



Tips for Your Stand Party

Enjoyable – and easy to organise

A stand party is the perfect way to conclude a successful trade fair day. Further develop the contacts you have made during the busy trade fair day, invite your customers to a get-together or join your colleagues to celebrate a successful event.

In order to make your stand party a complete success, this brochure will give you some tips for your organization and preparation.





Checklist for your planning

Download your checklist [here](#)



Our service includes providing you with an Excel file containing all the most important items for your preparations.

We have created a checklist containing all the key items that you should account for when planning your stand party.

To ensure that all services can be provided in time for your party, we ask that you place your orders at least two weeks before the date of your event.

To Do	Done
Register stand party	<input type="checkbox"/>
If the party is not taking place at your stand, please book a suitable location	<input type="checkbox"/>
Order security for the stand party (one stand guard for each 100 guests)	<input type="checkbox"/>
Book hostesses/hosts	<input type="checkbox"/>
Book musicians, DJs, artists or cooks/chefs as required	<input type="checkbox"/>
Create invitations and send these to your guests (authorisation to enter the trade fair), perhaps including wristbands	<input type="checkbox"/>
Order catering or street food	<input type="checkbox"/>
Order glasses, tableware and cutlery	<input type="checkbox"/>
Order stand modification services or furniture and furnishings if necessary	<input type="checkbox"/>
Order plants or additional decorations	<input type="checkbox"/>
Order cleaning for the following morning	<input type="checkbox"/>
Register music with GEMA if necessary	<input type="checkbox"/>
Order parking permits for guests	<input type="checkbox"/>
Take out an Event Organiser's Liability Insurance policy	<input type="checkbox"/>

Order services with a simple click

Simply use our online Shop for Exhibitor Services!



Create invitations for your guests

Simply use the Ticket Services for Exhibitors portal.



Tips for your planning

To ensure that your stand party on the exhibition grounds runs smoothly, we ask that you please take the following into account when planning your event



Starting and ending times of the stand party

Once the trade fair has closed for the day, stand parties cannot start before 6:00 p.m. at the earliest. Your event must be finished by no later than 10:00 p.m. or midnight (12:00 a.m.). The ending time depends on the trade fair.

Please note that the shuttle bus and the exit leading to the S-Bahn suburban train terminal are only available until midnight (12:00 a.m.).



Registering a stand party

Please register your stand party through the [Shop for Exhibitor Services](#). This is necessary, for example, to inform the hall inspector that you will be remaining in the exhibition hall for an extended period.



Number of your guests

You can celebrate with as many guests as you'd like. However, you should make sure that your stand has enough space to accommodate all the guests that you invite. No guests are allowed to stand in the aisles or at neighbouring stands.



Securing neighbouring stands

The organiser of a stand party is responsible for ensuring that neighbouring stands are secured. One stand guard must be ordered from the [Shop for Exhibitor Services](#) for each 100 guests.

The minimum duration for which a stand guard can be ordered is four hours.

You can also use retractable belt barriers (Tensators) to cordon off your party area. The retractable belt barriers (Tensators) can be set up quickly and used in a variety of ways.



Stand cleaning before or after your party

If you require an additional cleaning before or after the event, simply order these from the [Shop for Exhibitor Services](#).

Please make sure, that your neighbouring stands stay clean during a party.



Food and drink

When it comes to the necessary 'nourishment', [Accente](#) will be happy to assist you. From the right drinks to the right foods – large dishes or small snacks, hot or cold. Always fresh and served to perfection. You will find a 'taster' of what's available and all other information on perfect catering for your stand in the [Shop for Exhibitor Services](#).

Have you commissioned an external caterer to provide hospitality at your stand? Then be sure to apply for vehicle admission passes – for your caterer, for instance. For more information and the application form, please contact Accente on +49 (0) 69 - 75 602-2171.



Escape routes must be kept clear

All aisles and escape routes between stands must be kept clear. Please do not place any goods, catering tables or equipment in these locations.

