

Instructions

for set-up and dismantling work in the

Portalhaus

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 at the Portalhaus, 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 hall manager or inform him of their departure.
The hall manager's office is on level 0, hall 11 east side (central), phone: +49 (0)69 - 7575 6311.
- The glass lifts are passenger lifts: No material may be transported via these lifts and via the escalators.
- Lifting trucks, forklift trucks or dollies with hard plastic or metal wheels may not be driven over the natural stone floor in the foyers.
- 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 + VAT which will be charged to the responsible party.
- If you need a temporary electricity supply during set-up and as well as during dismantling, please contact Mr. Lucio Pellegrino/Mrs. Friz by phone +49 69 7575 6899/6670 for a chargeable connection in the Foyers. The existing tree-wire-sockets (ground plugs) are only usable for our cleaning personal!
- With regard to materials used, DIN 4102- B1 (hardly inflammable) or EN 13501-1, Class C must be observed by all construction companies. Accredited German or English certification of the flame retardant properties of curtains, stage fabrics and ceilings i.e. must be presented, latest during set-up or final-acceptance.
- Neither objects nor signs may be propped up against, stored by or attached to the pillars or the walls of the Portalhaus. Putting up posters is forbidden throughout the entire building. Sign stands or Messe Frankfurt's own pylons will be erected for this purpose. It is also possible to use some Monitors (not free of charge) for place some informations.
- 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 the foyers, which are activated in the event of a fire alarm and move right down. The areas 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.
- 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.

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- 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.
- Smoking is permanently prohibited during set-up and dismantling!
- 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 or explosive liquids) 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 fire load on the stands/ in the rooms. Please contact our logistic service, phone +49 (0)69 – 7575 6075.
- **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, Event Engineering department.
The staff are also responsible for matters of safety and coordination and ensuring that the Technical Guidelines are adhered to!

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

Best regards
Messe Frankfurt Venue GmbH

Technical Event Management Team / V31