



CHECK-LIST

DATES FOR YOUR EXHIBITION PLANNING FOR CMT 2023

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.

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Contact details of CMT Project Management:

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

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 Co-exhibitors, brands, traders, represented companies	11/11/2022	Tel: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de	Co-exhibitors, brands, traders, represented companies
Registration of your topics, stand promotions and innovations at CMT 2023	25/11/2022		We will contact you in this respect separately.
Media package plus		Serviceteam trade fair media	
Your appearance in our trade fair media (please find mor information here)	11/11/2022	Tel: +49 (0)711 18560-2077; serviceteam@messe-stuttgart.de	www.stuttgarmesseserviceportal.de
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.stuttgarmesseserviceportal.de
Admission ticket codes (The first 50 ticket codes you order will be free of charge)			
Parking (Parking spaces are limited)		Stuttgarter Messe Service Portal	
Permanent parking ticket (outdoor area)	03/01/2023	Tel: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de/sms@messe-stuttgart.de
VIP parking ticket (on the hall fronts, for cars and vans, limited availability per hall)	13/01/2023		
Permanent parking ticket (in loading areas, for trucks)	13/01/2023		
Refrigerated trucks (in the loading area)	13/01/2023		
(Truck) trailers/ swap trailers (in the loading area)	13/01/2023		
Stand construction service		Stuttgart Messe Service (SMS)	
Modular stand	14/12/2022	Isabel de la Torre Tel: +49 (0)711 18560-2399	www.stuttgarmesseserviceportal.de isabel.delatorre@messe-stuttgart.de
Individual stand construction	16/11/2022		
Partition walls	14/12/2022		
Stand equipment and connections		Stuttgart Messe Service Portal	
Suspensions (order deadline)	25/11/2022	Tel: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de/sms@messe-stuttgart.de
Furniture, refrigeration units, media systems, illuminated displays, plants/flowers, containers, electrical connections, telecommunications, Internet connections, compressed air, drill holes, floor coverings	04/01/2023		
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.)	04/01/2023	Tel: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de/sms@messe-stuttgart.de
Permits		Stuttgart Messe Service Portal	
Stand construction approval	30/11/2022	Halls 4/6: Hans Seemann Tel: +49 (0)711 18560-2250	hans.seemann@messe-stuttgart.de
		C2/EOST/Halls 1/3/5/7/8/10: Georg Straubinger Tel: +49 (0)711 18560-2549	georg.straubinger@messe-stuttgart.de
Networking evening event GEMA	04/01/2023 04/01/2023	Tel: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de/sms@messe-stuttgart.de
Visitor advertising/ Advertising opportunities		Marketingservices Messe Stuttgart	
Advertising opportunities in the CMT Magazine (circulation: 400,000 copies)	23/11/2022	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	07/12/2022	Sign Service Stuttgarter Werbetechnik GmbH, Susanne Schreiber, Tel: +49 (0)7171-999530	schreiber@marketingservices-messe-stuttgart.de
Free advertising media (posters, letter stickers, logos, Internet banners, etc.)	07/12/2022	Tel: +49 (0)711 18560-2444	www.stuttgarmesseserviceportal.de/sms@messe-stuttgart.de
Additional presentation opportunities		CMT Project Management	
Atrium stage (your show act on our stage at the Entrance East)	03/12/2022	Tel: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de	angelina.heck@messe-stuttgart.de
Holiday cinema (Your slide and video presentation for visitors at the ICS)			Dörte Werner: rooms@messe-stuttgart.de
Booking of rooms at the halls			
Booking of rooms for your event on the venue			
Bloggers meet-up (bloggers and exhibitors get to know one another)	15/01/2023		Bloggers meet-up
Important dates		CMT Project Management	
Start of stand construction	09/01/2023	07:00h	Project management office, Atrium, East Entrance Tel: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de
End of stand construction	13/01/2023	20:00h	
Start of CMT	14/01/2023	Visitor admission 09:00h Hall opening 10:00h	
End of CMT	22/01/2023	We are looking forward to CMT 2024 with you (13 - 21 Jan. 2024)	
Start of stand dismantling (after end of exhibition, approx. 19:00)	22/01/2023	Vehicles can only leave after Messe Stuttgart employees opened the gates	
End of stand dismantling	24/01/2023	Fixed date 18:00	

