

At a glance – Your contacts



World's leading trade fair for roller shutters, doors/gates
and sun shading systems

Messe Stuttgart, 19 - 23 Feb 2024

Attention!

Please note the current
hygiene regulations.
You can find them at:

[www.messe-stuttgart.de/
corona-virus](http://www.messe-stuttgart.de/corona-virus)

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At a glance – Dates and prices



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Duration of event

Monday, 19 February to Friday, 23 February 2024

Opening times for exhibitors

daily from 07.00 to 19.00

Opening times for visitors

daily from 09.00 to 18.00

Opening times APCOA parking control center

Sunday, 18 February to Friday, 23 February 2024 :
08.00 - 20.00

Passes

Work passes * free of charge

for stand set-up and dismantling staff,
only valid during stand set-up and dismantling periods

Exhibitor passes A * free of charge

Exhibitor passes B * € 34.45

* You receive a fixed number of free exhibitor and work passes
acc. to § 5 of our Special Exhibiting Conditions.

You can print out the passes via the Stuttgart Messe Service
portal (www.stuttgartmesseserviceportal.de: "Messe Ticket
Service").

Admission codes € 9.50

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All prices quoted are subject to the statutory VAT valid at this
time (according to the relevant version of the Value Added
Tax Act).

At a glance – Stand set-up and dismantling



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Important: Trucks over 7.5 t can only enter the trade fairgrounds on Friday, 23 February 2024 only at approx. 21.30. In case of an earlier arrival there is no parking possibility on the fairground!

Start of stand set-up	Start of stand dismantling
Monday, 12 February 2024, 07.00	Friday, 23 February 2024, from approx. 20.30
Stand set-up hours	Stand dismantling hours
daily from 07.00 to 20.00	Friday, 23 February 2024 from approx. 20.30 to 24.00 Saturday, 24 February 2024 up to and including Sunday, 25 February 2024 daily from 07.00 to 20.00 Monday, 26 February 2024 from 7.00 to 12.00
End of stand set-up	End of stand dismantling
Sunday, 18 February 2024, 20.00	Monday, 26 February 2024, 12.00 (fixed date)

Work outside these time windows is subject to a charge and permitted only after prior notification of and approval by the Technical Event Service.

For safety reasons, the presence of all persons who are not directly involved in compulsorily insurable work, especially minors, shall be prohibited during stand set-up and dismantling work in the halls and in the outdoor exhibition area!

Smoking inside the exhibition halls is prohibited at all times!

Access to the trade fair site is granted daily according to the stand set-up and dismantling timetable. For details please see the page "Access regulations".

It is generally not allowed to drive into the halls.

Free parking (only at the set-up and dismantling days)

Within the daily stand set-up and dismantling hours (see above): Outdoor area *
Outside the daily stand set-up and dismantling hours (see above): Truck pool

* Please report to the personnel at the check-in to obtain your deposit certificate. After the loading and unloading activities in the loading areas, you will receive the parking authorisation stamp for your deposit certificate at the exit of the loading areas (P30, P31, P32).

It is not permitted to park vehicles/trailers at the truck pool during exhibition days. If you have any questions regarding parking during the trade fair or are interested in RV parking bays, please contact the central security office, tel. +49 711 18560-3500.

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Please forward this information to your stand builders!

At a glance – Access regulations



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Access to the trade fairgrounds is via **gate 2** and the **check-in** of the truck pool.

Please follow the signs "Anlieferung" (delivery) when approaching the trade fairgrounds.

The length of stay for vehicles on the premises is limited.

	Set-up and dismantling	Exhibition period *
Cars:	1 hour	0.5 hours
Cars with trailer / (small) vans:	2 hours	0.5 hours
Trucks:	3 hours	0.5 hours

* Access on the last exhibition day only between 07.00 and 12.00 noon.

An access deposit of **€ 100.00** applies on all stand set-up/dismantling and exhibition days.

The deposit must be paid in cash at the check-in of the truck pool before driving onto the trade fairgrounds and will be returned at **gate 1** if you leave on time.

The deposit is forfeit if you do not leave on time.

If you need more time please contact the on-site security personnel or the central security office on tel. +49 711 18560-3500.

We trust you understand that extensions cannot always be granted due to the traffic situation.

