

STAND ASSEMBLY AND DISMANTLING DATES AND ACCESS REGULATIONS



The following dates and regulations are binding for all exhibitors.
PLEASE ALSO FORWARD THIS LETTER TO YOUR STAND BUILDERS!

DATES:

Stand assembly: hall 1,3,4,5,6, 8	Start:	Tuesday	24.11.2009	everyday from 07:00 am - 08:00 pm
	End:	Monday	30.11.2009	
Stand dismantling	Start:	Friday	04.12.2009	05:30 pm - 10:00 pm in the hall
	End:	Saturday- Monday	05.12.2009 07.12.2009	

- Working besides the timetable is charged and it is only allowed after previous announcement and permit by the project management P.E. Schall GmbH & Co. KG, Frau Monika Frank.
- Driving into the fairgrounds is allowed daily according to the stand assembly and stand dismantling timetable (without the last day of the fair, compare page 2).

Information for exhibitors and stand construction companies

Due to safety reasons, persons who are not performing work subject to insurance are not allowed in the hall during the stand construction and dismantling periods, or on the outdoor exhibition area. **This provision applies, in particular, to minors.**

ACCESS REGULATIONS:

Vehicles are only admitted to the trade fairgrounds for a limited period of time.

Please observe the following **regulations for access deposits:**

- An entry deposit amounting to **€ 100** applies an every day. This deposit must be paid at the check-in area of the truck pool prior to entry the grounds of the Stuttgart Trade Fair Centre and will be refunded at **Gate 1** if you leave on time.
- **Loading and unloading times**

Cars	1 hour
Delivery vans / light commercial vehicles / cars with trailers	2 hours
Trucks	3 hours.

If you need more time please contact the local security personnel for approval!



24.11.-30.11.2009 Cars and trucks
(Stand assembly) Access to the trade fairgrounds (deposit!) via the **gate 2** and the truck pool **check-in**.
Please follow the signs „Anlieferung“.

04.12.2009 Delivery vehicles
(Last trade fair day with afterwards stand dismantling) Access is only granted from 08:00 am to 12:00 am for delivery vehicles on payment of an access deposit of € 100 and only for a delivery period of max. 1/2 hour. Between 12:00 am and approx. 06.00 pm the gates are closed.

Dismantling vehicles
All vehicles requiring access to the trade fairgrounds for stand dismantling must go to the **truck pool** and park there.

For access to the Stuttgart Trade Fair Centre

- from approx. 06:00 pm for cars/light commercial vehicles
- from approx. 08:00 pm for trucks

an access permit as required. This permit is issued at the **check-in area**.
The vehicles will be called up from the truck pool according to the trade fair site capacity.

Exception:
Small exhibitor vehicles, which are parked on the exhibitor car park in the outdoor area, will be called up from there directly to the exhibition site and the respective hall courts for dismantling.

05.12.-07.12.2009 Cars and trucks
(stand dismantling) Access to the trade fairgrounds (deposit!) via the **gate 2** and the truck pool **check-in**.

Basically the access to the hall is not possible:
In reason cases do you apply to the dispositionstaff by Schenker or the master of the hall.

Parking: Free parking spaces for stand construction and dismantling vehicles are **only** available in the area of the truck pool during the stand construction and dismantling period (this applies outside the daily stand construction an dismantling times).
Free parking spaces are also available on the outdoor area of the Stuttgart Trade Fair Centre during the daily hall opening periods. An application for these parking spaces can be submitted to the service personnel at the check-in area where you must pay the entry deposit. In return, you will receive a deposit slip entitling you to park on the outdoor area. After the Loading and unloading activities in the hall yards, you will receive the parking entitlement stamp for your deposit slip at the crossing point from the hall yards to the outdoor area. The deposit will be refunded to you when you leave the Stuttgart Trade Fair Centre at **Gate 1**.

Vehicles may not be parked in the truck pool during the period of the exhibition as this area is reserved as an overflow car park in the general parking area and traffic plan.

If required, free truck parking spaces are available elsewhere at the Stuttgart Trade Fair Centre on these days. An application for these parking spaces can be submitted directly to the service personnel at the main gate when entering the Stuttgart Trade Fair Centre. The charge in this case should be paid on the spot in cash.

