Please do not fail to pass this information on to your transport driver and your stand set-up staff.

When can you set up your stand?
You can begin with the set-up of your stand three days before the Frankfurt Book Fair.

Stand set-up times:
Sunday, 5 October 2014, 7.00 am to 9.00 pm
Monday, 6 October 2014, 7.00 am to 10.00 pm
Tuesday, 7 October 2014, 7.00 am to 10.00 pm

Prior to 5 October 2014 access to the exhibition site is only possible if you are in possession of a permit issued in writing. This permit for early access and set up must be purchased from the Frankfurt Book Fair prior to 1 August 2014.

Approach route during set-up
When coming via the motorway, the exhibition site is to be approached via the intersection Westkreuz Frankfurt. Before the end of the motorway A 648, take the right-hand lane “Messe-Aufbau”. Coming from the city area, please follow the traffic signs for “Messe-Aufbau”. At the exhibition site, follow the signs: for all vehicles, entry onto the exhibition site is only possible via gate West. Please have your exhibitor pass or set-up and dismantling pass (stamped possible via gate West! Please have your exhibitor vehicles, entry onto the exhibition site is only possible via the exhibition site.”

Important during set-up
- Entrances, lifts and hall gateways must be kept free at all times; other vehicles must not be blocked.
- Please remember to bring your own trolley.
- Beginning at 7.00 pm on 7 October 2014, all traffic access and designated areas must be cleared so that the halls and grounds can be cleaned and gangway carpeting can be laid.
- After midnight on 8 October 2014, no vehicles or containers are allowed to remain on the exhibition site.

Who is allowed to drive onto the exhibition site?
Driving onto the exhibition site is restricted to loading and unloading only and is allowed for a limited period of time. Only vehicles being used for stand set-up are allowed to drive onto the exhibition site. Up until Tuesday, 7 October 2014, you will be given your set-up ticket at gate West for time-limited access. These tickets have to be marked with your exhibitor name, your mobile phone number and stand number. They are only valid when filled out and must be displayed in a visible position in the vehicle. This ensures that the driver can always be contacted if the vehicle is causing an obstruction and that it does not have to be towed away at your expense.

Limited loading times
The loading zones are exclusively intended for loading and unloading and may not be used for parking vehicles. It is essential to set a time limit for loading and unloading in order to ensure that escape and access routes for fire and rescue services are not blocked by vehicles. The applicable loading times will be entered on the vehicles’ set-up tickets.

Loading time for lorries over 3.5 t licensed laden weight:
Up to Monday, 6 October 2014: 12 hours
On Tuesday, 7 October 2014: max. 6 hours

Vans up to 3.5 t licensed laden weight and cars with trailers:
Up to Monday, 6 October 2014: 6 hours
On Tuesday, 7 October 2014: max. 3 hours

These time limits also apply, of course, to the respective trailers, container platforms and towbars.

Please keep loading zones largely free of cars
Cars without trailers also have the opportunity to load and unload in the loading zones during set-up time. Please understand, however, that this may not be possible at all times. On Monday, 6 October 2014, you can obtain a set-up ticket at gate West for a maximum of three hours and on Tuesday, 7 October 2014, for a maximum of two hours. After that, and following the return of your set-up ticket, you can park on the parking level of Hall 4 (P4). If you do not need to use the loading zone and only need a parking space, you can drive directly to the car park P4 via gate Nord or Süd. Please leave the parking level with your car before the end of the dismantling days. During the Fair, parking on P4 is only permitted for holders of an applicable parking pass.

Spaces for your transport vehicles
The Rebstock lorry car park is available for you to leave your set-up and dismantling vehicles, trailers and containers.

Vehicle access during the Fair
During the Fair itself (with the exception of Sunday, 12 October 2014), vehicle access limited to two hours is possible between 9.00 am and 5.00 pm for the delivery of goods (e.g. catering) to the halls – although on the first day of the Fair, Wednesday, 8 October 2014, not until after 10.00 am. Please use the following gates for interim access: for Hall 3 use gate Ost and gate Süd, for Halls 4, 5 and 6 use gate Nord and gate Süd and for Hall 8 use gate 9. This is where you will be given an interim pass for your vehicle upon payment of a deposit of 100 euros. Your deposit will be returned to you when you hand in the interim pass before expiry of the two-hour period.
at the same gate as you used to enter the site. The deposit will not be returned if you exceed the time limit. Unfortunately, we have repeatedly found in recent years that interim vehicle access has been improperly used on the last day of the Fair. For this reason and in the interest of all concerned: no interim access is possible on Sunday, 12 October 2014 (last day of the Fair)!

Dismantling vehicles can come onto the site two hours after the close of the Fair
During the dismantling period, dismantling personnel must always be able to show an exhibitor pass or a set-up and dismantling pass! The access roads to the exhibition site are closed on the last day of the Fair, Sunday, 12 October 2014, as from 2.00 pm. Please drive your vehicle directly to the Rebstock parking area.

From there, you will be directed in a convoy onto the exhibition site starting from 7.00 pm. Exhibitors with parking permits for the exhibition site (P4, P12 etc.) are also only allowed to drive to their parking spaces up until 2.00 pm, after which entry is no longer possible.

Entry to the exhibition site from the car parks is only possible when the entire convoy has entered the site (approx. 7.30 pm). For this reason, users of parking lots P4, P12 etc. are requested to load their vehicles there directly.

In your own interest
These rules apply as specific instructions in supplement to the Terms & Conditions of Participation at the Frankfurt Book Fair 2014. They are laid down jointly by the Frankfurt Book Fair and the Messe Frankfurt for the benefit of all exhibitors.

We are here to help
Please find the contact details of the person in charge of supporting you during the Fair on the inside cover of this folder.

As from 2 October 2014, you can find us in our offices at the exhibition site:
Hall 4.C | Exhibitor Services
Phone: +49 (0) 69 7575–41000
Hall 8.0 West | Room 51
Phone: +49 (0) 69 7575–71180