

# PARCEL+POSTEXPO

P O S T A L • C O U R I E R • E X P R E S S

## Stand Build Information

Parcel+Post Expo 2022 - Useful information for exhibitor-appointed contractors.

### EXHIBITOR MANUAL

We cannot share the link without prior permission - please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

### EXHIBITION TIMETABLE

#### Build-up

Sunday, October 16, 2022	08:00 - 22:00	Custom build booths with independent contractor ONLY - <b>safety shoes compulsory</b>
Monday, October 17, 2022	08:00 - 18:00	Custom build booths with independent contractor ONLY - <b>safety shoes compulsory</b> & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, October 17, 2022	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 Times

Tuesday, October 18, 2022	09:00 – 18:00
Wednesday, October 19, 2022	09:00 – 17:00
Thursday, October 20, 2022	09:00 – 15:00

#### Breakdown

Thursday, October 20, 2022	15:30 – 22:00
Friday, October 21, 2022	08:00 – 16:00

### BUILD-UP FURTHER INFORMATION

An additional build-up day on Saturday, October 15, 2022, is now available on request only. For more information, please contact: Nicola Pfann and Rula Danias, Exhibition Operations Managers, email: [post@ukimediaevents.com](mailto:post@ukimediaevents.com).

Overnight working: It 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 organizer for more information: [post@ukimediaevents.com](mailto:post@ukimediaevents.com).

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs (midday) on Monday, October 17, 2022, as Shell Scheme booths may not be ready before this time. Monday, October 17, 2022, 18:00hrs to 22:00hrs is for light decoration and finishing work only - **AISLES MUST BE KEPT CLEAR.**

All major building works must be completed, and excess products and packaging materials removed no later than 18:00hrs on Monday, October 17, 2022.

Venue contractors cease all building work at 18:00hrs on Monday, October 17, 2022; 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 18:00hrs and 22:00hrs, 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.

Please ensure that you organize waste removal via the [Webshop](#) (please ask your client/exhibitor for their access details) before the deadline. Charges made for removal of any leftover structures or waste material will be invoiced to the exhibitor.

#### **BREAKDOWN FURTHER INFORMATION**

No exhibits may be removed before the exhibition closes at 15:00hrs on Thursday, October 20, 2022, nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 15:00hrs, 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 between 2-3 hours. Exhibitors that 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.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organizer if you would like to hire a security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 16:00hrs on Friday, October 21, 2022. Please ensure that you organize waste disposal as the removal of booth structures and waste material is subject to a charge and will be invoiced directly to the exhibitor.

For further information regarding the exhibition timetable, please contact the Organizer: [post@ukimediaevents.com](mailto:post@ukimediaevents.com).

## **ACCESS INFORMATION**

### **How to get there**

Click [here](#) for site map.

Messe Frankfurt is within walking distance of the main railway station and only 15 minutes by car from Frankfurt airport.

You access to hall 12 via the entrance City or entrance Torhaus, when using the S-Bahn. Hall 12 is signposted from there.

### **From the motorway**

On the motorway, follow the signs 'Westkreuz Frankfurt' and 'Messe'.

You will come to the Katharinenkreisel - Circuit. Take the first exit and follow the sign for 'Tor West', which is your entrance gate to the exhibition centre, parking P12.

### **From the main railway station**

It is only one kilometre from the Hauptbahnhof (the main railway station) to fairground, you ideally take the S-Bahn (lines S3, S4, S5 and S6) towards stop "Messe"

On foot, it will take 10 minutes to the Forum. Follow Düsseldorf Straße (to your left as you leave the station) until you reach the Platz der Republik; cross this and bear left onto the Friedrich-Ebert Anlage; until you reach Entrance City round building with pyramid on top).

By subway, the U4 line (direction 'Bockenheimer Warte') brings you in just one stop from the main railway station to the stop 'Festhalle/Messe'. You leave the subway directly at 'Eingang[1]City'

By tram, take the number 16 (direction 'Ginnheim') or number 17 (direction 'Rebstockbad') from the main railway station and get off at "Festhalle/Messe" (only 3 stops). Cross the street and walk to entrance City

### **From the airport**

Trains run at 15-minute intervals from the S-Bahn (interurban train) station 'Frankfurt Flughafen' to the main railway station or 'Hauptbahnhof'. You can take either the S8 or S9 (direction: 'Offenbach'). Please change trains at the main railway station. See instructions "From the main railway station".

### **Parking**

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

For a car parking permit and car trailer permit for the exhibition grounds during the event, please book via the [Webshop](#) (please ask your client/exhibitor for their access details).

## **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 not 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 refer to the Exhibitor Manual under “Contractor Access” in the Important Exhibitor Information (please ask your client/exhibitor for their unique exhibitor manual link together with their access details).*

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.

