

!! REVISED BREAKDOWN TIME ON FRIDAY, MARCH 24, 2023 – NOW 15:00 HRS !!



Exhibitor-Appointed Contractors' Information

Tire Technology Expo 2023 - 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.

VENUE & SHOW DATES

Venue

Halls 19, 20, 21
Deutsche Messe AG
Messegelände
30521 Hannover, Germany

Show Dates

March 21, 22, 23, 2023 (Tuesday to Thursday show)

EXHIBITION TIMETABLE

Build-up

Sunday, March 19, 2023	07:00 – 22:00	Custom build booths with independent contractor ONLY – safety shoes compulsory
Monday, March 20, 2023	07:00 – 18:00	Custom build booths with independent contractor ONLY – safety shoes compulsory <u>and</u>
	12:00 – 18:00	Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, March 20, 2023	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 Times

Tuesday, March 21, 2023	10:00 – 17:00
Wednesday, March 22, 2023	10:00 – 17:00
Thursday, March 23, 2023	10:00 – 15:00

Breakdown

Thursday, March 23, 2023	15:30 – 22:00
Friday, March 24, 2023	08:00 – 15:00

BUILD-UP FURTHER INFORMATION

An additional setup day on Saturday, March 18, 2023, is available on request only. For more information, please contact the Organiser, email: ttx@ukimediaevents.com.

If you intend to work after 22:00hrs or through the night, you must obtain permission from the Organiser two weeks prior to the event (March 4, 2023). For further information, please contact the Organiser: ttx@ukimediaevents.com.

If you intend to work after 22:00hrs or through the night, you must obtain permission from the Organiser's Office before 16:00 the same day. For further information, please contact the Organiser:

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs (midday) on Monday, March 20, 2023, as Shell Scheme booths may not be ready before this time. Monday, March 20, 2023, from 18:00hrs to 22:00hrs is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR.

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, March 20, 2023.

Venue contractors cease all building work at 18:00hrs on Monday, March 20, 2023; 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. Please note that between 18:00hrs and 22:00hrs, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

Please ensure that you organise waste removal via the Webshop (see Booth Services Forms in the Order Form Checklist) before the deadline. Charges made for removal of any leftover structures or waste material will be invoiced to the exhibitor.

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.

BREAKDOWN FURTHER INFORMATION

No exhibits may be removed before the exhibition closes at 15:00hrs on Thursday, March 23, 2023, 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 **15:00hrs** on Friday, March 24, 2023. Please ensure that you organise waste disposal as the removal of booth structures and waste material is subject to a charge and will be invoiced directly to the exhibitor.

For further information regarding the exhibition timetable, please contact the Organiser: ttx@ukimediaevents.com.

ACCESS INFORMATION

Venue Access and Parking Information

Please [click here](#) for information on how to access the Deutsche Messe.

Please [click here](#) for the map of the Exhibition Grounds.

Please [click here](#) for the site plan.

Parking

Build up and Breakdown

Please note that during build-up and breakdown parking is free of charge, however, a deposit system may be introduced to avoid congestion outside the hall.

An access deposit of €50 euros will then apply on all setup and dismantling days. The deposit will be payable in cash on entry and will be returned on exit from the Exhibition Grounds within the time period given.

Loading and Unloading

During build-up and breakdown, vehicles will be allotted a maximum period of time in which they can remain in loading bay areas, based on vehicle size. Exhibitors or contractors exceeding the allotted time period given will forfeit their access deposit upon leaving the venue.

Set-Up and Dismantling

Period Allowed

Cars - 1 hour

Cars with trailer / small vans - 2 hours

Trucks / large vans - 3 hours

Car Parks

Car parking is available for exhibitors in Nord 2-5. Only long-term parking permits can be purchased in advance via the Webshop (see Booth Services Forms in the Order Form Checklist) - one day parking permits can only be purchased on-site. Visitor parking is also available in Nord 2-5. Buses can park in Nord 4.

Prices for one day parking permits:

Car - € 15,00

Transporter - € 16,00

LKW - € 17,00

Bus - € 20,00 (Buses can only park in Nord 4)

[Click here](#) for the Exhibition Grounds and car parks map.

[Click here](#) for parking areas.

For further information, please contact:

GFV

Tel: +49 511 89 33604

Email: parkscheine@gfv.messe.de

Website: www.gfv-messe.de/en-gb/home

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

Work ID card for build-up and break-down

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the venue during these periods. These must also be worn by exhibiting staff members who have not yet obtained an Exhibitor Badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site. Once the names are submitted, work identity cards for all contractor staff can be printed, in order to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall.

