

## Stand events

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

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

### 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, including the number of expected visitors. We would contact you were there any safety concerns.
- For this purpose, please make sure to register your event in the [Calendar of Events](#), which will be available on the new Frankfurt Connect platform from mid-July. If you are planning exclusive events at your stand that you do not want to appear in the Calendar, then please mark them accordingly.
- Stand events that have not been registered with us by 30 September 2024 cannot be held. An earlier deadline applies for signing sessions – they must be registered by 13 September 2024 at the latest.
- 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.

### No queuing in hall aisles

- Only the rented stand space may be used within the framework of an event. This also applies to events outside the exhibition opening hours.
- In addition to the stand area a narrow strip of aisle space along the exhibitor's own stand may be used for queues, e.g. for signing sessions or book sales. The formation of queues beyond this defined area must be avoided by the exhibitor. Additional personnel can be ordered from the security service for a fee: Protect GmbH, Mr Carsten Simon, [cs@protectgmbh.com](mailto:cs@protectgmbh.com).
- If you are anticipating more visitors than can be accommodated on and around your stand (rule of thumb: 1 sqm normally fits one visitor), please try to find an alternative venue. From summer onwards, slots can be booked in signing areas in Hall 1.2 or in the Agora, see [Events | Frankfurter Buchmesse](#).
- Signing sessions with popular authors at the stand are only possible in close consultation with Frankfurter Buchmesse. The exhibitor must ensure (e.g. by its own staff or a contracted security service) that queuing beyond the immediate stand vicinity and into the aisle is prevented by giving out time slots or other measures.
- The newly created waiting areas outside Hall 3 and in Hall 1.1 can also be used for this purpose after prior consultation with Frankfurter Buchmesse, and subject to availability.

## Further technical regulations and notes on organisation

- 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).
- For stand parties, receptions and get-togethers, one stand guard per 100 guests needs to be ordered via the [Shop for Exhibitor Services](#).
- 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.**

## 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/exhibitor-tickets](http://www.buchmesse.de/en/exhibitor-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

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