



ONLINE EXHIBITOR MANUAL

21, 22, 23 MAY 2019
MESSE STUTTGART, GERMANY

WELCOME

Welcome to the Online Exhibitor Manual for

Automotive Testing Expo

Engine Expo + The Powertrain Technology Show

Global Automotive Components and Suppliers Expo

Automotive Interiors Expo

Autonomous Vehicle Technology Expo,

on 21, 22, 23 May 2019 at Messe Stuttgart, Germany. This online manual contains all the information you will require to successfully organise your participation at the show.

Please note that the above mentioned exhibitions are sold as **raw space only**. All services if required, i.e. carpets, furniture, partition walls, power, stand packages etc., should be ordered from the appointed contractors. The Order Form Checklist section will provide you with the necessary links to all the online forms, highlighting deadlines and compulsory forms assisting you to complete your orders on time.

Please check the Company Information listed below, and if it requires changing or updating, please contact us using one of the emails below:

Automotive Interiors Expo 2019: interiors@ukimediaevents.com

Automotive Testing Expo 2019: atxeu@ukimediaevents.com

Autonomous Vehicle Testing Expo 2019: avt@ukimediaevents.com

Engine Expo + The Powertrain Technology Show 2019: engine@ukimediaevents.com

Global Automotive Components and Suppliers Expo 2019: gacs@ukimediaevents.com

DELIVERIES TO MESSE STUTTGART

Attention! Very important!

Messe Stuttgart will not accept any consignments.

Please only address your consignments to your exhibition stand (1.- as described below) in case you are certain that someone is at the stand to accept the consignment.

NOTE: If there is nobody at your stand, Messe Stuttgart will not accept your consignment, i.e. it will be returned.

In order to make sure that your consignment arrives in time, we ask you to use the address (2.)

The forwarding agent will invoice additional costs for acceptance, storage and delivery of consignments to you. Should you have any questions on delivery or costs, please contact the forwarding agent Schenker Deutschland AG on tel. +49 711 18560-3300.

You can call Schenker on **Tel. +49 711 18560-3300** and have the consignment be brought to your exhibition stand.

1. Address for deliveries to your trade fair stand:

[Company]

c/o Landesmesse Stuttgart GmbH

[Name of trade fair]

[Hall/Stand number]

Einfahrt: Tor 1**70629 Stuttgart Messegelände****2. Forwarding agent:**

Schenker Deutschland AG

- DB SCHENKERfairs -

Einfahrt: Tor 1**70629 Stuttgart Messegelände**

[Name of client]

[Company]

[Hall/Stand number]

3. We operate exclusively in accordance with the German Freight Forwarders' General Terms and Conditions 2017 (ADSp 2017) and – if they do not apply for performing logistics services – with the Logistics Terms and Conditions (General Terms and Conditions of Logistics-Services Providers), as of March 2006. Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8.33 SDR/kg additionally to Euro 1.25 million per damage claim and EUR 2.5 million per damage event, but not less than 2 SDR/kg.

Please note the traffic guidance system on the premises!

For German , Please [click here](#)

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HALL C2 GLOBAL AUTOMOTIVE COMPONENTS AND SUPPLIERS EXPO EXHIBITION TIMETABLE

Set-up Timetable: Hall C2 Global Automotive Components and Suppliers Expo

For set up information for Automotive Testing Expo (halls 8 & 10) Engine Expo + The Powertrain Technology Show (hall 6) Autonomous Vehicle Technology World Expo (hall 6) and Automotive Interiors Expo (hall 4)

Please [Click here](#)

Build-up days

Sunday 19 May 2019	07.00 - 22.00
Monday 20 May 2019	07.00 - 22.00

All major building works must be completed, and excess products and packaging materials removed, no later than 18:00 on Monday 20 May 2019.

If you intend to work through the night, you must obtain permission from the Organiser's office before 16:00 hrs each day. Please note that there will be a charge made to Exhibitors by the venue, to be in the exhibition hall after hours.

Exhibitor Services cease work at **18.00 hrs on Monday 20 May 2019** – it is therefore essential that all exhibitors arrive on-site before this time to inspect their stands and to ensure that all orders have been met.

The Organisers have appointed **European International (Fairs) Ltd** to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

Please ensure that you organise waste removal using the online exhibitor manual order form.

Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

Exhibition Opening Hours

Tuesday 21 May 2019	10:00 - 19:00
Wednesday 22 May 2019	09:00 - 18:00
Thursday 23 May 2019	09:00 - 15:00

Breakdown Timetable

Thursday 23 May 2019	15.00 - 24.00
Friday 24 May 2019	07.00 - 17.00

No exhibits may be removed before the exhibition closes at **15.00 hrs on 23 May 2019**. 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 **15.00 hrs** 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 stand, including freight, are the responsibility of the exhibitor. Please speak to the organisers 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 stand dismantling completed by **17.00 on Friday 24 May 2019**.

