

Meeting Rooms Guidelines

Room rental

Privilege extended to exhibitors at the show only. Sub-rentals are not permitted. All rooms are located in Halls 3 and 4.

Room Setup

If you have not communicated your meeting room setup preference, then it will be furnished with a standard set up.

Any changes on the spot needs to be charged against an additional fee.

Room Keys

Room keys can be collected from the Informa Info Hub on the day that the meeting room is booked. The responsible must sign and activate the key. Failure to return room keys by 16:00 on 3rd December may lead to a €200 key replacement fee. Lost keys will be charged at €200 fee per key.

Room Access Times

You are welcome to access your meeting room from 8AM on the day you have booked it, however the meetings with visitors can only start at 10:00 (Meeting starting time suggestion: 10:00 for 10:30). The room will already be setup as per your order.

Venue Access Times

Attendees (exhibitors) with Exhibitor badges can enter from 8am on show days

Attendees with Visitor badges can enter from 10am on show days.

Meeting starting time suggestion: 10:00 for 10:30.

Attendees

All attendees need an entrance badge. Visitor and Exhibitor badges only. Contractor badges are not sufficient.

Catering

Catering can be ordered via your Online Exhibitor Manual or directly through the below contract:

[Accente Catering](#)

Tel. +49 (0)69 7 56 02 - 22 51

E-mail: delivery@accenteservices.de

Audio Visual equipment

For Audio Visual equipment, please contact DB Pixelhouse directly:

[DB Pixelhouse](#)

Tel: +44 (0) 845 226 3083

E-mail: hiredesk@dbsystems.co.uk

Ordering Extra Items for your Meeting Room:

Temporary Staff, Flowers, Graphics, & Internet can be ordered via the Exhibitor Manual.

All other furniture, please contact:

Messe Frankfurt Venue

Mrs. Nicolas Richter

E-mail: nicolas.richter@messefrankfurt.com

Tel.: +49 69 75 75-64 83

Please let us know if you have any questions:

Email: FiCustomerService@informa.com

Tel.: +31 (0)20 708 1637