

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 3/4)
From May 2018	Registration and application for stand space	<p>Registration materials to be sent out. Please register your company using one of the following links:</p> <p>For new customers: https://standspace.messefrankfurt.com/easy/en/home_registerinterests.html</p> <p>For existing customers: https://standspace.messefrankfurt.com/easy/en/home_error.html</p>	Should you have any technical questions, please contact the Hotline on +49 69 75 75-5588 or send an email to easyorder@messefrankfurt.com .
31 July 2018	Registration, deadline for early booking stand space	<p>Last date for reduced rates on stand rental prices.</p> <p>For registrations from 1 August 2018, the standard rates apply.</p>	Prolight + Sound Team Internet: www.prolight-sound.com prolight-sound@messefrankfurt.com
From August 2018 until April 2019	Hall planning period / quotation period	<p>Period of hall planning: The Sales Managers of the Prolight + Sound team contact all registered companies individually.</p> <p>Main planning period: August 2018 - January 2019</p>	Respective sales manager
From September 2018 until April 2019	Confirmation of stand allocation	<p>You will receive the materials regarding confirmation of your stand allocation.</p> <p>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))</p>	Respective sales manager
From October 2018	Exhibitor passes, construction and dismantling passes, visitor admission-ticket vouchers	<p>NEW: construction and dismantling passes now online via the Ticket Services for Exhibitors portal</p> <p>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.</p>	<p>You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com</p> <p>Should you have any technical questions, please contact the Ticket Hotline on +49 69 75 75-5151 or send an email to etickets@messefrankfurt.com.</p>

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From October 2018	Services provided	<p>Online—ordering of services using the Shop for Exhibitor Services (e.g.: electricity, water, catering, early stand construction, logistics, stand construction, parking permits, stand equipment, stand-services, marketing and press services etc.).</p> <p>Please observe the various ordering periods and deadlines depending on the individual service concerned.</p>	<p>Internet: https://serviceshop.messefrankfurt.com/portallogin?lang=en</p> <p>You can find the appropriate contact person in each case by clicking on the individual service that you want in the Shop Portal.</p> <p>The Service Hotline is available to answer any questions about the ordering system on phone +49 69 7575-29 99 or by E-mail at: serviceshop@messefrankfurt.com</p>
From October 2018	Participants in joint stands	<p>Please register any additional participants in joint stand online using the Shop for Exhibitor Services.</p> <p>Deadline: beginning February 2019</p>	<p>Internet: https://serviceshop.messefrankfurt.com/portallogin</p> <p>Tel +49 69 7575-2999 E-Mail: serviceshop@messefrankfurt.com</p>
From October 2018	Stand party	<p>Please register your stand parties online via the Shop for Exhibitor Services.</p>	<p>Prolight + Sound Team Tel +49 69 7575-35 61 prolight-sound@messefrankfurt.com</p>
From October 2018	Stand dividing walls	<p>If desired, please order the stand-dividing walls (stand partition) via the Shop for Exhibitor Services.</p> <p>Deadline: February 2019</p>	<p>Internet: https://serviceshop.messefrankfurt.com/portallogin</p> <p>Tel +49 69 7575-2999 E-Mail: serviceshop@messefrankfurt.com</p>
From October 2018	Stand construction plans; authorisation	<p>Submission of stand designs for authorisation (mandatory). Please observe the technical guidelines (4.2).</p> <p>Deadline: February 2019</p> <p>prolight-sound.com/technical-info</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Tel +49 69 7575-59 04 technics@messefrankfurt.com</p> <p>Please find the contact person for your Hall(s) from the information given on page 3.</p>
From October 2018	Authorisation laser, flamer, fog	<p>The use of Laser equipment has to be announced to Messe Frankfurt</p> <p>Deadline: end of February 2019</p>	<p>Karin Iven Tel +49 69 7575-50 35 karin.iven@messefrankfurt.com</p>
From October 2018	Promotion-Package	<p>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):</p> <p>prolight-sound.com/promotion</p>	<p>Dialogistiker GmbH Tel.: +49 69 61999 244 service@dialogistiker.de</p>

