



## Exhibitor-Appointed Contractors' Information

ADAS & Autonomous Vehicle Technology Expo 2024 - 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

##### Build-up timetable

Sunday, June 2, 2024	07:00 - 22:00	Custom build booths with independent contractor ONLY - <b>safety shoes compulsory</b>
Monday, June 3, 2024	07:00 - 18:00	Custom build booths with independent contractor - <b>safety shoes compulsory</b> Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, June 3, 2024	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

##### Exhibition opening hours

Tuesday, June 4, 2024	09:00 – 17:00
Wednesday, June 5, 2024	09:00 – 17:00
Thursday, June 6, 2024	09:00 – 15:00

#### Breakdown

##### Breakdown timetable

Thursday, June 6, 2024	15:30 – 24:00
Friday, June 7, 2024	07:00 – 17:00

## **BUILD-UP FURTHER INFORMATION**

Please note contractors will not be able to access the halls before Sunday, June 2, 2024, without prior permission from the Organiser. For more information, please contact the Organiser: [avt@ukimediaevents.com](mailto:avt@ukimediaevents.com).

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, June 3, 2024.

Exhibitor services and venue contractors cease work at 18:00hrs on Monday, June 3, 2024 - 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 2, 2024, 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 3, 2024, 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 3, 2024, 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 6, 2024, 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 7, 2024. Please ensure that you organise waste disposal, as the removal of booth build waste materials 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](mailto:avt@ukimediaevents.com).

## **ACCESS INFORMATION**

### **Access routes for Messe Stuttgart**

#### [Arrival 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 more information on how to get there, please click [here](#) and see "Travel & Accommodation" for the different access routes.

### **Parking**

Car parking is available for exhibitors in P26 at the West Entrance. Parking permits can be purchased (cash only) from Gate 2 or in the APCOA office in the Bosch Parking garage, P20, Level '0', outside the East Entrance.

Truck parking during the show is possible on / in P29, the truck pool. To purchase a ticket go to Hauptwache - Gate 1.

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 Identity Cards 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 to obtain 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 booth 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 of LMS**

[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.

### **House Regulations**

[Click here](#) to view House Regulations.

## **Hall 6**

### 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

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](mailto:avt@ukimediaevents.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**

Test Engineer

Tel.: +49 711 400 408-0

E-mail: [frank.zimmermann@bpft.de](mailto:frank.zimmermann@bpft.de)

Address: Rotebühlstraße 121, 70178 Stuttgart, Germany

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.

**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 over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm.

**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).

**Booth Perimeters**

No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

**Windows in the Halls**

There are windows on all sides of Hall 6. Please check the 360 degree view for more details:

[Hall 6](#)

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

**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. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.
6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).
7. All exhibiting companies must complete and submit the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of April 22, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (April 22, 2024) above 2.5 meters will be subject to approval and may be refused.
8. 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

### **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 2024. 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](mailto:txeops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings:

European International Fairs Limited

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](mailto:avt@ukimediaevents.com)

Website: [www.autonomousvehicletechnologyexpo.com/](http://www.autonomousvehicletechnologyexpo.com/)

### **Booth orders and services**

Stuttgart Messe Services

Contact: Technical Services for Exhibitors

Tel: +49 711 18560 2444

Email: [sms@messe-stuttgart.de](mailto: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](mailto:txeops@european-intl.com)

Web: [www.european-intl.com](http://www.european-intl.com)