

# Factsheet

## Set-up and dismantling in the Congress Center

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 Congress Center.

- The Stand 03.12.2018 - Version ab 01.01.2019 gültig - Freigabe 27.11.2018 Stand 03.12.2018 - Version ab 01.01.2019 gültig - Freigabe 27.11.2018 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 [German Occupational Health and Safety Regulations] 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 gatekeeper's office is on Level C0: Phone +49 69 75 75-30 90 or mobile +49 160 5 82 60 17.
- The delivery of exhibits and stage equipment is generally only possible using goods lift A1; lift A2 can only be used in exceptional cases with the agreement of the gatekeeper.
- The glass lifts A3 and A4 are passenger lifts. No materials may be transported using these lifts or via the escalators.
- The area in front of goods lift A1 in the delivery area may only be used for loading and unloading vans.
- Pallet trucks, forklifts and trolleys with hard plastic or metal wheels are not permitted on the natural stone flooring in the foyers or the parquet flooring in the Harmonie hall.
- The infrared alarms (smoke alarms) must not be deactivated during work in the foyers. Please contact the Technical Event Management department beforehand. Deactivation of the infrared alarms automatically triggers a fire alarm, resulting in costs of approx. €800.00 that will be invoiced to the responsible party.
- 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 objects or signs may be attached to, stored by or leaned on the columns in the Congress Center or on the art walls (Günther Förg's wall paintings) in the foyers. Art wall repairs are very expensive.
- 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.
- 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.

- In the event of a fire alarm, smoke curtains integrated into the foyer ceilings on Levels C2 and C3 are automatically lowered until they reach the floor. The area below these smoke curtains must be kept clear, and neither stands nor materials may be placed here.
- When setting up and dismantling truss systems or elements with sharp edges, be sure to use an underlay.
- The use of staples, tacks, nails or screws in the walls or floors is prohibited throughout the building.
- The employment of wood- and metalworking machinery that lacks shaving/chip extraction systems is prohibited.
- 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.
- Smoking is prohibited in Harmonie hall and the conference rooms during set-up and dismantling. Smoking is prohibited at all times on the stage in Harmonie 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 also requires the agreement of the event engineers.
- Flammable liquids (e.g. for cleaning) cannot be brought into the building.
- 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.
- All rooms with fitted carpets must have an underlay to cover all serving and clearing-up areas for crew catering.
- The storage of boxes and other such items at stands is prohibited.
- **New:** Unfortunately, for fire protection reasons we cannot allow any ceilings in the foyer areas of the CMF.

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 in the 'Regie' room on Level C3. Staff can also be reached via the gatekeeper (Tel. +49 69 75 75-30 90) or directly by phone (+49 69 75 75-33 97).

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

Best regards,  
Messe Frankfurt Venue GmbH

Technical Event Management