### **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 and extended dismantling), 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!**

**Please note that 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 [Webshop](#) (please ask your client/exhibitor for their access details).

### **VENUE TECHNICAL INFORMATION**

Please [click here](#) to download the Messe Frankfurt Technical Regulations 2022 – English  
Please [click here](#) to download the Messe Frankfurt Technical Regulations 2022 – German

### **Hall 12**

The maximum build / construction height and to suspend down from is 8m. Please note that suspensions must always be checked for feasibility by the official venue contractor for this service, before they can be approved.

### **Organizer'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.

Exhibitors must notify the organizers of their booth plans and the details of any such contractors or agents using the Booth Check Form. All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their stand inspection form.

### **Important Notes**

1. If you choose to build a structure above 2.5 meters (8 feet) in height, you must ensure that the back of this structure is made good and finished with a neutral colour. Please ensure that the back of any walls not adjoining a neighbouring booth are completely finished and not only the part above 2.5 meters (8 feet).
2. 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.
3. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
4. All exhibiting companies must complete and return the Booth Check Form in advance of the deadline (please refer to the Order Form Checklist in the exhibitor manual). Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline, above 2.5 meters will be subject to approval and may be refused.
5. Exhibitors with any booth of more than 2.5m at any point of the build or display, and booths with two floors, raised floors or stairs, must complete the Booth Check Form and select 'Space-Only Booths and Pop-Up Displays Over 2.5m' and ensure that copies of detailed structural plans as per the requirements above, as well as a Risk Assessment and Method Statement, are submitted using the Booth Check Form. Please note that if you intend to build your own booth but do not submit plans you will not be able to commence build-up on-site.
6. If an exhibiting company fails to submit a Booth Check Form by the deadline and the resulting design or build affects the neighbour, venue or the Organizer, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

### **Floor loadings**

The maximum floor load for Hall 12 is 33.3 kN/m<sup>2</sup>.

If you have any questions or concerns, please contact Messe Frankfurt Venue GmbH, email: [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com).

For a detailed technical booth plan, please contact the Organizer: [post@ukimediaevents.com](mailto:post@ukimediaevents.com).

Exhibitors must notify the Organizer of their booth plans and the details of any such contractors or agents using the Booth Check Form. All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their stand inspection form.

If you require any further information or you have any questions or concerns, please contact the Organizer: [post@ukimediaevents.com](mailto:post@ukimediaevents.com).

[CLICK HERE](#) to download a Risk Assessment template

[CLICK HERE](#) to download a Method Statement template

### **OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES**

We are pleased to announce that Messe Frankfurt have been appointed as the Official Contractor for booth services for PARCEL+POST EXPO 2022. Please see their [Webshop](#) (please ask your client/exhibitor for their access details) to order services such as furniture, electrical, AV, cleaning and waste removal, security, parking and catering.

We are pleased to announce that Fairconstruction have been appointed as the official Shell Scheme contractor for PARCEL+POST EXPO 2022. As on-site booth builders, they provide turnkey booth construction, rental furniture, graphics and flat screens. Please click [here](#) to access the Webshop.

### **VENUE, DELIVERIES & USEFUL CONTACTS**

#### **Venue Address:**

Messe Frankfurt Venue GmbH  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main, Germany  
Telephone: + 49 69 75 75-0  
Website: [www.messefrankfurt.com](http://www.messefrankfurt.com)

#### **Messe Frankfurt**

Technical Services for Exhibitors  
Phone: +49 69 75 75-29 99 (Monday to Friday from 08:00 until 16:00)  
Email: [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)  
Web: [www.messefrankfurt.com](http://www.messefrankfurt.com)

#### **Organizer**

UKi Media & Events  
Contact: Exhibition Operations Team  
Tel: +44 1306 743744  
Email: [post@ukimediaevents.com](mailto:post@ukimediaevents.com)  
Web: [www.parcelandpostexpo.com](http://www.parcelandpostexpo.com)

#### **Shell schemes**

Fair Construction  
Tel: +49-69-7575-3271  
Web: [www.fairconstruction.com](http://www.fairconstruction.com)  
Email: [Ausstattungen-SL@messefrankfurt.com](mailto:Ausstattungen-SL@messefrankfurt.com)

**Water Team**

Contract Partner: Messe Frankfurt Venue GmbH

Tel: +49 69 75 75-66 78

Email: [water@messefrankfurt.com](mailto:water@messefrankfurt.com)

**Compressed Air Team**

Contract Partner: Messe Frankfurt Venue GmbH

Tel: +49 69 75 75-66 78

Email: [compressedair@messefrankfurt.com](mailto:compressedair@messefrankfurt.com)