

Checklist – Preparation for the Trade Fair

Important dates and deadlines

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From June 2024	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>First time exhibitors can register at: www.prolight-sound.com/registration.</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 2024	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 2024	Deadline for Early Booking, Registration stand space	<p>Last date for the early booking price. For registrations from 31 July 2024 on, the standard rates apply.</p>	<p>Prolight + Sound Team Internet: www.prolight-sound.com Contact: www.prolight-sound.com/contact</p>
From September 2024 until April 2025	Hall planning period / quotation period	<p>Hall planning period: The sales managers of the Prolight + Sound team will contact all registered companies individually.</p> <p>Main planning period: October 2024 - April 2025</p>	Respective sales manager
From September 2024 until April 2025	Participation confirmation	<p>You will receive the participation confirmation.</p> <p>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).</p>	Respective sales manager

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From October 2024	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
08 October 2024	Services	Starting 08 October 2024 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 2024	Stand dividing walls	You will receive an e-mail with further information in the course of November on how to order.	
From October 2024	Stand construction plans, approval	Submission of stand construction plans that require approval. Please note the technical guidelines (4.2). Deadline: 25 February 2025 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 2024	Authorisation laser, flamer, fog	The use of Laser equipment must be reported to Messe Frankfurt. Deadline: 25 February 2025	Messe Frankfurt Venue GmbH Technical Event Management, Fairs Phone: +49 69 7575-59 04 Email: standapproval@messefrankfurt.com
From October 2024	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

Dates / Deadlines	Keyword	Details	Contact person (details please see pp. 4 + 5)
From October 2024	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 season tickets <u>without</u> 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
14 January 2025	Press services	You will receive the forms to order press service.	Email: press.prolight-sound@messefrankfurt.com
24 February 2025	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
18 March 2025	Deadline application for free early set-up	Applications for early set-up on 02 April, are free if submitted by 18 March. For applications after 19 March onward, the cost is €300.00 per booth. 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
18 March 2025	Deadline Express Surcharge	An express surcharge of 25% will be charged for certain services ordered after 18 March 2025. Therefore, please place your order in time by 18 March 2025.	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

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02 April 2025	Early set-up	The early set-up is subject to registration, see above "Deadline application for free early set-up"	Internet: www.einfahrt.messefrankfurt.com
03 to 07 April 2025 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 07 April. After that set-up is only possible within the stands.	Should you have any questions regarding traffic regulations, please contact the Traffic Team: Phone: +49 69 7575-6600 Email: traffic@messefrankfurt.com
11 April 2025 4 p.m. – 7 p.m.	Regular dismantling	Please note: On 11 April 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.	
11 April 2025 after 7 p.m. non-stop		Access for dismantling on 11 April after 7 p.m. only via the Rebstock car meeting point.	
12 to 13 April non-stop			

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

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.

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

Accounting

Should you have any questions or require further information concerning bills, please do not hesitate to contact the respective person from our accounts department (first letter of your company name):

A-I: Sabine Dilleuth, Sabine.Dilleuth@messefrankfurt.com, Tel. +49-69-7575-6386

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