

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

Check-in



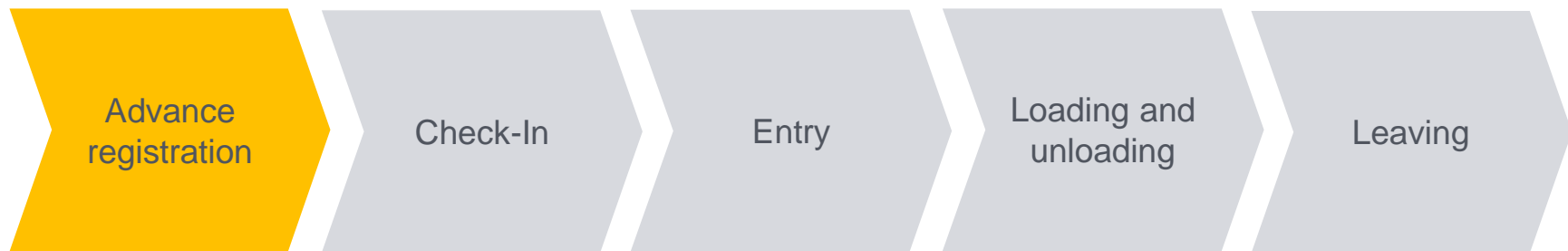
## Check-in during set-up and dismantling

### What is the check-in?

- Every vehicle that wishes to enter the exhibition grounds during set-up and dismantling must first report to the check-in. This is the only place where a vehicle can obtain authorisation to enter.
  - At the check-in, all of the required vehicle and exhibitor data is collected, and 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. Depending on the event, this might be located right at the access gates to Messe Frankfurt, or at a special registration area (e.g. Rebstock multi-storey car park / Rebstock area) adjacent to the exhibition grounds.
- **Vehicles will not be permitted to enter the exhibition grounds until all questions have been cleared up at the check-in.**



## Vehicle admission process



## 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
    - On site – at the gate when entering Messe Frankfurt, or at a special registration area adjacent to the exhibition grounds\*
- **Vehicles WITHOUT the necessary registration will not be granted entry to the exhibition grounds at the gate!**

\*Registration on site may result in delays when entering the exhibition grounds.

## Registering vehicles

### What information is required in order to register a vehicle?



Messe Frankfurt requires the following information for issuing a vehicle pass for entry to the exhibition grounds:

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 none have been ordered, leave this field blank
  - If logistics services have been ordered, enter the logistics number here



➤ 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.

## Registering vehicles

How can I register my vehicle in advance for set-up and dismantling?



- Messe Frankfurt offers an online portal for registering vehicles for use during set-up and dismantling.

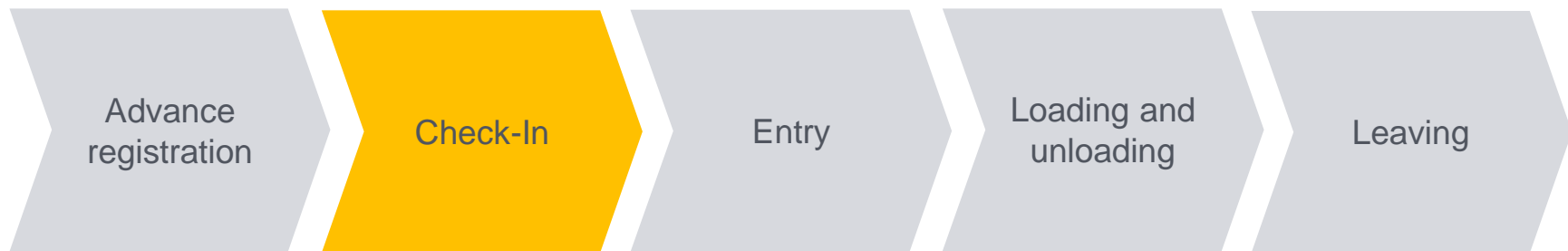
<https://einfahrt.messefrankfurt.com/ees/deliverer>



- This online portal allows you to print out the vehicle pass for the exhibition grounds yourself!



## Vehicle admission process



# Check-In registration areas

Where are the registration areas located?