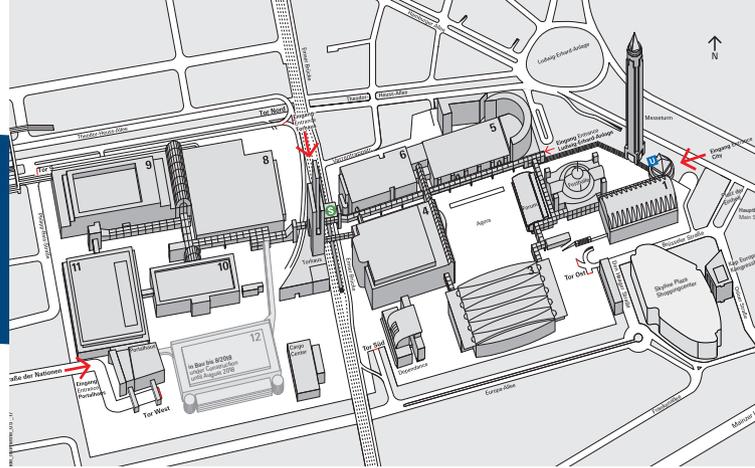


Employment of hostesses/hosts

Please inform the person responsible for your stand party of the number of hostesses/hosts to be employed by no later than two weeks before the start of the event. You will be sent the required number of admission tickets for your hostesses/hosts.

Download the site map

You can download the site map showing all entrances and exits [here](#).



Access to the exhibition grounds for guests

The guests that you invite to your stand party require valid admission tickets. You can send these to your guests with a simple click in the [Ticket Services for Exhibitors](#) portal.

The portal also offers you intuitive invitation management. As a result, you can see how many of your invited guests have registered at any time.



Parking in the vicinity of the exhibition hall

Parking permits for bands, artists and performers can be obtained directly from the person responsible for your stand party at Messe Frankfurt.

This allows us to ensure that the parking spaces will be in the vicinity of your stand party. You can order parking permits for guests easily using the [Shop for Exhibitor Services](#).



Musical reproduction

Please remember to register the reproduction/performance of any music protected by copyright with [GEMA](#). The organiser is responsible for the fees.



Cloakroom for your guests

The cloakrooms will be open from 8:00 a.m. until 7:30 p.m. in all exhibition halls. Any items of clothing that have not been picked up by 7:30 p.m. will be brought to the central cloakrooms, which remain open until 9:00 p.m. Please ask at our info counters, where the central cloakrooms are.



Leaving the exhibition grounds by car

After midnight (12:00 a.m.) vehicles may only leave the exhibition grounds via the North Gate. Taxis can drive directly to the individual exhibition halls after 7:30 p.m.



Leaving the exhibition grounds on foot

You can leave the exhibition grounds through the turnstiles around the clock. You will find the turnstiles on both sides of the Festhalle (leading either towards Ludwig-Erhard-Anlage or the Skyline Plaza) and behind Hall 9.

The entrance of the S-Bahn suburban train terminal is open until midnight (12:00 a.m.). The S-Bahn suburban train station is located across from the South Gate [Tor Süd] directly on the roundabout. From here, you can take lines S3, S4, S5 or S6 to Frankfurt Central Station and as far as Darmstadt. In the other direction you can travel to Bad Homburg, Bad Soden, Friedberg and Kronberg.

You can reach the U-Bahn underground train and tram via the Ludwig-Erhard-Anlage exit (open 24 hours a day). The U4 line will take you to Frankfurt Central Station, the city centre and Frankfurt's Bergen-Enkheim district.

The shuttle bus service to the Rebstock multi-storey car park is in operation until midnight (12:00 a.m.).



The rules and regulations of Messe Frankfurt

Please note that there may be other events taking place in the exhibition hall while your event is in progress. As a result, we would ask that you avoid disturbing other events through excessive noise etc. Please also ensure that you are in compliance with the rules and regulations of Messe Frankfurt and all other rules and regulations. Should any damages occur, we will invoice these to the organiser of the stand party.



[Download Technical Guidelines](#)



Excellent locations all around the exhibition grounds

From fine dining to street food in front of the exhibition hall

If you do not wish to hold your party at your stand, we can offer you a wide range of attractive event locations on and around the Frankfurt exhibition grounds.

Find inspiration in our portfolio of venues. Accente will be happy to present additional locations on request.



VERANDA in Hall 11.1

Lots of glass, lots of light and an incomparable terrace that offers wonderful views of the Frankfurt skyline. It's the perfect place in which to develop your trade fair contacts over a sundowner.



TRILOGIE in Hall 3.1

A modern and very aesthetically appealing location that is suitable for countless seating possibilities or a standing room only event. It's the perfect venue for your business contacts.



Street food inside or in front of the exhibition hall

What not do it differently: stylish food trucks for your unforgettable party. Add a cool DJ and it's party time.



Depot 1899 in Frankfurt Sachsenhausen
An extraordinary location for your celebration: a former tram depot. Regardless of whether you are inviting 20 guests or 1,000, you can really party here, with loud music, tasty food, friendly service, multiple levels and an excellent atmosphere.

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