

Check list for your trade fair organisation

Important dates and deadlines

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

