1. Stand plans, stand set-up and dismantling, requirements

1.1 Stand set-up and dismantling

In general, stand set-up and the delivery of exhibits can begin three days before the opening of the Fair. Permits for earlier access and extended dismantling times must be submitted to the Organiser by the Exhibitor before 1 August 2015 at the latest. Set-up of the stand must be completed by 8.00 pm at the latest on the day before the opening of the Fair and halls must be cleared of all items not included as part of the stand. The set-up of system stands by the Organiser will also be completed by 8.00 pm at the latest on the Tuesday before the Fair begins. Any changes requested or complaints made can still be dealt with after this deadline.

Dismantling of stands and the delivery of packaging materials are not permitted before the official end of the Fair at 5.30 pm on Sunday. Vehicles have access to the exhibition site from 7.00 pm on Sunday, after which the halls and the site are open for dismantling. Stand areas must be vacated and cleaned by midnight on Monday. If a stand is not taken down until Monday, the Exhibitor is responsible for the security and guarding of the stand and its exhibits. Exhibitors with system stands must ensure the bench cabinets are emptied of all content on the morning of Monday, 19 October 2015. From 12.00 noon onward, the cleaning staff will empty the bench cabinets and dispose of the remaining content.

1.2 Stand plans, permits

All self-built stands must receive approval. The following documents should be submitted no later than 1 August 2015:

- For self-built stands higher than 2.5 m or with an area in excess of 40 sqm: stand plans, floor plans, cross sections and side elevations, which clearly show all dimensions (external dimensions of the stand area and the total height, incl. suspended elements).
- For self-built stands up to a height of 2.5 m and less than 40 sq m: a floor plan which clearly indicates the external dimensions of the stand area.

Plans must also be submitted to the Organiser for approval of special structures (two-storied structures, cinemas and auditoriums, stage sets, structures in open-air areas, mobile constructions, enclosed spaces – i.e. common rooms that can only be exited by way of other utilised spaces) and special structural elements (in particular, stand structures, exhibits and walls higher than 4 m, closed ceilings, podiums and stages higher than 0.2 m, glass constructions, moving elements); these plans must clearly indicate precise dimensions (incl. max. height of the structure and suspended elements).

A permit will only be issued for the erection of special structures and structural elements if the exhibitor submits the following certified documents in German in good time (no later than eight weeks before the start of construction): a) a structural analysis according to European or German norms, which has been officially certified by an independent structural engineer, OR a verifiable static calculation in accordance with European or German norms, b) building specifications with information on materials used (with certificates, if available), c) drafts of the stand construction on an appropriate scale, e.g. 1:100 (floor plans, sketches, cross sections), d) Points a), b) and c) are not required if the structure type has been certified or there is a test report (for portable structures).

The Organiser and the Messe Frankfurt Venue GmbH (herein also called Messe Frankfurt), the operator of the exhibition site, are entitled (and in case of the second option under 1.2a, obliged) to have the submitted documents examined by a structural engineer appointed by the Messe Frankfurt Venue GmbH, and by a fire safety expert if necessary. The Exhibitor is responsible for any costs resulting from this examination. The Messe Frankfurt Venue GmbH will invoice the Exhibitor/stand constructor directly for the costs arising from structural and fire-safety assessments. If Exhibitors do not submit certifiable documents by the prescribed deadline they will not be entitled to erect the special structures or structural elements. Permission must also be obtained for all kinds of special events an Exhibitor may wish to organise as part of the Frankfurt Book Fair.

1.3 Legal requirements

With regards to safety and fire protection, exhibition stands must strictly adhere to these Technical Regulations. The Technical Regulations are based on the model venue regulations “MVStättV” (Muster-Versammlungsstättenverordnung), which have been established in the land of Hesse (in which Frankfurt lies) by ministerial decree. Based on these regulations, each Exhibitor is responsible for stand set-up, stand design and the operation of their exhibition stand. The Exhibitor is particularly responsible for the implementation of safety precautions within their rented exhibition space, in accordance with these Technical Regulations.

