

Passenger Terminal EXPO 2024

Exhibitor-Appointed Contractor Information

EXHIBITOR MANUAL

IMPORTANT: We cannot share the login information to your exhibiting client's online exhibitor manual without their permission. Therefore, please ask your exhibiting client for their unique exhibitor manual link, together with their access details.

VENUE & SHOW DATES

Venue

Halls 5.0, 5.1 and 6.1
Messe Frankfurt Venue GmbH
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main, Germany

Show dates

April 16, 17, 18, 2024 (Tuesday - Thursday)

EXHIBITION / BUILD-UP & BREAKDOWN TIMETABLE

Build-up timetable

Sunday, April 14, 2024	08:00 - 22:00*	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, April 15, 2024	08:00 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, April 15, 2024	18:00 - 22:00*	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

Exhibition opening hours

Tuesday, April 16, 2024	10:00 – 18:30
Wednesday, April 17, 2024*	10:00 – 18:30
Thursday, April 18, 2024	10:00 – 15:00

Breakdown timetable

Thursday, April 18, 2024	15:30 – 22:00
Friday, April 19, 2024	08:00 – 16:00

BUILD-UP FURTHER INFORMATION

- Contractors will not be able to access the exhibition hall before Sunday, April 14, 2024, without prior permission from the Organiser.
- An additional build-up day on Saturday, April 13, 2024 is possible on request at a cost of 950 EUROS. If you would like to request this, please complete the form [here](#) in advance of build-up and return to the Organiser by email: ptx@ukimediaevents.com
- *Overnight working will not be possible to work throughout the night on any build-up day. Additional hours might be possible with 48hrs advance notice against a venue fee. Should you need to work longer than 22:00 hrs, please contact the Organiser for more information: ptx@ukimediaevents.com.
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.
- Monday, April 15, 2024 from 18:00 hrs to 22:00 hrs is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12 midday on Monday, April 15, 2024, as Shell Scheme booths may not be ready before this time.

Venue contractors must cease all building work at 18:00 hrs on Monday, April 15, 2024; it is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met. Please note that between 18:00 hrs and 22:00 hrs, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

BREAKDOWN FURTHER INFORMATION

Vehicle access will not start until all empties have been returned - please allow up to 3 hours for this process to be completed.

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, April 18, 2024; nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, April 18, 2024, nor will any contractors be allowed into the fairground until this time - please ensure that you have briefed your contractors accordingly. Please note that there may be restrictions in place during breakdown and that access times for your vehicles may vary according to vehicle size. Vehicle access for all types of vehicles will begin at 15:00 hrs.

When the exhibition closes, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be approximately 3 hours. Exhibitors who require forklift assistance for repacking and/or loading should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter. Please ensure that you consider this extra time when booking your return travel.

Exhibitors are reminded that security will cease once the exhibition has closed at 15:00 hrs. Items of value left on the booth, including freight, are the responsibility of the exhibitor. Please contact the security services if you would like to hire a security guard for this period.

All booth materials, packaging and waste must be removed from the halls and booth dismantling must be completed no later than 16:00 hrs on Friday, April 19, 2024. Please ensure that you organise waste removal (via the Webshop in the exhibitor manual) as charges will be made for the removal of any structures or waste material and invoiced directly to the exhibitor.

FLOORPLAN

Please click [here](#) to see the current show floorplan (this should not be used for planning your booth construction).

For a detailed technical floorplan, please contact the Organiser: ptx@ukimediaevents.com.

ACCESS / PARKING INFORMATION

Please do not use this address for freight deliveries (see below).