On the last exhibition day there is no access for vehicles to the trade fairgrounds from 12.00 noon until after the end of the event.

Access on Friday, 23 February 2024:	Cars / Sprinter:	from approx. 19.30 - with deposit
	Trucks up to 7.5 to:	from approx. 21.00 - with deposit
	Trucks from 7.5 to:	from approx. 22.00 - with deposit

Drivers of dismantling vehicles, please report to the check-in. You will be called up according to capacity.

Small exhibitor vehicles which are parked on the exhibitor car park in the outdoor area (P30, P31, P32), will be called up from there directly to the respective loading areas for stand dismantling.

Find further information on Deposit regulations at: www.messe-stuttgart.de/info-kautionsschein

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Exclusive publisher of trade fair media and catalogue authorised by Messe Stuttgart:

Neureuter Fair Media GmbH

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Westendstraße 1
45141 Essen · Germany

T +49 201 52353-305
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www.neureuter.de

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You may be addressed by other catalogue publishers and internet directory services that are not authorised by Messe Stuttgart. Please note that the products can therefore not be complete or correct.

The media fixed rate includes (for orders before the editorial deadline which will be announced in due time before the trade fair). Import of the following data from the Exhibitor index:

- Company name
- Street and house number, postcode, city, country
- Link to website
- Category from the Product & Service Directory
- Hall(s), stand number(s)

Inclusion of data in at least one of the following official trade fair media according to decision by Messe Stuttgart:

- Online Exhibitor Index
- Print trade fair media (e.g. Visitor guide, etc.)
- Trade fair app
- Exhibitor index in the digital visitor information system on the venue (for events in Stuttgart)

In addition to the above mentioned services, the following are also included:

- Inclusion of the company name and hall(s), stand number(s) in the XXL hall plans at the hall entrances
- Free advertising material (print and online):
 - Visitor flyers and posters in various language versions
 - Site plans
 - Animated / static / individual banners
 - Digital letter sticker
- Entry in the online hall plan

LMS would like to emphasise that, with the exception of the publisher chosen by LMS, no third parties whatsoever, including other publishers, have been or will be commissioned to print exhibitor directories, especially after the exhibition. If related offers are sent to exhibitors, they are personal initiatives of third parties and have no connection whatsoever with LMS.



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Important information for your stand building (extract from the Special Exhibiting Conditions)

Please refer specifically to the Technical Guidelines (www.messe-stuttgart.de/teilnahmebedingungen)

Stand design and dimensional specifications

Exhibits, reception counters, presentation displays, control panels must be placed at least 0.5 meters indented from the edge of the stand. This ensures that visitors can leave the aisles and enter the stand and that there are no gatherings of people in the hall aisles. Approximately 30% of an open side may be "built up" with closed walls. It must be ensured that the attractiveness of the opposite and adjacent stands is not degraded. LMS is entitled to have unauthorised/ unapproved stand components removed or modified at the exhibitor's risk and expense.

Hall darkening system

Halls 1, 3 to 10 have darkening systems which are centrally operated by LMS, depending on the light/sunlight. A hall will only be generally darkened if over 75 % of exhibitors in this hall agree.

Stand construction approval

Stand construction approvals must be submitted to the Technical event services of Messe Stuttgart by Friday, 17 November 2023 at the latest. Please submit your documents as PDF files via the online order system of the Stuttgart Messe Services portal (www.stuttgartmesseserviceportal.de). You will receive an e-mailed approval that may contain restrictions and conditions. Please send an e-mail to technik@messe-stuttgart.de should you have any questions.

Important information

It is not allowed to build stands without presenting plans for approval.

Orders received later than 8 weeks prior to the start of stand construction can only be placed on request.

In addition, a processing fee is charged for stand construction approvals submitted subsequently:

after 8 weeks before start of construction: 100.00 €

after 4 weeks before start of construction: 200.00 €

after 1 weeks before start of construction: 300.00 €

Stand construction plans must be submitted at the latest one week prior to the beginning of stand set-up (Monday, 12 February 2024). Submissions received after the stated deadline cannot be checked anymore.

Ceiling suspensions

Please order your suspension components for your stand by December 2023, at the latest.

Please note: This is the final deadline. We cannot guarantee the fulfilment of subsequent orders!