1.4 House rules

The exhibition site is private property. The Messe Frankfurt Venue GmbH is the operator of the exhibition site. Along with the Organiser, the Messe Frankfurt enforces house rules on the exhibition site which are visibly displayed throughout the exhibition grounds. The Organiser is entitled to issue additional, event-specific house rules to ensure the overall safety of the event. The Exhibitor can find the current house rules at www.book-fair.com or can make a request to have them sent by mail.

1.5 Violations

The Organiser can request that violations against these Technical Regulations be remedied as soon as possible. The Organiser can also request the removal of objects that may present...
a significant disturbance to Fair activities or a risk to the safety of exhibitors and visitors, due to their smell, noise or appearance. If violations against the Technical Regulations persist, the exhibition stand may be shut down at the Exhibitor’s expense.

2. Vehicle traffic on the exhibition site, emergency exits, safety equipment

2.1 Traffic rules
In order to ensure the smooth movement of traffic during set-up and dismantling and for the duration of the Fair, rules for the organisation and direction of traffic – such as the Traffic Regulations – must be observed without fail. The parking of vehicles on the exhibition site is not permitted at any time throughout the entire duration of the Fair. Any exception to this rule requires a special permit from the Fair management.

2.2 Rescue routes
2.2.1 Fire fighting access zones, hydrants
The necessary access routes and mobility zones for the fire fighting services and routes marked by no-stopping signs must be kept free at all times. Vehicles and objects left on the rescue service access routes and safety areas will be removed at the expense and risk of the owner. Hydrants in the halls and on the outdoor area must not be covered over, obscured or rendered inaccessible in any way.

2.2.2 Emergency exits, escape/rescue routes, hall gangways
Escape/escape routes and emergency exits are to be kept free at all times. The doors along escape and emergency rescue routes must be able to be easily opened from the inside to their full extent. Directions to escape and emergency rescue routes as well as exit doors and emergency exits in the hall floor and signs marking these exits must not be blocked, covered over, obstructed, hidden or otherwise obscured. The escape/escape routes and emergency exits as well as gangways in the halls must not at any time be blocked or restricted by objects placed in the gangway or extending out into the gangway. The gangway must be kept clear across its entire width at all times; it is not permitted to place either stand elements (including doors or curtains) or exhibits here. Hall gangways are emergency escape/rescue routes. In the event of infringements, the Organiser or the Messe Frankfurt are entitled to remedy the situation at the expense and risk of the causer.

Materials needed for the construction of the stand or display items delivered for direct installation at the stand may be placed temporarily at the edges of the emergency escape/rescue routes or hall gangway during construction and dismantling, provided that this does not encroach on the minimum width stipulated for safety, and that logistical needs are also taken into consideration. This requirement will be deemed to have been fulfilled if a strip of no more than 0.9 m parallel to the stand boundary is used for the temporary placement of such items. Irrespective of the width of the gangway and of the goods being deposited, a passageway of at least 1.2 m must be kept free, without fail. Spaces in front of emergency exits and in the gangway intersections are excluded from this dispensation and must be kept clear to their full width at all times. The gangways may not be used as locations for assembly stations or for setting up machinery (e.g. woodworking tools, workbenches etc.). It may be necessary at any time, at the request of Messe Frankfurt or the Organiser, to clear gangways for logistical reasons. Any costs arising from the need to clear a gangway will be borne by the party encroaching.

2.3 Safety equipment
Sprinklers, fire alarms, fire extinguishers, smoke alarms, fastenings on the hall doors and other safety equipment, their markings and the green emergency exit signs must be accessible and visible at all times. They must not be blocked or covered over.

2.4 Standing numbers
Stand numbers are produced by the Organiser in a uniform design and are attached to the Organiser’s own stands. When providing their own stands, or in the case of two- or three-sided open stands, Exhibitors are obliged to produce and attach stand numbers themselves or to display a notice of their stand number. For the duration of the Fair, stand numbers may not be removed or covered over or rendered illegible in any other way.

2.5 Stand security
During set-up and dismantling as well as throughout the Fair, the Organiser’s security service will patrol the grounds and halls and keep a general eye on things. This service does not include the guarding of Fair stands or exhibited goods. If security measures are desired during the Fair, the Exhibitor must provide for the guarding of their own stand and exhibited goods. All stand security measures outside of the official opening times of the Fair must be booked with the Organiser’s approved security company.

