

Factsheet

For set-up and dismantling in the Portalhaus

For all customers,
service providers,
stand constructors
and organisers

Dear Sir/Madam,

Please read this factsheet through carefully before commencing work. It is intended to provide assistance in the prevention of accidents and damage incidents. You should instruct all of your personnel and collaborating companies accordingly before commencing work in the Portalhaus.

- The applicable safety and occupational safety regulations shall apply, together with rules and regulations pursuant to DIN [German Industrial Standards], VDE [Association for Electrical, Electronic & Information Technologies Regulations], VDI [Association of German Engineers], UVV [Accident Prevention Regulations], DGUV 17/18 and H-VStättR [Regulations on Places of Assembly].
- Before starting and after finishing work, all people must register with the hall manager or inform him of their departure.
The hall manager's office is on level 0, hall 11 east side (central),
phone: +49 69 75 75-63 11.
- The glass lifts are passenger lifts. No materials may be transported using these lifts or via the escalators.
- Pallet trucks, forklifts and trolleys with hard plastic or metal wheels are not permitted on the natural stone flooring in the foyers.
- The infrared alarms (smoke alarms) must not be deactivated during work in the foyers. Please contact the Technical Event Management department beforehand. Deactivation of the infrared alarms automatically triggers a fire alarm, resulting in costs of approx. €800.00 that will be invoiced to the responsible party.
- You can obtain electrical power during set-up/dismantling from the temporary distribution box in the foyers for a fee. To do so, please contact the Electricity Team by phone on +49 69 75 75-68 99 or +49 69 75 75-66 70. The SCHUKO electrical sockets in the foyers can only be accessed by cleaning personnel.
- All set-up contractors must comply with DIN 4102-B1 and/or DIN EN 13501-1 Class C accordingly. Documentation of the flame-retardant properties of curtains, stage fabrics and ceiling canopies etc. must be presented in German or English at the time of the inspection.
- It is forbidden to put up posters or paint on walls or any other parts of the building. Wall repairs are very expensive. Sign stands or Messe Frankfurt's own pylons are to be used for displaying posters. Screens are also available for displaying information (subject to a fee).
- When laying carpet it is essential that only residue-free adhesive tape be used. Please do not apply any double-sided adhesive tape directly to the marble floor. Double-sided adhesive tape may only be used following prior application of packing tape.
- In the event of a fire alarm, smoke curtains integrated into the foyer ceilings are automatically lowered. The area below these smoke curtains must be kept clear, and neither stands nor materials may be placed here.

- When setting up and dismantling truss systems or elements with sharp edges, be sure to use an underlay.
- The use of staples, tacks, nails or screws in the walls or floors is prohibited throughout the building.
- The employment of wood- and metalworking machinery that lacks extraction systems is prohibited.
- Any welding or cutting work requires the prior authorisation of Messe Frankfurt Venue GmbH. It is necessary to report any such activities in advance to the Technical Event Management department.
- Smoking is prohibited throughout the building during set-up and dismantling.
- The smoke alarms are always on, and can only be deactivated temporarily in consultation with the responsible event engineer.
- The use of fog machines also requires the agreement of the event engineers.
- Flammable or explosive liquids cannot be brought into the building.
- Furniture and furnishings are not to be used for anything other than their intended purpose; this means they cannot be used as workbenches or for clearing up after catering.
- All rooms with fitted carpets must have an underlay to cover all serving and clearing-up areas for crew catering.
- The storage of flammable items at stands or in rooms is prohibited. Please contact our Logistics Services by phone on: +49 69 75 75-60 75.
- **New:** Unfortunately, for fire protection reasons we cannot allow any ceilings in the foyer areas of the Portalhaus.

If you have any questions or problems, the staff at Messe Frankfurt's Technical Event Management department will be happy to assist you at any time.

They are also your point of contact for any questions pertaining to safety, security and coordination, and are responsible for monitoring compliance with the Messe Frankfurt Technical Guidelines.

We look forward to a fruitful collaboration and wish you a successful event.

Best regards,
Messe Frankfurt Venue GmbH

Technical Event Management