For further information regarding the exhibition timetable, please contact the Organisers:

Tel: +44 1306 743744

E-Mail: gacs@ukimediaevents.com

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HALLS 4, 6, 8 AND 10 EXHIBITION TIMETABLE

Set-up Timetable: Halls 4, 6, 8 and 10 only

This information is for Automotive Testing Expo (**halls 8 & 10**) Engine Expo + The Powertrain Technology Show (**hall 6**) Autonomous Vehicle Technology Expo (**hall 6**) and Automotive Interiors Expo (**hall 4**)

For information on set up times for Global Automotive Components and Suppliers Expo(**hall C2**) Please [CLICK HERE](#);

Sunday 19 May 2019	07.00 - 22.00
Monday 20 May 2019	07.00 - 22.00

Build-up days

An additional set-up day on Saturday 18 May is possible, on request, for halls 4, 6, 8 and 10 ONLY.

For more information, please contact us using one of the links below:

Automotive Interiors Expo 2019: interiors@ukimediaevents.com

Automotive Testing Expo 2019: atxeu@ukimediaevents.com

Engine Expo + The Powertrain Technology Show 2019: engine@ukimediaevents.com

Autonomous Vehicle Technology Expo 2019: avt@ukimediaevents.com

All major building works must be completed, and excess products and packaging materials removed no later than 18:00 hrs on Monday 20 May 2019.

If you intend to work through the night, you must obtain permission from the Organiser's office before 16:00 hrs each day.

Exhibitor Services cease work at **18.00 hrs on Monday 20 May 2019** - it is therefore essential that all exhibitors arrive on-site before this time to inspect their stands and to ensure that all orders have been met.

The Organisers have appointed **European International (Fairs) Ltd** to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

Please ensure that you organise waste removal before the order form checklist deadline using the online exhibitor manual order form.

Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

Exhibition Opening Hours

Tuesday 21 May 2019	10:00 - 19:00
Wednesday 22 May 2019	09:00 - 18:00
Thursday 23 May 2019	09:00 - 15:00

Breakdown Timetable

Thursday 23 May 2019	15:00 - 24:00
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No exhibits may be removed before the exhibition closes at **15.00 hrs on 23 May 2019**. 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 **15.00 hrs** 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 stand, including freight are the responsibility of the exhibitor. Please speak to the organisers 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 stand dismantling completed by **17.00 hrs on Friday 24 May 2019**.

For further information regarding the exhibition timetable, please contact the Organisers:

Tel: +44 1306 743744

E-Mail:

Automotive Interiors Expo 2019: interiors@ukimediaevents.com

Automotive Testing Expo 2019: atxeu@ukimediaevents.com

Engine Expo + The Powertrain Technology Show 2019: engine@ukimediaevents.com

Autonomous Vehicle Technology Expo 2019: avt@ukimediaevents.com

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EXHIBITOR BADGES AND WORK ID CARDS

Exhibitor Badges

Badges allowing exhibitors to enter the exhibition hall throughout the build-up, exhibition opening and dismantling periods will be issued free of charge and must be ordered using the Exhibitor Badge Order Form. In order to avoid the opening morning rush at registration, we highly recommend that exhibitors who have not received their badge prior to the exhibition, or who wish to make changes to their badges, go to registration on **Monday 20 May, from 12.00 hours**. Exhibitors will not be allowed entry to the hall during exhibition days without a valid badge.

Exhibitors are reminded to wear their badges at all times during the exhibition. During exhibition hours, any exhibitor without a badge will be required to obtain one from registration. Exhibitor badges are strictly for staff manning the stand only. No other personnel should wear Exhibitor badges.

To order your exhibitor badges: [CLICK HERE](#)

Exhibitor badges will be sent to the address entered on the order form, the badges will reach you before the exhibition. If the badges do not reach you in time or you need to make changes new badges can be collected from registration from **Monday 20 May 2019**.

It is the responsibility of the main exhibitor to pass login details to any company sharing their stand space, they will then be able to order their own Exhibitor badges.

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.

[Click here](#) to register for your work ID cards.

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EXHIBITOR STAND PARTIES

If Exhibitors wish to hold a meeting or party on their stand after the official show closing hours, they should send a request to the Organisers. Please note that there will be a charge made to Exhibitors, by the venue, to be in the exhibition hall after hours.

Send your request to:

Halls 8 & 10: atxeu@ukimediaevents.com

Halls 4 & 6: engine@ukimediaevents.com or avt@ukimediaevents.com

Hall C2: gacs@ukimediaevents.com

HALL TECHNICAL INFORMATION

The standard height of any individual exhibition stand is considered to be 2.5m (8 feet). However, subject to submitting a stand check form, and receiving permission to build, all exhibiting companies may build their stand to the height allowed at their location in the exhibition hall. It is therefore possible that there may be stands around you that have built up to or suspended down from heights exceeding 2.5 metres. Please contact us if you have any questions regarding the build height of the stands around you.