2.6 Evacuation in an emergency
The Organiser may order to evacuate areas, halls and/or rooms inside for safety reasons.

3. Stand structure regulations
3.1.1 Stand permits
Exhibitor’s custom-built stands must be authorised for use. In addition, permits issued by the Organiser are required for all other stand structures, two-level stands, and special installations and constructions (see 1.2). The structural supervisory authorities and fire department may also make additional demands.

3.1.2 Changes to stand structures in breach of regulations
Stands that have not been approved or do not comply with the “Technical Regulations” or technical standards must be altered or removed. If this work is not completed in the time required, the Organiser is entitled to undertake such changes at the Exhibitor’s expense.

3.2 Fire protection and safety regulations
3.2.1 Fire protection regulations
Exhibition halls are equipped with fire alarms and fire extinguishing systems. In the event that the operation of said fire protection systems is restricted by stand construction work (e.g. by closed ceilings, see also 3.2.2), Exhibitors shall be obliged to undertake additional measures in order to guarantee their unrestricted operation, where same shall be coordinated with the Organiser. More detailed information about the necessary measures can be obtained from the Organiser.

3.2.1.1 Sprinkler system
The halls are equipped with sprinkler systems. A minimum distance of 1 m must be maintained between the sprinkler heads and any exhibition items and decorative elements. Lighting units and spot lamps must be so positioned as to exclude the possibility of erroneously triggering the fire extinguishers with their heat.

3.2.1.2 Construction and decorative materials
All stand construction and decorative materials shall comply at least with building materials class B1 of DIN 4102, and/or class B/C sw1 d0 of EN 13501-1, i.e. shall be flame-retardant and may not disintegrate into burning fragments or emit noxious gases. Special requirements may apply to load-bearing structural elements in the interest of safety.

Materials such as rigid polystyrene foam, PVC or similar, as well as various acrylic glass products, that are readily inflammable, drip while burning or form toxic gases shall not be employed. The materials employed shall not contribute to evolution of large volumes of smoke. Test certificates for the classes of building materials and the required material characteristics shall be supplied upon request. Deciduous and coniferous trees may be used only if their roots are kept moist at all times. Bamboo, reed, hay, straw, bark mulch, peat or similar materials shall not be employed. Employment of plastic cable ties for fastening statically stressed parts is prohibited.
3.2.1.3 Exhibiting motor vehicles
Any exhibition of motor vehicles must first be applied for and approved. Vehicles equipped with combustion engines may be exhibited in the exhibition halls only if their fuel tanks have been emptied. Their batteries shall be disconnected and their fuel tanks shall be locked. Gas-driven motor vehicles may only be exhibited in the exhibition halls if their gas tanks have been emptied and depressurised. Electric powered motor vehicles are subject to other safety measures which will be stipulated by the Organiser as a condition to approval.

3.2.1.4 Hazardous materials, explosive materials
It is forbidden to bring any hazardous materials, preparations or objects onto the exhibition grounds, which are explosive, highly combustible, flammable, poisonous, harmful to health or dangerous for the environment.

3.2.1.5 Pyrotechnics, laser systems, LEDs
Pyrotechnic articles as well as shows are not permitted. The deployment of laser systems is not permitted. High-energy or light-intensive LED systems may only be used with permission.

3.2.1.6 Balloons and flying objects
Employment of balloons or flying objects filled with a combustible gas as well as with an inert gas in the exhibition halls or on outdoor exhibition areas is prohibited.

3.2.1.7 Fog machines, hazers
The deployment of fog machines or hazers is not permitted.

3.2.1.8 Containers for trash, recyclable materials and residual waste
No containers for trash, recyclable materials or residual waste that have been fabricated from combustible materials shall be set up on stands. All containers on a stand shall be regularly emptied, no later than every evening following the close of the event, and their contents deposited in the containers for recyclable materials or residual waste at the stations at exhibition hall exits. In the event that large quantities of combustible waste are generated, same shall be safely disposed of several times a day. Trash combustible waste are generated, same shall be safely disposed of several times a day. Trash.

