# Checklist

For your fair preparations for
Light + Building 2024

<table>
<thead>
<tr>
<th>Dates and important deadlines</th>
<th>Keyword</th>
<th>Topic</th>
<th>Contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotline Contact information</td>
<td>For Questions regarding:</td>
<td>Intention to exhibit at Light + Building and the registration of Joint-stand participants: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone: +49 69 75 75-55 88</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fair Log-in / My Account:</td>
<td><a href="mailto:myaccount@messefrankfurt.com">myaccount@messefrankfurt.com</a></td>
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<tr>
<td></td>
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<td>Fair Log-In / Customer Center:</td>
<td></td>
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<td>You will find the Log-In on <a href="http://www.light-building.com">www.light-building.com</a> 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.</td>
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<tr>
<td></td>
<td></td>
<td>Shop for Exhibitor services:</td>
<td><a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone: +49 69 75 75-29 99</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technical Event Management for Fairs / Approval of stand construction plans:</td>
<td><a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></td>
</tr>
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<tr>
<td>From February 2023</td>
<td>Invitation to exhibit at Light + Building</td>
<td>As of now you can login and submit your non-binding intention to exhibit at Light + Building with your personal fair account (My Account). 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. Please follow the link in the invitation and complete your intention to exhibit. First time exhibitors can register at: <a href="http://www.light-building.com">www.light-building.com</a></td>
<td>You will find the Login <a href="http://www.light-building.com">www.light-building.com</a> <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone: +49 69 75 75-55 88 Light + Building Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Phone: +49 69 75 75-30 07</td>
</tr>
<tr>
<td>From June 2023</td>
<td>Hall planning phase / dispatch of Stand Space Proposals</td>
<td>We are going to contact you, as soon as we have examined the stand space possibilities. Please note that the planning phase includes a process of coordination with the exhibitors. This sometimes results in waiting time. Planning Phase: June 2023 – November 2023 Depending on the planning status, the confirmation of participation will be sent out from June 2023. Upon sending the confirmation of participation, the participation contract between the exhibitor and Messe Frankfurt becomes legally binding (see GTC item 6).</td>
<td>Ms. Paola Bender Phone: +49 69 75 75-56 87 <a href="mailto:paola.bender@messefrankfurt.com">paola.bender@messefrankfurt.com</a> Hall: 3.1, 6.0, 6.1 Ms. Lisa Jakoby Phone: +49 69 75 75-65 99 <a href="mailto:lisa.jakoby@messefrankfurt.com">lisa.jakoby@messefrankfurt.com</a> Hall: 3.0, 5.0, 5.1, 8.0 Ms. Astrid Niegel Phone: +49 69 75 75-57 98 <a href="mailto:astrid.niegel@messefrankfurt.com">astrid.niegel@messefrankfurt.com</a> Hall: 9.1, 10.1, 10.2, 11.0, 11.1, 12.0, 12.1, Galleria 0, open space area F11 Ms. Judith Späh Phone: +49 69 75 75-61 53 <a href="mailto:judith.spaeh@messefrankfurt.com">judith.spaeh@messefrankfurt.com</a> Hall: 9.0 Mr. Maximilian Gahr Phone: +49 69 75 75-58 06 <a href="mailto:Maximilian.gahr@messefrankfurt.com">Maximilian.gahr@messefrankfurt.com</a> Hall: 4.0, 4.1</td>
</tr>
<tr>
<td>Deadline 15th November 2023</td>
<td>Joint stand participants</td>
<td>Please note that every joint-stand participant has to be registered in your personal fair account until 15th November 2023. Joint-stand participants registered after the deadline will only be published in the online exhibitor search.</td>
<td>You will find the Log-In on <a href="http://www.light-building.com">www.light-building.com</a> Light + Building Team <a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a> Phone: +49 69 75 75-30 07</td>
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<tr>
<td>Please note that the order deadlines for the specific services differ.</td>
<td>Services</td>
<td>You will receive your personal service documents via Email. 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. You can access the shop for exhibitor services with your personal Login. Please pay attention to any express surcharges that may be due (from February 11th, 2024) for selected services in the shop of 25%.</td>
<td>Shop for Exhibitor Services: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a> Phone: +49 69 75 75-29 99 Click on the service you want to utilize to find the matching contact person.</td>
</tr>
<tr>
<td>From September 2023 Deadline: January 05th 2024</td>
<td>Stand construction plans</td>
<td>Submission of stand construction plans, subject to approval ➔ Please heed the Technical Guidelines at: <a href="http://www.light-building.com">www.light-building.com</a> / Planning and preparation / Infos for exhibitors Deadline: January 05th 2024 Subject to mandatory authorisation are: 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. Cinemas and Spectator rooms, stages, buildings at the outdoor area and temporary structures are always subject to approval regardless of their size. Stands under 100 sqm, which do not have the mentioned features, are not subject to approval.</td>
<td>Technical Event Management for fairs <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a></td>
</tr>
<tr>
<td>From September 2023 Deadline February 10, 2024</td>
<td>Stand dividing walls</td>
<td>Free stand dividing walls by Messe Frankfurt can now be ordered 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 10, 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.</td>
<td>Shop for Exhibitor Services: <a href="http://www.serviceshop.messefrankfurt.com">www.serviceshop.messefrankfurt.com</a></td>
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### Dates and important deadlines

