

# Fact sheet

## Instructions, stand regulations

Important notes  
for exhibitors

**Stand-construction plans** requiring official approval must be submitted to the Technical Event Management of Messe Frankfurt Venue GmbH no later than **31 December 2018**.  
E-mail: [veranstaltungstechnik@messefrankfurt.com](mailto:veranstaltungstechnik@messefrankfurt.com)

Please refer to Section 4.2 of the Technical Guidelines to learn whether your stand construction is subject to official approval. Subject for approval are e.g.: Stand-constructions with a ground space larger than 100sqm, Stand-constructions and exhibition goods over 4m height, Closed ceilings, two-storey stand construction, Special constructions

- On completion and implementation of the stand-construction plans for the event, Event Engineering will measure the actual area of the two-storey stand construction and inform Accounts accordingly. The invoice will be sent in accordance with the price list after the end of the event.
- At least **70% of all sides** of the **stand-construction** adjoining an aisle **must be open** or transparent. Elongated closed stand constructions on the aisles are not permitted.
- **Stand walls adjoining a neighbour stand** with a height of more than 2.50m have to be smooth on the back, neutral white and non-transparent or made up of a suitable stand construction system. If this regulation is not complied with, Messe Frankfurt reserves the right to take appropriate steps at the exhibitor's cost.
- **Hall aisles and emergency exits** must be kept clear during complete set-up period. The instructions of the Hall Manager must be obeyed.
- **Protective measures** must be taken when working in the exhibition halls. Tools with a vacuum device must be used for any work that produces dust.
- From 15.00 hrs on the **final setting-up day**, work may only be carried on inside the exhibition stands and the aisles must be completely cleared.
- Open **price labelling** on the exhibition stands, on the exhibits, in the official fair catalogue or in advertising materials is prohibited.
- **Promotional activities** outside the exhibition stand are not permitted, e.g. handing out brochures, walking acts, etc. Should you wish to conduct promotional activities on the Exhibition Ground, please contact (via E-mail) [advertisingservices@messefrankfurt.com](mailto:advertisingservices@messefrankfurt.com).
- Monitors for **demonstrations and presentations** must be kept at least 2m from the aisle. Sufficient space has to be provided for audience on the stand.  
Please discuss any **demonstrations planned**, e.g., sound, light effects, with neighbouring exhibitors in advance.
- The **maximum noise level of 70 dB** at the stand boundary must be adhered to and will be checked during the fair. In case of an infringement, Messe Frankfurt Exhibition GmbH reserves the right to impose a contractual penalty of EUR 1,000.
- The exhibitor must ensure that there is always personnel on the stand during the official hours of opening of the event (**mandatory attendance**). **Packing up exhibits and dismantling the exhibition stand is not permitted before the end of the fair**. Checks will be made to ensure all exhibitors adhere to these regulations. In case of infringements of the provisions of Sections 7, para. 1, and 8, para. 1, of the General Terms and Conditions, Messe Frankfurt Exhibition GmbH hereby reserves the right to impose a contractual penalty amounting to **25 % of the stand rental** of the exhibitor concerned or **a minimum of EUR 1,500**. Messe Frankfurt Exhibition GmbH also reserves the right to refuse future participation of the exhibitor.
- Taking pictures or record any film with an unmanned aerial vehicle (UAS) is subject to approval under consideration of our safety precautions. Please send your request to:  
[veranstaltungstechnik@messefrankfurt.com](mailto:veranstaltungstechnik@messefrankfurt.com)