

Instructions, stand regulations

The General Terms and Conditions (09/2015 ISH)
and Technical Guidelines (01.01.2016) apply



Frankfurt am Main
14. – 18. 3. 2017

- The inclusion of a **co-exhibitor** on the stand must be registered and has to be approved by Messe Frankfurt Exhibition GmbH.
- **Stand-construction plans** requiring official approval must be submitted to the Technical Event Management of Messe Frankfurt Venue GmbH no later than **31 December 2016**.
E-mail: veranstaltungstechnik@messefrankfurt.com
Please refer to Section 4.2 of the Technical Guidelines to learn whether your stand construction is subject to official approval.
Subject for approval are e.g.:
 - Stand-constructions with a ground space larger than 100sqm
 - Stand-constructions and exhibition goods over 4m height
 - Closed ceilings
 - Special constructions
- At least **70% of all sides** of the **stand-construction** adjoining an aisle **must be open** or transparent. Elongated closed stand constructions on the aisles are not permitted.
- **Stand walls adjoining a neighbour stand** with a height of more than 2.50m have to be smooth on the back, neutral white and non-transparent or made up of a suitable stand construction system. If this regulation is not complied with, Messe Frankfurt reserves the right to take appropriate steps at the exhibitor's cost.
- **Hall aisles and emergency exits** must be kept clear during complete set-up period. The instructions of the Hall Manager must be obeyed.
- **Protective measures** must be taken when working in the exhibition halls. Tools with a vacuum device must be used for any work that produces dust.
- From 15.00 hrs on the **final setting-up day**, work may only be carried on inside the exhibition stands and the aisles must be completely cleared.
- Open **price labelling** on the exhibition stands, on the exhibits, in the official fair catalogue or in advertising materials is prohibited.
- **Promotional activities** outside the exhibition stand are not permitted, e.g. handing out brochures, walking acts, etc. Should you wish to conduct promotional activities on the Exhibition Ground, please contact (via E-mail) advertisingservices@messefrankfurt.com.
- Monitors for **demonstrations and presentations** must be kept at least 2m from the aisle. Sufficient space has to be provided for audience on the stand.
- Please discuss any **demonstrations planned**, e.g., sound, light effects, with neighbouring exhibitors in advance.
- The **maximum noise level of 70 dB** at the stand boundary must be adhered to and will be checked during the fair. In case of an infringement, Messe Frankfurt Exhibition GmbH reserves the right to impose a contractual penalty of EUR 1,000.
- The exhibitor must ensure that there is always personnel on the stand during the official hours of opening of the event (**mandatory attendance**). **Packing up exhibits and dismantling the exhibition stand is not permitted before the end of the fair.**

Checks will be made to ensure all exhibitors adhere to these regulations.

In case of infringements of the provisions of Sections 7, para. 1, and 8, para. 1, of the General Terms and Conditions, Messe Frankfurt Exhibition GmbH hereby reserves the right to impose a contractual penalty amounting to **25 % of the stand rental** of the exhibitor concerned or a **minimum of EUR 1,500**. Messe Frankfurt Exhibition GmbH also reserves the right to refuse future participation of the exhibitor.

Conditions for carrying out stand parties

Instructions for customers, service providers, stand constructors and organisers

Stand parties have to register via Easy Order.

Please, forward this data sheet to the contractor (agency, catering company, booth-constructor, etc.) you have assigned.

This data sheet gives you information on how to prevent harm to any person or property damage in context with having a booth-party.

Also, the general event conditions and the Technical Guidelines of the Messe Frankfurt, as well as the valid and acknowledged rules of technology including the valid rules of the German Institute for Standardization (DIN), VDE, UVV, BGV C1 and MVStättV must be regarded.

1. Only the rented booth area may be used within the framework of an evening event.
2. Booth furniture, tables and chairs may not be placed in the hall aisles.
3. During an event all doors/emergency exits, fire hydrants/extinguishers, escape routes, and the like must strictly be kept clear (see 2.1 and 2.2 – Technical Guidelines / Messe Frankfurt).
4. All decorative materials shall comply at least with building materials class B1 of DIN 4102, and / or class C of EN 13501-1, i.e. shall be flame-retardant. (see Technical Guidelines 4.4.1.1)
5. As a general rule, burning candles are prohibited in the fair and exhibition halls. Exceptions may only be made under certain conditions with the agreement of the Fire Prevention Department of the Frankfurt Fire Service, should the candles or candleholders involved be on display as exhibits.
6. Candles outside of the booth area are prohibited.
7. Pyrotechnic demonstrations are not permitted.
8. The usage of balloons filled with security gas and flying objects in the halls must be approved by the Messe Frankfurt, Technical Event Management Department (see Technical Guidelines 4.4.1.5).
9. The application of fog machines is to be coordinated with the Messe Frankfurt, Technical Event Management Department (see Technical Guidelines 4.4.1.6).
10. The operation of laser equipment is subject to approval by the Messe Frankfurt, Technical Event Management Department (see Technical Guidelines 5.10.3).
11. Any kind of musical reproduction shall be subject to provisions of the German Act for Protection of Copyright and Related Property Rights („Urheberrechtgesetz“), § 15 of the German Copyright Act („Urhebergesetz“) (German Federal Law Gazette [BGBl], as amended from time to time), and shall require the approval of GEMA, the musical authors' rights society (see Technical Guidelines 5.13).
12. The operator of a beverage dispensing system has sole responsibility for its safety and hygiene. It must be possible to demonstrate that said systems are free of any technical or hygienic concerns, and this may in some cases be tested by the Frankfurt Health Authority (see Technical Guidelines 5.14).
13. Heating devices fired by wood, coal, gas, combustible liquids or combustible pastes are prohibited (see Technical Guidelines 5.7.3).
14. Combustible pastes and other fuels are not permitted in the exhibition halls (see Technical Guidelines 5.7.3).
15. We would like to point out, that the responsibility for losses and secondary damages lies solely with the exhibitor / booth operator.
16. Per 100 guests the exhibitor has to order 1 standguard via Easy Order.

