

Checklist

For your fair preparations for
Light + Building 2024

Dates and important deadlines	Keyword	Topic	Contact person
<p>Hotline</p> <p>Contact information</p>	<p>For Questions regarding:</p>	<p>Intention to exhibit at Light + Building and the registration of Joint-stand participants: serviceshop@messefrankfurt.com Phone: +49 69 75 75-55 88</p> <p>Fair Log-in / My Account: myaccount@messefrankfurt.com</p> <p>Fair Log-In / Customer Center: You will find the Log-In on www.light-building.com on the right side above. There you get to your personal customer center for the administration of all services related to your trade fair presence.</p> <p>Shop for Exhibitor services: serviceshop@messefrankfurt.com Phone: +49 69 75 75-29 99</p> <p>Technical Event Management for Fairs / Approval of stand construction plans: standapproval@messefrankfurt.com</p>	

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From February 2023	Invitation to exhibit at Light + Building	<p>As of now you can login and submit your non-binding <u>intention to exhibit</u> at Light + Building with your personal fair account (My Account).</p> <p>If you have either participated in past Light + Buildings, or have already registered as an interested party, you will receive an invitation to take part in Light + Building 2024 by email.</p> <p>Please follow the link in the invitation and complete your intention to exhibit.</p> <p>First time exhibitors can register at: www.light-building.com</p>	<p>You will find the Login www.light-building.com</p> <p>serviceshop@messefrankfurt.com Phone: +49 69 75 75-55 88</p> <p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 75 75-30 07</p>
From June 2023	<p>Hall planning phase / dispatch of Stand Space Proposals</p> <p>Dispatch of participation confirmation</p>	<p>We are going to contact you, as soon as we have examined the stand space possibilities.</p> <p>Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time.</p> <p>Planning Phase: June 2023 – November 2023</p> <p>Depending on the planning status, the confirmation of participation will be sent out from June 2023.</p> <p>Upon sending the confirmation of participation, the participation contract between the exhibitor and Messe Frankfurt becomes legally binding (see GTC item 6).</p>	<p>Ms. Paola Bender Phone: +49 69 75 75-56 87 paola.bender@messefrankfurt.com Hall: 3.1, 6.0, 6.1</p> <p>Ms. Lisa Jakoby Phone: +49 69 75 75-65 99 lisa.jakoby@messefrankfurt.com Hall: 3.0, 5.0, 5.1, 8.0</p> <p>Ms. Astrid Niegel Phone: +49 69 75 75-57 98 astrid.niegel@messefrankfurt.com Hall: 9.1, 10.1, 10.2, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11</p> <p>Ms. Judith Späh Phone: +49 69 75 75-61 53 judith.spaeh@messefrankfurt.com Hall: 9.0</p> <p>Mr. Maximilian Gahr Phone: +49 69 75 75-58 06 Maximilian.gahr@messefrankfurt.com Hall: 4.0, 4.1</p>
Deadline 15th November 2023	Joint stand participants	<p>Please note that every joint-stand participant has to be registered in your personal fair account until 15th November 2023.</p> <p>Joint-stand participants registered after the deadline will only be published in the online exhibitor search.</p>	<p>You will find the Log-In on www.light-building.com</p> <p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 75 75-30 07</p>

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<p>Please note that the order deadlines for the specific services differ.</p>	<p>Services</p>	<p>You will receive your personal service documents via Email.</p> <p>From July of 2023 on, you can order services such as electricity, stand guards, water, stand cleaning, forwarding services, car parking tickets, admission-ticket vouchers etc. via the Shop for Exhibitor Services.</p> <p>You can access the shop for exhibitor services with your personal Login.</p> <p>Please pay attention to any express surcharges that may be due (from February 11th, 2024) for selected services in the shop of 25%.</p>	<p>Shop for Exhibitor Services: serviceshop@messefrankfurt.com</p> <p>Phone: +49 69 75 75-29 99</p> <p>Click on the service you want to utilize to find the matching contact person.</p>
<p>From September 2023</p> <p><u>Deadline:</u></p> <p>January 05th 2024</p>	<p>Stand construction plans</p>	<p>Submission of stand construction plans, subject to approval</p> <p>➔ Please heed the Technical Guidelines at: www.light-building.com / Planning and preparation / Infos for exhibitors</p> <p>Deadline: January 05th 2024</p> <p><u>Subject to mandatory authorisation are:</u> Stand spaces of more than 100 sqm, two-storey exhibition stands, Walls higher than 4 m, enclosed ceilings, platforms higher than 0.20 m, glass constructions, moving parts.</p> <p>Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size.</p> <p><u>Stands under 100 sqm, which do not have the mentioned features, are not subject to approval.</u></p>	<p>Technical Event Management for fairs</p> <p>standapproval@messefrankfurt.com</p>
<p>From September 2023</p> <p>Deadline</p> <p>February 10, 2024</p>	<p>Stand dividing walls</p>	<p>Free stand dividing walls by Messe Frankfurt can now be ordered with just a click.</p> <p>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 10, 2024.</p> <p>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.</p>	<p>Shop for Exhibitor Services: www.serviceshop.messefrankfurt.com</p>

