



**Tips for your
stand party**

Enjoyable – and easy to organise

A stand party is the perfect way to conclude a successful trade fair day. Further develop the contacts you have made during the busy trade fair day, invite your customers or join your colleagues to celebrate a successful event.

This brochure offers you tips for your organisation and preparations to make your reception / get together a success.





Checklist for your planning

**Download your
checklist here**



Our service includes providing you with an Excel file containing all the most important items for your preparations.

We have created a checklist containing all the key items that you should take into account when planning your stand party. **Please note that increased expenditures are required to provide security staff at short notice. As a result, if your orders are not received at least 22 days before the start of the event, this service will be subject to an express surcharge in the amount of 25%.** We strongly recommend that you order all other services at least two weeks before the date of your event. This ensures that all services can be provided in time for your stand party.

To do	Done
Register stand party	<input type="checkbox"/>
If the stand party is not taking place at your stand, please book a suitable location	<input type="checkbox"/>
Order security for the stand party (one stand guard for each 100 guests)	<input type="checkbox"/>
Book hostesses/hosts	<input type="checkbox"/>
Book musicians, DJs, artists or cooks/chefs as required	<input type="checkbox"/>
Create invitations and send these to your guests (authorisation to enter the trade fair), perhaps including wristbands	<input type="checkbox"/>
Order catering or street food	<input type="checkbox"/>
Order glasses, tableware and cutlery	<input type="checkbox"/>
Order stand modification services or furniture and furnishings if necessary	<input type="checkbox"/>
Order plants or additional decorations	<input type="checkbox"/>
Order cleaning for the following morning	<input type="checkbox"/>
Register music with GEMA if necessary	<input type="checkbox"/>
Order parking permits for guests	<input type="checkbox"/>
Taking out liability insurance (for more information, please refer to the following page: Tips for your planning)	<input type="checkbox"/>

Order services with a simple click

Simply use our online Shop for Exhibitor Services!



Create invitations for your guests

Simply use the Ticket Services for Exhibitors portal.



Tips for your planning

To ensure that your stand party on the exhibition grounds runs smoothly, we ask that you please take the following into account when planning your event



Starting and ending times

Stand parties can only start after the trade fair has closed for the day; however, no earlier than 6:00 p.m. Depending on the trade fair, your event must be finished by no later than 10:00 p.m. or midnight (12:00 a.m.). Please note that the exit leading to the S-Bahn suburban train terminal is only available until midnight (12:00 a.m.).



Registering a stand party

Please register your stand party through the [Shop for Exhibitor Services](#). This is necessary, for example, to inform the hall inspector that you will be remaining in the exhibition hall for an extended period.



Number of your guests

You can celebrate with as many guests as you'd like. However, you should make sure that your stand has enough space to accommodate all the guests that you invite. Guests are not allowed to stand in the aisles or at neighbouring stands.



Securing neighbouring stands

The organiser is responsible for ensuring that neighbouring stands are secured. One stand guard must be ordered from the [Shop for Exhibitor Services](#) for each 100 guests. The minimum duration for which a stand guard can be ordered is four hours.

You can also use retractable belt barriers (Tensators) to cordon off your party area. The retractable belt barriers (Tensators) can be set up quickly and used in a variety of ways.

Please order the security guards you require for your stand party at least 22 days before the start of the event. As a result of the increased expenditures entailed, all orders received after this date will be subject to an express surcharge in the amount of 25%.



Stand cleaning before or after

If you require an additional cleaning before or after the event, simply order these from the [Shop for Exhibitor Services](#).

In this regard, it is important that you ensure that neighbouring stands remain clean during your stand party.



Food and drink

When it comes to the necessary 'nourishment', [Accente](#) will be happy to assist you. From the right drinks to the right foods – large dishes or small snacks, hot or cold. Always fresh and served to perfection. You will find a 'taster' of what is available and all other information on perfect catering for your stand in the [Shop for Exhibitor Services](#).

Have you commissioned an external caterer to provide hospitality at your stand? Then please make sure that you – or your caterer – apply for admission passes for your caterer's vehicle(s). For more information and the application form, please contact Accente on +49 (0) 69 - 75 602-2171.



Escape routes must be kept clear

All aisles and escape routes between stands must be kept clear. Please do not place any goods, catering tables or equipment in these locations.

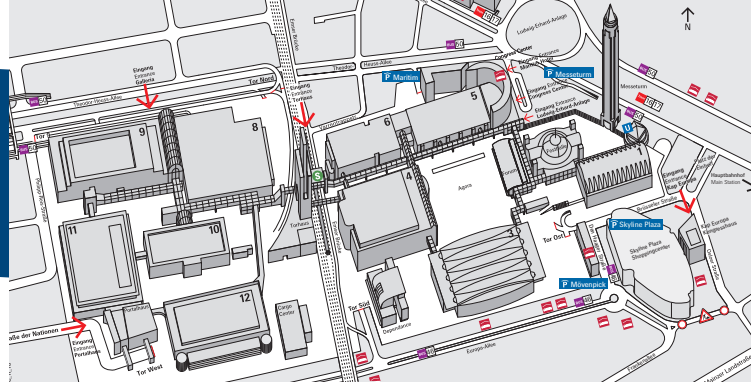


Employment of hostesses/hosts

Please inform the person responsible for your stand party of the number of hostesses/hosts to be employed by no later than two weeks before the start of the event. You will be sent the required number of admission tickets for your hostesses/hosts.