Please note the following maximum floor-loading and height restrictions:

Hall 4: Automotive Interiors Expo 2019

Floor-loading: 33 kN/m² on concrete floor, maximum load over service ducts is 16 kN/m²

Build Heights: The maximum build height to build-up to is 6.0 metres

Restrictions: Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of heating and ventilation systems. Construction heights in front of heating and ventilation systems are limited

Please [Click here](#) for further information

Suspensions: Suspensions from the ceiling are possible up to 8.9m

Hall 6: Engine Expo + The Powertrain Technology Show 2019 and Autonomous Vehicle Technology Expo 2019

Floor-loading: 33 kN/m² on concrete floor, maximum load over service ducts is 16 kN/m²

Build Heights: The maximum build height to build-up to is 6.0 metres

Restrictions: Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of heating and ventilation systems. Construction heights in front of heating and ventilation systems are limited

Please [Click here](#) for further information

Suspensions: Suspensions from the ceiling are possible up to 8.9m

Hall 8: Automotive Testing Expo 2019

Floor-loading: 33 kN/m² on concrete floor, maximum load over service ducts is 16 kN/m²

Build Heights: The maximum build height to build-up to is 6.0 metres

Restrictions: Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of heating and ventilation systems. Construction heights in front of heating and ventilation systems are limited

Please [Click here](#) for further information

Suspensions: Suspensions from the ceiling are possible up to 8.9m

Hall 10: Automotive Testing Expo 2019

Floor-loading: 33 kN/m² on concrete floor, maximum load over service ducts is 16 kN/m²

Build heights: Main hall - The maximum build height to build-up to is 6.0 metres.

Restrictions:

Under the Lateral Nave - The maximum build height to build-up to is 5.0 metres in front of the ventilation system, and 6 metres in clear area. Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of heating and ventilation systems. Please [Click here](#) for more details.

In front of the Lateral Nave - Nothing must be suspended from the ceiling between 8.5m and 9.5m from the hall floor in front of heating and ventilation systems.

Please [click here](#) for more information.

Suspensions:

Under the Lateral Nave - Suspensions from the ceiling are possible up to 8.0m

In front of the Lateral Nave - Suspensions from the ceiling are possible up to 8.9m

Rest of hall: On Request - there are other heights available in the middle of the hall

Hall C2: Global Automotive Components and Suppliers Expo 2019

Floor-loading: 16 kN/m² applicable for the concrete floor and service ducts.

Build heights: The maximum build height to build up to is 6.0 metres

Restrictions: N/A

Suspensions: Suspensions from the ceiling are possible up to 8.5m

PLEASE NOTE: The Technical guidelines of Messe Stuttgart must be complied with, especially point 4 stand regulations

Notes: In all halls structural pillars can be clad with stand construction material, but securing, fixing or sticking objects on them is not permitted.

In all halls the suspension of objects connected to the floor is not permitted. The minimum clearance height between suspensions and items on the floor (stand construction) is 50cm (also see section 4.7.5; Technical Guidelines LMS)

A technical floor plan showing the service channels, build height restrictions or a detailed stand plan showing the dimensions of a structural pillar within your stand, can be requested using the email below:

Automotive Interiors Expo 2019: interiors@ukimediaevents.com

Automotive Testing Expo 2019: atxeu@ukimediaevents.com

Autonomous Vehicle Testing Expo 2019: avt@ukimediaevents.com

Engine Expo + The Powertrain Technology Show 2019: engine@ukimediaevents.com

Global Automotive Components and Suppliers Expo 2019: gacs@ukimediaevents.com

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FREIGHT FORWARDING AND ON-SITE HANDLING AGENTS

European International (Fairs) Limited - Official Freight Forwarder & On-site Handling Contractor

Units 6/10, Skitts Manor Farm, Moor Lane, Marsh Green, Kent. TN8 5RA. United Kingdom. Tel. +44 1732 860330 / Website: www.european-intl.com / Email: info@european-intl.com.

International Shipping & Freight Handling Information

DOWNLOAD THIS IMPORTANT INFORMATION NOW and forward it IMMEDIATELY to your colleague(s), forwarder, stand contractor, whoever is arranging the shipment or delivery of your exhibits and stand materials

Your key contacts at European International (Fairs) Ltd for this event are:

Project Leader/International Sales

Mark Bartucci

E-mail: mark.bartucci@european-intl.com

tel. +44 1732 860330

UK Sales/Operations

Melanie Osborne

E-mail: melanie.osborne@european-intl.com

tel. +44 1732 860330

Some important extracts from the above shipping and handling information.

Nominated EIF Partners.

Our **experienced and reliable partners** can take care of all your shipping needs from your door, your supplier's door, from anywhere in the world, to your stand in Stuttgart and back again. All are experienced in shipping exhibition materials and work with us on a regular basis. We strongly recommend you make use of their services. They will take care of all the necessary arrangements, and can guide you through the whole process at a local level.

Shipping directly or via another Forwarder or Courier

If you choose to use your regular forwarder or ship your materials yourselves, please ensure that your materials are **consigned in accordance with the [International Shipping & Freight Handling Information](#)**. We will be happy to work with your preferred forwarder or with you directly, but in this case you must complete in full and return to us prior to the arrival of your shipment, the **Shipping & Handling Order Form**.

If shipping by **courier (DHL, FedEx, UPS, etc.)**, please consign your shipment to the "Ship-to address" provided in the separate document - **Shipping by Courier** Information. **DO NOT** ship directly to or "c/o" (care of) the Neue Landesmesse Stuttgart, the Messe will NOT accept deliveries on behalf of exhibitors or events held there, and will either refuse or re-direct them.

Deadlines

All shipments should arrive by the following dates to ensure timely delivery.

