

Notes on use of custom-built stands

Would you like to have an individual-looking stand installed by your own exhibition stand constructor? That's easy – just book the stand option "Empty floor space/own stand"!

Technical regulations

Please read our technical regulations carefully, which you can download from the website: buchmesse.de/technical-regulations. Pay special attention to the stipulations on materials, types of ceiling, stand dimensions and stand height.

The following points are particularly important:

Stand approval

Approval must be given for all custom-built stands. Each year, a new application for approval must be made as a formless written submission. For custom-built stands over 2.5 m in height or with an area of 40 sqm or more, you must submit plans of the stand, including a floor plan, cross-sections and side elevations, on which all dimensions are clearly marked (outer dimensions of the stand area, and the total height, including suspended elements). For custom-built stands up to a height of 2.5 m and with an area smaller than 40 sqm, you must submit a floor plan which clearly indicates the outer dimensions of the stand area. Please send the following documents for approval by **1 September 2020** at the latest to custombuiltstand@buchmesse.de:

- 1. Stand plans**, if necessary with detailed drawings (floor layout, cross section and views), in which exterior dimensions and height measurements are clearly shown.
- 2. Special permit** applications for early stand access and dismantling extension times (see above).

Stand plans for telephone and electricity connections should be sent directly to the relevant service providers and forms can also be accessed at buchmesse.de. In some cases it may be necessary for the Messe Frankfurt to assess the plans and inspect the completed stands. Any additional fees arising from this will be charged to the exhibitor/stand constructor.

Stand measurements

A tolerance of 50 mm must be included in exhibitors' own stand designs – i. e. when planning and constructing a stand, the principal axis dimensions indicated on the organiser's plans should be reduced by 50 mm. If a stand exceeds 2.5 m in height where it abuts on a neighbouring stand, the side and rear panels must be designed in uniform white, and the owner of the neighbouring stand must be informed, for the sake of mutual coordination.

Stand heights of over 4 m incur additional costs (see "Exhibition Options & Prices 2020"). If a stand is higher than 4 m, the Messe Frankfurt might require an inspection to be carried out by an engineer before it is approved. Any additional fees arising from this will be charged to the exhibitor/stand constructor. Such fees are separate from the surcharges for excess stand height included in the price list.

Maximum stand height

(incl. false floor, platform, decor and publicity fixtures)
Halls 1.1, 4.1 and 4.2: max. 4 m
Halls 6.1 and 6.2: max. 3.70 m
Halls 1.2, 3.0, 3.1, 4.0 and 6.0: max. 5 m

Closed stand walls

In the interest of exhibitors on the opposite facing side, it is not permitted to have a predominately closed-in wall if a stand is 4 m wide or more. At least fifty per cent of the wall that faces a gangway must be kept open.

And don't forget your stand number!

When you set up your own stand, you are required to attach your stand number yourself in a clearly visible position.

Additional time for access and dismantling

If your stand is 40 sqm or larger, you can apply for early access to the exhibition site (also for the delivery of stand materials). One day early access (from 10 October 2020) costs 180 euros. For a fee of 765 euros, you can access the exhibition site two or three days earlier (starting from 8 or 9 October 2020). Opening hours for those who

have paid for **early access** will be from 7.00 am to 9.00 pm. Please apply in good time.

For **dismantling**, the exhibition halls are open throughout the night from Sunday to Monday as well as through to midnight on the Monday. All items must be cleared away by this time, unless you apply for an extension to Tuesday (also subject to an additional charge).

Waste disposal

During set-up and dismantling you or your stand builder are responsible for disposing of the waste generated at your stand. If you wish to dispose of large quantities of waste directly on the exhibition grounds, please order the necessary waste containers from Messe Frankfurt Venue GmbH: Phone: +49 (0)69 7575-6911, E-mail: abfall@messefrankfurt.com. Waste consultants will be available to assist during set-up and dismantling. They regularly walk through the halls and can be contacted at any time. Waste disposal during the fair is included in the daily cleaning.

Further useful tips

If you need a water connection, please mention this at the time of registration – we will try to position your stand accordingly. The order form for the installation contractor and the prices will be available to you in summer 2020 at buchmesse.de/service-contractors.

The **standard carpet colour** in the main gangways is anthracite (rip weave Anthracite). The standard carpet colour in the main aisles is anthracite (rip weave Anthracite). In the vertical and circumferential aisles red carpet (Tomato) is laid. With announcement of your stand number in summer 2020 you will also receive the information which carpet color will be used in your aisle. **If you are looking for a suitable stand constructor**, we recommend consulting the website of the Association for Exhibition and Event Professionals: www.famab.de. There you will find a list of stand constructors (follow the links "Mitglieder", "Mitglieder von A-Z").