Click [here](#) for more information on how to get to the venue

Click [here](#) for a site map

Please click [here](#) for information on parking

Please click [here](#) for parking plan (P4)

DELIVERIES

Please do not use the address above for freight or courier deliveries. Please contact the official Freight and On-site Handling Agent, European International Fairs Ltd. Please contact ptxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings:

European International Fairs Limited

Contact: Daniel Bird

Tel: +44 1732 860330

Email: ptxops@european-intl.com

Sending courier shipments directly to the show site is not advisable. Some delivery companies will allow anyone within the venue to sign for the consignment (i.e. a cleaner, visitor, and car park attendant) and the consignment may not make its way to your booth with no possibility to locate it within the venue. For that reason, European International Fairs Limited will only accept courier shipments at the advance warehouse.

If you still want to send small packages via courier, we would advise that you send them to your hotel to minimise the risk of misplacing the package at the venue but some hotels may refuse any deliveries.

CONTRACTORS / ACCESS DURING BUILD-UP & BREAKDOWN

Accessing the exhibition grounds during set-up and dismantling phases

Messe Frankfurt's new Central Traffic Management system has offered customer vehicles optimised access to the exhibition grounds during the set-up and dismantling phases of events. For this purpose, we ask exhibitors, stand construction companies and freight forwarders to register online in advance.

Once you have a print-out of the registration confirmation, you can go to the specified check-in. Please follow the signs from the motorway exit F-Rebstock (address for your navigation device: Bruno-Poelke-Strasse).

During the set-up and dismantling phase (incl. early set-up), vehicles may only access the exhibition grounds through the check-in. Here, the check-in staff will see whether a loading zone is available for you. If it is, you will be given an authorisation form specifying the gate through which you can access the exhibition grounds.

Please note: In case of high volume of traffic waiting times are possible at the check-in! Only vehicles with an authorisation form will be allowed on to the exhibition grounds.

[Vehicle Registration](#)

Please note this information and registration is also found in the Frankfurt Messe's [Webshop](#).

CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE

Work ID card for build-up and break-down

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the venue during these periods. These must also be worn by exhibiting staff members who have yet obtained an Exhibitor Badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site. Once the names are submitted, work identity cards for all contractor staff can be printed, in order to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall.

To register your staff for Work ID cards, please submit the information via the exhibitor manual.

PLEASE NOTE: If you have a member of your stand contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

HALL AND VENUE TECHNICAL INFORMATION

Please click here for the [Messe Frankfurt's Technical Guidelines](#).

Maximum build heights

Hall 5.0

The maximum build / construction height and to suspend down from is 4m-5m. Please note that suspensions must always be checked for feasibility by the official venue contractor for this service, before they can be approved.

To find out more information on the varied build heights, please contact the Organiser: ptx@ukimediaevents.com.

For a detailed technical floorplan, please contact the Organiser: ptx@ukimediaevents.com.

Hall 5.1

The maximum build / construction height and to suspend down from is 6m. Please note that suspensions must always be checked for feasibility by the official venue contractor for this service, before they can be approved.

If you have any questions or concerns, please contact the Organiser: ptx@ukimediaevents.com.

Hall 6.1

The maximum build / construction height and to suspend down from is 3.5m - 3.7m. Please note that suspensions must always be checked for feasibility by the official venue contractor for this service, before they can be approved.

To find out more information on the varied build heights, please contact the Organiser: ptx@ukimediaevents.com.

For a detailed technical floorplan, please contact the Organiser: ptx@ukimediaevents.com.

Floor loadings

The maximum floor loads are:

Hall 5.0 - 33 kN/m²

Hall 5.1 - 15 kN/m²

Hall 6.1 - 15 kN/m²

Lift Information for Halls 5.1 and 6.1 ONLY

Hall 5.1 can be entered with freight through three different elevators, same as Hall 6.1. The passage between Halls 5 and 6 can only be entered with pallet-trucks. In Hall 5.1, forklifts with a lifting-capacity of max. 3 tons can be used; in Hall 6.1, only forklift with a lifting-capacity of 1,6 tons.

Please click [here](#) for the lift location on the floorplan.

Please click [here](#) for Hall 5.1 lift technical information.

