

# Factsheet

## For set-up and dismantling in the Forum

For all customers,  
service providers,  
stand constructors  
and organisers

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 Forum.

- 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's can be reached at all times!  
The gatekeeper's office is on Forum Level C South [Ebene C Süd]:  
Phone +49 69 75 75-54 39 or mobile +49 160 5 82 60 28.
- Deliveries involving forklifts must use Gates 1 and 2 [Tor 1 / Tor 2] on the west side of Areal hall, or the North [Nord] and South [Süd] goods lifts in Areal hall and Panorama hall. Please observe the height restrictions and the maximum load-bearing capacity of the floors!
- 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 exterior doors in the Forum are part of the exhibition hall's smoke extraction system and can only be opened or fixed in position by automated means (safety system). The gatekeeper is the only person authorised to operate these doors. Any damage to these doors is expensive and will be invoiced to the responsible party!
- Pallet trucks, forklifts and trolleys with hard plastic or metal wheels are not permitted on the natural stone flooring in the foyer (north and south vestibules) or the parquet flooring in Panorama hall.
- The load-bearing structure in the Forum, the ellipse, has a fire-retardant coating. The attachment of anything to the ellipse is prohibited, and the protective coating must be protected against damage. Auxiliary structures must not hinder the accessibility of the F30 coating to fire extinguishers for fire protection purposes.
- Please make sure that the glass façades in the Areal and Panorama halls remain unobstructed, as it would otherwise be impossible to operate the shading or sun protection systems.
- The slats in the floor on the west side of Panorama hall must remain clear. Automatic smoke dampers are located in the lower area.
- Suspensions are limited to vertical suspensions from the existing load points.
- Transporting materials on the escalators is prohibited.
- 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.

- No materials can be leaned against the perforated plate and acoustic walls, and the application of adhesives or adhesive materials to veneers or painted/coated surfaces is prohibited.
- The use of staples, tacks, nails or screws in the walls or floors is prohibited throughout the building.
- When laying carpet it is essential that only residue-free adhesive tape be used.
- 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.
- 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 Project Management Fairs department (V 31).
- The smoke alarms are always on, and will only be deactivated temporarily in consultation with the responsible event engineer.
- The use of fog machines also requires the agreement of the event engineers.
- Equipotential bonding (earthing) must be provided for metal constructions.
- It is forbidden to put up posters anywhere in the building. Sign stands or Messe Frankfurt's own pylons are to be used for this purpose.
- **New:** Unfortunately, for fire protection reasons we cannot allow any ceilings in the foyer areas of the Forum.

If you have any questions or problems, the staff at Messe Frankfurt Venue GmbH's Technical Project Management Fairs department (V 31) 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 South [Ebene C Süd] in Room 007. Staff can also be reached via the gatekeeper (Tel. +49 69 75 75-54 39) or directly by phone (+49 69 75 75-54 47).

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

Best regards,  
Messe Frankfurt Venue GmbH

Technical Project Management Fairs