

Application for a Stand Construction Authorisation

Dear Sir/Madam,


Please complete this form and return it to us signed and stamped. Once we have received your plans, we will be happy to review your concept with a view to issuing a Stand Construction Authorisation.

The positions and prices specified are intended as guidance regarding whether, and to what degree, elements of your stand construction require structural or fire safety inspections and measures.

If you have any questions, please do not hesitate to contact us.

Messe Frankfurt Venue GmbH
 Technical Event Management - Trade Fairs
 Ludwig-Erhard-Anlage 1
 60327 Frankfurt am Main, Germany
 Phone + 49 69 75 75-0
 www.messefrankfurt.com

Please note the final submission deadline: six weeks before the start of set-up.

Event year: _____	Event: _____	Customer number:  _____
Contracting party and invoice recipient: (Invoices are always addressed and sent to this contracting party.)		VAT number: _____
Your contact details:		(EU): _____
Company name and legal form: _____		Tax number (Non-EU): _____
_____		Mobile phone (with country code): _____
Contact person: _____	_____	Hall / stand number: _____
Street / house number: _____	_____	Length: _____
Postcode / Town/City: _____	_____	Width: _____
Country: _____	_____	Height: _____
Email address: _____	_____	Area: _____ m ²

Your point of contact:

If you have any questions, please contact:	Phone:	Email:
Technical Event Management - Trade Fairs	+49 69 75 75-59 04	standapproval@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 below.

Company name and legal form:

Customer number:

Hall / stand number:

The following costs may be entailed by stand structures requiring approval in 2020:

Structural inspection

- On-site structural inspection for two-storey structures; per inspection	€1,350.00
- Structural inspection for walls/constructions higher than 4.00 m or LED walls; per inspection	€375.00
- Structural inspection for floor/ceiling connections or advertising materials / product presentations > 4.00 m; per inspection	€375.00
- 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	€375.00
- Structural inspection for structurally complex constructions and movable product presentations, e.g. walls/constructions/modules; per inspection	€715.00
- Structural inspection for stands in outdoor areas, 1 - 100 m ² without an upper storey, per inspection	€375.00
- Structural inspection for stands in outdoor areas, 101 - 1,000 m ² without an upper storey, per inspection	€715.00
- Structural inspection for stands in outdoor areas, 1 - 1,000 m ² with an upper storey, per inspection	€1,350.00
- Structural inspection for tents in outdoor areas, 1 - 100 m ² , per inspection	€375.00
- Structural inspection for tents in outdoor areas, 101 - 1,000 m ² , per inspection	€715.00
- Structural inspection for movable product presentations / walls / modules and structurally complex constructions, per inspection	€715.00

Fire protection

- Fire alarm system, 1 – 800 m ² enclosed area, per m ²	€48.00
- Wall hydrant, Type "S" (for self-help), per hydrant	€779.00
- Flue gas fan, per fan	€945.00
- Visual and acoustic warning system, per system	€265.00
- Sprinkler, per sprinkler	€660.00
- Push-button alarm, per alarm	€95.00
- Fire alarm in a custom colour; per item	€110.00

Company name and legal form:

Customer number:

Hall / stand number:

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) and accompanied by floor plans and perspective views in electronic form (PDF) with German or English labelling shall be submitted 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.

The absence of structural calculations examined by a second, independent structural engineer will result in additional costs for the exhibitor / stand constructor.

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.

On-site structural inspection:

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 on site.


The costs of the approval process (inspection of the submitted documents and on-site approval) will be invoiced to the exhibitor / stand constructor.

We have taken note of and observed Messe Frankfurt's Technical Guidelines.

Link:

<https://www.messefrankfurt.com/frankfurt/en/services.html#guidelines>

Messe Frankfurt Venue GmbH collects and uses the data you provide here to process your order.
Further information according to article 13 and 14 GDPR please find under [messefrankfurt.com/privacy](https://www.messefrankfurt.com/privacy).

This application is subject to the provisions of the above excerpt from the Messe Frankfurt Technical Guidelines. 

I hereby confirm that I have read and accepted the provisions of the above excerpt from the Messe Frankfurt Technical Guidelines.

Please save this form in PDF form for your own records before sending.