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Deadline Please heed the deadlines on the order forms.	Catalogue/ Media Package	You will receive the booking forms for the catalogue / media package by email. Closing date for entries in the catalogue December 13, 2023	Messe Frankfurt Medien und Service GmbH mediapackage.light-building@messefrankfurt.com
From October 2023 Order Deadline: Beginning of February 2024	Promotion-Materials	You can order the Promotion Materials in the Shop for Exhibitor Services . You will find the materials in the Marketing Services section under "Free advertising materials". You can find an overview of the Promotion Materials here www.light-building.com/promotion Use this chance to inform your customers of your participation and by this contribute to your company's success at Light + Building 2024!	Ms. Diana Hache diana.hache@messefrankfurt.com Phone: +49 69 75 75-57 45
From October 2023	Stand rental invoice	Depending on the progress of the planning process and depending on whether or not you already received your participation confirmation, you will be sent the stand rental invoice . The terms of payment will be included in the invoice.	Light + Building Team light-building@messefrankfurt.com Phone: +49 69 75 75-30 07
From October 2023	Press Services	Book your press tray unit in the 'Marketing Services (Press Services)' section of the exhibitor service shop.	Ms. Chiara Lauter chiara.lauter@messefrankfurt.com Phone: +49 69 75 75-50 81
From August 2023	Exhibitor permits, setting-up and dismantling tickets	You can now order exhibitor permits and setting-up and dismantling tickets online in the ticket services for exhibitors portal.	You will find the Login www.light-building.com
February 22nd 2024	Advanced Set-up (7 a.m. continuously 24 hours a day)	Start of advanced set up in some hall levels . Please register the early set-up via the Exhibitor Services Shop. Please note that, if you want to use this advanced Set-Up time you have to register for it.	Light + Building Team Aufbau.light-building@messefrankfurt.com Phone: +49 69 75 75-30 07
February 27th – March 2nd 2024	Regular set-up 24 hours a day until March 02 nd 2024	Regular set-up of Light + Building from February 27 th 2024 until March 2 nd 2024. Please note: Due to increased volume of traffic during the regular set-up, the Check-In at Rebstock is essential before driving to the exhibition grounds.	Information on the Check-In procedures can be found under: www.light-building.com / Planning and Preparations / Check In

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March 2 nd 2024	Last day of set-up	On March 2nd 2024 at 3 p.m. the carpet will be layed in the aisles - therefore from this time on you are only allowed to carry out set-up work on your stand space .	
March 03. – 08. 2024	Light + Building	<p>From March 03rd 2024 – March 08. 2024 Light + Building takes place.</p> <p>The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m.</p>	The trade fair management office is located at Torhaus Level 2
March 08 2024 From 5 p.m.	carpet removal / delivery of packing material	At first you can only carry out the dismantling work on your stand space , during this time the carpet in the aisles will be removed in order to avoid further disturbances during the dismantling phase.	<p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 75 75-30 07</p>
March 08 – 11 th 2024	Dismantling	<p>Regular dismantling in all hall levels.</p> <p>From March 08 2024, 24 hours a day, until March 11th 2024, 12 p.m.</p> <p>7:30 p.m. to midnight: Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t</p> <p>March 09th 2024 3 a.m. – 8 a.m: All vehicles must have left the exhibition grounds, except for cars parking on the parking level P4, P9 and P12.</p> <p>From March 09th 2024 – March 11th 2024, 10 p.m. Entry for all dismantling vehicles</p> <p>Please note: Every vehicle that wishes to enter the exhibition grounds must be registered in advanced and drive to the Check-In area.</p>	<p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 75 75-30 07</p>
March 12 2024	Extended Dismantling	<p>Extended dismantling on March 12 2024 is only allowed in particular hall levels.</p> <p>from 7 a.m. to 9 p.m.</p> <p>Please note that, if you want to use this extended dismantling time you have to register for it.</p> <p>You will find detailed information on set-up and dismantling times on the Light + Building website www.light-building.com under Planning and preparation</p>	<p>Light + Building Team light-building@messefrankfurt.com Phone: +49 69 75 75-30 07</p>

Contact Persons

during your fair preparations

Your contact persons at Light + Building Team	<p>Director of Brand Management Light + Building</p>	<p>Mr. Johannes Möller Phone: +49 69 75 75-66 18 johannes.moeller@messefrankfurt.com</p>
	<p>Sales Light + Building</p>	<p>Ms. Paola Bender Phone: +49 69 75 75-56 87 paola.bender@messefrankfurt.com Hall: 3.1, 6.0, 6.1</p>
		<p>Ms. Lisa Jakoby Phone: +49 69 75 75-65 99 lisa.jakoby@messefrankfurt.com Hall: 3.0, 5.0, 5.1, 8.0</p>
		<p>Ms. Astrid Niegel Phone: +49 69 75 75-57 98 astrid.niegel@messefrankfurt.com Hall: 9.1, 10.1, 10.2, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11</p>
<p>Ms. Judith Späh Phone: +49 69 75 75-61 53 judith.spaeh@messefrankfurt.com Hall: 9.0</p>		
	<p>Mr. Maximilian Gahr Phone: +49 69 7575-58 06 Maximilian.gahr@messefrankfurt.com Hall: 4.0, 4.1</p>	
	<p>Event Organisation Fringe Programme and Special Events</p>	<p>Ms. Katharina Groh Phone: +49 69 75 75-58 50 katharina.groh@messefrankfurt.com</p>
	<p>Teamassistant Light + Building</p>	<p>Ms. Constanze Hetterling Phone: +49 69 75 75-36 52 constanze.hetterling@messefrankfurt.com</p>
Your contact persons at the Marketing-communications Team	<p>Director Marketing Communications</p>	<p>Ms. Dominique Ewert Phone: +49 69 75 75-64 63 dominique.ewert@messefrankfurt.com</p>
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