

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From May 2019	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: www.prolight-sound.com/RegistrationNewCustomer</p> <p>For existing customers: www.prolight-sound.com/RegistrationCustomer</p>	<p>Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 75 75-5588 Email: serviceshop@messefrankfurt.com</p>
31 July 2019	Registration, deadline for early booking stand space	<p>Last date for reduced rates on stand rental prices. For registrations from 1 August 2019 on, the standard rates apply.</p>	<p>Prolight + Sound Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact</p>
From August 2019 until March 2020	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 2019 - January 2020</p>	Respective sales manager
From September 2019 until March 2020	Confirmation of stand allocation	<p>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))</p>	Respective sales manager
From October 2019	Exhibitor passes visitor admission-ticket vouchers construction and dismantling passes	<p>All passes and tickets can be generated and managed online via the Online-Portal Ticket Services for Exhibitors.</p> <p>NEW: Visitor admission-ticket vouchers are season tickets without charge.</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: Phone: +49 69 75 75-5151 Email: etickets@messefrankfurt.com.</p>

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From October 2019	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: www.serviceshop.messefrankfurt.com</p> <p>You can find the appropriate contact person in each case by clicking on the individual service in the Shop Portal.</p> <p>Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 7575-29 99 Email: serviceshop@messefrankfurt.com</p>
From October 2019	Participants in joint stands	<p>Please register any additional participants in joint stands online via the following link:</p> <p>www.prolight-sound.com/RegistrationCustomer</p> <p>Deadline: beginning February 2020</p>	<p>Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 75 75-5588 Email: serviceshop@messefrankfurt.com</p>
From October 2019	Stand party	<p>Please register your stand parties online via the Shop for Exhibitor Services.</p>	<p>Internet: www.serviceshop.messefrankfurt.com</p> <p>Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 7575-29 99 Email: serviceshop@messefrankfurt.com</p>
From October 2019	Stand dividing walls	<p>If desired, please order the stand-dividing walls (stand partition) via the Shop for Exhibitor Services (free of charge).</p> <p>Deadline: February 2020</p>	<p>Internet: www.serviceshop.messefrankfurt.com</p> <p>Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 7575-29 99 Email: serviceshop@messefrankfurt.com</p>
From October 2019	Stand construction plans; authorisation	<p>Submission of stand designs for authorisation (mandatory). Please observe the technical guidelines (4.2).</p> <p>Deadline: February 2020</p> <p>prolight-sound.com/technical-info</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: technics@messefrankfurt.com</p> <p>Please find the contact person for your Hall(s) from the information given on page 5.</p>
From October 2019	Authorisation laser, flamer, fog	<p>The use of Laser equipment has to be announced to Messe Frankfurt.</p> <p>Deadline: end of February 2020</p>	<p>Andrea Heinrich Phone: +49 69 7575-50 15 Email: andrea.heinrich@messefrankfurt.com</p>

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From October 2019	Invoice for stand rental	You will receive the invoice for the cost of stand rental .	Prolight + Sound -Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact
From November 2019	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): prolight-sound.com/promotion	Dialogistiker GmbH Phone: +49 69 61999 244 Email: service@dialogistiker.de
From January 2020	Press services	You will receive the forms for you to order press services.	Email: press.prolight-sound@messefrankfurt.com
Early February 2020	Catalogue entry	Deadline for media package part 1 (catalogue): Closing date for submitting your catalogue entry.	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 Email: mediapackage.prolight-sound@messefrankfurt.com
Early March 2020	Catalogue supplement	Closing date for submitting your information in the supplement of the catalogue.	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 Email: mediapackage.prolight-sound@messefrankfurt.com
6 March 2020	Deadline application for free advanced set-up	Applications until 6 March for advanced set-up (24 and 25 March 2020) are free of charge. Costs for applications from 7 March on: € 250,00 per booth and per day Please apply via the Shop for Exhibitor Services.	Internet: www.serviceshop.messefrankfurt.com Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 7575-29 99 Email: serviceshop@messefrankfurt.com
9 March 2020	Deadline Express Surcharge	NEW: From 2020, an express surcharge of 25% will be charged for certain services ordered after 9 March 2020. Therefore, please place your order in time by 9 March.	Internet: www.serviceshop.messefrankfurt.com Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 7575-29 99 Email: serviceshop@messefrankfurt.com
26 to 30 March 2020	Regular setting up	All vehicles must be registered online via the check-in system.	Internet: www.einfahrt.messefrankfurt.com Should you have any questions regarding traffic regulations, please contact the Traffic Team: Phone: +49 69 7575-6600 Email: traffic@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

