools or stand construction materials in the aisles is prohibited.</p>	<p>Prolight + Sound Team Phone +49 69 75 75-35 61 prolight-sound@messefrankfurt.com</p>
2 – 5 April 2019	Prolight + Sound	<p>Opening hours Exhibitors 9 am – 7 pm (Tuesday – Friday)</p> <p>Visitors 10 am – 6 pm (Tuesday – Friday)</p>	<p>Prolight + Sound Team Phone +49 69 75 75-35 61 prolight-sound@messefrankfurt.com</p>

Dates	Keyword	Details	Your Contact
5 – 7 April 2019	Dismantling,	Dismantling, free of charge 05.04.2019: 6 pm – midnight (Friday) 06.04. + 07.04.2019: 24 hours a day (Saturday + Sunday) Please note: At 05.04.2019 from 6 am – 9 am dismantling is only inside the stands possible, due to carpet removal in the aisles and delivery of empties by the freight forwarders.	Prolight + Sound Team Phone +49 69 75 75-35 61 prolight-sound@messefrankfurt.com

***Please note that this sequence may vary depending on when you register for the fair.**

Import Appointments into Your Calendar

As our service, we provide all important appointments in one Calendar file (format .ics) for you.

You can download the file by clicking on the calendar and import it – for example – into your Outlook calendar.