Seafreight (LCL at Hamburg CFS):	Monday, 29 April
Seafreight (FCL at Bremerhaven / Hamburg)	Monday, 6 May
Airfreight (arr. Stuttgart airport):	Monday, 13 May
Roadfreight/ courier (requiring customs clearance):	Monday, 13 May
Roadfreight (via advance warehouse)	Friday, 17 May by midday (not before Monday, 13 May)
Roadfreight (unloading at Messe direct to the stand):	Sunday, 19 May and Monday, 20 May only

Commercial Invoice / Packing List

Please make use of the **Combined Commercial Invoice & Packing List** format provided. The weights and dimensions declared MUST match the Air Waybill / Bill of Lading covering your shipment. HTS Codes must be stated for all items.

Marking & Packing

Please ensure that your items are packed in robust, re-usable crates/cases, suitable for transit both to and from the event. We strongly recommend using screws or hinges rather than nails. Crates built of timber from outside the EU must be manufactured of treated or processed wood, compliant with ISPM15 regulations. All pieces / crates should be clearly marked in accordance with / using the shipping labels for **Air, Sea & Road (warehouse)/ Road (direct to Stand)**.

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HOTEL & TRAVEL SERVICES

Automotive Testing Expo / Engine Expo + The Powertrain Technology Show / Global Automotive Components and Suppliers Expo / Automotive Interiors Expo / Autonomous Vehicle Technology Expo offer you the opportunity to book directly through our official partner RAI Hotel Services so you find accommodation that meets your requirements and suits your budget with ease.

Individuals & Individual groups (2 to 10 rooms)

You can reserve your hotels directly using the **online reservation system**. Just enter your arrival and departure date and make your choice from a wide selection of hotels. We advise you to book as soon as possible so we can guarantee the finest accommodation at affordable rates.

Group bookings (from 11 rooms)

To make a group booking (11 rooms or more please contact us at **hotelservices@rai.nl** so that our hotel consultant can assist you with your booking.

For more information, you can contact:



RAI HOTEL SERVICES

P.O. Box 77777

1070 MS Amsterdam

The Netherlands

T +31 (0)20 549 1927

E **hotelservices@rai.nl**

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ORGANISERS

Automotive Testing Expo / Engine Expo + The Powertrain Technology Show / Global Automotive Components and Suppliers Expo / Automotive Interiors Expo / Autonomous Vehicle Technology Expo

UKi Media & Events

Abinger House
 Church Street
 Dorking
 Surrey RH4 1DF
 UK
Tel: +44 1306 743744
Fax: +44 1306 887549

Contacts

Automotive Interiors Expo 2019: interiors@ukimediaevents.com

Automotive Testing Expo 2019: atxeu@ukimediaevents.com

Autonomous Vehicle Testing Expo 2019: avt@ukimediaevents.com

Engine Expo + The Powertrain Technology Show 2019: engine@ukimediaevents.com

Global Automotive Components and Suppliers Expo 2019: gacs@ukimediaevents.com

Organiser Office Opening Hours

Sunday 19 May 2019	08:00 - 18:00
Monday 20 May 2019	08:00 - 20:00
Tuesday 21 May 2019	08:00 - 17:00
Wednesday 22 May 2019	09:00 - 17:00
Thursday 23 May 2019	09:00 - 16:00

Exhibitor Services Opening Hours

(Service Centre and Business Centre **EAST**)

Sunday 19 May 2019	08:00 - 18:00
Monday 20 May 2019	08:00 - 20:00
Tuesday 21 May 2019	08:00 - 17:00
Wednesday 22 May 2019	08:00 - 17:00
Thursday 23 May 2019	08:00 - 17:00

(Service Centre **WEST**)

Sunday 19 May 2019	08:00 - 18:00
Monday 20 May 2019	08:00 - 20:00
Tuesday 21 May 2019	08:00 - 12:00
Wednesday 22 May 2019	08:00 - 12:00
Thursday 23 May 2019	CLOSED

(Business Centre **WEST**)

Sunday 19 May 2019	CLOSED
Monday 20 May 2019	08:00 - 18:00
Tuesday 21 May 2019	08:00 - 18:00
Wednesday 22 May 2019	08:00 - 18:00
Thursday 23 May 2019	08:00 - 18:00

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INSURANCE

The Exhibitor must have adequate multi-risk insurance that covers property, equipment and third parties.

Every reasonable precaution will be taken by the Organisers to ensure the security and safety of the exhibition hall and adjacent areas and the contents thereof. However, the Organisers cannot be held responsible for any loss or damage that may befall the person or property of the Exhibitors from any cause whatsoever. While the Organisers are insured for Public Liability, it is the responsibility of the Exhibitors to take up cover in regard to:

- A. Exhibits and contents of stand against loss or damage by theft, fire and any other natural calamities, or any cause whatsoever.
- B. Expenses incurred due to abandonment or postponement of the exhibition.
- C. Bodily injury or illness to their representative or agent, or visitors in their stand area.
- D. Any other liability due to the negligence, inadvertence or misbehaviour of the Exhibitor and/or their workmen, staff, representatives or agents.

NB. When the show officially closes on Thursday 23 May 2019, security will cease. Please therefore ensure that you have made suitable security arrangements for equipment left in your stand area during the dismantling period. Any exhibitor who wishes to order a security guard for their stand should complete the appropriate form.

Please [click here](#) to download the form

Please [click here](#) for the Guard Services order form.