3.2.1.9 Spray guns, nitrocellulose lacquers, cleaning agents, solvents
Sprinkler compatible, open-mesh fabric roofing having apertures measuring at least 2 mm x 4 mm or 3 mm x 3 mm are approved for use. If used, they shall be stretched horizontally and in a single layer only. Sagging of the roofing shall be avoided. Closed roofs may be approved for use on two-level structures, if ceilings are to be used as exhibits or if the stand is to be darkened, although restrictions apply (for two-level structures see also 3.2.1 and 3.6).

3.2.1.10 Potentially flammable work
The use of flammable liquids or construction materials that release toxic fumes is prohibited.

3.2.1.11 Empty packaging
Storing empty packaging of any kind, such as packing crates/cartons and packaging materials, on stands and/or in exhibition halls is prohibited.

3.2.1.12 Fire extinguishers
Every stand up to 200 sqm in size must be equipped with at least one fire extinguisher. For every additional 200 sqm, an additional fire extinguisher must be available.

3.2.1.13 Cleaning agents, solvents
Cleaning agents that are hazardous to health shall be employed in accordance with applicable regulations.

3.2.2 Stand roofing
In order to avoid hindering sprinkler protection, all stands located in exhibition halls shall be open at the top. The roofs of stands shall be regarded as open, if no more than 50% per each square metre of the roofed area is covered. Sprinkler compatible, open-mesh fabric roofing having apertures measuring at least 2 mm x 4 mm or 3 mm x 3 mm are approved for use. If used, they shall be stretched horizontally and in a single layer only. Sagging of the roofing shall be avoided. Closed roofs may be approved for use on two-level structures, if ceilings are to be used as exhibits or if the stand is to be darkened, although restrictions apply (for two-level structures see also 3.2.1 and 3.6).

3.2.2.1 Empty packaging
Storing empty packaging of any kind, such as packing crates/cartons and packaging materials, on stands and/or in exhibition halls is prohibited.

3.2.2.2 Marking at eye level
Marked at eye level.

3.3 Exits, rescue routes, doors
3.3.1 Exits, rescue routes
It is not permitted for any point anywhere on an exhibition area to be at a greater distance from a hall gantry way than 20 m in a direct line. For lounge and working areas, as well as for exhibition areas of up to 100 sqm that are intended to accommodate fewer than 100 people, one exit is sufficient, which must be at least 0.9 m wide. For areas exceeding 100 sqm, and/or which will accommodate more than 100 people, two exits are required, which must be as far apart as possible and on opposite sides of the area. The width of exits and rescue routes relates to the number of people:

<table>
<thead>
<tr>
<th>People</th>
<th>Exit Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>fewer than 200 people</td>
<td>at least 0.9 m</td>
</tr>
<tr>
<td>more than 200 people</td>
<td>at least 1.2 m</td>
</tr>
</tbody>
</table>

3.4 Platforms, ladders, stairs, landings
Areas publicly accessible to pedestrian traffic that border on areas that lie more than 0.2 m below them shall be cordoned off by railings insofar as they shall not be connected to the lower levels by stairs or ramps (maximum slope: 6%). The railings employed shall be at least 1.1 m high. Railings and banisters of areas on which the presence of small children is to be expected shall be configured such that climbing over them shall be difficult. The distance between their members shall not exceed 0.12 m in any direction. Handrails shall be rigid, provide a secure grip, and have no exposed ends. Verifiable structural certification should be available for podiums and platforms; the testing and approval of such special structures will incur costs which will be charged to the Exhibitor/constructor. The load-bearing capacity of railings and balustrades at the height of the bar [for areas in categories C1 – C4] must be qk = 1.0 kN/m, in accordance with DIN EN 1991-1-1/NA:2010-12 Table 6.1 DE [category C1], depending on the intended usage. The horizontal load capacity of railings and balustrades at the height of the bar [for areas in categories C1 – C4] must be qk = 1.0 kN/m, in accordance with DIN EN 1991-1-1/NA:2010-12 Table 6.12 DE. Accessible podiums with a single step may not exceed 0.2 m in height.

