

## Stand events

Information for exhibitors on holding receptions, book signings and other events

**To ensure that your event will run smoothly and safely, we would ask you to take note of the following guidelines:**

### Event registration

- All events (receptions, get-togethers, book signings, readings, presentations, etc.) that are to take place on your stand need to be pre-registered. This will enable our security staff to plan ahead for crowds and visitor flow, and to take quick action where necessary. We would contact you were there any safety concerns.
- For this purpose, please make sure to register your event in the [Calendar of Events](#) (open from August).
- If an event at your stand is not to be published in the calendar of events, please register it via this [online registration form](#) instead.
- Stand events that have not been registered with us by 13 October 2022 cannot be run.
- Receptions or get-togethers may also extend beyond the official end of the fair (6.30 p.m.) if they have been registered accordingly. For such events, it is essential that you enter the finishing time of the event when registering so that the security staff can be notified. All events must end by 8.00 p.m. at the latest.

### Technical regulations and notes on organisation

**Please forward the following information to any service providers you have commissioned (stand construction, event technology, catering ...) and, where applicable, to all co-organisers.**

- Only the rented stand space may be used within the framework of an event. This also applies to events outside the exhibition opening hours.
- Stand furniture, tables and chairs should not be placed into the aisles.
- Doors/emergency exits, wall hydrants, fire alarms, escape routes, etc. must be kept clear (Technical Regulations 2.2 and 2.3).
- Where possible, you are also requested to use your own stand area for queues, e.g. for book signing sessions or book sales. Please avoid congestion in the hall aisle and ensure that neighbouring stands are not affected.
- For stand parties, receptions and get-togethers, one stand guard per 100 guests needs to be ordered via the [Shop for Exhibitor Services](#).
- For book-signing sessions and similar events where larger crowds are expected, the following applies: In order to ensure the smooth running of the book-signing session, it is essential that you contact our security services to order appropriate security personnel (subject to a charge).  
Contact: Protect GmbH, Carsten Simon, [cs@protectgmbh.com](mailto:cs@protectgmbh.com)
- If you expect more people to attend than can be accommodated on and along your stand, please make every effort to find an alternative venue. For particularly popular authors, signing booths can be rented in the open-air area.

Further information on event options:

[www.buchmesse.de/en/exhibit/presentation-options/event-options](http://www.buchmesse.de/en/exhibit/presentation-options/event-options)

- All decoration materials must be at least class B1 according to DIN 4102 or at least class C according to EN 13501-1, i.e. flame retardant (Technical Regulations 3.2.1.2).
- If you wish to operate a drinks dispenser on your stand, you will be solely responsible for its safety and hygiene. The technical and food-hygienic suitability must be verifiable and may be checked by the Frankfurt city health authorities.
- For musical reproduction of any kind, permission must be obtained from the [GEMA](#) (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte) under the conditions of the German Copyright Act (§ 15 Urhebergesetz BGBI, currently valid version). Any fees incurred are to be paid to GEMA.
- Noise levels may not exceed 70 dB(A) as measured at the stand boundary.
- Responsibility for any primary and secondary damages lies solely with you as host/stand operator.

#### **Not permitted are:**

- pyrotechnical displays
- balloons filled with gas and other flying objects
- smoke machines
- the operation of laser systems
- the use of fuel paste and other combustibles
- the burning of candles

The General Terms and Conditions, the House Rules and the Technical Regulations of Frankfurter Buchmesse ([www.buchmesse.de/en/terms-conditions](http://www.buchmesse.de/en/terms-conditions)), the current and generally accepted technological standards such as DIN, VDE, UVV, DGUV 17/18 and the H-VStättR also apply to events on the stand. **Violations of the aforementioned regulations may result in the immediate termination of your event.**

Please also ensure compliance with the applicable [hygiene regulations](#) on your stand, especially regarding catering.

#### **Further useful information**

- All participants in the event (e.g. authors) require a valid, personalised admission ticket for entry to the exhibition grounds, see [www.buchmesse.de/en/visit/tickets](http://www.buchmesse.de/en/visit/tickets).
- Contacts for our service contractors (e.g. for catering or flower arrangements) can be found at [www.buchmesse.de/service-contractors](http://www.buchmesse.de/service-contractors). Please place your order well in advance – catering orders in particular should be received no later than four weeks before the fair.

We wish you every success and a great atmosphere at your event.

Frankfurter Buchmesse  
Fair & Sales Operations Team

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