

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From May 2021	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>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:</p> <p>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 2021	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:</p> <p>You will find the Log-in on www.prolight-sound.com on the top right-hand side.</p>
31 July 2021	Deadline for Early Booking, Registration stand space	<p>Last date for reduced rates on stand rental prices. For registrations from 1 August 2021 on, the standard rates apply.</p>	<p>Prolight + Sound Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact</p>
From September 2021 until April 2022	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: September 2021 - März 2022</p>	Respective sales manager
From November 2021 until April 2022	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)</p>	Respective sales manager

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From November 2021	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 2021	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: End of March 2022</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 2021	Stand construction plans; authorisation	<p>Submission of stand designs for authorisation (mandatory). Please observe the technical guidelines (4.2).</p> <p>Deadline: Beginning of March 2022</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>
From November 2021	Authorisation laser, flamer, fog	<p>The use of Laser equipment has to be announced to Messe Frankfurt.</p> <p>Deadline: March 2022</p>	<p>Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: standapproval@messefrankfurt.com</p>
From November 2021	Promotion-Package	<p>You can order free promotion material online to advertise your presentation at the fair (e.g. E-Cards, Online Banner oder E-Mail Signatures):</p> <p>prolight-sound.com/promotion</p>	<p>Messe Frankfurt Exhibition GmbH Antonia Felka Phone: +49 69 7575-6405 Email: antonia.felka@messefrankfurt.com</p>
From January 2022	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>Visitor admission-ticket vouchers are day 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 January 2022	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 February 2022	Press services	You will receive the forms for you to order press services.	Email: press.prolight-sound@messefrankfurt.com
04 March 2022	Catalogue entry	Closing date for submitting your catalogue entry (main catalogue).	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 Email: mediapackage.prolight-sound@messefrankfurt.com
31 March 2022	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
31 March 2022	Deadline application for free advanced set-up	Applications until 31 March for advanced set-up (19 and 20 April 2022) are free of charge. Costs for applications from 01 April 2022 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
04 April 2022	Deadline Express Surcharge	An express surcharge of 25% will be charged for certain services ordered after 04 April 2022. Therefore, please place your order in time by 04 April 2022.	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
21 to 25 April 2022	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, Event Management

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Ordering Services

Application for Stand Space & Co-Exhibitors

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.

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Fair Log-in / Customer Center
myaccount@messefrankfurt.com

Shop for Exhibitor Services

Internet: www.serviceshop.messefrankfurt.com

Phone: +49 69 7575-29 99
E-mail: serviceshop@messefrankfurt.com

Ticket Services for Exhibitors

Internet: www.exhibitortickets.messefrankfurt.com
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Catalogue Publisher

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