

# automotive interiors EXPO 2023 EUROPE

## Stand Build Information

Automotive Interiors Expo 2023 - 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, December 3, 2023	07:00 - 22:00	Custom build booths with independent contractor ONLY - <b>safety shoes compulsory</b>
Monday, December 4, 2023	07:00 - 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, December 4, 2023	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, December 5, 2023	10:00 – 17:00
Wednesday, December 6, 2023	10:00 – 17:00
Thursday, December 7, 2023	10:00 – 15:00

#### Breakdown

Thursday, December 7, 2023	15:30 – 22:00
Friday, December 8, 2023	07:00 – 17:00

## **BUILD-UP FURTHER INFORMATION**

Venue contractors cease all building work at 18:00 on Monday, December 4, 2023; 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.

### Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Sunday, December 3 2023
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period
- Monday, December 4, 2023 from 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, December 4, 2023, as Shell Scheme booths may not be ready before this time.

The Organiser 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.

Please ensure that you organise waste removal before the deadline via the Stuttgart Messe Webshop. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

## **BREAKDOWN FURTHER INFORMATION**

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, December 7, 2023, 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 booth, including freight are the responsibility of the exhibitor. Please speak to the Organiser 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, December 8, 2023. Please ensure that you organise 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 Organiser:  
[interiors@ukimediaevents.com](mailto:interiors@ukimediaevents.com).

## **ACCESS INFORMATION**

### **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**

### **Venue Technical Guidelines**

[Click here](#) to view the Technical Guidelines.

### **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 the House Regulations.

### **General Terms and Conditions**

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

### **Access Routes**

[Click here](#) to view the access routes (Arrival to Trade Fair Centre).

## **Build-up / Breakdown Information / Access Deposit Regulations**

Click here **(COMING SOON)** to view the Build-up and Breakdown Information / Access Deposit Regulations (Stand Set-up & Dismantling)

[Click here](#) to view the Access Plan (Overview - Access, Loading and Unloading).

[Click here](#) to view the Site Plan (Site Overview).

## **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 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 CLICK HERE **(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**

### **Venue 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 (*shell scheme and pop up displays only*) 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/m<sup>2</sup> on concrete floor, maximum load over service ducts is 16 kN/m<sup>2</sup>.

### Build heights

Main hall: The maximum build height to build-up to is 4.0 metres.

### Suspensions

Suspensions from the ceiling are possible up to 8.9m.

Nothing must be suspended from the ceiling between 5m and 6m from the hall floor in front of heating and ventilation systems.

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

### *Rigging/Banners*

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

### Windows in the halls

The hall has windows on all 4 sides therefore please check the 360 degree view for more details:

### [Hall 3](#)

If you have any specific questions regarding the windows, please contact the Organiser: [interiors@ukimediaevents.com](mailto:interiors@ukimediaevents.com).

### Raised Floors

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors of 4cm and over are required to have compulsory integrated ramp access.

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](mailto:interiors@ukimediaevents.com).

### Service partner for ceiling suspensions

Neumann & Muller GmbH & Co.KG

Tel: +49 711 185679360

Email: [messe.stuttgart@neumannmueller.com](mailto:messe.stuttgart@neumannmueller.com)

### Multi-Storey Booths

For multi-storey structures, a proof of structural stability is required. In principle, the test static engineer commissioned to perform this work shall come from Baden-Württemberg. A test static engineer, who is commissioned to perform a static test, may also, by way of exception, come from a German federal state other than Baden-Württemberg. The work shall then be accepted on-site by a test static engineer who is recognised in Baden-Württemberg and who shall provide an acceptance certificate. This certificate must be available at the stand for presentation. The test static engineer on-site must be authorised by the exhibitor / stand builders.

Please [click here](#) for further information and registration of Multi-Storey Structures

Please note that the Exhibitor/ external contractor must pay the fee directly to the test static engineer. The Messe Stuttgart does not charge a fee for using this service.

For further information, please contact the test static engineer directly:

**Dipl.-Ing. Frank Zimmermann**

Tel. +49 711 64954-0

E-mail: [frank.zimmermann@boll-und-partner.de](mailto:frank.zimmermann@boll-und-partner.de)

The exhibitor / your external contractor want to hire your own test static engineer, they must be commissioned to perform this work shall come from Baden-Württemberg. Please [click here](#) for further information.

### **Organiser'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.

### Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. 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.

4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).
6. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of October 23, 2023**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (October 23, 2023) above 2.5 meters will be subject to approval and may be refused.
7. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

[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 2023.

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 2023 (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 (i.e. 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 (i.e. forklifts etc) at the event both inside and outside the halls.

Please contact [aieops@european-intl.com](mailto: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 Automotive Interiors Expo 2023.

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 Official Contractor Services. 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](mailto:sms@messe-stuttgart.de).

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

#### **Venue Address**

Landesmesse Stuttgart GmbH  
Messepiazza 1  
70629 Stuttgart  
Germany  
Tel: +49 711 18560 2444  
Fax: +49 711 18560 2623  
Email: [sms@messe-stuttgart.de](mailto:sms@messe-stuttgart.de)  
Web: [www.messe-stuttgart.de](http://www.messe-stuttgart.de)

#### **Deliveries**

Please do not use this address for freight deliveries. Please contact the official freight & on-site handling agent:

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

#### **Organiser**

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

#### **Messe Stuttgart**

Technical Services  
Tel: +49 711 18560 2444

Email: [sms@messe-stuttgart.de](mailto:sms@messe-stuttgart.de)

Web: [www.messe-stuttgart.de](http://www.messe-stuttgart.de)

**Service partner for ceiling suspensions**

Neumann & Muller GmbH & Co.KG

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