



Exhibitor-Appointed Contractors' Information

Foam // Adhesives & Bonding // Thermal Management Expo Europe 2023 – Useful information for exhibitor-appointed contractors.

EXHIBITOR PORTAL

We cannot share the link without prior permission - please ask your exhibitor for their unique exhibitor portal link, or alternatively send proof of appointment with a request for the portal link to emily.hewitt@smartershows.com

EXHIBITION TIMETABLE

Build-up

Sunday 3rd December 2023 – 08.00hrs – 18.00hrs – Custom Builds

Monday 4th December 2023 – 08.00hrs – 20.00hrs - All Exhibitors

If you require additional move-in time on Saturday 2nd December, please email emily.hewitt@smartershows.com – Early move-in is only permitted if approved in advance by Show Management. There is a charge incurred for additional time – this is directly through Messe Stuttgart.

Exhibition Opening Hours:

Tuesday 5th December 2023 – 09.00hrs – 17.00hrs

Wednesday 6th December 2023 – 09.00hrs – 17.00hrs

Thursday 7th December 2023 – 09.00hrs – 15.00hrs

Breakdown:

Thursday 7th December 2023 – 16.00hrs – 23.00hrs

Friday 8th December 2023 – 08.00hrs – 15.00hrs (All freight to be collected by 15.00hrs)

EXHIBITOR APPOINTED CONTRACTOR SPECIFIC INFO

The EAC, agents or representatives who are performing services (other than the Exhibitor's own employees) understands that neither Smarter Shows (Tarsus) Ltd., Foam Expo Europe, Adhesives & Bonding Expo Europe, Thermal Management Expo Europe nor the Venue maintains insurance covering the Exhibitor's property and it is the sole responsibility of the EAC, agents or representatives to obtain such insurance.

BUILD-UP/BREAKDOWN FURTHER INFORMATION

European International Fairs Ltd will be the on-site lifting agent. They will be the only personnel allowed to manage and operate forklift trucks. This is for safety and insurance reasons. **No other external forklift trucks will be allowed in the building or in the exhibition grounds.**

All stand materials, exhibits and waste materials are to be cleared, and freight collected, no later than 15.00hrs on Friday 8th December 2023. **Charges made for removal of any structures or waste material will be forwarded to the Exhibitor. Waste disposal must be ordered through Messe Stuttgart.**

No exhibits may be removed before the exhibition closes at 15.00hrs on Thursday 7th December, nor will any contractors be allowed into the hall until this time.

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. This can take up to 2 hours, and aisles must be kept clear during this time.

ACCESS INFORMATION

No entry cards are required, however all vehicles wishing to enter the show grounds during set up & dismantling periods will need to have a cash deposit of €100.00.

Vehicles must go to the truck-pool check-in (Tor 1) and make a €100.00 cash deposit.
You can then drive to the loading areas for the following times:

- Cars - 1 hour
- Vans/cars with trailer - 2 hours
- Trucks - 3 hours

When you leave, you will need to get a stamp to confirm that your loading/unloading was completed in time. The stamp will allow you access to park temporarily in select areas of P30/31 free of charge. This stamp will also allow you to collect your deposit when leaving through Tor 1.

There is a map of the loading/unloading areas included in this Contractor Zip File

FLOOR LOADINGS

The maximum floor load in the hall is 33kN/m².

HEIGHT RESTRICTIONS AND SUSPENSIONS

The standard height of any individual exhibition stand is considered 2.5m. All exhibitors will be able to build up to this height without gaining prior permission, on the basis that it meets the requirements outlined in the official stand build rules and regulations.

A hard-walled shell scheme and flooring/carpet are compulsory for all Exhibitors.

All exhibiting companies MUST complete the Compulsory Stand Information Form located within the Exhibitor manual and return along with detailed plans by **Friday 20th October 2023**. Failure to submit this form may result in delays during the exhibition build-up or refused entry into the exhibition hall to exhibit.

If any exhibitor plans to build over 2.5m permission will need to be obtained **before** the stand build is confirmed with the contractor.

Please note the following:

- If you choose to build a structure above the standard height of 2.5m you must gain approval first and ensure that all of the walls of the structure are finished to a high standard, with clean and neutral surfaces for the entire side that borders a neighbouring booth and not just for the part over 2.5m
- You may display hanging signs, double-sided logos and graphics as long as they are set back a minimum of 1.0 meters from adjacent stands, and you have gained permission from Show Management.
- No advertising or logos for your stand should directly overlook any neighbouring stand
- All exhibiting companies must complete and return the compulsory stand information forms (Health & Safety/Risk Assessment and detailed plans (if applicable) by the deadline given. Failure to submit these forms may result in delays during the exhibition move-in.
- Plans above 2.5m submitted after the deadline date of Friday 20th October 2023 will be subject to approval.

The maximum permissible build height in Hall 1 is 5.0m, with hanging banners up to 8.00m*.

*Please note that some areas of the hall will have build height restrictions. The Exhibitor have been informed of this, and your stand representative will have received an email. To determine whether the stand space is height restricted, please see the Technical Floorplan on the main website.

To determine whether your stand space is height restricted, please see the [Technical Floorplan](#)

RED LINE ZONE - Maximum build height 3.5m. Hanging banners not permitted* (*unless it can be hung at least 1.5m away from the balcony - Select stands only - Approval MUST be requested/granted)

NO COLOUR ZONE - Maximum build height 5.0m + hanging banner possible up to 8.0m

STANDS/SERVICES

Stuttgart Messe are the official provider of stand packages and Exhibitor services. The full online shop is available on the online Exhibitor manual. Please email emily.hewitt@smartershows.com to request a copy.

SHIPPING

Show Management have appointed European International Fairs Ltd to be the official freight forwarder and onsite handling contractor. For pricing, booking forms, shipping labels, addresses and deadlines, contact: Steven Maddock – fxeops@european-intl.com

Exhibitors can use other freight forwarders of their choice. The above are recommended but not compulsory to use, however please contact European International for freight handling costs and shipping addresses.

USEFUL CONTACTS

For questions regarding the exhibition please contact:

Emily Hewitt

Tel: +44 1273 916 322

Email: emily.hewitts@smartershows.com

There are a variety of difference contacts at Stuttgart Messe - for questions regarding the technical services please contact:

Tel: +49 711 18560-0

Email: sms@messe-stuttgart.de