

Factsheet

For set-up and dismantling in the Festhalle

For all customers,
service providers,
stand constructors
and organisers

Dear Sir/Madam,

Please read this factsheet through carefully before commencing work. It is intended to provide assistance in the prevention of accidents and damage incidents. You should instruct all of your personnel and collaborating companies accordingly before commencing work in the Festhalle.

- The applicable safety and occupational safety regulations shall apply, together with rules and regulations pursuant to DIN [German Industrial Standards], VDE [Association for Electrical, Electronic & Information Technologies Regulations], VDI [Association of German Engineers], UVV [Accident Prevention Regulations], DGUV 17/18 and H-VStättR [Regulations on Places of Assembly].
- All persons must sign in with the gatekeeper before starting work and must sign out after finishing work. The gatekeeper can be reached at all times. The name of the responsible event engineer can be obtained from the gatekeeper. The gatekeeper's office is on Level 0 in Room 48: Phone +49 69 75 75-63 36 or mobile +49 160 5 82 60 26.
- All doors, emergency exits, wall hydrants, fire alarms, escape routes etc. must be kept clear during set-up and dismantling, as well as during the event! Because the doors are fire doors, they cannot be propped open using wedges or tape.
- All set-up contractors must comply with DIN 4102 B1 and/or DIN EN 1350-1. Notarised documentation of the flame-retardant properties of curtains, stage fabrics and hangings etc. must be presented in German at the time of the inspection.
- Deliveries are only permitted via the east side.
- The 5-m-wide route around the Festhalle must be kept clear.
- Pallet trucks, forklifts and trolleys with hard plastic or metal wheels are not permitted on the natural stone flooring in the south foyer.
- These and other vehicles are also prohibited on stage structures (see supplement).
- No diesel-powered forklifts or elevated work platforms are permitted in the hall. Exhaust from mobile cranes must be piped outside.
- When laying carpet it is essential that only residue-free adhesive tape be used.
- Any welding or cutting work requires the prior authorisation of Messe Frankfurt Venue GmbH. It is necessary to report any such activities in advance to the Technical Event Management department.
- When setting up and dismantling truss systems or elements with sharp edges, be sure to use an underlay.
- Furniture and furnishings are not to be used for anything other than their intended purpose; this means they cannot be used as workbenches or for clearing up after catering.
- Should any sliding windows in the glass roof or pressure ring covers be opened, these must be closed.
- Lashing and tensioning straps, sacks, ropes and cables in the roof area must be removed.
- Furthermore, posters, placards and adhesive tape must also be removed from walls and floors.

- No gas bottles may be stored in the hall.
- The smoke alarms are always on, and will only be deactivated temporarily in consultation with the responsible event engineer.
- The use of fog machines requires the agreement of the event engineers.
- Equipotential bonding (earthing) must be provided for metal constructions.
- **New:** Unfortunately, for fire protection reasons we cannot allow any ceilings in the foyer areas of the Festhalle.

If you have any questions or problems, the staff at Messe Frankfurt Venue GmbH's Technical Event Management department will be happy to assist you at any time. They are also your point of contact for any questions pertaining to safety, security and coordination, and are responsible for monitoring compliance with the rules and regulations of Messe Frankfurt. Instructions are to be observed!

You will find the event engineers' office on Level C in Room 61. Staff can also be reached via the gatekeeper (Tel. +49 69 75 75-63 36) or via the mobile phone numbers provided in the technical protocol.

We look forward to a fruitful collaboration and wish you a successful event.

Best regards,
Messe Frankfurt Venue GmbH

Technical Event Management