To register your staff for Work ID cards, please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

PLEASE NOTE: If you have a member of your stand 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.

VENUE TECHNICAL INFORMATION

Please [click here](#) to download the Deutsche Messe Technical Regulations 2023.

Please [click here](#) to download the Deutsche Messe's Corona protection and hygiene instructions.

Halls 19, 20, 21

The maximum build height to build up to or suspend down from is 6.5 meters.

The maximum permissible hall floor loading is 100KN/m². This is based on even distribution. It does not apply to loads on shafts in floors or supply channels.

The maximum permissible hall floor load for point loads is 0.25 kN/cm². This defines the maximum specific pressure on the hall floor but does not apply to loads on shafts in floors or supply channels. Exhibitors must prove that this value is not exceeded for point loads generated by two-storey booths, heavy objects, etc.

No fixings whatsoever may be made to the hall floors which is a concrete slab / asphalt screed. Structural pillars can be clad with booth construction material, but securing, fixing or sticking objects on them are not permitted. Please note there are venue structural pillars in Hall 21 only.

A technical floorplan showing the service channels, or a detailed booth plan showing the dimensions of a structural pillar within your booth, can be requested from the

Organiser: ttx@ukimediaevents.com.

If you require any further information or you have any questions or concerns, please contact the

Organiser: ttx@ukimediaevents.com.

Organiser's Rules and Height Restrictions

The standard height of any individual exhibition booth is considered to be 2.5 meters (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition halls. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 meters. Please note the permissible maximum build height and to suspend down from limit is 6.5 meters.

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. All exhibiting companies must complete and return the **Booth Check Form by the deadline of February 6, 2023**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (February 6, 2023) above 2.5 meters will be subject to approval and may be refused.

6. If an exhibiting company fails to submit a Booth Check Form 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. All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their stand inspection form.

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

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

ALL booths with a build height of 4 meters and above and/or booth size of 100m² or bigger will be reviewed by Deutsche Messe.

Please note: It is compulsory for exhibitors planning to build a two-floor / storey booth to complete and return the Two-Storey Booth Building Application Form at least six weeks before the start of build-up:

[Multi-storey stands and other structures requiring approval](#)

Please click [here](#) for the Application for Building Permission form for a two-storey booth.

FLOORPLAN

Please [click here](#) for a technical plan of the halls.

For a detailed technical booth plan (to include any pillar dimensions), please contact the Organiser: ttx@ukimediaevents.com.

OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES

We are pleased to announce that Deutsche Messe has been appointed as the Official Contractor for all booth services for Tire Technology Expo 2023 in Hannover.

DELIVERIES

Please do not use the venue address for freight or courier deliveries. Please contact the official Freight and On-site Handling agent - European International Fairs Ltd. Please contact txops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings:

European International Fairs Limited
Units 6 & 10 Skitts Manor Farm
Moor Lane, Marsh Green
Edenbridge, Kent, TN8 5RA
United Kingdom
Tel: +44 1732 860330

Contact: Steven Maddock

We strongly advise against shipping goods or sending goods via courier directly to Tire Technology Expo, as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site. The venue might not accept shipments directly sent to them.

USEFUL CONTACTS

Organiser

UKi Media & Events

Contact: Exhibition Operations Team

Tel: +44 1306 743744

Email: tx@ukimediaevents.com

Web: www.tiretechnology-expo.com/en/

Official Contractor for all Booth Services

Deutsche Messe

Technical Services for Exhibitors

Tel: +49 511 89 32682

Email: services@messe.de

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

European International Fairs Ltd

Contact: Steven Maddock

Tel: +44 1732 860330

Email: txops@european-intl.com

Web: www.european-intl.com

Shell scheme/modular booth packages:

Deutsche Messe

Telephone: +49 511 89 32227

Email: mss@messe.de

Power/water/compressed air:

Deutsche Messe

Telephone: +49 511 89 32222

Email: services@messe.de

Suspensions/hanging objects:

Ueberkopf GmbH

Telephone: +49 511 590 97419

Email: dmag@ueberkopf.de

Stand cleaning/waste disposal:

Reinigungswerk Helms GmbH

Telephone: +49 511 89 20333

Email: info@helms-messe.de