



## Exhibitor-Appointed Contractors' Information

Automotive Testing Expo 2025 Europe - Useful information for exhibitor-appointed contractors.

### EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

### EXHIBITION TIMETABLE

**IMPORTANT: Please see the information regarding the new set-up/dismantling vehicle access regulations (VisiFair) in this document which is compulsory.**

Please click here **(COMING SOON)** for the "At a glance - Stand set-up and dismantling" information.

#### Build-up timetable

Sunday, May 18, 2025	07:00 - 22:00	Custom build booths with independent contractor ONLY - <b>safety shoes compulsory</b>
Monday, May 19, 2025	07:00 - 18:00	Custom build booths with independent contractor - <b>safety shoes compulsory</b> Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, May 19, 2025	18:00 - 22:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

#### Exhibition opening hours

Tuesday, May 20, 2025	09:00 – 17:00
Wednesday, May 21, 2025	09:00 – 17:00
Thursday, May 22, 2025	09:00 – 15:00

### Breakdown timetable

Thursday, May 22, 2025	15:30 – 24:00
Friday, May 23, 2025	07:00 – 17:00

### **BUILD-UP FURTHER INFORMATION**

Please note contractors will not be able to access the halls before Sunday, May 18, 2025, without prior permission from the Organiser.

An additional build-up day on Saturday, May 17, 2025, is possible on request. For more information and how to apply for early build-up, please see the online exhibitor manual. **Please note the deadline date to request early build-up is Monday, May 2 2025.**

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, May 19, 2025.

Exhibitor services and venue contractors cease work at 18:00hrs on Monday, May 19, 2025 - it is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met.

### Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Sunday, May 18, 2025, without prior permission from the Organiser.
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.
- Monday, May 19, 2025, from 18:00hrs to 22:00hrs is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00 midday on Monday, May 19, 2025, as Shell Scheme booths may not be ready before this time.

The Organiser has appointed European International (Fairs) Ltd to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

Please ensure that you organise waste removal before the deadline. Charges made for removal of any structures or waste material will be invoiced to the exhibitor.

### **BREAKDOWN FURTHER INFORMATION**

No exhibits may be removed before the exhibition closes at 15:00hrs on Thursday, May 22, 2025, nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 15:00hrs, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be **between 2-3 hours**. 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. We appreciate your patience in this matter.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. Please speak to the Organiser if you would like to hire a security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 17:00hrs on Friday, May 23, 2025. Please ensure that you organise waste disposal, as the removal of booth build waste materials is subject to a charge and will be invoiced directly to the exhibitor.

For further information regarding the exhibition timetable, please contact the Organiser: [atxeu@ukimediaevents.com](mailto:atxeu@ukimediaevents.com).

## **WHAT'S NEW FOR 2025**

### **New Official Booth Contractor (Shell Scheme, Carpet, Graphics, Furniture)**

We are pleased to announce that mac. brand spaces has been appointed as the Official Contractor for Shell Scheme packages, floor coverings, booth graphics and furniture.

### **Venue Services**

We are pleased to announce that Stuttgart Messe Services has been appointed as the Official Contractor for additional booth services including services such as rigging, AV, security, cleaning, catering and much more.

### **Set-up/Dismantling Vehicle Access Regulations (VisiFair) - Compulsory**

For more information on Stuttgart Messe's vehicle access registration during set-up and dismantling, which is compulsory, see "Set-up/dismantling vehicle access regulations (VisiFair) in this document.

### **Children Under 16 Years**

Please be aware that children under the age of 16 years are not allowed on-site during build- up, show days and breakdown.

### **New Build & Rigging Heights**

Please be aware that the maximum build height for Automotive Testing Expo Europe 2025 is 6m and the maximum height to suspend down from is 6m.

### **Pop-Ups over 12sqm**

If you are bringing a pop-up display and your booth size is over 12sqm, you must submit your booth plans via the Booth Check Form in the Order Form Checklist of the online exhibitor manual.

### **Structural Calculations**

For booth constructions over 4m in height, you are required to submit your own engineers' structural calculations report which must be signed by your own engineer.

Your engineers' written report and supporting technical drawings are required to prove stability of all connections and weight loadings and stress levels of all components for any element of walling

over 4m in height. Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames). Please include all construction materials and weights. Please note that all fixings should be structurally rated.

