

# Instructions

for set-up and dismantling work in the

## Congress Center

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

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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 at the Congress Center, 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!  
The janitor's office is on Level C0, phone: +49 (0)69 - 7575 3090 or mobile: +49 (0)160 - 582 60 17.
- The delivery of exhibits and stage equipment is generally exclusively performed via the goods lift A1 and may only be performed via lift A2 in exceptional cases and subject to the agreement of the janitor.
- The glass lifts A3 and A4 are passenger lifts. No material may be transported via these lifts and via the escalators.
- The area in front of the goods lift A1 (delivery area) may only be used to load and unload goods vehicles.
- Lifting trucks, forklift trucks or dollies with hard plastic or metal wheels may not be driven over the natural stone floor in the foyers and the parquet floor in hall Harmonie.
- The infrared alarms (smoke alarms) must not be interrupted/switched off during work in the foyers. Please first ask the Event Engineering team. In the event that the infrared alarms are interrupted/switched off, a fire alarm will automatically be activated, and this will incur costs of approx. EUR 800 which will be charged to the responsible party.
- 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.
- Neither objects nor signs may be propped up against, stored by or attached to the pillars of the Congress Center and the coloured artist walls (designed by artist Günther Förg) in the foyers!
- Putting up posters is forbidden throughout the entire building. Sign stands or Messe Frankfurt's own pylons will be erected for this purpose.
- When laying fitted carpets, it must be ensured that only adhesive tape which does not leave any residue is used. Please do not stick double-sided adhesive tape directly to the marble floor. Double-sided adhesive tape may only be used following prior application of protective adhesive tape.
- Protective smoke hoods have been installed in the ceilings of foyers on level C 2 and level C 3, which are activated in the event of a fire alarm and move right down to the floor. The area under these smoke hoods must be kept clear and neither stands nor material may be placed here.
- Please use a protective cover when setting up and dismantling crossbeam systems and components with sharp edges.

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- It is forbidden throughout the entire building to staple, nail or screw things to the walls or floors.
- Employment of woodworking machinery that lacks sawdust/chip extraction systems is prohibited.
- 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.
- During set-up and dismantling, it is forbidden to smoke in hall Harmonie and the conference rooms. On the stage in hall Harmonie, smoking is permanently prohibited!
- 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.
- Combustible liquids (e.g. for cleaning) may not be brought into the building.
- 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.
- In rooms with fitted carpets, a complete protective cover must be used during the setting up of the crew catering or the clearing away of food and dirty dishes.
- It is generally forbidden to store boxes or similar items at the stands.
- **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 C3, in the "Regie" room.

You can also contact the staff via the janitor, phone: +49 (0)69 - 7575 3090, or directly by telephone: +49 (0)69 - 7575 3397.

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

Best regards  
Messe Frankfurt Venue GmbH

The Technical Event Management Team