3.5 Substructures of the podium flooring must be flame-retardant to at least class B1 according to DIN 4102, or at least class B/C1 s1 d0 according to EN 13501-1, and they may not disintegrate into burning fragments or emit noxious gases. Spaces beneath platforms and podiums may not be used for storage, and must be constructed free of fire load. Hollow spaces beneath podiums with a height lower than 0.2 m may be excluded from the monitoring protection of the automatic fire detectors. Hollow spaces beneath podiums that contain automatically rotating turntables, or with a concentration of cable fire load must be monitored using automatic fire detectors inside the hollow areas, if these are above 0.2 m in height. If podiums containing
electrically driven rotating turntables abut onto other hollow spaces, these should be structurally separated in order to avoid the channeling of smoke into adjacent areas.

Ladders, stairs, and landings shall comply with currently applicable German accident prevention regulations. All stairways shall comply with DIN 18065. The distance between any point in the stand and an exhibition hall aisle shall not exceed 20 m walking distance. Stairs of 1.2 m in width must be equipped with handrails on both sides.

3.5 Stand design
3.5.1 System stand
The system stand modules fitted out with the Frankfurt Book Fair’s stand material are standardised in their provision, including a 1 kW electrical power point and carpeting, as well as a standard company nameplate if requested upon registration. At an additional charge, the Organiser can supply a standard set of furniture consisting of chairs, tables, wide-angle spotlights and wastepaper baskets (“Furniture & Light”). Further offers for system stands ("Elements & Extras", "Image & Sound") may also be ordered from the Organiser. At his own expense, the Exhibitor may also order additional services direct from service providers. The combination of system stands with third party structural stand elements is not permitted.

3.5.1.1 Decoration on system stands
The attachment of publicity material and decorations to the stand walls must be carried out in such a way as to avoid any damage to the Frankfurt Book Fair’s stand material (such as through the use of permanent/corrosive adhesive tape).

The reconditioning and replacement of damaged, destroyed or lost fittings and stand material can only be carried out by the Organiser at the Exhibitor’s expense, or that of his contractor. For structural reasons, no advertising materials or other objects may be attached to the ceiling frames. Likewise, no elements may be suspended from the ceiling frames. After the end of the Fair, stand equipment must be returned in perfect condition. In particular, the Exhibitor must ensure that any advertising and decoration materials he has attached to the elements are removed free of residues at the end of the Fair.

3.5.2 Own stand/empty floor space
The stand may also be rented without the Frankfurt Book Fair’s standard system stand and be furnished by the Exhibitor himself. If empty stand floor space has been rented, this must be left completely empty after the end of the Fair. Please note 4.3 Electrical installations.

3.5.3 Corner, peninsula or island stand
The choice of a corner, peninsula or island stand position is to be noted in writing when registering to attend. These special positions are subject to an extra charge per square metre (see “Price List”). It is not possible to guarantee their allocation.

3.5.4 Ascertainment of exhibition space features
The rented exhibition space is marked by the Organiser. After stand allocation, it is the obligation of every Exhibitor to ascertain for himself on site the position and size of any fixtures, in particular hall pillars, fire alarms, the position of supply lines, ventilation systems and uneven areas in the floor etc., and if appropriate, to inform the stand contractor. The Organiser can give no guarantee for the accuracy of measurements as shown on hall and stand plans. Exhibition space must always be adhered to exactly. Lighting appliances, water supply and drainage installations and notices may not project beyond the boundaries of the stand.

3.5.5 Stand dimensions
The Organiser reserves the right to enlarge depth to 4 m for stands exceeding 16 sqm in size. In the interest of publishing companies located opposite, stands between two gangways or more, and with a stand width of 4 m and over, are not permitted to include a wall that is mostly closed in. At least 50% of the wall looking onto a gangway must therefore be left open. For both the Organiser’s system stand modules and Exhibitors’ own stands, the measurements listed in the documents “Information on system stands” and “Notes on use of custom-built stands” are binding. For all interior dimensions, 40 mm are to be deducted from the straight axial measurement. In the case of custom-built stands, a tolerance of 50 mm should be applied, i.e. the straight axial measurement stated in the Organiser’s plans shall be reduced by 50 mm in stand planning and construction. The responsible Exhibitor shall be liable for any costs incurred if reset-up of neighbouring stands is required as a result of incorrect set-up or failure to maintain the exact allocated stand position. The gangway must be kept clear across its entire width at all times; it is not permitted to place either stand elements (including doors or curtains) or exhibits here.

