

# Instructions

for set-up and dismantling work in the

## Forum

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

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- 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!  
The janitor's office is to be found in the Forum, Level C, South, phone: +49 (0)69-7575 5439 or mobile: +49 (0)160-582 60 28.
- Deliveries with forklift trucks may only be performed through Gates 1 and 2 on the West side of the hall Areal, or via the South and North goods lifts to the hall Areal and to the hall Panorama.  
Please observe the height and the floor load stipulations!
- 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.
- The purpose of all outside doors of the Forum is to allow smoke to escape from the hall and these doors can only be automatically opened and locked (safety system).  
They are only operated by the janitor. Damage to them is very costly and will be charged to the responsible party!
- Lifting trucks, forklift trucks or dollies with hard plastic or metal wheels may not be driven over the natural stone floor in the foyers (South and North porches) and the parquet floor in hall Panorama.
- The supporting construction in the Forum, the Ellipsis, has a fire retardant coating. Nothing may be attached to the Ellipsis and the protective coating must be protected from damage. The foaming of the protective coating must be unrestricted.
- Please keep the glass façades in hall Areal and hall Panorama clear, as it is otherwise impossible to operate the blackout and sun protection systems.
- The slats in the floor on the West side in hall Panorama must be kept clear.  
Automatic smoke escape flaps are fitted in the bottom area.
- Suspensions may only be positioned vertically on the specially designated load points.
- Material may not be transported on the escalators.
- 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.
- No material may be propped up against the perforated plate and acoustic walls. Bonding of inlays and paintwork also is forbidden.
- It is forbidden throughout the entire building to staple, nail or screw things to the walls or floors.
- When laying fitted carpets, it must be ensured that only adhesive tape which does not leave any residue is used.

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- 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.
- All welding and cutting/grinding work is subject to permission from Messe Frankfurt Venue GmbH and must be registered first with a representative of the Event Engineering Team.
- 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).
- Putting up posters and/or billboards is forbidden throughout the entire building. Sign stands or Messe Frankfurt's own pylons will be erected for this purpose.
- **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 - South, room 007.  
You can also contact the staff via the janitor, phone: +49 (0)69 - 7575 5439,  
or directly by telephone: +49 (0)69 - 7575 5447.

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

Best regards  
Messe Frankfurt Venue GmbH

Technical Event Management team