You will find our Technical Regulations on the respective internet page of the event under the column For exhibitors – Services – Technical Services: www.messefrankfurt.com

Event: _____

Company name: _____

Hall/stand no.: _____

Submission deadline: (up to six weeks before the start of set-up)

Messe Frankfurt Venue GmbH
 Technical Event Management – Trade Fairs
 Ludwig-Erhard-Anlage 1
 60327 Frankfurt am Main Germany
 technics@messefrankfurt.com

Stand construction registration

The following stand constructions do not require authorisation:

- For single-storey stands
- that are not considered to be special constructions
 - whose stand area is less than 100 m²
 - whose height does not exceed 4.00 m
- it is **not necessary to submit** planning documents.

The following stand constructions require authorisation:

Exhibition stands located in outdoor areas, temporary structures, mobile stands, two-storey stands, special structures and special constructions **require approval and are subject to additional cost.**

Special constructions include:

- Stand structures and exhibits that are more than 4 metres in height
- Closed ceilings
- Platforms and stages higher than 0.20 m
- Glass constructions
- Moving components

Please refer to the excerpt from the Technical Guidelines on the following page.

The following costs may be entailed by stand structures requiring approval in 2016:

Structural inspection

- Structural inspection of a two-storey structure, per inspection	€ 1,280.00
- Structural inspection for stands in outdoor areas, 1 - 1,000 m ² with an upper storey, per inspection	€ 1,280.00
- Structural inspection for accessible glass constructions and platforms / rotating platforms higher than 20 cm or rotating stages in exhibition halls or outdoor areas, per inspection	€ 360.00
- Structural inspection for walls higher than 4 m or for LED walls, per inspection	€ 360.00
- Structural inspection for stands in outdoor areas, 1 - 100 m ² without an upper storey, per inspection	€ 360.00
- Structural inspection for tents in outdoor areas, 1 - 100 m ² , per inspection	€ 360.00
- Structural inspection for show trucks with an awning and/or an accessible upper storey, per inspection	€ 360.00
- Structural inspection for advertising materials or product presentations, per inspection	€ 360.00
- Structural inspection for movable product presentations / walls / modules and structurally complex constructions, per inspection	€ 670.00
- Structural inspection for stands in outdoor areas, 101 - 1,000 m ² without an upper storey, per inspection	€ 670.00
- Structural inspection for tents in outdoor areas, 101 - 1,000 m ² , per inspection	€ 670.00

Fire protection

- Fire alarm system, 1 – 800 m ² enclosed area, per m ²	€ 45.00
- Wall hydrant, Type "S" (for self-help), per hydrant	€ 675.00
- Flue gas fan, per fan	€ 945.00
- Visual and acoustic warning system, per system	€ 245.00
- Sprinkler, per sprinkler	€ 629.00
- Push-button alarm, per alarm	€ 95.00

Excerpt from the Technical Guidelines

Inspection and approval of structures requiring a permit

Dimensioned stand plans drawn to a suitable scale (e.g. 1:100) complete with floor plans and perspective views in German or English shall be submitted in printed (in duplicate) or electronic form (PDF) for approval by no later than six weeks before the start of set-up to:

Messe Frankfurt Venue GmbH
Technical Event Management -- Trade Fairs
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main Germany

technics@messefrankfurt.com

After the stand plans have been inspected, they will be stamped as having been approved and then returned to the exhibitor / stand constructor. Stand construction may not commence until the plans have been stamped as having been approved.

For the approval of:

- Special constructions
- Two-storey structures
- Stands in outdoor areas
- Temporary structures
- Cinemas and auditoriums
- Stages and platforms

the following documentation (in duplicate) must be submitted in German by no later than six weeks before the start of set-up:

- a) Structural calculations complying with German building standards which are checkable or have been checked by a second independent structural engineer
- b) Building description specifying the materials used (including certificates where applicable)
- c) Stand construction drawings to a suitable scale, e.g. 1:100 (floor plans, perspective views, sectioned views) as well as a ceiling plan with dimensions of the closed ceiling area(s).
- d) A plan detailing the rescue routes that includes the lengths and widths of each.
- e) Submission of a type certification / certification book renders item a) superfluous.

In the event that structural computations examined by a second, independent structural engineer are not submitted, Messe Frankfurt will commission a firm of engineering consultants to check the plans and separately invoice the exhibitor for their services. The structural engineer will contact the stand construction manager at a specified time / after consultation in order to inspect the structural characteristics and approve the stand construction.

The costs of the approval process (inspection of the submitted documents and on-site approval) will be invoiced to the exhibitor / stand constructor. The absence of structural calculations can result in additional costs for the exhibitor / stand constructor.

Link: https://www.messefrankfurt.com/frankfurt/en/aussteller/serviceangebote/technische_services.html

We have taken note of and observed Messe Frankfurt's Technical Guidelines.

Company name, incl. legal form: _____

Street/House no.: _____ Country/Postcode/Town _____

Place/date _____

Company stamp and signature
