Are you planning on using suspensions at your stand? We have three tips to help your planning run smoothly.

1. **Please contact us well in advance and request a ceiling plan showing the facilities that are already available for installing suspensions in your exhibition hall.** This makes it possible for you to include the existing suspension points and their maximum load-bearing capacities in your planning, **helping you avoid increased costs.** It also allows you to begin preparing your stand in good time. This is important, because when there are a large number of special requests, all the suspensions in the hall must be reviewed to ensure that there are no structural or logistical concerns.

   - **3 months before the event**
   - **Contact us: suspensions@messefrankfurt.com**

2. **Please upload a technical drawing of your stand to the Shop for Exhibitor Services.** The drawing should contain the following information:
   - Dimensioned sketch with the positions of the desired suspension points
   - Sketch must clearly show the position and orientation of your stand (cardinal directions,...)
   - Loads to be suspended from each point
   - Load plan showing the total load, individual loads and line loads
   - Desired transfer height for suspension points
   - Proposed installation aids (“Genie” lift, manual/electric chain hoists)

   - **6 weeks before the event**
   - **Upload a technical drawing of your stand to the Shop**

3. **Please confirm your acceptance of the offer by no later than 22 days before the start of the event.** As a result of the increased expenditures entailed by planning and implementing orders at short notice, Messe Frankfurt imposes an **express surcharge in the amount of 25%** on all confirmations, new orders, and changes to existing orders received after this time.

   - **No later than 22 days before the event**
   - **Confirm offer no later than 22 days before the start**