

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From May 2020	Registration and application for stand space	<p>You can login and submit your nonbinding intention to exhibit at Prolight + Sound with your personal fair account via our Customer Center.</p> <p>If you have bindingly registered as an exhibitor for Prolight + Sound 2020, you will receive an e-mail with an invitation to take part in Prolight + Sound 2021. Please follow the link in the invitation and complete your non-binding intention to exhibit.</p> <p>Fist time exhibitors can register at: www.prolight-sound.com.</p>	<p>Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 75 75-5588 Email: serviceshop@messefrankfurt.com</p> <p>Fair Log-In / Customer Center: You will find the Log-in on www.prolight-sound.com on the top right-hand side. There you will be directed to your personal Customer Centre for the administration of all services related to your trade fair participation.</p>
From May 2020	Joint stand participants	<p>Please note that every joint-stand participant has to be registered.</p> <p>Please register them in your personal fair account.</p> <p>Joint-stand participants registered after the catalogue deadline will only be published in the online exhibitor search.</p>	<p>Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 75 75-5588 Email: serviceshop@messefrankfurt.com</p> <p>Fair Log-In / Customer Center: You will find the Log-in on www.prolight-sound.com on the top right-hand side.</p>
31 July 2020	Deadline for Early Booking, Registration stand space	<p>Last date for reduced rates on stand rental prices. For registrations from 1 August 2020 on, the standard rates apply.</p>	<p>Prolight + Sound Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact</p>
From October 2020 until March 2021	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: October 2020 - February 2021</p>	Respective sales manager
From November 2020 until March 2021	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

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From November 2020	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 November 2020	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: March 2021</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 November 2020	Stand construction plans; authorisation	<p>Submission of stand designs for authorisation (mandatory). Please observe the technical guidelines (4.2).</p> <p>Deadline: End of February 2021</p> <p>prolight-sound.com/technical-info</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: standapproval@messefrankfurt.com</p> <p>Please find the contact person for your Hall(s) from the information given on page 5.</p>
From November 2020	Authorisation laser, flamer, fog	<p>The use of Laser equipment has to be announced to Messe Frankfurt.</p> <p>Deadline: February 2021</p>	<p>Andrea Heinrich Phone: +49 69 7575-50 15 Email: andrea.heinrich@messefrankfurt.com</p>
From November 2020	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 Phone: +49 69 61999 244 Email: service@dialogistiker.de</p>

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From January 2021	Exhibitor passes	All passes and tickets can be generated and managed online via the Online-Portal Ticket Services for Exhibitors.	<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>
	Visitor admission-ticket vouchers	Visitor admission-ticket vouchers are season tickets without charge.	
	Construction and dismantling passes		
From January 2021	Invoice for stand rental	You will receive the invoice for the cost of stand rental .	<p>Prolight + Sound -Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact</p>
From February 2021	Press services	You will receive the forms for you to order press services.	Email: press.prolight-sound@messefrankfurt.com
16 February 2021	Catalogue entry	Closing date for submitting your catalogue entry (main catalogue).	<p>Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 Email: mediapackage.prolight-sound@messefrankfurt.com</p>
16 March 2021	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 Email: mediapackage.prolight-sound@messefrankfurt.com</p>
19 March 2021	Deadline application for free advanced set-up	<p>Applications until 19 March for advanced set-up (06 and 07 April 2021) are free of charge.</p> <p>Costs for applications from 20 March 2021 on: € 250,00 per booth and per day.</p> <p>Please apply 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>
22 March 2021	Deadline Express Surcharge	<p>An express surcharge of 25% will be charged for certain services ordered after 22 March 2021.</p> <p>Therefore, please place your order in time by 22 March 2021.</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>

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08 to 12 April 2021	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

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Ordering Services	
<u>Application for Stand Space & Co-Exhibitors</u> You will find the Log-in on www.prolight-sound.com on the top right-hand side. There you will be directed to your personal Customer Centre for the administration of all services related to your trade fair participation. Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 75 75-5588 Email: serviceshop@messefrankfurt.com Fair Log-in / Customer Center myaccount@messefrankfurt.com	<u>Shop for Exhibitor Services</u> Internet: www.serviceshop.messefrankfurt.com Phone: +49 69 7575-29 99 E-mail: serviceshop@messefrankfurt.com
<u>Ticket Services for Exhibitors</u> Internet: www.exhibitortickets.messefrankfurt.com Phone: +49 69 75 75-51 51 Email: etickets@messefrankfurt.com	<u>Catalogue Publisher</u> 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