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PHOTOGRAPHY AND VIDEO FOOTAGE

The Organisers reserve the right to use any or all photos taken during the exhibition by the official photographer for the purpose of marketing or other promotional activity. Exhibitors that would prefer their stand photos not to be used, should send this request to us by email to:

Automotive Interiors Expo 2019: interiors@ukimediaevents.com

Automotive Testing Expo 2019: atxeu@ukimediaevents.com

Autonomous Vehicle Technology Expo 2019: avt@ukimediaevents.com

Engine Expo + The Powertrain Technology Show 2019: engine@ukimediaevents.com

Global Automotive Components and Suppliers Expo 2019: gacs@ukimediaevents.com

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PRESS AND PUBLIC RELATIONS

Although UKi Media & Events works hard to maximise the publicity and promotional opportunities surrounding its shows, it would also like to encourage all exhibitors to understand the huge potential opportunities that its shows represent in terms of media exposure and the commercial benefits to your business that can be achieved via well managed PR campaigns. It believes that it's important for all exhibitors to develop an ongoing relationship with the specialist trade press as well as national and regional media.

So how can 'PR' help? What is PR?

Public Relations is a useful marketing tool for businesses to communicate with existing or potential customers and the industrial community around them. It raises profiles, drives sales and creates awareness. The aim is to influence journalists into wanting to write or talk about your company 'editorially'- i.e. as news and not advertising. If you are successful, the exposure for your organisation is completely free!

Distribution of press materials

To optimise opportunities for coverage, you should ideally develop your own tailored distribution media lists for press materials. News releases should normally be sent by email; but always according to the preference of the recipient.

If you do not have your own media contact list, UKi Media & Events can, in certain circumstances, provide your organisation with appropriate media lists to assist you.

Press Packs and Releases

Everyone exhibiting at a show should come equipped with at least a press release or at best a comprehensive press pack.

Press releases need not be complex, but simple, clearly written and informative documents highlighted your latest news, new products or services. Today, much press material is produced in an electronic format such as a CD Rom or USB stick. However, a simple paper release is acceptable.

Press material can be placed in both the show's dedicated media centre and retained by your organisation for additional distribution to media visiting your stand.

Media liaison

The most impact will be made where a company builds the strongest relationships with the leading journalists through telephone or face-to-face contact.

Journalists should be offered a consistent point (or points) of contact if they want to pose questions to your company. Wherever possible, journalists should be offered a mobile telephone number as well as an office number for out-of-hours contact. These contact details should be reproduced on all press materials.

Interviews

Shows, exhibitions and conferences provide the perfect platform for direct contact with the media in your industry. Your spokesperson should be well informed with a list of key messages to communicate during the interview. Interviews should be offered to the media in advance of a show and set-up prior to the show in order to provide the best planning. UKi Media & Events can assist with this if necessary.

Press Conferences

Shows also present the perfect opportunity to organise a press conference. These can take the form of an informal media gathering on your exhibition stand through to large formal presentations in dedicated facilities with full audio visual support.

These provide a perfect platform for relationship building with the media and an opportunity for detailed product/service familiarisation.

UKi Media & Events can assist you with press conference planning and media invitations if necessary.

News you already have and are making every day

Think about what is happening in the business. Possible examples include:

- A new product, service or technology
- A sales record, contract win, financial results or significant company news
- A special promotion
- New members of staff or company investment
- Attendance at shows or events

For assistance with any of your PR requirements, please contact:

Wesley Doyle, communications manager

Tel: +44 1306 743744

Fax: +44 1306 742525

Email: wesley.doyle@ukimediaevents.com

Peter Haynes, exhibitor media support

Tel: +44 2079 521070

Email: phaynes@torqueagencygroup.com

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SECURITY

The Organisers have arranged for security guards to patrol the exhibition during the day and for the halls to be fully locked each night. However, exhibitors are advised to take precautions against theft and to be vigilant at all times. This is especially important during build-up and breakdown when there are a lot of people entering and exiting the halls.

The Organisers do not accept responsibility for missing items and exhibitors should insure against loss. Any items believed to have been stolen must be reported immediately to the Organisers' Office, as it will be necessary to complete an official report.

If you wish to hire an individual security guard for your stand, please complete the [Security Guards order form](#) by 22nd April 2019.

In addition to being cautious, exhibitors should take care to protect their possessions in their absence - particularly at night when their stand is not staffed. During these hours, there are people in the building - cleaning crews, maintenance personnel, exhibitors who have a need to work late, etc. For a thief to take advantage of the presence of these legitimate workers is not overly difficult.

NB: When the show officially closes on 23 May 2019, security will cease. Please therefore ensure that you have made suitable security arrangements for equipment left in your stand area during the dismantling period.

SECURITY TIPS

- DO NOT ship display material directly to Messe Stuttgart, for receipt and storage. Most exhibition centres do not have adequate secure storage space, nor can they take on the added responsibilities of ensuring your property against theft. All exhibit materials should be sent to the official freight forwarding and on-site handling contractor for the event both for safekeeping and delivery to the proper location at the proper time.
- DO ship exhibit materials in sturdy containers, which do NOT indicate contents. Your company name and address, the name of the event and stand number should be clearly marked on all boxes and crates.
- DO NOT leave unpacked display material unattended during set-up or dismantle hours. Make sure shipping containers are EMPTY prior to being sent to storage during the event. During dismantle, pack, seal and address all containers and consign them to the on-site handling agent for return shipment BEFORE leaving your stand.
- DO securely fasten lightweight high-theft-risk items such as laptop computers, cameras, calculators, stereos, DVD's using tethers or lock them in showcases. Personal items of value should never be left in an unattended stand. Small items should not be left out where people can easily take them.
- NEVER leave laptop computers unattended, even for a few minutes.
- DO NOT store items of value behind your stand or under a counter or table. Keep all brochures and sales material at the front of your stand so you never have to turn your back on your customers. Your stand can get very busy; it is at times like this that losses may occur.
- DO lock up high-theft-risk items overnight or take them with you at the end of each day. If this is not possible and you require a stand security officer, please use the online [Security guard order form](#) or contact the Organiser's office onsite.

