

automotive interiors EXPO EUROPE

Stand Build Information

Automotive Interiors Expo 2024 - 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

IMPORTANT: Please [click here](#) for information regarding the new set-up/dismantling vehicle access regulations (VisiFair) which is compulsory.

Build-up

Sunday, November 10, 2024	10:00 - 20:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, November 11, 2024	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 11, 2024	18:00 - 20:00	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 Hours

Tuesday, November 12, 2024	09:30 – 17:00
Wednesday, November 13, 2024	09:30 – 17:00
Thursday, November 14, 2024	09:30 – 15:00

Breakdown

Thursday, November 14, 2024	15:30 – 22:00
Friday, November 15, 2024	07:00 – 17:00

BUILD-UP FURTHER INFORMATION

Venue contractors cease all building work at 18:00 on Monday, November 11, 2024; it is therefore imperative 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 20:00, 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, November 10, 2024**
- 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 11, 2024 from 18:00 to 20:00 is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR
- Children under the age of 16 years are not allowed on-site during build-up, show days and breakdown

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12 noon on Monday, November 11, 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 forwarder 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 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, November 14, 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 15:00 hrs on Thursday, November 14, 2024, 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, November 15, 2024. 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.

ACCESS INFORMATION

Access routes for Messe Stuttgart

[Arrival to Trade Fair Centre](#)

Situated between the airport and the motorway, the convention centre and trade fairgrounds 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.

Exhibitor 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.

Exhibitor parking during build up and breakdown is free of charge.

For access to Car Parks P30-P32, you will need to register and book your parking via [VisiFair](#).

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

BUILD UP / BREAK DOWN ACCESS INFORMATION

Venue Technical Guidelines

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

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 / Vehicle Access

[Click here](#) for VisiFair - Vehicle Access Set up/Dismantling (Compulsory).

Click here **(COMING SOON)** for the "At a glance - Stand set-up and dismantling" information.

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

[Click here](#) to see Site Plan (Site Overview)

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

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to register personnel in advance.

Please submit the names and contact details of all contractor / exhibiting staff who will be present on-site during build-up/breakdown for security purposes.

This also applies to exhibiting staff who will be present on-site during build-up/breakdown and have yet to obtain an Exhibitor Badge.

PLEASE ASK YOUR EXHIBITING CLIENT TO REGISTER ALL CONTRACTUAL STAFF ON YOUR BEHALF DURING BUILD-UP & BREAKDOWN.

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.

SET-UP/DISMANTLING VEHICLE ACCESS REGULATIONS (VISIFAIR) – COMPULSORY

PLEASE CLICK [HERE](#) FOR THE VISIFAIR BOOKING PORTAL TO BOOK YOUR TIME SLOT

If you are arriving in a vehicle, access to the fairground for set-up and dismantling is now only possible with the fee-based registration and booking of a time slot via VisiFair for parking outside the exhibition halls. This replaces the previous deposit system and is non-refundable.

VisiFair is Messe Stuttgart's new digital logistics tool, during set-up and dismantling. Using the online booking platform, you can book a time slot for your vehicle in advance on a first come, first serve basis.

Please note it is not necessary to register for VisiFair if you are a pedestrian.

Please also note you do not need a VisiFair event code as it is not required.

Please click [here](#) for more information on VisiFair.

Please click [here](#) for the VisiFair Guide.

Please click [here](#) for the VisiFair Booking Portal FAQs.

If you have any questions or need help to book your time slot, please contact:

VisiFair hotline of Messe Stuttgart

Monday to Friday from 09:00 hrs to 17:00 hrs

E-mail: support@ms.visifair.com

Phone: +49 711 939 64382

HALL & VENUE TECHNICAL INFORMATION

Venue Technical Guidelines

[Click here](#) to view 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.

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, build heights and height restrictions for Hall 10:

Build heights

Main hall: The maximum build height to build-up to is 4.0 metres and the maximum height to suspend down from is 6.0 metres.

Restrictions

Under the Lateral Nave - 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.

Suspensions/Rigging

Under the Lateral Nave - Suspensions from the ceiling are possible up to 5.0m

In front of the Lateral Nave - Suspensions from the ceiling are possible up to 6.0m

Rest of hall: On request - Suspensions from the ceiling are possible up to 6.0m

Floor-loading

33 kN/m² on concrete floor, maximum load over service ducts is 16 kN/m².

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 sides therefore please check the 360 degree view for more details:

[Hall 10](#)

If you have any specific questions regarding the windows, please contact the

Organiser: 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.

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.

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.

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

Address: Rotebühlstraße 121, 70178 Stuttgart, Deutschland

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.

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 September 30, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (September 30, 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

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 2024.

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 2024 (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 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: Niklas Schnecke

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.

Please [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 MAC has been appointed as the Official Contractor for Shell Scheme packages, floor coverings, booth graphics and furniture for Automotive Interiors Expo 2024.

Shell scheme packages, floor coverings, booth graphics and furniture can be viewed in the Order Form Checklist of the Exhibitor Manual.

If you have any questions, please contact MAC directly:

Email: standsystem@mac.de

Tel: +49 6704 919 219

Monday to Friday - 08:00 - 16:00 hrs (CET)

VENUE SERVICES

We are pleased to announce that Stuttgart Messe Services has been appointed as the Official Contractor for additional booth services for Automotive Interiors Expo 2024. Please see their Webshop to order services such as rigging, AV, security, cleaning, catering and much more. You can view the Webshop via "Venue Services" in the Order Form Checklist of the Exhibitor Manual.

If you have any questions regarding an existing order, please contact Stuttgart Messe Services directly:

Email: sms@messe-stuttgart.de.
Tel: +49 711 18560 2444

VENUE, DELIVERIES & USEFUL CONTACTS

Venue Address

Hall 10, Landesmesse Stuttgart GmbH
Messeplazza 1
70629 Stuttgart, Germany

Deliveries

Please do not use the above address for freight deliveries. Please contact the official freight forwarder and on-site handling agent directly, European International Fairs Ltd, with any freight forwarding or cargo handling enquiries or bookings:

Email: aieops@european-intl.com
Tel: +44 1732 860330

Contact: Niklas Schnecke

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.

Organiser

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

MAC (Official Contractor for Shell Scheme packages, floor coverings, booth graphics and furniture)

Email: standsystem@mac.de
Tel: +49 6704 919 219 (Monday to Friday - 08:00 - 16:00 hrs CET)

Stuttgart Messe Services (Official Contractor for Additional booth services)

Tel: +49 711 18560 2444
Email: sms@messe-stuttgart.de