

Instructions

for set-up and dismantling work in the

Festhalle

for all customers, service providers, exhibition stand constructors and organisers

Dear Sir or Madam,

Please read this leaflet carefully before starting work, and regard it as an aid and for the prevention of accidents and damage.

Before starting work in the Festhalle, you should instruct all your employees and involved companies accordingly.

- The safety engineering and health and safety regulations as well as the following regulations and guidelines apply: DIN [German Industrial Standards], VDE [the Association for Electrical, Electronic & Information Technologies], VDI [Association of German Engineers], UVV [Accident Prevention Regulations], BGV C1 [Professional Association Regulation for Health and Safety at Work] and MVStättV [Regulations on Places of Assembly].
- Before starting and after finishing work, all people must register with the janitor or inform him of their departure. The janitor can always be contacted and will give you the name of the responsible event engineer! The janitor's office is on Level 0, in room 48, phone: +49 (0)69 - 7575 6336 or mobile: +49 (0)160-582 6026.
- Doors, emergency exits, wall hydrants, fire alarms, escape routes, etc. must be kept clear during set-up and dismantling and during the event!
Due to their fire safety functions, doors should neither be wedged, nor fixed with adhesive tape.
- With regard to materials used, DIN 4102 B1 / DIN EN 1350-1 must be observed by all construction companies. Accredited German certification of the flame retardant properties of curtains, stage fabrics and hangings, etc. must be presented upon goods receipt.
- Deliveries may only be performed on the east side.
- The 5 m driving area around the Festhalle must be kept clear.
- Lifting trucks, forklift trucks or dollies with hard plastic or metal wheels may not be driven over the natural stone floor in the South foyer.
- No vehicles are allowed on the stage (cf. extra leaflet)
- No diesel-operated forklift trucks or lifting trucks are allowed in the hall.
The exhaust fumes of crane lorries must be transported outside via tubes.
- When laying fitted carpets, it must be ensured that only adhesive tape which does not leave any residue is used.
- All welding and cutting/grinding work is subject to permission from Messe Frankfurt Venue GmbH and must be registered first with the Technical Event Management.
- Please use a protective cover when setting up and dismantling crossbeam systems and components with sharp edges.
- The furniture may not be used for a purpose other than that for which it is intended, e.g. as a workbench or for clearing away food and dirty dishes.
- Open sliding windows in the glass roof or lids in the pressure ring must be closed.
- Clamping sets, sacks and ropes must be removed from the roof.

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- In addition, posters, billboards and adhesive tape must be removed from walls and floors.
- Gas bottles may not be stored in the hall.
- The smoke alarms are permanently activated and will only be temporarily switched off subject to the agreement of the respective event engineer.
- Please also ask the event engineers about the use of fog machines.
- Metal constructions require equipotential bonding (earthing).
- **New:** Due to fire reasons it is not allowed to install any closed ceiling part inside stand areas in the Foyers.

Should you have any problems or questions, please feel free to contact the staff at Messe Frankfurt Venue GmbH, Technical Event Management.

The staff are also responsible for matters of safety and coordination and ensuring that the house rules are adhered to. These regulations must be observed!

The office of the event engineers can be found at Level C, room 61.

You can also contact the staff via the janitor, phone: +49 (0)69 - 7575 6336, or using the mobile phone numbers given in the Technical Protocol.

We look forward to working with you and hope you have a successful event.

Best regards
Messe Frankfurt Venue GmbH

Technical Event Management team