

Event: _____

Company name: _____

Hall/stand number: _____

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 2018:

Structural inspection

- Structural inspection of a two-storey structure, per inspection	€1,320.00
- Structural inspection for stands in outdoor areas, 1 - 1,000 m ² with an upper storey, per inspection	€1,320.00
- 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	€368.00
- Structural inspection for walls higher than 4 m or for LED walls, per inspection	€368.00
- Structural inspection for stands in outdoor areas, 1 - 100 m ² without an upper storey, per inspection	€368.00
- Structural inspection for tents in outdoor areas, 1 - 100 m ² , per inspection	€368.00
- Structural inspection for show trucks with an awning and/or an accessible upper storey, per inspection	€368.00
- Structural inspection for advertising materials or product presentations, per inspection	€368.00
- Structural inspection for movable product presentations / walls / modules and structurally complex constructions, per inspection	€685.00
- Structural inspection for stands in outdoor areas, 101 - 1,000 m ² without an upper storey, per inspection	€685.00
- Structural inspection for tents in outdoor areas, 101 - 1,000 m ² , per inspection	€685.00

Fire protection

- Fire alarm system, 1 – 800 m ² enclosed area, per m ²	€46.00
- Wall hydrant, Type "S" (for self-help), per hydrant	€755.00
- Flue gas fan, per fan	€945.00
- Visual and acoustic warning system, per system	€255.00
- 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 number: _____ Country/Postcode/Town _____

Place/date _____

Company stamp and signature
