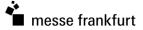


19 - 22 March 2024, Frankfurt am Main

Checklist – Preparation for the Trade Fair Important dates and deadlines

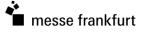
Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From June 2023	Registration and application for stand space	You can login and submit your nonbinding intention to exhibit at Prolight + Sound with your personal fair account via our Customer Center. Fist time exhibitors can register at: www.prolight-sound.com.	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:
			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.
From June 2023	Joint stand participants	Please note that every joint-stand participant has to be registered.	Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 75 75-5588 Email: serviceshop@messefrankfurt.com
		Please register them in your personal fair account.	
		Joint-stand participants registered after the catalogue deadline will only be published in the online exhibitor search.	Fair Log-In / Customer Center:
			You will find the Log-in on www.prolight-sound.com on the top right-hand side.
7 July 2023	Deadline for Early Booking, Registration stand space	Last date for the early booking price. For registrations from 8 July 2023 on, the standard rates apply.	Prolight + Sound Team Internet: www.prolight-sound.com/contact Contact: www.prolight-sound.com/contact
From September 2023 until March 2024	Hall planning period / quotation period	Hall planning period: The sales managers of the Prolight + Sound team will contact all registered companies individually.	Respective sales manager
		Main planning period: September 2023 - March 2024	
From September 2023 until March 2024	Participation confirmation	You will receive the participation confirmation . Admission is granted by the written stand confirmation stating the stand provided. The participation contract between the exhibitor and Messe Frankfurt becomes legally binding (see GTC).	Respective sales manager
From October 2023	Invoice for stand rental	You will receive the stand rental invoice.	Prolight + Sound -Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact



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Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
19 September 2023	Services	Starting 19 September 2023 you can order services in the shop for exhibitor services (e.g.: electricity, water, catering, logistics, stand construction, parking permits, stand equipment, stand-services, marketing and press services etc.). Please note the different order deadlines depending on the service!	Internet: www.serviceshop.messefrankfurt.com Click on the service you want to utilize to find the correct contact person. Should you have any technical questions, please contact our Service Hotline: Phone: +49 69 7575-29 99 Email: serviceshop@messefrankfurt.com
From November 2023	Stand dividing walls	If you require the free stand dividing walls provided by Messe Frankfurt for your exhibition stand, you can easily order them from us with just a click. You will receive an email from us in which you can indicate whether you want the dividing walls for your booth or not. Please note that we can only offer the walls to you free of charge if you provide us with feedback by February 26, 2024. If you wish to order the walls after this date, it will only be possible at a cost of 195 euros, plus the applicable legal VAT, due to increased logistical and planning efforts. In such a case, you must place the order through the Exhibitor Services Shop.	Internet (after February 26, 2024 for a fee): 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 October 2023	Stand construction plans, approval	Submission of stand construction plans that require approval. Please note the technical guidelines (4.2). Deadline: 02 February 2024 Messe-Frankfurt-Technical- Guidelines.pdf (messefrankfurt.com)	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: standapproval@messefrankfurt.com
From October 2023	Authorisation laser, flamer, fog	The use of Laser equipment must be reported to Messe Frankfurt. Deadline: 02 February 2024	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: standapproval@messefrankfurt.com
From November 2023	Promotion- Package	You can order free promotion material in the shop for exhibitor services to advertise your presentation at the exhibition (e.g. E-Cards, Online Banner oder E-Mail Signatures): Promotion material (messefrankfurt.com)	Messe Frankfurt Exhibition GmbH Marketing communications / Advertising Email: isabelle.haberscheidt@messefrankfurt.com

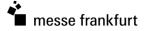


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Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From November 2023	Exhibitor passes Visitor ticket vouchers Set-up and dismantling passes	All passes and tickets can be generated and managed online via the Online-Portal Ticket Services for Exhibitors. Visitor ticket vouchers are day tickets without charge.	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
30 January 2024	Catalogue entry	Deadline for submitting your data for inclusion in the main catalogue.	Messe Frankfurt Medien und Service GmbH Phone: +49 69 75 75-51 31 Email: mediapackage.prolight- sound@messefrankfurt.com
3 February 2024	Press services	You will receive the forms to order press service.	Email: press.prolight- sound@messefrankfurt.com
4 February 2024	Rigging, suspensions	The order deadline for rigging is 04 February 2024 (after which no further orders will be possible).	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 February 2024	Deadline Express Surcharge	An express surcharge of 25% will be charged for certain services ordered after 26 February 2024. Therefore, please place your order in time by 26 February 2024.	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
15 to 18 March 2024 24 hours a day	Regular set- up	All vehicles must be registered online via the check-in system. Please note that the aisles must be clear from 3 p.m. on 18 March. 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
22 March 2024 4 p.m. – 7 p.m.	Regular dismantling	Please note: On 22. March from 4 p.m – 7 p.m. dismantling is only possible inside the stands, due to carpet removal in the aisles and delivery of empties by the freight forwarders.	
22 March 2024 after 7 p.m. 23 to 24 March 24 hours a day		Access for dismantling on March 22 after 7 p.m. only via the Rebstock car meeting point.	

Please note that procedure may vary depending on the date of your registration.



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19 - 22 March 2024, Frankfurt am Main

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19 - 22 March 2024, Frankfurt am Main

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General Email:

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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.

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

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

Email: etickets@messefrankfurt.com

Catalogue Publisher

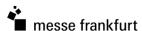
Messe Frankfurt Medien und Service GmbH

Phone: +49 69 75 75-51 31

Email: mediapackage.prolight-sound@messefrankfurt.com

Fax: +49 69 75 75-54 22

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



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