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<tbody>
<tr>
<td><strong>Deadline</strong>&lt;br&gt;Please heed the deadlines on the order forms.</td>
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<tr>
<td><strong>Catalogue/Media Package</strong>&lt;br&gt;Closing date for entries in the catalogue</td>
<td>You will receive the booking forms for the catalogue / media package by email.</td>
<td>Messe Frankfurt Medien und Service GmbH</td>
</tr>
<tr>
<td><strong>From October 2023</strong>&lt;br&gt;<strong>Order Deadline:</strong>&lt;br&gt;Beginning of February 2024</td>
<td><strong>Promotion-Materials</strong>&lt;br&gt;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 <a href="http://www.light-building.com/promotion">www.light-building.com/promotion</a></td>
<td><strong>Ms. Diana Hache</strong>&lt;br&gt;<a href="mailto:diana.hache@messefrankfurt.com">diana.hache@messefrankfurt.com</a>&lt;br&gt;Phone: +49 69 75 75-57 45</td>
</tr>
<tr>
<td><strong>From October 2023</strong></td>
<td><strong>Stand rental invoice</strong>&lt;br&gt;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.</td>
<td><strong>Light + Building Team</strong>&lt;br&gt;<a href="mailto:light-building@messefrankfurt.com">light-building@messefrankfurt.com</a>&lt;br&gt;Phone: +49 69 75 75-30 07</td>
</tr>
<tr>
<td><strong>From October 2023</strong></td>
<td><strong>Press Services</strong>&lt;br&gt;Book your press tray unit in the ‘Marketing Services (Press Services)’ section of the exhibitor service shop.</td>
<td><strong>Ms. Chiara Lauter</strong>&lt;br&gt;<a href="mailto:chiara.lauter@messefrankfurt.com">chiara.lauter@messefrankfurt.com</a>&lt;br&gt;Phone: +49 69 75 75-50 81</td>
</tr>
<tr>
<td><strong>From August 2023</strong></td>
<td><strong>Exhibitor permits, setting-up and dismantling tickets</strong>&lt;br&gt;You can now order exhibitor permits and setting-up and dismantling tickets online in the ticket services for exhibitors portal.</td>
<td>You will find the Login <a href="http://www.light-building.com">www.light-building.com</a></td>
</tr>
<tr>
<td><strong>February 22nd 2024</strong></td>
<td><strong>Advanced Set-up</strong>&lt;br&gt;(7 a.m. continuously 24 hours a day)</td>
<td><strong>Light + Building Team</strong>&lt;br&gt;<a href="mailto:Aufbau.light-building@messefrankfurt.com">Aufbau.light-building@messefrankfurt.com</a>&lt;br&gt;Phone: +49 69 75 75-30 07</td>
</tr>
<tr>
<td><strong>February 27th – March 2nd 2024</strong></td>
<td><strong>Regular set-up</strong>&lt;br&gt;24 hours a day until March 02nd 2024</td>
<td>Information on the Check-In procedures can be found under: <a href="http://www.light-building.com">www.light-building.com</a> / Planning and Preparations / Check In</td>
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**Dates and important deadlines**

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<tr>
<td><strong>March 2nd 2024</strong></td>
<td>Last day of set-up</td>
<td>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.</td>
<td></td>
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<tr>
<td><strong>March 03. – 08. 2024</strong></td>
<td>Light + Building</td>
<td>From March 03rd 2024 – March 08. 2024 Light + Building takes place. The daily opening times for Exhibitors, carrying Exhibitor passes, are from 8 a.m. to 7 p.m.</td>
<td></td>
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<tr>
<td><strong>March 08 2024</strong></td>
<td>carpet removal / delivery of packing material</td>
<td>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.</td>
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<tr>
<td><strong>March 08 – 11th 2024</strong></td>
<td>Dismantling</td>
<td>Regular dismantling in all hall levels. 7:30 p.m. to midnight: Entry only for vehicles with a gross vehicle weight rating of up to 7.49 t  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. From March 09th 2024 – March 11th 2024, 10 p.m. Entry for all dismantling vehicles Please note: Every vehicle that wishes to enter the exhibition grounds must be registered in advanced and drive to the Check-In area.</td>
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</tr>
<tr>
<td><strong>March 12 2024</strong></td>
<td>Extended Dismantling</td>
<td>Extended dismantling on March 12 2024 is only allowed in particular hall levels. Please note that, if you want to use this extended dismantling time you have to register for it. You will find detailed information on set-up and dismantling times on the Light + Building website <a href="http://www.light-building.com">www.light-building.com</a> under Planning and preparation</td>
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**Light + Building Team**