SHOWGUIDE

Please click on the link below to submit your show guide entry of 100 words to be published in the official show guide no later than w/c 4th March 2019 (to be translated, by us free of charge, into German) or 8th April 2019 our final deadline for the English Show guide.

The option to provide your own German translation is available via the form.

It is the responsibility of the main exhibitor to pass their login details to any companies sharing their stand space, and to ensure that they submit a show guide entry.

Entries received after w/c 4th March 2019 will not be translated in to German.

Show guide entries are to be completed by all Exhibitors and their sharing companies.

Please **Click Here** to submit your entry

PLEASE NOTE: We will not be able to guarantee the translation of any entries received after w/c 4th March 2019 in to German for our show guide, and will not be able to guarantee the inclusion of any entries received after 8th April to the English show guide.

STAND CHECK FORM - PERMISSION TO BUILD

Stand check form – permission to build (Deadline: 8th April 2019)

As this is a space only exhibition, exhibitors must complete the **stand check form**, to notify the organiser of their stand plans and complete details of any contractors or agents they will be working with to build their stand.

We would advise all exhibitors who are planning to use their own “Pop up” displays to order flooring and wall panels from the exhibitor manual, as these will not be provided as part of your stand space agreement and we cannot guarantee the condition of the existing hall floor, or the rear of any neighbouring walls.

PLEASE NOTE: It is compulsory for ALL Exhibitors to submit the **stand check form**.

No Exhibition stand may be built until written approval is received from the organiser.

Stands with any part of the build, signage or display extending above 2.5 metres

Any stand with a height of more than 2.5 metres at ANY point of the build or display, two-storey stands, stands with raised floors and stands with stairs must ensure that copies of detailed structural plans, as well as a method statement are sent along with their submission. We have partnered with AbraxsysGlobal Ltd – an independent health and safety conformity company – who will check all stand documentation received, which

are not standard shell scheme up to 2.5 metres in height. This service is free of charge to exhibitors who submit their plans before the deadline date.

Please check the maximum build height allowed under the [Hall Technical Information](#) section of the manual.

Please note: a permission to build will only be issued once all documentation has been checked and approved.

Failing to submit a Stand Check Form and Risk Assessment

PLEASE NOTE:

Self build stands, Independent Contractors and builds with any part of the stand over 2.5 metres are required to submit the stand check form, Risk Assessment and a Method Statement by the given deadline 8th April 2019.

Exhibitors hiring a shell scheme from the official stand contractor, or building at 2.5 metres or under must submit the Stand Check form and complete the questions for the Risk Assessment at the end of the form, incomplete forms will not be accepted.

If an exhibiting company fails to submit a **stand check form** and the required Risk Assessment / Method Statement, by the deadline given and the resulting design or build affects a neighbour, venue or the organiser, all associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be passed along to the late submitting exhibitor.

This will not be applied if a stand space is booked after the deadline, but we reserve the right to refuse plans should they directly affect a neighbour, venue or the organiser.

No exhibition stand may be built until written approval is received from the organiser.

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VENUE AND DATES

Venue

Venue: Stuttgart Trade Fair

Address:

Landesmesse Stuttgart GmbH

Messeplazza 1

D-70629 Stuttgart

Germany

Tel: +49 711 18560 2444

Fax: +49 711 18560 2623

E-mail: sms@messe-stuttgart.de

Web: www.messe-stuttgart.de

For more information on getting to the venue, please [click here](#)

Dates

Dates: 21, 22, 23 May 2019 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

Please do not use the venue address for freight deliveries. Please contact the official Freight agents:
[European International Fairs Ltd](#)

If you are planning 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.

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VENUE TECHNICAL GUIDELINES & ACCESS INFORMATION

Technical Guidelines / Technische Richtlinien

- [Click here](#) to view Technical Guidelines in English.
- Für die Technischen Richtlinien bitte [hier klicken](#).

Exhibition of Vehicles and Notification to Exhibit Vehicles / Merkblatt und Anzeige zur Ausstellung von Kraftfahrzeugen

- [Click here](#) to view the Exhibition of Vehicles information and Notification to Exhibit Vehicles.
- Für die Merkblatt und Anzeige zur Ausstellung von Kraftfahrzeugen bitte [hier klicken](#).
- [Click here](#) to view the Fact Sheet for Vehicles in the Exhibition Hall and ICS International Congress Center Stuttgart.
- Fahrzeuge in der Halle und im ICS Internationales Congress center Stuttgart bitte [hier klicken](#).

House Regulations / Hausordnung

- [Click here](#) to view House Regulations in English.
- Für die Hausordnung auf Deutsch bitte [hier klicken](#).