Phone: +49 69 7575-66 62

Email: mira.woelfel@messefrankfurt.com

Internet: www.prolight-sound.com

Contact: www.prolight-sound.com/contact

Email: prolight-sound@messefrankfurt.com

Hall: 11.0, 12.0, 12.1, Outdoor Area 12 (LED, Stages)

Ms Monica Prager

Phone: +49 69 7575-61 30

Email: monica.prager@messefrankfurt.com

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

Mr Daniel Welzbacher

Phone: +49 69 7575-60 18

Email: daniel.welzbacher@messefrankfurt.com

Mr Jan Kakrow

Phone: +49 69 7575-65 91

Email: jan.kakrow@messefrankfurt.com

Ms Sarah Bleuel

Phone: +49-69-7575-35 61

Email: sarah.bleuel@messefrankfurt.com

Marketing Communications Team

Director

Dr. Hendrik Müller

Phone: +49 69 7575-63 35

Email: hendrik.mueller@messefrankfurt.com

Press

Mr Johannes Weber

Phone: +49 69 7575-68 66

Email: johannes.weber@messefrankfurt.com

Online

Ms Silke Wächter

Phone: +49 69 7575-58 08

Email: silke.waechter@messefrankfurt.com

Advertising

Ms Antonia Felka

Phone: +49 69 7575-6405

Email: antonia.felka@messefrankfurt.com

Advertising

Ms Isabelle Haberscheidt

Phone: +49 69 7575-51 94

Email: isabelle.haberscheidt@messefrankfurt.com

Organisation

Ms Ilona Schlesinger-Jakoby

Phone: +49 69 7575-52 29

Email: ilona.schlesinger-jakoby@messefrankfurt.com

Events Technology	
Project Director Events Technology Ms Karin Iven Phone: +49 69 7575-50 25 Email: karin.iven@messefrankfurt.com	General Email: technics@messefrankfurt.com
Hall 8.0, Galleria Mr Jörg Ackermann Phone: +49 69 7575-50 29 Email: joerg.ackermann@messefrankfurt.com	Outdoor Area 10 (Live Sound Arena) Ms Karin Iven Phone: +49 69 7575-50 25 Email: karin.iven@messefrankfurt.com
Hall 11.0 Mr Ralf Frühauf Phone: +49 69 7575-66 32 Email: ralf.fruehauf@messefrankfurt.com	Hall 12.1 Ms Andrea Heinrich Phone: +49 69 7575-50 15 Email: andrea.heinrich@messefrankfurt.com
Hall 12.0 Ms Anette Berz Phone: +49 69 7575-5786 Email: anette.berz@messefrankfurt.com	Outdoor Area Ms Silke Kleschewski Phone: +49 69 7575 5025 Email: silke.kleschewski@messefrankfurt.com
Laser, flamer, fog Ms Andrea Heinrich Phone: +49 69 7575-50 15 Email: andrea.heinrich@messefrankfurt.com	

Ordering Services	
Application for stand space For new customers: www.prolight-sound.com/RegistrationNewCustomer For existing customers: www.prolight-sound.com/RegistrationCustomer	Shop for Exhibitor Services Internet: www.serviceshop.messefrankfurt.com E-mail: serviceshop@messefrankfurt.com Tel.: +49 69 7575-29 99
Ticket Services for Exhibitors Internet: www.exhibitortickets.messefrankfurt.com Phone: +49 69 75 75-51 51 Email: etickets@messefrankfurt.com	Catalogue publisher Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 Email: mediapackage.prolight-sound@messefrankfurt.com Fax: +49 69 75 75-54 22