3.5.6 Stand heights
3.5.6.1 The Organiser’s own system stand modules are 2.36 m in height. The combination of system stands with third party structural stand elements (including doors or curtains) or exhibits here.

3.5.6.2 Stand structures higher than 2.5 m (structural or decorative features, etc.) require official authorisation. If a height of 2.5 m is exceeded at the edge of the stand, the Exhibitor must additionally inform the neighbouring stand(s) in order to allow timely coordination of design and construction.

3.5.6.3 Stands exceeding a height of 4 m (stand structures, flags, promotional material, company logos, names, etc.) are subject to a surcharge graded according to stand size (see “Price List”). Exception: stand light fittings without promotional content and company logos.

Maximum stand height (incl. floors, platforms, decoration and publicity fixtures):

1 Halls 4.1, 4.2, 4.6, 5.1, 6.2 and 6.3: max. 4 m
2 Halls 3.0, 3.1, 4.0, 5.0, 6.0 and 6.1: max. 5 m.
3. The Exhibitor is responsible for sound structural engineering of the stand. Any special constructions higher than 4 metres will require the additional approval of Messe Frankfurt on location. Any additional costs accrued for the inspection and approval of these special constructions will be passed on to the Exhibitor or stand builder. The Exhibitor reserves the right to refuse permission for excess stand height in the interest of the overall appearance of the hall or for safety reasons. The decision of the Organiser is final. It will be notified as soon as possible following receipt of the stand design plan.

3.5.6.4 Authorisation is only valid for the specified designated location and a new application must be submitted every year.

3.5.6.5 Approval of materials and objects, such as carpets, logos, company names, etc. by the Organiser is only possible in Hall 5.1. All materials used must be removed by the Exhibitor without leaving any residue. It is not permitted either to paint the hall floor or to stick items to it. Technical supplies to the stand, lines laid out on stands, inspection openings, etc., must not be impeded. The use of anchors and fastenings is not permitted.

Carpeting and other floor coverings in the exhibition areas must be of lowest-level flammability in accordance with German Industrial Standards DIN 4102 B1 and EN 13501-1 class C. A certificate must be submitted in the stand request in order to prove the class of structural materials used. For stands positioned opposite one another, the laying of laminate, parquet or double flooring across the gangway is not permitted. Carpeting in the gangway between two exhibition spaces requires a special permit and must ensure the visibility of the gangway boundaries. Carpet in the gangway must be clearly different in colour from carpeting laid on the stand itself. If the identical colour is to be used in the gangway, this is only permitted for a maximum of 50% of the area between the exhibition spaces. The area using the Exhibitor’s own carpet must be centred at the middle of the stand and installed at the outside edges of the stand with markers (diameter 0.1 m, 1 m apart). The remaining gangway area at the beginning and end of the gangway will be fitted with the standard carpet. This is to be submitted in writing with the stand permit application and will be reviewed and approved by the Organiser. The Organiser reserves the right to refuse this if detrimental to neighbouring stands. The Exhibitor is liable for accidents caused by the improper laying of his own carpeting (or parts thereof).

3.5.7 Floor coverings
Carpeting and other floor coverings must be laid in such a way as to avoid accidents and may not project beyond the boundaries of the stand. They are to be fixed in place using only PE or PP protective adhesive tape which can be removed leaving no residue. All materials used must be removed by the Exhibitor without leaving any residue. It is not permitted either to paint the hall floor or to stick items to it. Technical supplies to the stand, lines laid out on stands, inspection openings, etc., must not be impeded. The use of anchors and fastenings is not permitted.