General Terms and Conditions / Allgemeine Geschäftsbedingungen

- [Click here](#) to view the General Terms and Conditions.
- Für die Allgemeine Geschäftsbedingungen bitte [hier klicken](#).

Access Routes

Navigation address:

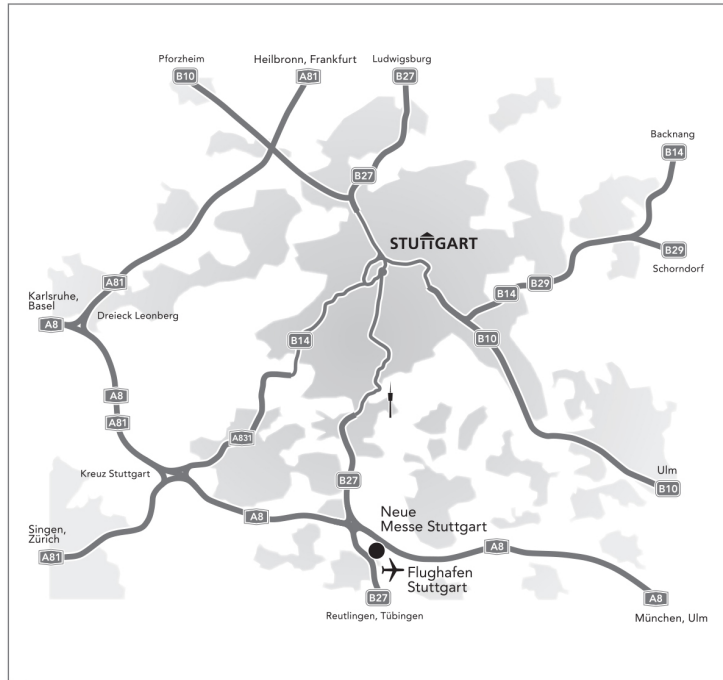
Flughafenstraße/Flughafen
70629 Stuttgart

By car

The **sign guidance system**

»Messe/Flughafen« will lead you to the trade fair site of Landesmesse Stuttgart GmbH from any direction, avoiding inner city traffic.

You can also use the **Park & Ride** multi-storey car parks in Stuttgart and surroundings and travel to the trade fairgrounds by public transport.

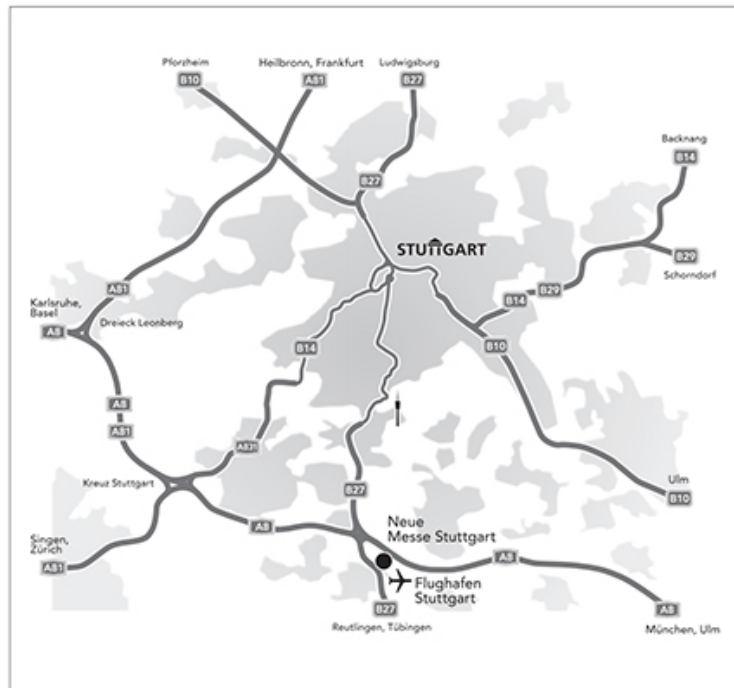
**Navigationsadresse:**

Flughafenstraße/Flughafen
70629 Stuttgart

PKW

Bei der Anreise mit dem PKW bringt Sie die **Beschilderung »Messe/Flughafen«** unter Vermeidung des Innenstadtverkehrs von jeder Richtung zum Gelände der Landesmesse Stuttgart GmbH.

Eine weitere empfehlenswerte Möglichkeit besteht darin, die **Park & Ride Parkhäuser** in Stuttgart und Umgebung zu nutzen und mit öffentlichen Verkehrsmitteln zum Messegelände zu fahren.



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Important information and guidelines for exhibitors and stand builders

Please note that the **Waste Disposal form** must be returned by the deadline given.

Due to the statutory regulations contained in the German Material Recycling Act, the following rules must be adhered to:

With effect from 1 January 1998, it is no longer permitted to leave waste of any kind in the hall, especially in the aisles.

Waste must be stored in suitable containers on the stand until it is collected. Containers can be ordered using the Waste Disposal form.

Exhibitors are free to decide whether to take their waste away for recycling or to give it to our service partner for disposal.

During build-up and dismantling, all waste must be removed from the hall by 18.00.

Stuttgart Messe staff will be available to assist exhibitors with their waste requirements throughout the event and during the stand construction and dismantling periods.