Download the site map

You can download the site map showing all entrances and exits [here](#).



Access to the exhibition grounds for guests

If you invite guests who arrive after the trade fair closes or do not have a valid admission ticket, the following applies:

- A guest list of people without an admission ticket or a letter of invitation must be submitted to standparties@messefrankfurt.com at least 48 hours in advance.
- Admission without a valid admission ticket is possible at the earliest half an hour before the trade fair closes. If an invited guest would like to visit you at your stand earlier, please order an extra admission ticket for this person via the [Ticket Services for Exhibitors](#) portal.



Parking in the vicinity of the exhibition hall

Parking permits for bands, artists and performers can be obtained directly from the person responsible for your stand party at Messe Frankfurt. This allows us to ensure that the parking spaces will be in the vicinity of your location. The Rebstock car park is the best parking opportunity for your guests. From there, our shuttle service will take your guests directly to the exhibition hall. You can order parking permits for the Rebstock car park easily using the [Shop for Exhibitor Services](#).



Musical reproduction

Please remember to register the reproduction/performance of any music protected by copyright with [GEMA](#). The organiser is responsible for the fees.



Cloakroom for your guests

The cloakrooms will be open from 8:00 a.m. until 6:30 p.m. in all exhibition halls. Any items of clothing that have not been picked up by 6:30 p.m. will be brought to the central cloakrooms, which remain open until 9:00 p.m. You can find out their locations at our information desks.



Taking out liability insurance

Taking out liability insurance protects you against the risks entailed by a stand party. For example, if a guest should trip over an item at your stand and injure themselves, this would be covered by the insurance policy.

You will find more information on the [website of the "Allianz-Generalvertretung Lars Sauer" insurance agency](#) or by calling the following number: +49 69 653 020-92.



Leaving the exhibition grounds by car

After midnight (12:00 a.m.), vehicles may only leave the exhibition grounds via the North Gate [Tor Nord]. Taxis can drive directly to the individual exhibition halls after 7:30 p.m.



Leaving the exhibition grounds on foot

You can leave the exhibition grounds through the turnstiles around the clock. You will find the turnstiles on both sides of the Festhalle (leading either towards Ludwig-Erhard-Anlage or the Skyline Plaza) and behind Hall 9.

The entrance of the S-Bahn suburban train terminal is open until midnight (12:00 a.m.). The S-Bahn suburban train station is located across from the South Gate [Tor Süd], directly at the roundabout. From here, you can take lines S3, S4, S5 or S6 to Frankfurt Central Station and as far as Darmstadt. In the other direction you can travel to Bad Homburg, Bad Soden, Friedberg and Kronberg.

You can reach the U-Bahn underground train and tram via the Ludwig-Erhard-Anlage exit (open 24 hours a day). The U4 line will take you to Frankfurt Central Station, the city centre and Frankfurt's Bergen-Enkheim district.

The hours of operation for the shuttle bus service to the Rebstock multi-storey car park vary depending on the trade fair. Please ask your stand party contact person about the times and hours of operation.



The rules and regulations of Messe Frankfurt

Please note that there may be other events taking place in the exhibition hall while your event is in progress. As a result, we would ask that you avoid disturbing other events through excessive noise etc. Please also ensure that you are in compliance with the rules and regulations of Messe Frankfurt and all other rules and regulations. Should any damages occur, we will invoice these to the organiser.

**Download
Technical Guidelines**



Excellent locations all around the exhibition grounds

From fine dining to street food in front of the exhibition hall

If you do not wish to hold your party at your stand, we can offer you a wide range of attractive event locations on and around the Frankfurt exhibition grounds.

Find inspiration in our portfolio of venues. Accente will be happy to present additional locations on request.



VERANDA in Hall 11.1

Lots of glass, lots of light and an incomparable terrace that offers wonderful views of the Frankfurt skyline. It's the perfect place in which to develop your trade fair contacts over a sundowner.



TRILOGIE in Hall 3.1

A modern and very aesthetically appealing location that is suitable for countless seating possibilities or a standing room only event. It's the perfect venue for your business contacts.



Street food inside or in front of the exhibition hall

Why not do it differently – with stylish food trucks for your unforgettable reception / get together. Add a cool DJ and you are ready.



Depot 1899 in Frankfurt-Sachsenhausen

An extraordinary location for your celebration: a former tram depot.

Regardless of whether you are inviting 20 guests or 1,000, you can really celebrate here, with loud music, tasty food, friendly service, multiple levels and an excellent atmosphere.

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