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From October 2018	Invoice for stand rental	You will receive the invoice for the cost of stand rental .	Prolight + Sound -Team Internet: www.prolight-sound.com prolight-sound@messefrankfurt.com
From January 2019	Press services	You will receive the forms for you to order press services.	press.prolight-sound@messefrankfurt.com
Early February 2019	Catalogue entry	Deadline for media package part 1 (catalogue): Closing date for submitting your catalogue entry.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 75 75-51 31 Fax: +49 69 75 75-54 22 mediapackage.prolight-sound@messefrankfurt.com
Early March 2019	Catalogue supplement	Closing date for submitting your information in the supplement of the catalogue.	Messe Frankfurt Medien und Service GmbH Tel.: +49 69 75 75-51 31 Fax: +49 69 75 75-54 22 mediapackage.prolightsound@messefrankfurt.com
8 March 2019	Early stand construction	Deadline for applying for free advanced setting up via the Shop for Exhibitor Services.	Prolight + Sound -Team Tel.: +49 69 7575-35 61 prolight-sound@messefrankfurt.com

Please note that procedures can vary depending on the date you have send in your intention of exhibit.

Contact persons

Sales & Planning

Director

Ms Mira Wölfel

Tel.: +49 69 7575-66 62

E-mail: mira.woelfel@messefrankfurt.com

Internet: www.prolight-sound.com

E-mail: prolight-sound@messefrankfurt.com

Hall: 4.0, 12.0, 12.1, Outdoor Area 12 (LED, Stages)

Ms Monica Prager

Tel.: +49 69 7575-61 30

E-mail: monica.prager@messefrankfurt.com

Hall: 8.0, Outdoor Area 10 and 12 (Live Sound Arenas)

Ms Franziska Lind

Tel.: +49 69 7575-60 18

E-mail: franziska.lind@messefrankfurt.com

Mr Jan Kakrow

Tel.: +49 69 7575-65 91

E-mail: jan.kakrow@messefrankfurt.com

Ms Sarah Bleuel

Tel. +49-69-7575-3561

E-mail: sarah.bleuel@messefrankfurt.com

Marketing Communications Team	
Director Dr. Hendrik Müller Tel. +49 69 7575-6335 E-mail: hendrik.mueller@messefrankfurt.com	
Press Mr Johannes Weber Tel.: +49 69 7575-68 66 E-mail: johannes.weber@messefrankfurt.com	Online Ms Silke Wächter Tel.: +49 69 7575-58 08 E-mail: silke.waechter@messefrankfurt.com
Advertising Ms Antonia Felka Tel. +49 69 7575-6405 E-mail: antonia.felka@messefrankfurt.com	Advertising Ms Isabelle Haberscheidt Tel.: +49 69 7575-51 94 E-mail: isabelle.haberscheidt@messefrankfurt.com
Organisation Ms Ilona Schlesinger-Jakoby Tel.: +49 69 7575-52 29 E-mail: ilona.schlesinger-jakoby@messefrankfurt.com	
Events Technology	
Project Director Events Technology Ms Karin Iven Tel +49 69 7575-50 25 E-mail: karin.iven@messefrankfurt.com	General E-Mail: technics@messefrankfurt.com
Hall 12.1, Outdoor Area 12 Mr Christian Preuß Tel +49 69 7575-52 31 E-mail: christian.preuss@messefrankfurt.com	Hall 8.0 Mr Jörg Ackermann Tel +49 69 7575-50 29 E-mail: joerg.ackermann@messefrankfurt.com
Halls 4.0, 4.1 Mr Ralf Frühauf Tel +49 69 7575-66 32 E-mail: ralf.fruehauf@messefrankfurt.com	Outdoor Area 10 Ms Karin Iven Tel +49 69 7575-50 35 E-mail: karin.iven@messefrankfurt.com
Hall 12.0 Ms Anette Berz Tel +49 69 7575-5786 E-mail: annette.berz@messefrankfurt.com	Laser, flamer, fog Ms Karin Iven Tel +49 69 7575-50 35 E-mail: karin.iven@messefrankfurt.com
Catalogue publisher Messe Frankfurt Medien und Service GmbH Tel.: +49 69 75 75-51 31 Fax: +49 69 75 75-54 22 mediapackage.prolight-sound@messefrankfurt.com	Shop for Exhibitor Services https://serviceshop.messefrankfurt.com/portalllogin E-mail: serviceshop@messefrankfurt.com Tel.: +49 69 7575-29 99