



Exhibitor-Appointed Contractors' Information

ADAS & Autonomous Vehicle Technology Expo 2023 - 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 11, 2023	07:00 - 22:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, June 12, 2023	07:00 - 18:00	Custom build booths with independent contractor - safety shoes compulsory Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, June 12, 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, June 13, 2023	10:00 – 17:00
Wednesday, June 14, 2023	10:00 – 17:00
Thursday, June 15, 2023	10:00 – 15:00

Breakdown

Thursday, June 15, 2023	15:30 – 24:00
Friday, June 16, 2023	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, June 12, 2023.

Exhibitor services and venue contractors cease work at 18:00hrs on Monday, June 12, 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 18:00hrs and 22:00hrs, 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, June 11, 2023, without prior permission from the Organiser.
- 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 12, 2023, from 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 12, 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. 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 15:00hrs on Thursday, June 15, 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 15:00hrs, 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 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, June 16, 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: avt@ukimediaevents.com.

ACCESS INFORMATION

[Arrival to Trade Fair Centre - English](#)

[Arrival to Trade Fair Centre - German](#)

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.

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 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 6

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 meters.

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

Organiser'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 is 6 meters. The maximum permissible suspension height for the individual halls is as stated above.

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. All exhibiting companies must complete and return the **Booth Check Form by the deadline of May 1, 2023**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (May 1, 2023) above 2.5 meters will be subject to approval and may be refused.

6. If an exhibiting company fails to submit a Booth Check Form 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. 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 ADAS & Autonomous Vehicle Technology Expo 2023. 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

Organiser

UKi Media & Events

Contact: Exhibition Operations Team

Tel: +44 (0)1306 743744

Email: avt@ukimediaevents.com

Website: www.autonomousvehicletechnologyexpo.com/

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