If exhibitors have any questions regarding disposal, they should contact the waste disposal company directly, tel. +49 (0) 711 18560 3630.

Sawdust and wood chips from sawing work using hand saws or circular saw benches must be collected by means of sawdust collection filters or suction systems. Sawdust represents an increased risk of accident or fire! Please note this in exhibitors own interest.

Please cooperate with us regarding waste disposal. Think about your environment!

An increased disposal charge of 150 EUR for each commenced m3 will be levied for waste which is left behind on or around stands not in the proper waste disposal containers.

Thank you very much for your cooperation.

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WATER AND WASTE CONNECTIONS

Water and waste supply to the stands in the halls is via floor channels and/or floor-mounted connectors.

If you require this service it is important that you contact the official contractor as soon as possible so that they can advise you of the nearest connection point.

Whilst each exhibitor is required to allow access to the water/waste points which fall within or close to their allocated stand space, if your nearest connection is contained in or subsequently affects a neighbouring stand, you will be required to contribute to the associated costs (for example a raised floor).

Responsibility for paying for extra costs should be agreed between exhibitors in advance. Please contact the organiser or official contractor for further assistance with this.

Please be aware that in rare cases the above might apply to power connections, although raised floors are not usually required to enable connection.

HEALTH AND SAFETY INFORMATION

We endeavour to maintain high standards of health and safety and require Exhibitors and Contractors to undertake their work in a safe way that does not put themselves or others at risk.

We reserve the right to require the removal from the premises of any persons who do not comply with our requirements, or who put themselves or others at risk. The organisers similarly reserve the right to require the removal of any machinery, equipment or material that, in their opinion, is dangerous when used in the way intended.

All Personnel and contractors employed by you must be provided with the necessary information, instruction, training and supervision in health and safety matters before coming onsite.

Main areas which you must give due thought and consideration to before and during your time onsite:

- Understanding of Fire and Emergency procedures and location of First Aid Centre. All staff must be notified of these procedures.
- It is necessary to keep specific gangways clear during Build-Up/Breakdown and throughout the show open days for emergency evacuation purposes.
- Working at height must always be done in a safe manner using suitable equipment in the approved way e.g. scaffold towers, hard hats etc.
- All mechanical lifting equipment, i.e. forklift trucks, cranes etc. must be operated by the official contractor only – no one else will be permitted to drive or operate machinery of any description in the loading bays or Exhibition halls.
- Personal Protective Equipment (PPE) should be used if other protective measures are unrealistic and employees must be trained in its use and limitations.
- Portable power equipment should only be used for the purpose for which it is designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and not be laid across gangways. Power requirements must not overload the system order. Such equipment must never be left unattended with power supplied to it. Please do not create a floor hazard at any time.
- All staff must be trained to ensure safe working practices and good housekeeping is maintained in all work areas, minimising hazards.
- All Exhibitors who are not hiring a shell scheme must submit full Risk Assessment and Method statement with their **stand check form** a template for each can be downloaded from the stand check form.

SCAM WARNING

Attendee List Email Scam

Emails are circulating that offer to sell attendee lists for our exhibitions and conferences. These emails are sent by scammers either impersonating UKi Media & Events or appearing to be a legitimate company associated with

UKi Media & Events.

Note that UKi Media & Events never sells or shares its exhibitor or attendee lists. It is not possible that they have our attendees' details. We have never authorized a third-party to distribute or sell any lists related to our events and never will.

Statements claiming to offer our attendee lists are thus fraudulent.

If you receive emails that propose to sell attendee lists, do not engage with the sender and delete the message immediately.

Hotel Booking Scam

Our exhibitions and conferences are also the target of hotel scams. Scammers call or email attendees and exhibitors, claiming to represent UKi Media & Events and its associated events, and encourage our customers to book rooms using fake promotion codes at a variety of hotels close to the venue.

RAI Hotel Services are the only official accommodation agency and the only third-party company that may send emails or place phone calls to individuals in order to promote specific accommodations.

For more information regarding accommodation, please visit the 'Travel & Hotels' section within the event website, or contact RAI Hotel Services.



RAI Hotel Services

PO Box 77777

1078 GZ Amsterdam

The Netherlands

T : +31 20 549 1927

E: hotelservices@rai.nl

Showguide Scam

It has been brought to our attention that our exhibitors are being approached to promote their participation at the show in 'Expo Guide'. The letter is written to be misleading and what appears to be an offer of a FREE listing, will actually cost your company a significant amount of money. We do not endorse this 'guide' and we urge you to disregard any correspondence you may receive in relation to an 'Expo Guide'.

If you are contacted by 'Expo Guide', or any other related association, what is we suggest that you do not progress the conversation any further, and that you contact us immediately to inform us of the approach.

The AEO (Association of Event Organisers, United Kingdom) is aware of these malpractices and has the latest developments on these threats on their website. Please [click](#) here for more information.

Misrepresentation as official contractors or service providers

Numerous instances of dubious practices by third-party companies have been reported, including some in the transportation, audio-visual, display rental and installation and dismantling sectors. These companies misrepresent themselves as official contractors and use the strength of our show's brand without sufficient benefit to exhibitors for what they charge. Often, these companies will not deliver the promised services or will

deliver poor-quality products and services with minimal customer service. Additionally, these companies may not be present at the show site to assist with any issues, thus causing more headaches and costs to you.

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