light-building@messefrankfurt.com

Phone: +49 69 75 75-30 07
## Contact Persons

### during your fair preparations

<table>
<thead>
<tr>
<th>Your contact persons at Light + Building Team</th>
<th>Director of Brand Management Light + Building</th>
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<tbody>
<tr>
<td></td>
<td>Mr. Johannes Möller</td>
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<tr>
<td></td>
<td>Phone: +49 69 75 75-66 18</td>
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<tr>
<td></td>
<td><a href="mailto:johannes.moeller@messefrankfurt.com">johannes.moeller@messefrankfurt.com</a></td>
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<thead>
<tr>
<th>Sales Light + Building</th>
<th>Ms. Paola Bender</th>
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<tbody>
<tr>
<td></td>
<td>Phone: +49 69 75 75-56 87</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:paola.bender@messefrankfurt.com">paola.bender@messefrankfurt.com</a></td>
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| Ms. Lisa Jakoby       | Phone: +49 69 75 75-65 99              |
|                       | lisa.jakoby@messefrankfurt.com        |

| Ms. Astrid Niegel     | Phone: +49 69 75 75-57 98              |
|                       | astrid.niegel@messefrankfurt.com      |

| Ms. Judith Späh       | Phone: +49 69 75 75-61 53              |
|                       | judith.spaeh@messefrankfurt.com       |

| Mr. Maximilian Gahr   | Phone: +49 69 7575-58 06               |
|                       | Maximilian.gahr@messefrankfurt.com    |

<table>
<thead>
<tr>
<th>Event Organisation</th>
<th>Ms. Katharina Groh</th>
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<tbody>
<tr>
<td>Fringe Programme and Special Events</td>
<td>Phone: +49 69 75 75-58 50</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:katharina.groh@messefrankfurt.com">katharina.groh@messefrankfurt.com</a></td>
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<tr>
<th>Team assistant Light + Building</th>
<th>Ms. Constanze Hetterling</th>
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<tbody>
<tr>
<td></td>
<td>Phone: +49 69 75 75-36 52</td>
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<tr>
<td></td>
<td><a href="mailto:constannze.hetterling@messefrankfurt.com">constannze.hetterling@messefrankfurt.com</a></td>
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<thead>
<tr>
<th>Your contact persons at the Marketing-communications Team</th>
<th>Director Marketing Communications</th>
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<tr>
<td></td>
<td>Ms. Dominique Ewert</td>
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<tr>
<td></td>
<td>Phone: +49 69 75 75-64 63</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dominique.ewert@messefrankfurt.com">dominique.ewert@messefrankfurt.com</a></td>
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<tr>
<th>Team Leader Marketing Communications</th>
<th>Ms. Aleksandra Götz</th>
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<tr>
<td></td>
<td>Phone: +49 69 7575-61 44</td>
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<tr>
<td></td>
<td><a href="mailto:Aleksandra.goetz@messefrankfurt.com">Aleksandra.goetz@messefrankfurt.com</a></td>
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<tr>
<td>Media Relations</td>
<td>Ms. Stefanie Weitz</td>
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<tr>
<td></td>
<td>Phone +49 69 75 75-5188</td>
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<td></td>
<td><a href="mailto:stefanie.weitz@messefrankfurt.com">stefanie.weitz@messefrankfurt.com</a></td>
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<td>Ms. Anja Bräutigam</td>
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<td></td>
<td>Phone: +49 69 75 75-54 61</td>
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<tr>
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<td><a href="mailto:anja.braeutigam@messefrankfurt.com">anja.braeutigam@messefrankfurt.com</a></td>
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<tr>
<td>Press Organisation</td>
<td>Ms. Chiara Lauter</td>
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<tr>
<td>Marketing Communications</td>
<td>Phone: +49 69 75 75-50 81</td>
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<tr>
<td></td>
<td><a href="mailto:chiara.lauter@messefrankfurt.com">chiara.lauter@messefrankfurt.com</a></td>
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<tr>
<td>Advertising</td>
<td>Ms. Diana Hache</td>
</tr>
<tr>
<td>Marketing Communications</td>
<td>Phone: +49 69 75 75-57 45</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:diana.hache@messefrankfurt.com">diana.hache@messefrankfurt.com</a></td>
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