

13. – 14. NOVEMBER 2024, MESSE FRANKFURT

Check list for your trade fair organisation Important dates and deadlines

Date/deadline	Торіс	Details	Contact person
From March 2024	Application Stand areas	Participation can be declared via the registration form on the website at www.pest-protect.eu	Please send the registration form by e-mail to: booking@pest-protect.eu If you have technical questions, please contact the trade fair hotline: Phone: +49 5451 5072446 E-Mail: contact@pest-protect.eu
	Stand confirmation	You will receive your stand confirmation documents together with the stand rental invoice. This constitutes a legally binding participation contract between the exhibitor and the organizer (DSV e.V.) (see PEST-PROTECT Conditions of Participation).	PEST-PROTECT-trade fair team Phone: +49 5451 5072446 E-Mail: contact@pest-protect.eu
From March 2024	Co-exhibitors on your stand	Please note that all joint stand participants on your stand must be registered at the same time as you register as the main exhibitor (-> see registration form).	If you have technical questions, please contact the trade fair hotline: Phone: +49 5451 5072446 E-Mail: contact@pest-protect.eu
	Stand confirmation for co-exhibitors	You will receive your stand confirmation documents for your co-exhibitor together with the stand rental invoice. This constitutes a legally binding participation contract between the exhibitor and the organizer (DSV e.V.) (see PEST-PROTECT Conditions of Participation).	PEST-PROTECT-trade fair team Phone: +49 5451 5072446 E-Mail: contact@pest-protect.eu
From mid- May 2024	Services	From mid-May 2024, it will be possible to order services in the Shop for Exhibitor Services (e.g. electricity, water, catering, logistics, parking tickets, stand services, hosts/hostesses, forklifts, and much more). Please note the different order periods and deadlines depending on the service! Deadline: For selected services, express surcharges of 25% apply for bookings after October 21, 2024 .	Web: www.serviceshop.messefrankfurt.com You can find the relevant contact person by clicking on the desired service in the store. If you have any questions about the ordering system, please call the service hotline: Phone: +49 69 7575-2999 or E-mail: serviceshop@messefrankfurt.com

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	Rigging, suspensions	For rigging, a request must first be submitted via the Shop for Exhibitor Services. The technical team will contact you. The order deadline for rigging is September 30, 2024 (no more requests possible after this date). Technical guidelines of Messe Frankfurt: https://www.pest-protect.eu/de-wAssets/docs/Messe-Frankfurt/Technische-Richtlinien-2024-Messe-Frankfurt.pdf	Web: www.serviceshop.messefrankfurt.com Messe Frankfurt Venue GmbH Team Suspensions Phone: +49 69 75 75-68 99 E-Mail: abhaengungen@messefrankfurt.com
From June/ July 2024	Exhibitor passes Set-up and dismantling cards	You can easily create and manage all passes and tickets yourself via Messe Frankfurt's online ticket portal.	Information on ticketing will follow in the trade fair newsletter in April 2024.
	Visitor vouchers	Voucher codes of €21.01 net; only redeemed codes will be billed after the trade fair (via DSV)	
From June 2024	Promotion/ Marketing	Order free promotional materials to advertise your trade fair presence (e.g. ecards, online banner or e-mail signatures [content of your ordered media package]).	PEST-PROTECT-trade fair team Phone: +49 5451 5072446 E-Mail: contact@pest-protect.eu
October 21st, 2024	Deadline express surcharge	An express surcharge of 25% will be charged for certain services ordered after October 21, 2024. Therefore, please place your order in good time by October 21, 2024.	Web: www.serviceshop.messefrankfurt.com Questions about the ordering system can be answered by the service hotline: Phone: +49 69 7575-2999 or E-mail: serviceshop@messefrankfurt.com



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Set-up and dismantling

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November 11 - 12, 2024 throughout	Regular set-up	Vehicles must be registered; there will be no access to the exhibition grounds without registration. Please note that the aisles must be clear from 3 p.m. on November 12, 2024. After this time, set-up is only possible within the stands.	Questions about traffic management to: PEST-PROTECT trade fair team Phone: +49 5451 5072446 E-Mail: contact@pest-protect.eu
November 14, 2024, from 5 p.m. to 10 p.m.	Regular dismantling	No stand may be completely or partially vacated before 5 p.m., nor may exhibits be packed or removed from the stand! Please note: Between 5 p.m. and approx. 6 p.m., dismantling is only possible within the stands, as empty stands are delivered by the logistics service.	
November 15, 2024 throughout	Regular dismantling		
General information for parking (exhibitors)		This information applies exclusively to exhibitors' vehicles! Visitors are requested to park in the surrounding parking garages of Messe Frankfurt. Parking for trucks: A sufficient number of parking spaces are available on the exhibition grounds. Please let us know how many parking spaces you require. We will let you know at short notice which parking spaces are available. Car parking: Exhibitors can park their cars in P1.	