

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From June 2022	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 June 2022	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>
15 July 2022	Deadline for Early Booking, Registration stand space	<p>Last date for reduced rates on stand rental prices. For registrations from 16 July 2022 on, the standard rates apply.</p>	<p>Prolight + Sound Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact</p>
From July 2022 until April 2023	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: July 2022 - March 2023</p>	Respective sales manager
From October 2022 until April 2023	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

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From November 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 November 2022	Services provided	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.). Please observe the various ordering periods and deadlines depending on the individual service concerned.	Internet: www.serviceshop.messefrankfurt.com You can find the appropriate contact person in each case by clicking on the individual service in the Shop Portal. Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 7575-99 Email: serviceshop@messefrankfurt.com
From November 2022	Stand dividing walls	If desired, please order the stand-dividing walls (stand partition) via the Shop for Exhibitor Services (free of charge). Deadline: End of March 2023	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
From November 2022	Stand construction plans; authorisation	Submission of stand designs for authorisation (mandatory) . Please observe the technical guidelines (4.2). Deadline: Middle of March 2023 prolight-sound.com/technical-info	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: standapproval@messefrankfurt.com
From November 2022	Authorisation laser, flamer, fog	The use of Laser equipment has to be announced to Messe Frankfurt. Deadline: March 2023	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: standapproval@messefrankfurt.com
From November 2022	Promotion-Package	You can order free promotion material online to advertise your presentation at the fair (e.g. E-Cards, Online Banner oder E-Mail Signatures): Promotion material (messefrankfurt.com)	Messe Frankfurt Exhibition GmbH Email: isabelle.haberscheidt@messefrankfurt.com

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From January 2023	Exhibitor passes	All passes and tickets can be generated and managed online via the Online-Portal Ticket Services for Exhibitors .	You can reach the Ticket Services for Exhibitors portal via the Shop for Exhibitor Services or directly at www.exhibitortickets.messefrankfurt.com Should you have any technical questions, please contact the Ticket Hotline: Phone: +49 69 75 75-5151 Email: etickets@messefrankfurt.com
	Visitor admission-ticket vouchers	Visitor admission-ticket vouchers are day tickets without charge.	
	Construction and dismantling passes		
From February 2022	Press services	You will receive the forms for you to order press services.	Email: press.prolight-sound@messefrankfurt.com
3 March 2023	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 2023	Deadline application for free advanced set-up	Applications until 31 March for advanced set-up (18 and 19 April 2023) are free of charge. Costs for applications from 01 April 2023 on: € 300,00 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
03 April 2023	Deadline Express Surcharge	An express surcharge of 25% will be charged for certain services ordered after 03 April 2023. Therefore, please place your order in time by 03 April 2023.	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
20 to 24 April 2023 24 hours a day	Regular setting up	All vehicles must be registered online via the check-in system. Set up ends 24 April by 12 p.m. Please note that the aisles must be clear from 3 p.m. on 24 April. After that set-up is only possible within the stands.	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
28 April 2023 4 p.m. – 7 p.m.	Regular dismantling	Please note: At 28. April from 4 p.m – 7 p.m. dismantling is only inside the stands possible, due to carpet removal in the aisles and delivery of empties by the freight forwarders. Entry from the dismantling assembly point at the Rebstock car park after 7 p.m. on 28 April.	
28 April 2023 after 7 p.m.			
29 to 30 April 24 hours a day			

Contact persons

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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
Phone: +49 69 75 75-51 51
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Catalogue Publisher

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