Structural calculations are not required for walls under 4m in height and modular/lightweight aluminium rigged banners (fabric infills) such as proprietary shop bought systems that are pre-manufactured and pre-tested.

Please note: You will be contacted by our official Health & Safety Consultants at AbraxysGlobal to discuss and approve your plans. Please don't send any plans via email. You will be issued with a link in order to supply all information and documents (including your Risk Assessment and Method Statement). Contact email for questions: [atx@abraxys.com](mailto:atx@abraxys.com).

### **Raised Floors**

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm. Ramps must not be greater than 10m or have a rise of more than 500mm. Ramps shall have a minimum, unobstructed width of 1.5m and must be slip resistant.

### **Rigging/Banners**

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

### **Booth Perimeters**

No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

### **Windows in the Halls**

There are windows on all sides of Halls 8 and 10. Please check the 360 degree view for more details:

[Hall 8](#)

[Hall 10](#)

## **ACCESS INFORMATION**

### **Access routes for Messe Stuttgart**

#### [Arrival to Trade Fair Centre](#)

Situated between the airport and the motorway, the convention centre and trade fairgrounds offer ideal conditions for arrival and departure. Direct links to the A8 motorway, the B27 federal highway, the airport, the urban railway (S-Bahn) station and local public transport mean that visitors have just a pleasant few minutes' walk to the grounds.

For more information on how to get there, please [click here](#) and see "Travel & Accommodation" for the different access routes.

### **Parking**

Exhibitors can purchase parking tickets for the duration of the show (e.g. permanent parking

permits, VIP parking permits or loading bay slots alongside the halls) via the Webshop, or on-site from Gate 2.

Exhibitor car parking is available in P26 at the West Entrance. It is free of charge during build-up and breakdown and not necessary to register for VisiFair when using this car park.

For access to Car Parks P30-P32, you will need to register and book your parking via VisiFair.

Truck parking during the show is possible in P29 - truck pool. To purchase a ticket go to Hauptwache - Gate 1.

Please [click here](#) for information on parking at the Messe Stuttgart

Please [click here](#) for site plan for exhibitor parking

Please [click here](#) for parking during build-up and breakdown

### **CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE**

***Important: You will not receive a badge/pass/QR code for contractor access - submitting the details is all that we need in advance.***

For security reasons, it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to register personnel in advance.

Please submit the names and contact details of all contractor / exhibiting staff who will be present on-site during build-up/breakdown for security purposes.

This also applies to exhibiting staff who will be present on-site during build-up/breakdown and have yet to obtain an Exhibitor Badge.

**Please ask your client/exhibitor for their unique manual link together with their access details to register your contractor / exhibiting staff during build-up/breakdown.**

PLEASE NOTE: If you have a member of your booth contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

### **HALL & VENUE TECHNICAL INFORMATION/GUIDELINES**

#### **Technical Guidelines of LMS**

[Click here](#) to view the Technical Guidelines.

#### **Exhibition of Vehicles and Notification to Exhibit Vehicles**

[Click here](#) to view the Exhibition of Vehicles information and Notification to Exhibit Vehicles.

#### **House Regulations**

[Click here](#) to view the House Regulations.

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form (*shell scheme and pop up displays only*) and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres. Please contact us if you have any questions regarding the build height of the booths around you.

Please note the following maximum floor-loading and height restrictions:

### **Hall 10**

Floor-loading: 33 kN/m<sup>2</sup> on concrete floor, maximum load over service ducts is 16 kN/m<sup>2</sup>.

#### Build heights

The maximum build height to build-up to is 6.0 metres and the maximum height to suspend down from is 6m.

#### Restrictions

Under the Lateral Nave - The maximum build height to build-up to is 5.0 metres in front of the ventilation system, and 6 metres in clear area. Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of heating and ventilation systems. Please [click here](#) for more details.

In front of the Lateral Nave - Nothing must be suspended from the ceiling between 8.5m and 9.5m from the hall floor in front of heating and ventilation systems.

Please [click here](#) for more information.

### **Hall 8**

Floor-loading: 33 kN/m<sup>2</sup> on concrete floor, maximum load over service ducts is 16 kN/m<sup>2</sup>

#### Build Heights

The maximum build height to build-up to is 6.0 metres and the maximum height to suspend down from is 6m.

