

ALL YOU NEED TO KNOW ABOUT THE DISMANTLING PROCEDURE ON THE LAST DAY OF THE FAIR

WHEN CAN I CLEAR MY STAND?

The Frankfurt Book Fair ends at 5.30 p.m. on Sunday, 16 October 2011, and until that time, all stands must remain occupied. The dismantling of stands, packing up of exhibit items and the delivery of packing materials is not permitted before 5.30 p.m. and any contravention will result in the imposition of a fine.

CAN I BEGIN DISMANTLING IMMEDIATELY AFTER THE END OF THE FAIR AT 5.30 P.M.?

As soon as the Fair is over and all visitors have left the exhibition site, the gangway carpets will be removed simultaneously from all halls. This takes approx. 30 to 45 minutes – please do not fail to keep the gangways clear for this! The roller gates will not be opened until this has been done, after which packing materials can be delivered to the stands. Within your stand itself, you can of course begin to pack up as of 5.30 p.m., but please make sure that you do not block the gangways in any way.

DO I HAVE TO BE PRESENT IN PERSON DURING DISMANTLING?

All exhibitors are obliged to ensure the security of their stands and exhibits for themselves and to hand over all rented equipment as well as boxes personally to the service contractors or forwarding agents for collection (see also “Theft”). If you are not able to do this yourself, you can arrange for the following company to provide an assistant to supervise dismantling on your behalf:

**Eventence | Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main | Germany
Phone: +49 (0) 69 75602-2434
Fax: +49 (0) 69 7575-2992
E-Mail: info@eventence.de**

WHEN AND HOW CAN I DRIVE MY VEHICLE ONTO THE EXHIBITION SITE ON THE LAST DAY OF THE FAIR?

As of 2.00 p.m., the exhibition site is closed to all vehicles (also for holders of a car park ticket for P4, P12, etc.) and vehicle access is no longer possible.

On the last day of the Fair, it is only possible to drive onto the exhibition site from the car parks after the convoy arriving from the Rebstock parking area has already reached the exhibition site. Temporary vehicle entry to the exhibition site (for delivery etc.) is no longer possible throughout the entire last day of the Fair.

All vehicles needed for dismantling meet up at the Rebstock parking area. From there, all vehicles are

taken in convoy to the exhibition site as from approx. 7.00 p.m. On the exhibition site, please drive straight to your hall, where the security staff will direct you to a parking space. Access routes to the exhibition site from other roads are only open again once the last vehicle in the convoy has reached the Fair.

CAN I USE MY PARKING SPACE?

Exhibitors with parking permits for the exhibition site (P4, P12, etc.) are also only allowed to drive to their parking spaces up until 2.00 p.m., after which entry is no longer possible. Entry to the exhibition site from the car parks is only possible when the entire convoy has entered the site. For this reason, users of car parks P4, P12, etc. are requested to load their vehicles there directly.

HOW DO I GET A CAR PARK TICKET?

Car park tickets must be ordered from Fraport AG (see www.book-fair.com/service_contractors) in good time ahead of the Fair as parking spaces are soon booked out. It is generally no longer possible to obtain a car park ticket or a space on the last day of the Fair.

HOW MUCH TIME HAVE I GOT FOR DISMANTLING?

The exhibition halls are open throughout the entire night from Sunday to Monday as well as on Monday through to midnight (see also “Theft”). Exit from the exhibition site is possible through all gates at any time. Complete clearance and cleaning of all system stand modules

as well as the dismantling of exhibitors’ own stand structures must be completed by midnight on Monday, 17 October 2011 at the latest. The bench cabinets in system stand modules should be cleared of all contents by Sunday evening, but certainly by the next day (Monday)

morning at the latest – as from noon they will be emptied by cleaning staff and all remaining contents will be removed. Extended dismantling through to Tuesday, 18 October, is possible for exhibitors’ own stand structures exceeding 40 sqm in size, provided this has been officially requested and approved by the Fair organisers.

DO I HAVE TO SHOW ID TO DRIVE ONTO THE EXHIBITION SITE?

All persons contracted for set-up and dismantling must be in possession of set-up and dismantling passes – these must be legibly completed using felt pen. Exhibitors must carry their exhibitor passes with them throughout the entire duration of the Fair.

PLEASE ALSO NOTE THE FOLLOWING POINTS:

CARDBOARD BOXES

You can buy cardboard boxes in the offices of the **forwarding agent Panalpina**. On request and if pre-ordered in due time, cardboard boxes can be delivered to your stand for dismantling by the forwarding agent (see “Forwarding agent”).

CLOAKROOMS

At the last day of the Fair (Sunday, 16 October 2011), the cloakrooms on the exhibition site are open until 6.00 p.m. All items not collected by that time will be taken for central collection to the main cloakroom which is open until approx. 7.00 p.m.

ELECTRICITY

For safety reasons, the electricity supply at all stands will be disconnected half an hour after the official close of the Fair – i.e. at about 6.00 p.m. Please remember this if, for example, you keep perishable items in a fridge on your stand.

FORK-LIFT TRUCKS

Fork-lift trucks plus drivers can be hired from the **forwarding agent Panalpina** (see “Forwarding agent”) as well as from the **Cargo Center**,
Hotline: +49 (0) 69 7575-6075.

FORWARDING AGENT

The stands of the forwarding agent Panalpina are located on the exhibition site as follows:

Panalpina Weltransport GmbH

Hall 3.1 M 653

Phone: +49 (0) 172 8912070

Fax: +49 (0) 69 7575-71903

Hall 8.0 R 901

Phone: +49 (0) 172 8912257

Fax: +49 (0) 69 7575-71903

KEYS

The locks plus keys for the bench cabinets were purchased by you at the beginning of the Fair for 49 euros. This charge will not be refunded at the end of the Fair. Please ensure you keep the locks and keys safely as they can be used again the following year. Keys for cabin doors can be traded in for the deposit at the main information offices in Hall 4.C and Hall 8 West until Monday, 17 October 2011, midday. After this time, keys must be handed in at the Book Fair’s management office in Hall 4.C, Room 210.

THEFT

We must specifically draw your attention to the increased risk of theft during dismantling and in the night from Sunday to Monday. All exhibitors are obliged to ensure the security and guarding of their stands and exhibits throughout the entire duration. Computers and telephones must be handed over personally to service companies for collection; stay with your boxes until collected by the forwarding agent. Theft must always be reported to the police and your insurance company (it is not necessary to inform the Fair management). The police are available in **Hall 4.2 West**,
Phone: +49 (0) 69 7575-6555.

If you need a security guard for the night of Sunday to Monday, you can arrange for this from the following company: **Messe Frankfurt Venue GmbH & Co. KG Ludwig-Erhard-Anlage 1 | 60327 Frankfurt am Main Germany | Phone: +49 (0) 69 7575-6342 Fax: +49 (0) 69 7575-6348**

TROLLEYS

From 4.30 p.m. to 8.00 p.m. during dismantling on 16 October 2011, hand trolleys are available for hire in Hall 6.0, Foyer West, against a deposit of 50 euros or the deposit of your passport or driving licence. The hire fee is 10 euros an hour.