When approaching the exhibition grounds, please follow the signs to "Check-In". These will direct you to the current registration area.



## Check-In registration areas

### Logistics services



- At Check-In, a distinction is made between vehicles that have already booked logistics services, and those that do not require logistics services for their set-up activities.
- Logistics services can be ordered in advance easily online at:  
<http://www.messefrankfurt.com/frankfurt/en/aussteller/serviceangebote/logistik.html>
- You will be given a vehicle admission pass at the Check-In specifying the gate through which you are allowed to enter the exhibition grounds.
- You may only enter the exhibition grounds through the gate assigned to you at the Check-In. The vehicle admission pass is only valid for this gate.

## Check-in registration area

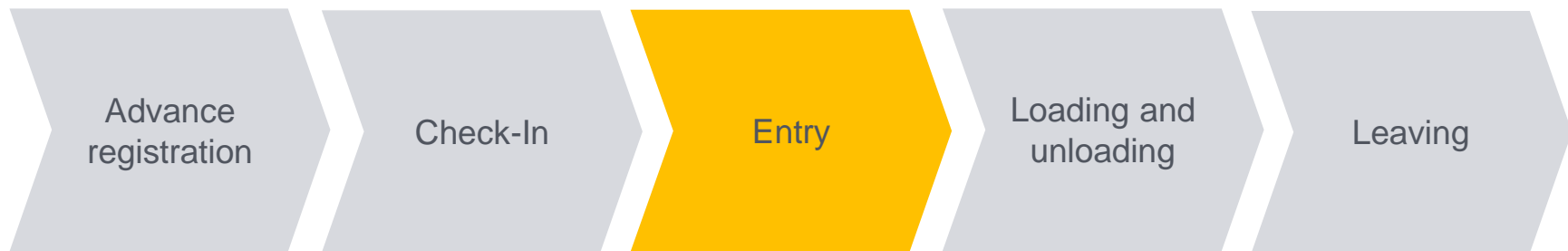
- If you have printed out a vehicle pass using the online portal, simply take this pass and drive to the assigned registration area.



- Once you get to the registration area, your vehicle pass will be scanned in by staff. Depending on the situation on the exhibition grounds (available spaces for loading and unloading) and any questions that need to be cleared up, the vehicle will be granted permission to enter the exhibition grounds immediately. If this is not possible for some reason, vehicles will be directed to a buffer area and sent an SMS text message when there is space available for them to enter.