Carpeting and other floor coverings in the exhibition areas must be of lowest-level flammability in accordance with German Industrial Standards DIN 4102 B1 and EN 13501-1 class C. A certificate must be submitted in the stand request in order to prove the class of structural materials used. For stands positioned opposite one another, the laying of laminate, parquet or double flooring across the gangway is not permitted. Carpeting in the gangway between two exhibition spaces requires a special permit and must ensure the visibility of the gangway boundaries. Carpet in the gangway must be clearly different in colour from carpeting laid on the stand itself. If the identical colour is to be used in the gangway, this is only permitted for a maximum of 50% of the area between the exhibition spaces. The area using the Exhibitor’s own carpet must be centred at the middle of the stand and installed at the outside edges of the stand with markers (diameter 0.1 m, 1 m apart). The remaining gangway area at the beginning and end of the gangway will be fitted with the standard carpet. This is to be submitted in writing with the stand permit application and will be reviewed and approved by the Organiser. The Organiser reserves the right to refuse this if detrimental to neighbouring stands. The Exhibitor is liable for accidents caused by the improper laying of his own carpeting (or parts thereof).

3.5.8 Damage to building fixtures
Hall fixtures and technical fittings may not be damaged, dirtied or otherwise altered (e.g. driling, nails, screws). Painting, wallpapering and sticking up of items is also forbidden.

It is not permitted to use hall fixtures and technical fittings in a load-bearing capacity for either stand structures or exhibits. Within the stand area, however, the appearance of hall pillars can be altered provided there is no damage to same and within the permissible maximum stand height. Installations on hall pillars must be kept accessible and if necessary, inspection openings are to be included in the stand structure.

3.5.9 Suspensions from hall ceilings
Suspension of objects from the hall ceiling is only permitted using the technical fittings intended for this purpose (these are not available on all levels, suspensions are for example not possible in Hall 5.1). Suspensions are subject to authorisation and shall comply with BGV C1
3.6.4 Escape routes/stairways
On the top floors of two-level exhibition stands, the walking distance from any accessible location to the nearest exhibition hall gangway via the stairway shall not exceed 20 m. All stair units must be built to DIN 18065 standard. The number and inner width of stairs shall depend on the area of the top floor:
- top floor areas up to 100 sqm and maximum occupancies of less than 200 persons: 1 stair, minimum width 0.9 m
- top floor areas from 100 to 200 sqm and maximum occupancies of more than 200 persons: 2 stairs, minimum width 1.2 m each, running in opposite directions
- top floor areas exceeding 200 sqm: 2 stairs, minimum width 1.2 m, running in opposite directions
- for each additional 100 persons: + 0.6 m inner stair width.
Spiral staircases or stairways with rungs are approved for use as auxiliary stairways. Moving components, such as escalators or rotating stages (special structures), require prior approval. Stairways that are wider than 2.4 m shall have central handrails.

4. Technical safety regulations, technical rules, technical supplies
4.1 General rules
The Exhibitor is responsible for operational safety and compliance with health, safety and accident prevention regulations at their own stand. Stand set-up and dismantling must be performed according to current industrial safety regulations and trade law regulations, respectively. The Exhibitor and the companies they commission must particularly ensure that other persons in the hall not be endangered by their set-up and dismantling activities. As far as possible, the Exhibitor must coordinate the work at their own stand with that of the neighbouring stands. If this coordination is not possible, or if the set-up and dismantling is dangerous for both parties, the procedure should be temporarily stopped and the Organiser informed immediately.
4.1.1 Damages
Any damage caused by Exhibitors or their subcontractors on the exhibition site, to its buildings, fittings and equipment will be removed by the Messe Frankfurt after the end of the Fair at the expense of the Exhibitor.
4.2 Use of materials for work
The use of bolt-guns is forbidden. The use of woodworking equipment without suction devices for shavings and sawdust is not allowed. The use of cranes and forklift trucks is restricted to the contract forwarding agents only. The use of company’s own forklift trucks is banned for safety reasons. If required, forklift trucks and equipment for loading and unloading can be made available for a fee by fair haulage contractors. Electrically powered pallet trucks may be used for transporting goods at floor level. Electric pallet trucks are only permitted for use in assembly work at the rented stand area and not for loading and unloading purposes.

4.3 Electrical installations
4.3.1 Connection
The main connection to the electricity supply system will be carried out by the official site electrician contracted by the Frankfurt Book Fair. It is not permitted to use electricity supplied to neighbouring stands. The “Terms and Conditions for Connection and Supply of Electricity” as set out on the separate order form are binding for all Exhibitors. The electricity supply included in the stand rental fee refers specifically to electricity supply from an installed 1 kW socket. All other services such as the installation of wiring and additional kW must be ordered from the Frankfurt Book Fair’s contractor electrician and be paid for separately to the contractor.