Restrictions: Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of heating and ventilation systems. Construction heights in front of heating and ventilation systems are limited please [click here](#) for further information.

PLEASE NOTE: [The Technical Guidelines of Messe Stuttgart](#) must be complied with, especially point 4, "booth regulations".

Notes: In all halls structural pillars can be clad with booth construction material, but securing, fixing or sticking objects on them is not permitted.

In all halls the suspension of objects connected to the floor is not permitted. The minimum clearance height between suspensions and items on the floor (booth construction) is 50cm (also see section

4.7.5; Technical Guidelines LMS).

A technical floor plan showing the service channels, build height restrictions or a detailed booth plan showing the dimensions of a structural pillar within your booth, can be requested by email: [atxeu@ukimediaevents.com](mailto:atxeu@ukimediaevents.com).

### **Multi-Storey Booths**

For multi-storey structures, a proof of structural stability is required. In principle, the test static engineer commissioned to perform this work shall come from Baden-Württemberg. A test static engineer, who is commissioned to perform a static test, may also, by way of exception, come from a German federal state other than Baden-Württemberg. The work shall then be accepted on-site by a test static engineer who is recognised in Baden-Württemberg and who shall provide an acceptance certificate. This certificate must be available at the stand for presentation. The test static engineer on-site must be authorised by the exhibitor / stand builders.

Please [click here](#) for further information and registration of Multi-Storey Structures

Please note that the Exhibitor/ external contractor must pay the fee directly to the test static engineer. The Messe Stuttgart does not charge a fee for using this service.

For further information, please contact the test static engineer directly:

### **Dipl.-Ing. Frank Zimmermann**

Test Engineer

Tel.: +49 711 400 408-0

E-mail: [frank.zimmermann@bpft.de](mailto:frank.zimmermann@bpft.de)

Address: Rotebühlstraße 121, 70178 Stuttgart, Germany

The exhibitor / your external contractor want to hire your own test static engineer, they must be commissioned to perform this work shall come from Baden-Württemberg. Please [click here](#) for further information.

### **Structural Calculations**

For booth constructions over 4m in height, you are required to submit your own engineers' structural calculations report which must be signed by your own engineer.

Your engineers' written report and supporting technical drawings are required to prove stability of all connections and weight loadings and stress levels of all components for any element of walling over 4m in height. Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames). Please include all construction materials and weights. Please note that all fixings should be structurally rated.

Structural calculations are not required for walls under 4m in height and modular/lightweight aluminium rigged banners (fabric infills) such as proprietary shop bought systems that are pre-manufactured and pre-tested.

Please note: You will be contacted by our official Health & Safety Consultants at AbraxysGlobal to discuss and approve your plans. Please don't send any plans via email. You will be issued with a link in order to supply all information and documents (including your Risk Assessment and Method Statement). Contact email for questions: [atx@abraxys.com](mailto:atx@abraxys.com).

### **Raised Floors**

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm.

### **Rigging/Banners**

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

### **Booth Perimeters**

No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

### **Pop-Ups over 12sqm**

If you are bringing a pop-up display and your booth size is over 12sqm, you must submit your booth plans via the Booth Check Form in the Order Form Checklist.

### **Windows in the Halls**

There are windows on all sides of Halls 8 and 10. Please check the 360 degree view for more details:

[Hall 8](#)

[Hall 10](#)

If you have any specific questions regarding the windows, please contact the Organiser:  
[atxeu@ukimediaevents.com](mailto:atxeu@ukimediaevents.com).

### **Organiser's Rules and Height Restrictions**

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

### Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.



5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

7. All exhibiting companies must complete and submit the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of April 7, 2025**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (April 7, 2025) above 2.5 meters will be subject to approval and may be refused.

8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

[Click here](#) to download a Risk Assessment template

[Click here](#) to download a Method Statement template

### **SET-UP/DISMANTLING VEHICLE ACCESS REGULATIONS (VISIFAIR) – COMPULSORY**

#### **VISIFAIR BOOKING PORTAL (AVAILABLE FROM MARCH 10, 2025)**

If you are arriving in a vehicle, access to the fairground for set-up and dismantling is now only possible with the fee-based registration and booking of a time slot via VisiFair for parking outside the exhibition halls. This replaces the previous deposit system and is non-refundable.

