

## Notes on assembly and disassembly – Kap Europa

Please read this instructions carefully prior to starting your work in order to avoid accidents and damage. Please instruct your entire staff and any other companies involved as well as potential exhibitors before you commence the work.

**The technical guidelines of Messe Frankfurt must be complied with**

([http://www.messefrankfurt.com/frankfurt/de/aussteller/serviceangebote/technische\\_services.html](http://www.messefrankfurt.com/frankfurt/de/aussteller/serviceangebote/technische_services.html)).

- The **safety-related and employment protection regulations apply**, as well as the regulations and guidelines according to **DIN, VDE, VDI, UVV, BGV C1 and HVStättR**.
- **Escape and emergency routes, hydrants, fire extinguishers and pushbutton alarms** must remain accessible at any time.
- **Smoking is prohibited** in the entire building.
- The **transport of materials** on the event levels is generally only done by means of the **goods lift**. You will receive the key for the goods lift from the porter. **No material** may be transported using the **passenger elevators** or the **escalators**, unless in exceptional cases and after consultation with the porter.
- The **area in front of the goods lift** and the delivery area may only be used for **loading and unloading**. **No material** may be stored in the **delivery area**.
- When working in or transporting goods through the **moving staircase**, the **infrared sensors** (smoke sensors) must not be interrupted. Please contact the porter if you have any questions. If the infrared sensor is interrupted, a **fire alarm** will be triggered automatically, which incurs associated costs. The costs in the amount of approximately EUR 800.00 will be charged to whoever triggered the alarm.
- The **smoke sensors** are always active. If smoke is detected, a **fire alarm** will be triggered automatically, which incurs associated costs. The costs in the amount of approximately EUR 800.00 will be charged to whoever triggered the alarm.
- There are integrated **smoke curtains** in the foyer ceilings, which are lowered all the way down to the floor in the case of a fire alarm. The area below the smoke curtains must be **kept clear at any time** – no booths or material may be placed there.
- A certificate regarding the **flame resistance** according to **DIN 4102 B1** or **DIN EN 1350-1** of the used materials must be presented upon request. Please find more information in the technical guidelines of Messe Frankfurt.
- The use of **tape** or **double-sided adhesive tape** leads to **adhesive residues** in the ball fibers of the carpet in Kap Europa, some of which **cannot be removed**, making a replacement of the carpet necessary. In order to minimize this risk, only the approved "GerBand" may be used to mask cable runs. Additionally brought **carpets may NOT be glued to the ground** (exception level 0, foyer and level 4, Horizont hall), but only be prevented from sliding by means of a special **carpet grid**. For this purpose, the weight and the material properties of the carpet, for example, should be used, or other measures that are suitable to prevent the risk of stumbling. A proof of the material properties with regard to fire prevention according to the technical guidelines of Messe Frankfurt is mandatory and the consent of the technical event management of Messe Frankfurt is required prior to the planned implementation. Adhesive residues on the carpet, caused by tape or double-sided adhesive tape, only become visible after some time and are therefore NOT subject to the handover of the building. Any **cleaning or replacement costs** can therefore only be determined and invoiced afterwards.
- The use of **fog machines, laser systems, pyrotechnics and flying objects** is subject to approval and must be registered in the event schedule. Prior to the use of fog, an inquiry regarding the **deactivation of the fog sensors** must be made with the hall technician on duty, the **electronic door opening system** is deactivated

thereby. The use of wedges or similar means to keep the doors open is not permitted to due fire-protection reasons.

- Booths with **closed ceilings** are **not permitted**. Booth ceilings must be made of "sprinkler-suitable textiles", i.e. 50% open per m<sup>2</sup>, which corresponds to a mesh width of 2 x 4 or 3 x 3 mm.
- The exhibition of **motor vehicles** is subject to approval and must be registered in the event schedule. In case of vehicles with a combustion engine, the **fuel tank** must be largely empty and closed, and the **battery** must be disconnected. If necessary, load distribution plates must be used. Please find more information and information about vehicles with alternative drive technologies in the technical guidelines of Messe Frankfurt.
- **Combustible gases and liquids** (e.g. for cleaning) may not be brought into the building.
- You require a permit by Messe Frankfurt Venue GmbH for **welding and cutting works**. The porter must be informed about works ahead of time.
- **Wood and metal processing machines** may not be used without a chip extractor.
- Please use support when setting up or removing **traverse systems** or **elements with sharp edges**. Installations must be **grounded**, if necessary. For constructions relevant to the statics, **verifiable statics** must be available 7 days prior to starting the setup the latest. The verification is subject to charges and will be done by a statics company commissioned by Messe Frankfurt.
- The floors in the foyers, event rooms, and halls may only be driven on using **lift trucks, fork lifts** or **dollies** with **suitable wheels**. Please have the suitability of your own equipment confirmed by the porter prior to using it. It is not permitted to use **staplers, nails** or **screws** in any of the ceilings or floors in the entire building.
- No objects may be rested against, stored or mounted on the **columns** and **walls**. No **posters** may be put up anywhere on the building. For this purpose, sign stands will be set up.
- The **furniture** may only be used for its intended purpose and may not be used as a work bench or clearing table for hospitality purposes.
- **Storing boxes** or the like at the booths is generally **prohibited**.
- **Early delivery** of booth construction materials, printed material or the like is only possible after **prior notification**. Kap Europa is **not liable** for any losses or damage of the deliveries. Materials that are not picked up within 4 weeks after the event end will be **disposed of, subject to a charge**, by Kap Europa.

If you have any problems or questions, you can contact the Kap Europa engineering team any time. Please contact:

**Katharina Schneider**

Technical Event Management – Congress & Events

Phone: +49 69 75 75 – 3357

Katharina.Schneider@messefrankfurt.com

On site, the Kap Europa Team is available to support you at **+49 69 7575 – 3360**, or talk to the porter on the ground floor. Our team is also available for any questions regarding safety and coordination, and will oversee the compliance with the house rules. Instructions must be complied with!

We are looking forward to a good cooperation and wish you a successful event!