4.3.2 Stand installations
Temporary electrical installations fitted on stands in addition to the hall’s existing electrical system shall be installed and operated in compliance with the latest safety regulations of the VDE German Electrical Engineering Association. In particular, this means VDE 0100, 0100-718 and 0128, as well as the IEC-norm 60364-7-711. The Exhibitor assumes full liability for any damage caused by substandard electrical installations to the halls and buildings of Messe Frankfurt, or to the stands and exhibits of their fellow exhibitors. The percentages of high-frequency or low-frequency interference transmitted to the network shall not exceed those stated under VDE 0160 and VDE 0838 (EN 50 006). For devices and exhibits with frequency converters, the Exhibitor must install universal current-sensitive residual current circuit breakers (RCD type B switch), in accordance with DIN VDE 0664:100. Any conductive elements used in the stand construction must be included in the measures taken for protection in the event of indirect contact (earthing of stand). Furthermore, it is only permitted to use cables, such as types NYM, H05VV-F, H05RR-F, with a minimum cross section of 1.5 sq mm Cu. All types of wiring used must conform with the regulations contained in DIN 0281 and 0282 of the VDE (German Electrical Engineering Association). Flat cables of any kind are not allowed. Bare electric leads and crocodile clips are not allowed in low-voltage appliances. Secondary wiring must be protected against short circuit and overloading.

4.3.2.1 The switch and fuse boxes on the individual stands must be installed in a visible and permanently accessible position. Installation inside locked cabinets is not allowed.

4.3.2.2 Transformers for low-voltage appliances must not be concealed from view or access. Only approved transformers with an overload fuse are permitted.

4.3.2.3 All lighting systems and lights must be switched off before leaving the stand in the evening.

4.3.3 Safety measures
For particular protection, heating and heat generating electrical items (hotplates, spotlights, transformers, etc.) must not be installed on flammable, non-heat-resistant or heat-conductive surfaces. According to the level of heat generation, appliances must be placed at an adequate distance away from flammable materials. Lighting units must not be attached to flammable decorations or the like.

4.3.4 Emergency lighting
Stands on which existing general emergency lighting is ineffective due to their construction shall require their own additional emergency lighting, as required by VDE 0100-718, which shall be laid out such that it will reliably allow finding one’s way to the general escape routes.

4.3.5 Exhibitors’ own WLAN (independent networks)
WLAN installed independently by the Exhibitor for use at the stand (independent networks) require the prior consent of the Organiser. Instructions issued by the Organiser or the operator regarding the use of an independent network (frequency and channel, etc.) must be followed. Where permission has not been obtained or instructions have been contravened, the Organiser is entitled to prohibit the use of the independent WLAN. WiFi (WLAN) transmitters may only operate in a 2.4 GHz range, not in a 5GHz range and only on channels 1, 6, or 11. The transmission power of the WiFi transmitter at the stand border may not constitute more than -80dBm. The SSID – the name of your access point – must include your stand number in the first characters (i.e. H4.0 B42). Channel bonding is not allowed. Other transmitters, besides WiFi (WLAN) transmitters, are not allowed, because they could significantly interfere with other signals in use.

4.4 Water supply
Water supply to the stand must be requested at the time of registration (by 31 January 2015); the possibility of a supply point cannot be guaranteed, however. Any costs incurred for underfloor plumbing work required for the supply will be charged to the Exhibitor direct by the installation contractor. Water supply connections can only be carried out by the official plumbing contractor and must be ordered separately from said contractor.

4.5 Pressurised gas cylinders, fuels
Pressurised gas cylinders containing flammable or inert gases such as nitrogen, helium, argon, etc., may not be stored in the halls.

4.5.1 Lighter pastes, gels and other fuels
Heating and cooking appliances fuelled by wood, coal, gas, flammable liquid or lighter paste or gel are not permitted.

4.6 Machinery, pressure vessels, exhaust systems
Setting up and operating machines, pressure vessels or exhaust systems must first be applied for and approved.

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