VisiFair is Messe Stuttgart's new digital logistics tool, during set-up and dismantling. Using the online booking platform, you can book a time slot for your vehicle in advance on a first come, first serve basis.

Please ensure you pass this information on to your Contractor.

Please note it is not necessary to register for VisiFair if you are a pedestrian.

Please also note you do not need a VisiFair event code as it is not required.

Please [click here](#) for more information on VisiFair.

Please [click here](#) for the VisiFair Guide.

Please [click here](#) for the VisiFair Booking Portal FAQs.

If you have any questions or need help to book your time slot, please contact:

**VisiFair hotline of Messe Stuttgart**

Monday to Friday from 09:00 hrs to 17:00 hrs

E-mail: [support@ms.visifair.com](mailto:support@ms.visifair.com)

Phone: +49 711 939 64382

Phone: +49 711 939 64382

### **CUSTOM BOOTH PLAN SUBMISSION**

Our official Health & Safety Consultants at AbraxysGlobal request that you, the contractor, supply all information and Health and Safety documents, including your booth plans, directly to them. Please note the deadline for this is April 7, 2025.

PLEASE [CLICK HERE](#) TO UPLOAD YOUR DOCUMENTS

You, the contractor, will be contacted by AbraxysGlobal to discuss and approve your plans and permission to build will be granted in writing. Contact email for questions only: [atx@abraxys.com](mailto:atx@abraxys.com). Please don't send any plans via email to the Organiser or AbraxysGlobal.

### **OFFICIAL BOOTH CONTRACTOR (SHELL SCHEME, CARPET, GRAPHICS, FURNITURE) - MAC. BRAND SPACES**

We are pleased to announce that mac. brand spaces have been appointed as the Official Contractor for Shell Scheme packages, floor coverings, booth graphics and furniture for the Automotive Testing Expo Europe 2025. The Booth Construction packages, and additional booth equipment (carpet, furniture & graphics) can be found in the online exhibitor manual.

### **OFFICIAL CONTRACTOR FOR ADDITIONAL BOOTH SERVICES**

We are pleased to announce that Stuttgart Messe Services has been appointed as the official booth contractor for the Automotive Testing Expo Europe 2025. The full online shop is available in the online Exhibitor manual.

### **DELIVERIES**

Sending courier shipments directly to the show site is not advisable. Some delivery companies will allow anyone within the venue to sign for the consignment (i.e. a cleaner, visitor, and car park attendant) and the consignment may not make its way to your booth with no possibility to locate it within the venue. For that reason, European International Fairs Ltd will only accept courier shipments at the advance warehouse.

Please contact the official freight agents, European International Fairs Ltd: [txeops@european-intl.com](mailto:txeops@european-intl.com) with any freight forwarding or cargo handling enquiries or bookings:

*European International Fairs Limited*

Tel: +44 1732 860330

**Contact: Steven Maddock**

### **USEFUL CONTACTS**

#### **Organiser**

*UKi Media & Events*

Contact: Exhibition Operations Team

Tel: +44 (0)1306 743744

Email: [atxeu@ukimediaevents.com](mailto:atxeu@ukimediaevents.com)

Website: [www.testing-expo.com/europe](http://www.testing-expo.com/europe)

**Official Contractor for Shell Scheme packages, floor coverings, booth graphics and furniture**

*mac. brand spaces GmbH*

Contact: Kim Viehmann

Email: [standsystem@mac.de](mailto:standsystem@mac.de)

Tel: +49 6704 919 219

Monday to Friday - 08:00 - 16:00 hrs (CET)

**Official Contractor for Additional Booth Services**

*Stuttgart Messe Services*

Contact: Technical Services for Exhibitors

Tel: +49 711 18560 2444

Email: [sms@messe-stuttgart.de](mailto:sms@messe-stuttgart.de)

**Freight forwarding, on-site handling, forklifts and storage services:**

*European International Fairs Ltd*

Contact: Steven Maddock

Tel: +44 1732 860330

Email: [txeops@european-intl.com](mailto:txeops@european-intl.com)

Web: [www.european-intl.com](http://www.european-intl.com)