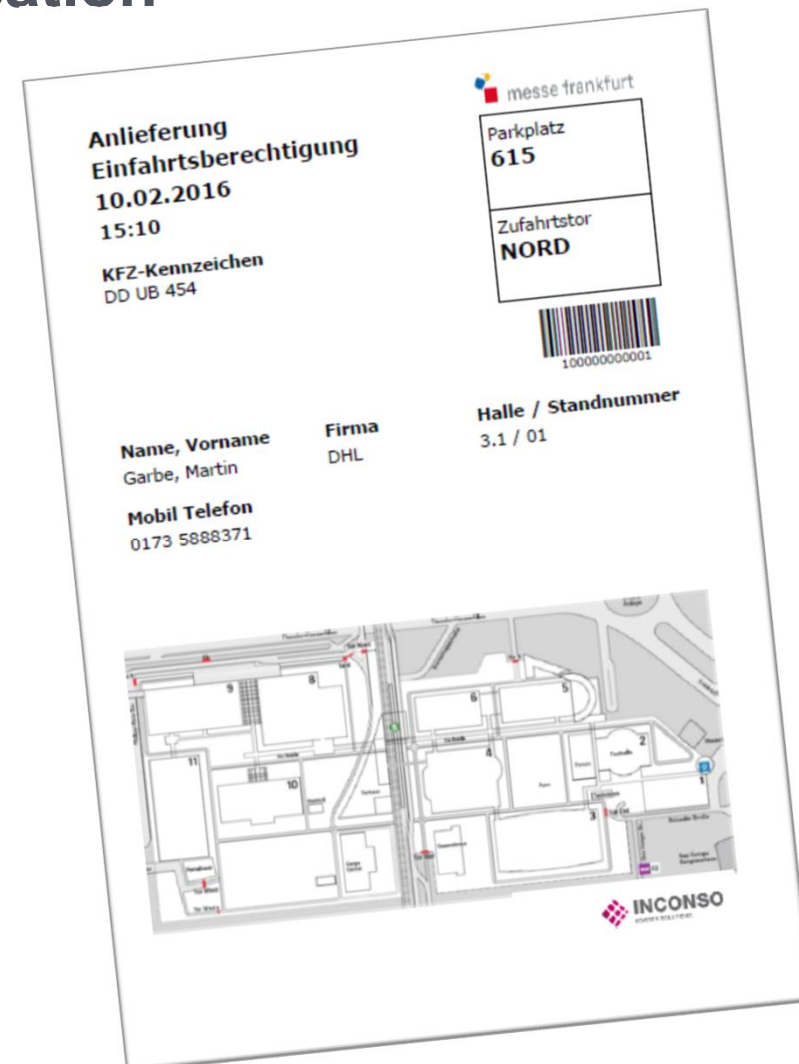
## Vehicle admission process



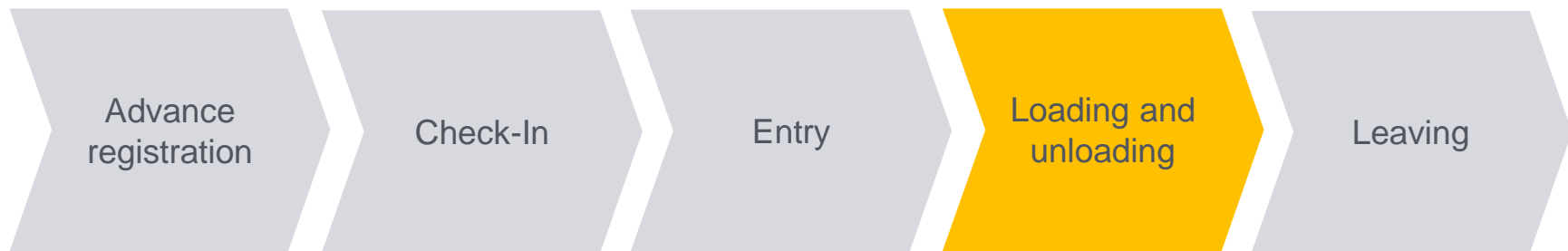
## Vehicles with entry authorisation

Vehicles with authorisation to enter...

- Will be able to complete the check-in process more quickly / will receive an SMS text message authorising them to enter the exhibition grounds
- The actual vehicle admission pass is printed out at the gate
- The vehicle can then drive directly to the unloading area



## Vehicle admission process

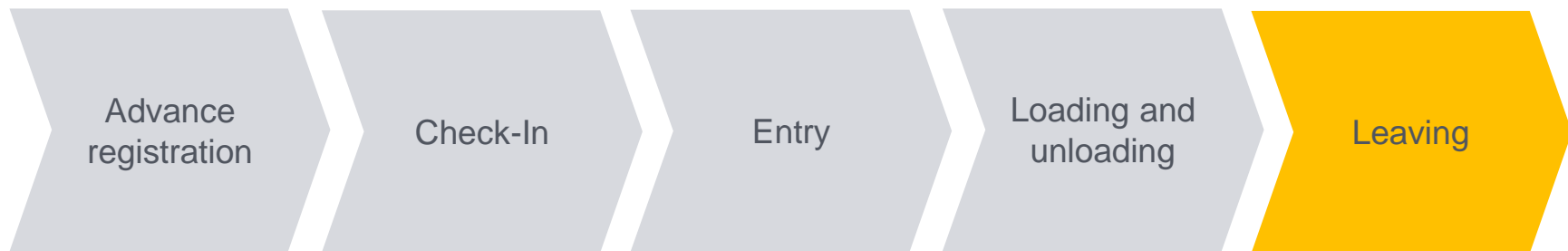


## Loading and unloading

- 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 partner
- 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 Services (see Slide 9)



## Vehicle admission process



## Leaving

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



- Please drive to the gate specified on your vehicle admission pass. Once there, please give your authorisation form to the gate staff. They will scan your authorisation form so that you can leave the exhibition grounds.





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

