

# 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

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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	Opening times for visitors
daily from 07.00 to 19.00	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		Long-term parking permits
<p><b>Work passes *</b> free of charge</p> <p>for stand set-up and dismantling staff, only valid during stand set-up and dismantling periods</p>		<p><b>Parking permit for outdoor area **</b></p> <p>for cars / small vans (up to a length of 5.50 m) € 92.44</p> <p>for cars with trailer / vans (longer than 5.50 m) € 184.87</p>
<p><b>Exhibitor passes A *</b> free of charge</p>		<p>** Plus € 2.10 (plus VAT) handling charge per order</p>
<p><b>Exhibitor passes B *</b> € 41.35</p> <p>* You receive a fixed number of free exhibitor and work passes acc. to § 5 of our Special Exhibiting Conditions.</p> <p>You can print out the passes via the Stuttgart Messe Service portal (<a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a>: "Messe Ticket Service").</p>		<p><b>VIP parking permit for hall front sides</b></p> <p>and further designated VIP parking spaces for cars / small vans without trailer (up to a length of 5.00 m) € 202.50</p>
<p><b>Ticket codes</b> € 9.82</p>		<p><b>Parking permits for loading areas along hall sides</b></p> <p>for trucks / swap bodies / containers / delivery vans (maximum vehicle length per parking space: 9.00 m) € 635.00</p> <p>Please note that two or more parking spaces may be required from a vehicle length of 9.00 m. You will be invoiced accordingly for the additional costs.</p>
<p><b>Further parking facilities/prices on request.</b></p>		
<p>All prices quoted are subject to the statutory VAT valid at this time (according to the relevant version of the Value Added Tax Act).</p>		

# At a glance – Stand set-up and dismantling



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**Important:** Trucks over 7.5 tons 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 07.00 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.**

## Parking

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**.

**Please forward this information to your stand builders!**



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## Digitalisation of entry and exit management with VisiFair

VisiFair, the new digital entry and exit management system of Messe Stuttgart, will be used during the events at the Stuttgart location. The previous entry regulations with a deposit no longer apply.

Access to the trade fair center for set-up and dismantling is only possible after booking a time slot at a fee! After leaving the loading bay, free parking is available on the grounds for intermediate parking (til 20.00).

### Information on booking your time slot

» In order to be able to use the VisiFair booking system, please perform a one-off initial registration. You can then log on. Under "Upcoming Events" you can now activate your account for the desired event using the event code.

» You can find the link to the booking page and further information online at:

<https://www.messe-stuttgart.de/en/visifair>

» Event code for R+T 2024:

y1gd3

Due to the limited number of time slots, we recommend an early booking ahead of the event.

» **Entry to the trade fair grounds is via Gate 2 of the truck pool. Follow the "Anlieferung" (Delivery) signs at the entrance to the trade fair grounds.**

» **On the last day of the trade fair, access to the premises is not possible after 12.00 a.m. until the halls are officially declared open after the end of the trade fair.**

Vehicle categories	Slot duration / maximum length of stay	
	Set-up and Dismantling	Price
Cars (up to 6 m length)	1 hour	€ 15.00
Commercial vehicles short (up to 8 m length)	2 hours	€ 30.00
Commercial vehicles medium (up to 12 m length)	2 hours	€ 30.00
Commercial vehicles long (max. 20 m length)	3 hours	€ 45.00

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

Prices as of Nov 2023 (Subject to change)

**Please forward this information to your stand builders!**



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

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rt-expo@neureuter.de  
www.neureuter.de

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.

# At a glance – Important information for stand building



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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](http://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](http://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](mailto: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!