



CHECK-LIST

DATES FOR YOUR EXHIBITION PLANNING FOR CMT 2020


Are you exhibiting at CMT for the first time? If so, we will automatically send you your login data for the order system „Stuttgart Messe Service Portal“ after the stand confirmation.

Have you already exhibited at CMT? If so, you can use your previous login data. If you no longer have the login data, you can request them again online at:
www.stuttgartmesseserviceportal.de/LMS/Web/OBS/Kennwort.aspx.

Contact details of CMT Project Management:

Tourism:
 Sonja Gorke, Tel: +49 (0)711 18560-2382
 Larissa Gallert, Tel: +49 (0)711 18560-2859

Caravanning & Motoring:
 Alexander Ege, Tel: +49 (0)711 18560-2730
 Andreas Ott, Tel: +49 (0)711 18560-2752

Service description	Deadline	Contact person	Direct link
Exhibitor registration		CMT Project Management	
Registration of co-exhibitor(s)	18/10/2019	Tel: +49 (0)711 18560-2382 cmt@messe-stuttgart.de	www.messe-stuttgart.de/cmt/fileadmin/media/aussteller/in-drei-schritten-zum-aussteller/anmeldung/fl_181217_Meldung_Mitaussteller-CMT_2020_EN_i.pdf
Registration of represented companies	18/10/2019		www.messe-stuttgart.de/cmt/fileadmin/media/aussteller/in-drei-schritten-zum-aussteller/anmeldung/fl_181217_Meldung_vertretene_Firmen-CMT_2020_EN_i.pdf
Registration of your topics, stand promotions and innovations at CMT 2020	30/10/2019	Tel.: +49 (0)711 18560-2585 axel.recht@messe-stuttgart.de	We will contact you in this respect separately.
Catalogue, exhibitor directory, visitor information system, exhibition app		A. Sutter Fair Business GmbH	
Exhibitor directory, list of brands, list of products	24/10/2019		
Advertisements / special placements	24/10/2019	Tel: +49 (0)201 52353-321 cmt@fair.sutter.de	A. Sutter Fair Business GmbH will automatically write to you regarding your catalogue entries.
Company presentation / product presentation	24/10/2019		
Exhibition app	03/12/2019		
Exhibitor passes/ Admission tickets		Stuttgart Messe Service Portal	
Free exhibitor passes (you will receive a certain number of free Exhibitor passes per stand which can be printed out via our system after payment of the stand rental invoice)			
Additional exhibitor passes (with costs)	Can still be ordered during the event	Please download your stand construction and dismantling passes, as well as exhibitor passes before the start of the exhibition. Forward the stand construction and dismantling passes to your stand construction company.	www.stuttgartmesseserviceportal.de 
Admission ticket codes (The first 10 ticket codes you order will be free of charge)			
CMT Night admission tickets (the CMT visitor and exhibitor party on Monday. You can order free Sunset tickets for your customers. The tickets are valid for a visit to the fair on 13 Jan 2020 from 3 to 6 pm and the following CMT Night.			Order your tickets at: cmtsunset@messe-stuttgart.de
Parking			
Permanent parking permit (outdoor area)	28/12/2019		
VIP parking tickets (on the hall fronts, for cars and vans, limited availability per hall)	10/01/2020		
Permanent parking permits (in loading areas, for trucks)	10/01/2020	Tel: +49 (0)711 18560-2444	www.stuttgartmesseserviceportal.de 
Refrigerated trucks (in the loading area)	10/01/2020		sms@messe-stuttgart.de
(Truck) trailers/ swap trailers (in the loading area)	10/01/2020		
Stand construction service		Stuttgart Messe Service (SMS)	
Modular stand	10/01/2020		
Individual stand construction	10/01/2020	Isabel de la Torre Tel: +49 (0)711 18560-2399	www.stuttgartmesseserviceportal.de 
Partition walls	10/01/2020		isabel.delatorre@messe-stuttgart.de
Stand equipment and connections		Stuttgart Messe Service Portal	
Suspensions (order deadline)	29/11/2019		
Furniture, refrigeration units, media systems, illuminated displays, plants/flowers, containers, electrical connections, telecommunications, Internet connections, compressed air, drill holes, floor coverings	10/01/2020	Tel: +49 (0)711 18560-2444	www.stuttgartmesseserviceportal.de 
Stand service		Stuttgart Messe Service Portal	
Stand cleaning, waste disposal, stand security, exhibition hostesses, provision of various staff, stand catering, freight forwarder, stand photography, insurance (exhibition, liability, etc)	10/01/2020	Tel: +49 (0)711 18560-2444	www.stuttgartmesseserviceportal.de 
Permits		Stuttgart Messe Service Portal	
Stand construction approval	08/11/2019	Hans Seemann Tel: +49 (0)711 18560-2250	hans.seemann@messe-stuttgart.de
Stand party	10/01/2020		
GEMA	10/01/2020	Tel: +49 (0)711 18560-2444	www.stuttgartmesseserviceportal.de 
Visitor advertising/ Advertising opportunities		Marketing services of Messe Stuttgart	
Advertising opportunities in the CMT Magazine (circulation: 415,000 copies)	27/11/2019	Stuttgarter Zeitung, Bettina Hoff, Tel: +49 (0)711 7205-1686	b.hoff@stzw.zgs.de
Advertising in the trade fair centre and in the city of Stuttgart	13/12/2019	Sign Service Stuttgarter Werbetechnik GmbH, Susanne Schreiber, Tel: +49 (0)711-999530	schreiber@marketingservices-messe-stuttgart.de
Free advertising media (posters, letter stickers, logos, Internet banners, etc.)	13/12/2019	Tel: +49 (0)711 18560-2444	www.stuttgartmesseserviceportal.de 
Additional presentation opportunities			
Holiday cinema (Your slide and video presentation for visitors at the ICS)			
Atrium stage (your show act on our stage at the Entrance East)	15/11/2019		www.messe-stuttgart.de/cmt/en/exhibitors/how-where-what/
Booking of rooms at the halls			
Bloggers meet-up (bloggers and exhibitors get to know one another)	12/01/2020		www.messe-stuttgart.de/blogger
Caravan Site Summit (information event relating to caravan sites)	13/01/2020	CMT Project Management Tel: +49 (0)711 18560-2382 cmt@messe-stuttgart.de	www.messe-stuttgart.de/cmt/en/exhibitors/accompanying-programme/trade-visitor-programme/campsite-summit/
fwv Destination Germany Day (participation and sponsorship opportunities)	14/01/2020		www.messe-stuttgart.de/cmt/en/exhibitors/accompanying-programme/trade-visitor-programme/fwv-destination-germany-day/
Nations Day (Destination Manager Meeting)	13/01/2020		www.messe-stuttgart.de/cmt/en/exhibitors/accompanying-programme/trade-visitor-programme/nations-day/
Important dates		CMT Project Management	
Start of stand construction	06/01/2020	07:00h	
End of stand construction	10/01/2020	20:00h	
Start of CMT	11/01/2020	Visitor admission 09:00h Hall opening 10:00h	
Opening ceremony with VIP tour	11/01/2020	You will receive a separate invitation to this event	Project management office, Atrium, East Entrance Tel: +49 (0)711 18560-2859 cmt@messe-stuttgart.de
End of CMT	19/01/2020	We are looking forward to CMT 2021 with you (23 - 31 Jan 2021)	
Start of stand dismantling (after end of exhibition, approx. 19:00)	19/01/2020	Vehicles can only leave after Messe Stuttgart employees opened the gates	
End of stand dismantling	21/01/2020	Fixed date 18:00	