



Exhibitor-Appointed Contractors' Information

Automotive Testing Expo 2022 Europe - Useful information for exhibitor-appointed contractors.

EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

EXHIBITION TIMETABLE

Build-up

Sunday, June 19, 2022	07:00 - 22:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, June 20, 2022	07:00 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, June 20, 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, June 21, 2022	10:00 – 17:00
Wednesday, June 22, 2022	10:00 – 17:00
Thursday, June 23, 2022	10:00 – 15:00

Breakdown

Thursday, June 23, 2022	15:30 – 24:00
Friday, June 24, 2022	07:00 – 17:00

BUILD-UP FURTHER INFORMATION

An additional set-up day on Saturday, June 18, 2022 is possible on request. Please note contractors will not be able to access the halls before Sunday, June 19, 2022 without prior permission from the Organizer. For more information, please contact the Organizer: atxeu@ukimediaevents.com.

All major building works must be completed and excess products and packaging materials removed

no later than 18:00hrs on Monday, June 20, 2022. If you intend to work through the night, you must obtain permission from the Organizer's office before 16:00hrs each day.

Exhibitor services and venue contractors cease work at 18:00hrs on Monday, June 20, 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.

Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Sunday, June 19, 2022, without prior permission from the Organizer.
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.
- Monday, June 20, 2022, 18:00hrs to 22:00hrs is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00 midday on Monday, June 20, 2022, as Shell Scheme booths may not be ready before this time.

Please ensure that you organize waste removal via the Webshop (see Booth Services Forms in the Order Form Checklist) before the deadline. Charges made for removal of any leftover structures or waste material will be invoiced to the exhibitor.

The Organizer has 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.

BREAKDOWN FURTHER INFORMATION

No exhibits may be removed before the exhibition closes at 15:00hrs on Thursday, June 23, 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 17:00hrs on Friday, June 24, 2022. Please ensure that you organize waste disposal, as

the removal of set-ups 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: atxeu@ukimediaevents.com.

ACCESS INFORMATION

[Arrive to Trade Fair Centre](#)

Situated between the airport and the motorway, the convention centre and trade fair grounds offer ideal conditions for arrival and departure. Direct links to the A8 motorway, the B27 federal highway, the airport, the urban railway (S-Bahn) station and local public transport mean that visitors have just a pleasant few minutes' walk to the grounds.

For further information how to get there, please click below:

[By car](#)

[By train](#)

[By public transport](#)

[By plane](#)

Parking

Please [Click here](#) for information on parking at the Messe Stuttgart

Please [Click here](#) for site plan for exhibitor parking

Please [Click here](#) for parking during build-up and break-down

[Click here](#) to see Access Plan

[Click here](#) to see Site Plan

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 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.

VENUE TECHNICAL INFORMATION

[Click here](#) to view the Messe Stuttgart's Technical Guidelines

[Click here](#) to view the Messe Stuttgart's House Regulations

[Click here](#) to view the Exhibition of Vehicles information and Notification to Exhibit Vehicles

[Click here](#) to view the General Terms and Conditions.

Hall 10

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 8

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

PLEASE NOTE: The Technical Guidelines of Messe Stuttgart must be complied with, especially

point 4, "booth regulations".

Notes: In all halls structural pillars can be clad with booth 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 (booth 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 booth plan showing the dimensions of a structural pillar within your booth, can be requested by email: atxeu@ukimediaevents.com.

Organizer's Rules and Height Restrictions

The standard height of any individual exhibition booth is considered to be 2.5 meters (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition halls. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 meters. Please note the permissible maximum build height and to suspend down from limit is 6.5 meters.

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 neighboring 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 neighbors.
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 by the deadline of May 9, 2022**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (May 9, 2022) above 2.5 meters will be subject to approval and may be refused.
5. If an exhibiting company fails to submit a Booth Check Form by the deadline and the resulting design or build affects the neighbor, venue or the Organizer, ALL associated costs such as new banners, paint, labor, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

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.

[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 Stuttgart Messe Services has been appointed as the Official booth contractor for the Automotive Testing Expo Europe 2022. The full online shop is available in the online Exhibitor manual - please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

DELIVERIES

Please do not use this address for freight deliveries. Please contact the official Freight agents: European International Fairs Ltd. Please contact txeops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings:

European International Fairs Limited
Units 6 & 10 Skitts Manor Farm
Moor Lane, Marsh Green
Edenbridge, Kent, TN8 5RA
United Kingdom
Tel: +44 1732 860330
Contact: Steven Maddock

Sending courier shipments directly to the show site is not advisable. Some delivery companies will allow anyone within the venue to sign for the consignment (i.e. a cleaner, visitor, and car park attendant) and the consignment may not make its way to your booth with no possibility to locate it within the venue. For that reason, European International Fairs Limited will only accept courier shipments at the advance warehouse.

If you still want to send small packages via courier, we advise that you send them to your hotel to minimise the risk of misplacing the package at the venue but some hotels may refuse any deliveries.

USEFUL CONTACTS

Organizer
UKi Media & Events
Contact: Exhibition Operations Team
Tel: +44 (0)1306 743744
Email: atxeu@ukimediaevents.com
Website: www.testing-expo.com/europe

Booth orders and services

Messe Stuttgart
Contact: Technical Services for Exhibitors
Tel: +49 711 18560 2444
Email: sms@messe-stuttgart.de

Freight forwarding, on-site handling, forklifts and storage services:

European International Fairs Ltd

Contact: Steven Maddock

Tel: +44 1732 860330

Email: txeops@european-intl.com

Web: www.european-intl.com