

automotive interiors EXPO 2022

EUROPE

Stand Build Information

Automotive Interiors 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, November 6, 2022	07:00 - 22:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, November 7, 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, November 7, 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, November 8, 2022	10:00 - 17:00
Wednesday, November 9, 2022	10:00 - 17:00
Thursday, November 10, 2022	10:00 - 15:00

Breakdown

Thursday, November 10, 2022	15:30 – 22:00
Friday, November 11, 2022	07:00 – 17:00

BUILD-UP FURTHER INFORMATION

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, November 7, 2022.

The organizer 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 organize waste removal before the deadline in the Order Form Checklist under Booth Services Forms.

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

Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Sunday, November 6, 2022. This has changed from previous years!
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.
- Monday, November 7, 2022, 18:00 to 22:00 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 Monday, November 7, 2022, as Shell Scheme booths may not be ready before this time.

Venue contractors cease all building work at 18:00 on Monday, November 7, 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 18:00 and 22:00, 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.

BREAKDOWN FURTHER INFORMATION

Breakdown information

No exhibits may be removed before the exhibition closes at 15:00hrs on Thursday, November 10, 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, November 11, 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:
interiors@ukimediaevents.com

ACCESS INFORMATION

How to get there

Access routes for Messe Stuttgart

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.

BUILD UP / BREAK DOWN ACCESS INFORMATION

Technical Guidelines

[Click here](#) to view Technical Guidelines in English

Exhibition of Vehicles and Notification to Exhibit Vehicles

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

[Click here](#) to view the Fact Sheet for Vehicles in the Exhibition Hall and ICS International Congress Center Stuttgart

House Regulations

[Click here](#) to view House Regulations in English

General Terms and Conditions

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

Access Routes

Please [click here](#) for access routes.

Build-up / Breakdown Information / Access Deposit Regulations

Click below to see build-up and breakdown information / Access deposit regulations in English:

Hall 3 (COMING SOON)

[Click here](#) to see Access Plan in English.

[Click here](#) to see Site Plan in English.

CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE

Work ID card for build-up and break-down (COMING SOON)

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

Technical Guidelines

[Click here](#) to view Technical Guidelines in English

Exhibition of Vehicles and Notification to Exhibit Vehicles

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

[Click here](#) to view the Fact Sheet for Vehicles in the Exhibition Hall and ICS International Congress Center Stuttgart

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the 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. Please contact us if you have any questions regarding the build height of the booths around you.

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

Hall 3

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:

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 m and 6 m from the hall floor in front of heating and ventilation systems.

[Please click here for more details](#)

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: interiors@ukimediaevents.com

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

FREIGHT FORWARDING AND ON-SITE HANDLING

European International Fairs Ltd (hereafter referred to as “EIFL”) are the sole official freight forwarder and on-site handling company for Automotive Interiors Expo Europe 2022.

Through their worldwide network of partners and agents, EIFL offer seamless multimodal door-to-stand transportation services for your stand components, exhibits and promotional items for Automotive Interiors Expo 2022 (as well as the return / onward forwarding of your goods after the event).

EIFL are the sole on-site cargo handling agent for the event and provide services such as unloading & reloading, plant & labour hire, removal and storage of packaging & full goods items (ie empty crates, pallets toolboxes etc) during the event.

Due to health, safety and liability reasons, EIFL will be the ONLY company permitted to operate mechanical lifting equipment (ie forklifts etc) at the event both inside and outside the halls.

Please contact aieops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings.

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

It is not compulsory that you use the official agent for transportation of your goods to Stuttgart however it is highly recommended that you do so. EIFL are specialists in the reliable transportation of goods for trade shows and will arrange temporary importation with German Customs for items being imported for the show.

We strongly advise against shipping goods via courier directly to the event as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Click [here](#) to access EIFL’s full shipping instructions and tariff for the event.

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 Interiors Expo 2022.

For shell scheme packages and all other services, please order through the [Messe Stuttgart Webshop](#). You will also find the Webshop available in the Order Form Checklist under Booth Services Forms. However, if you have any questions regarding an existing order, please contact Stuttgart Messe Services, Tel: +49 711 18560 2444, Email: sms@messe-stuttgart.de.

VENUE, DELIVERIES & USEFUL CONTACTS

Venue Address:

Landesmesse Stuttgart GmbH
Messeplazza 1
70629 Stuttgart
Germany
Tel: +49 711 18560 2444
Fax: +49 711 18560 2623
Email: sms@messe-stuttgart.de
Web: www.messe-stuttgart.de

Deliveries

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

Freight & On-site Handling

European International Fairs Ltd
Contact: Steven Maddock
Tel: +44 1732 860330
Email: aieops@european-intl.com

Organizer

UKi Media & Events
Contact: Exhibition Operations Team
Tel: +44 1306 743744
Email: interiors@ukimediaevents.com
Web: www.automotive-interiors-expo.com

Messe Stuttgart

Technical Services
Tel: +49 711 18560 2444
Fax: +49 711 18560 2623
Email: sms@messe-stuttgart.de
Web: www.messe-stuttgart.de

Service partner for ceiling suspensions:

Neumann & Muller GmbH & Co.KG
Telephone: +49 711 185679360
Email: messe.stuttgart@neumannmueller.com