

Driving onto the exhibition grounds
during set-up and dismantling of
trade fairs

Check-In



Why registration and Check-In



- All vehicles must register to speed up the process at the entry.
 - Pre-registered vehicles can be handled faster.
 - The on site registration takes time and causes delays for everyone.
 - Messe Frankfurt offers all deliverers the optimal loading zone. To check, if the loading zone is available upon arrival, all vehicles have to go to the Check-In first.
 - At the Check-In, any remaining questions are cleared up, e.g. whether any logistics services (forklift, pallet truck) are required. This helps to ensure that the loading and unloading process on the exhibition grounds runs smoothly.
 - The Check-In can take place in different locations. Please follow the signage “Check-In”
 - The Check-In is the only place where a vehicle can obtain the entry permission.
- Vehicles will not be permitted to enter the exhibition grounds until all questions have been cleared up at the Check-In.

Registering vehicles

What is vehicle registration?



- Every vehicle that wishes to enter the exhibition grounds must be registered. This applies to every type of vehicle (cars, vans and trucks).
- There are two ways in which vehicles can be registered.
 - **In advance (advance registration) – using Messe Frankfurt’s online portal: <https://einfahrt.messefrankfurt.com/ees/deliverer> (Possible from 1 August 2018 onwards)**
 - On site – at the check-in
- Please note that the registration on site takes time and may lead to delays. We recommend the online registration in advance.
- Vehicles WITHOUT the necessary registration will not be granted entry to the exhibition grounds!
- To register several vehicles and / or vehicles for several days we recommend the registration at MyAccount: <https://myaccount.messefrankfurt.com/>

Registering vehicles

Messe Frankfurt requires the following information :

1. Plate number of the vehicle that is to enter the exhibition grounds
2. Driver's name
3. Driver's mobile phone number
4. Freight forwarder's name / Supplier's company name
5. Hall + stand number (e.g. 3.1 A26)
6. Logistics services that have been ordered:
 - If logistics services have been ordered, enter the logistics number here
 - If none have been ordered, leave this field blank



Logistics services can be booked online in advance via:

<http://www.messefrankfurt.com/frankfurt/de/aussteller/serviceangebote/logistik.html>

- In order to ensure that the registration process is as fast as possible, please be sure to have this information ready and in the specified order.

Check-In registration area

- If you have printed out a registration confirmation form you received via e-mail using the online portal, simply take this pass and drive to the assigned registration area.



- Depending on available spaces for loading and unloading and any questions that need to be cleared up...
 1. ... the vehicle will be granted permission to enter the exhibition grounds immediately.
 2. ... the vehicle will be directed to a buffer area and sent an SMS text message when there is space available for them to enter.

Please use the specified entry gate only.



Loading and unloading

- Once you have entered the exhibition grounds, you will be able to drive directly to your assigned unloading area
- Our traffic attendants will direct you to the precise location for unloading
- You can carry out your loading and unloading yourself, or have this done by our Logistics Service
- Those who are loading/unloading themselves may only use pallet trucks
- If you require any other unloading equipment, such as a forklift, please contact our Logistics Service



➤ Please note the loading times for your show. You will find them in the traffic regulations: www.messefrankfurt.com/verkehr

Leaving

- You have finished loading/unloading and are ready to leave the exhibition grounds.



- Please return your entry permission to the gate staff upon exit.



We hope that your set-up and dismantling goes smoothly and wish you all the best for a successful trade fair at Messe Frankfurt!

