

# All you need to know about the dismantling procedure on the last day of the Fair:



16–20 October 2019  
**FRANKFURTER  
BUCHMESSE**  
Guest of Honour Norway

## When can I clear my stand?

The Frankfurt Book Fair ends at 5.30 pm on Sunday, 20 October 2019, and until that time, all stands must remain occupied. The dismantling of stands, packing up of exhibit items and the delivery of packing materials is not permitted before 5.30 pm and any contravention will result in the imposition of a fine.

## Can I begin dismantling immediately after the end of the Fair at 5.30 pm?

As soon as the Fair is over and all visitors have left the exhibition site, the gangway carpets will be removed simultaneously from all halls. This takes approx. 60 to 90 minutes – please do not fail to keep the gangways clear for this! The roller gates will not be opened until this has been done, after which packing materials can be delivered to the stands. Within your stand itself, you can of course begin to pack up as of 5.30 pm, but please make sure that you do not block the gangways in any way.

## Do I have to be present in person during dismantling?

All exhibitors are obliged to ensure the security of their stands and exhibits for themselves and to hand over all rented equipment as well as boxes personally to the service contractors or forwarding agents for collection (see also "Theft"). If you are not able to do this yourself, you can arrange for the following company to provide an assistant to supervise dismantling on your behalf:

**Stage Service Frankfurt GmbH**  
Westerbachstrasse 110  
65936 Frankfurt  
Phone: +49 (0) 69 971 941 40  
Fax: +49 (0) 69 971 941 60  
E-mail: messe@stagegmbh.com

## When and how can I drive my vehicle onto the exhibition site on the last day of the Fair?

As of 2.00 pm, the exhibition site is closed to all vehicles (also for holders of a car park ticket for P4 etc.) and vehicle access is no longer possible. On the last day of the Fair, it is only possible to drive onto the exhibition site from the car parks after the convoy arriving from the Rebstock parking area has already reached the exhibition site. Temporary vehicle entry to the exhibition site (for delivery etc.) is no longer possible throughout the entire last day of the Fair. All vehicles needed for dismantling meet up at the Rebstock parking area. From there, all vehicles are taken in convoy

to the exhibition site as from approx. 7.00 pm. On the exhibition site, the security staff will direct you to a parking space. Access routes to the exhibition site from other roads are only open again once the last vehicle in the convoy has reached the Fair.

## Can I use my parking space?

Exhibitors with parking permits for the exhibition site (P4 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. For this reason, users of car parks are requested to load their vehicles there directly.

## How do I get a car park ticket?

Car park tickets must be ordered from Fraport AG (see buchmesse.de/service-contractors) in good time ahead of the Fair as parking spaces are soon booked out. It is generally no longer possible to obtain a car park ticket or a space on the last day of the Fair.

## How much time have I got for dismantling?

Exit from the exhibition site is possible through all gates at any time. Exhibitors with system stands must ensure their stands are completely empty by Sunday evening, 20 October 2019, at the latest. On Monday, the cleaning staff will empty and dispose of any remaining contents and the stands will be dismantled. Custom-built stands must be dismantled and the floor space completely cleared and cleaned by Monday at midnight. Extended dismantling through to Tuesday, 22 October 2019 is possible for exhibitors' own stand structures exceeding 40 sqm in size, provided this has been officially requested and approved by the Fair organisers.

## Do I have to show ID to drive onto the exhibition site?

All persons contracted for set-up and dismantling must be in possession of set-up and dismantling passes – these must be legibly completed using felt pen. Exhibitors must carry their exhibitor passes with them throughout the entire duration of the Fair.

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## Cardboard boxes

You can buy cardboard boxes at the stand of the forwarding agent Panalpina on October 20 from 4.00 pm. On request and if preordered in due time, cardboard boxes can be delivered to your stand for dismantling by the forwarding agent (see "Forwarding agent").

## Cloakrooms

At the last day of the Fair (Sunday, 20 October 2019), the cloakrooms on the exhibition site are open until 6.30 pm. All items not collected by that time will be taken for central collection to the main cloakroom which is open until approx. 9.00 pm.

## Electricity

For safety reasons, the electricity supply at all stands will be disconnected half an hour after the official close of the Fair – i.e. at about 6.00 pm. Please remember this if, for example, you keep perishable items in a fridge on your stand.

## Fork-lift trucks

Fork-lift trucks plus drivers can be hired from the forwarding agent Panalpina (see "Forwarding agent") as well as from the Cargo Center, Phone: +49 (0) 69 7575-6075.

## Forwarding agent

The stand of the forwarding agent Panalpina is located on the exhibition site as follows:  
Panalpina Welttransport GmbH  
Hall 4.0 F 84  
Phone: +49 (0) 172 8912257

## Keys for Systemstand

The locks plus keys for the bench cabinets were purchased by you at the beginning of the Fair for 49 euros. This charge will not be refunded at the end of the Fair. Please ensure you keep the locks and keys safely as they can be used again the following year. Keys for cabin doors can be traded in for the deposit at the main information desk in Hall 4.C until Monday, 21 October 2019, 11 a.m.

## Theft

We must specifically draw your attention to the increased risk of theft during dismantling and in the night from Sunday to Monday. All exhibitors are obliged to ensure the security and guarding of their stands and exhibits throughout the entire duration. Computers and telephones must be handed over personally to service companies for collection; stay with your boxes until collected by the forwarding agent. Theft must always be reported to the police and your insurance company (it is not necessary to inform the Fair management).

The police are available in Hall 4.0 South/West, Operation and Security Center (OSC) entrance, Phone: +49 (0) 69 7575-6555.

If you need a security guard for the night of Sunday to Monday, you can arrange for this from the following company:

Messe Frankfurt Venue GmbH  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main Germany  
Phone: +49 (0) 69 7575-6342  
Fax: +49 (0) 69 7575-6348

## Trolleys

From 4.30 pm to 8.00 pm during dismantling on 20 October 2019, hand trolleys are available for hire from the stands of the forwarding agent in Hall 4.0 F 84, against a deposit of 50 euros or the deposit of your passport or driving licence. The hire fee is 11 euros an hour.