Please click [here](#) for Hall 6.1 lift technical information.

Rigging

You can order all rigging and suspension points via the Messe Frankfurt's [Webshop](#) (also found under Venue Services in the Order Form Checklist). Please note the deadline to inquire for suspension points and rigging is March 5, 2024 (rigging orders that have been inquired by this deadline but not confirmed by the exhibitor by the Express Surcharge deadline will become Express Surcharge applicable). The deadline for confirming rigging quotes is March 25th 2024, after which orders are subject to the Express Surcharge (25%).

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

If you have any questions or concerns, please contact Messe Frankfurt, email: serviceshop@messefrankfurt.com or the Organiser: ptx@ukimediaevents.com.

Structural Calculations

For booth constructions over 4m in height, you are required to submit your own engineers' structural calculations report which must be signed by your own engineer.

Your engineers' written report and supporting technical drawings are required to prove stability of all connections and weight loadings and stress levels of all components for any element of walling over 4m in height. Structural calculations are also required if your booth includes any rigged elements that is a bespoke design and build, wooden or metal, along with a technical drawing showing how the frame is hung and the fixings used to secure it. Please include all construction materials and weights. Please note that all fixings should be structurally rated.

Structural calculations are not required for walls under 4m in height and modular/lightweight aluminium rigged banners (fabric infills) such as proprietary shop bought systems that are pre-manufactured and pre-tested.

Please note: You will be contacted by our official Health & Safety Consultants at AbraxysGlobal to discuss and approve your plans. Please don't send any plans via email. You will be issued with a link in order to supply all information and documents (including your Risk Assessment and Method Statement). Contact email for questions: ptx@abraxysglobal.com.

Raised Floors

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors of 6cm and over are required to have compulsory integrated ramp access.

Booth Perimeters

No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

Windows in the Halls

Halls 5.0 and 5.1 have no windows.

In Hall 6.1, there is an 18m wide window on the west side of the building; please click [here](#) to view the plan which is marked up in red where the window is situated.

If you have any specific questions regarding the windows, please contact the Organiser: ptx@ukimediaevents.com.

Organiser's Rules and Height Restrictions

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).
6. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of March 4, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (March 4, 2024) above 2.5 meters will be subject to approval and may be refused.
7. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions

together with their Booth Check Form (*shell scheme and pop up displays only*).

Click [here](#) to download a Risk Assessment template

Click [here](#) to download a Method Statement template

OFFICIAL CONTRACTOR SERVICES

We are pleased to announce that Fairconstruction have been appointed as the official Shell Scheme contractor for Passenger Terminal Expo 2024. As on-site booth builders, they provide turnkey booth construction, rental furniture, graphics and flat screens. Please [click here](#) to access their Webshop.

VENUE SERVICES

We are pleased to announce that Messe Frankfurt have been appointed as the official contractor for booth services for Passenger Terminal Expo 2024. Please see their [Webshop](#) to order services such as AV, security, cleaning, catering and much more.

Your exhibiting client has been sent their Messe-Login details. Please also request from your exhibiting client the deadline dates for services which can be found in the exhibitor manual.

USEFUL CONTACTS

Organiser

UKi Media & Events

Contact: Exhibition Operations Team

Tel: +44 1306 743744

Email: ptx@ukimediaevents.com

Website: www.passengerterminal-expo.com

Freight questions

On-site handling, forklifts, deliveries, freight and storage :

European International Fairs Ltd

Contact : Daniel Bird

Tel: +44 1732 860 330

Email: ptxops@european-intl.com

Web: www.european-intl.com

Shell scheme questions

Fairconstruction

Email: fairconstruction@messefrankfurt.com

Phone: +49 69 7575-66 66

Venue Services

Messe Frankfurt Exhibitor Services

Email: serviceshop@messefrankfurt.com

Phone: +49 69 75 75-29 99 (Monday to Friday from 08:00 until 16:00)