



CMT

The Holiday Exhibition.

15 - 23 January 2022

CHECK-LIST

DATES FOR YOUR EXHIBITION PLANNING FOR CMT 2022

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.stuttgarmesseserviceportal.de/LMS/web/OBS/password.aspx.

Contact details of CMT Project Management:

Tourism:
Katja Huber, Tel.: +49 (0)711 18560-2690
Kerstin Heim, Tel.: +49 (0)711 18560-2543
Andres Gicic, Tel.: +49 (0)711 18560-2382

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)	13/11/2021	Tel.: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de	Registration of co-exhibitor(s)
Registration of represented companies	13/11/2021		Registration of represented companies
Registration of your topics, stand promotions and innovations at CMT 2022	27/11/2021	Tel.: +49 (0)711 18560-2585 axel.recht@messe-stuttgart.de	We will contact you in this respect separately.
Exhibitor directory, visitor information system, exhibition app			
Exhibitor directory, list of brands, list of products	13/11/2021		
Advertisements / special placements	13/11/2021		
Company presentation / product presentation	13/11/2021		We will contact you in this respect separately.
Exhibition app	18/12/2021		
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)			
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 17 Jan 2022 from 3:30 to 6 pm and the following CMT Night.	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.stuttgarmesseserviceportal.de Order your tickets at: cmtsunset@messe-stuttgart.de
Parking (Parking spaces are limited)			
Permanent parking ticket (outdoor area)	04/01/2022		
VIP parking ticket (on the hall fronts, for cars and vans, limited availability per hall)	14/01/2022		
Permanent parking ticket (in loading areas, for trucks)	14/01/2022	Tel.: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de sms@messe-stuttgart.de
Refrigerated trucks (in the loading area)	14/01/2022		
(Truck) trailers/ swap trailers (in the loading area)	14/01/2022		
Stand construction service		Stuttgart Messe Service (SMS)	
Modular stand	14/01/2022		
Individual stand construction	14/01/2022	Isabel de la Torre Tel.: +49 (0)711 18560-2399	www.stuttgarmesseserviceportal.de isabel.delatorre@messe-stuttgart.de
Partition walls	14/01/2022		
Stand equipment and connections		Stuttgart Messe Service Portal	
Suspensions (order deadline)	26/11/2021		
Furniture, refrigeration units, media systems, illuminated displays, plants/flowers, containers, electrical connections, telecommunications, Internet connections, compressed air, drill holes, floor coverings	14/01/2022	Tel.: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de sms@messe-stuttgart.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.)	14/01/2022	Tel.: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de sms@messe-stuttgart.de
Permits		Stuttgart Messe Service Portal	
Stand construction approval	01/12/2021	Hans Seemann Tel.: +49 (0)711 18560-2250	hans.seemann@messe-stuttgart.de
Networking evening event	14/01/2022		
GEMA	14/01/2022	Tel.: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de sms@messe-stuttgart.de
Visitor advertising/ Advertising opportunities		Marketing services of Messe Stuttgart	
Advertising opportunities in the CMT Magazine (circulation: 510,000 copies)	23/11/2021	Stuttgarter Zeitung, Bettina Volzer, Tel.: +49 (0)711 7205-1686	b.volzer@stzw.zgs.de
Advertising in the trade fair centre and in the city of Stuttgart	08/12/2021	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.)	08/12/2021	Tel.: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de sms@messe-stuttgart.de
Holiday Cinema, Atrium stage, Additional rooms for your event			
Holiday cinema (Your slide and video presentation for visitors at the ICS)			
Atrium stage (Your show act on our stage at the Entrance East)			
Booking of rooms at the halls	04/12/2021	CMT Project management Tel.: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de	www.messe-stuttgart.de/cmt/en/exhibitors/how-where-what/
Booking of rooms for your event on the venue			
Additional presentation opportunities			
Bloggers meet-up (bloggers and exhibitors get to know one another)	16/01/2022	CMT Project Management Tel.: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de	Bloggers meet-up
Important dates		CMT Project Management	
Start of stand construction	10/01/2022	07:00h	
End of stand construction	14/01/2022	20:00h	
Start of CMT	15/01/2022	Visitor admission 09:00h Hall opening 10:00h	
End of CMT	23/01/2022	We are looking forward to CMT 2022 with you (21 - 29 Jan. 2023)	Project management office, Atrium, East Entrance Tel.: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de
Start of stand dismantling (after end of exhibition, approx. 19:00)	23/01/2022	Vehicles can only leave after Messe Stuttgart employees opened the gates	
End of stand dismantling	25/01/2022	Fixed date 18:00	

For orders received after the deadlines surcharges may apply (see dates and deadlines in the Service Portal)

For our hygiene concept click here

