



# CHECK-LIST

## DATES FOR YOUR EXHIBITION PLANNING FOR CMT 2024

Are you exhibiting at CMT for the first time? If so, we will automatically send you your login data for the order system „Stuttgart Messe Service Portal“ after the stand confirmation.  
Have you already exhibited at CMT? If so, you can use your previous login data. If you no longer have the login data, you can request them again online at: [www.stuttgartmesseserviceportal.de/LMS/web/OBS/password.aspx](http://www.stuttgartmesseserviceportal.de/LMS/web/OBS/password.aspx).

### Contact details of CMT Project Management:

Tourism:  
Katja Huber, Tel.: +49 (0)711 18560-2690  
Kerstin Heim, Tel.: +49 (0)711 18560-2543

Caravanning & Motoring:  
Alexander Ege Tel.: +49 (0)711 18560-2730  
Andreas Ott, Tel.: +49 (0)711 18560-2752

Service description	Deadline	Contact person	Direct link
<b>Exhibitor registration</b>		CMT Project Management	
Registration Co-exhibitors, brands, traders, represented companies	10/11/2023	Tel.: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de	Co-exhibitors, brands, traders, represented companies
<b>Media package plus</b>		Serviceteam trade fair media	
Your appearance in our trade fair media	10/11/2023	Tel.: +49 (0)711 18560-2077; serviceteam@messe-stuttgart.de	<a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a>
<b>Exhibitor passes/ Admission tickets</b>		Stuttgart Messe Service Portal	
Free exhibitor passes (you will receive a certain number of free Exhibitor passes per stand which can be printed out via our system after payment of the stand rental invoice)	Can still be ordered during the event	Please download your stand construction and dismantling passes, as well as exhibitor passes before the start of the exhibition. Forward the stand construction and dismantling passes to your stand construction company.	<a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a>
Additional exhibitor passes (with costs)			
Admission ticket codes (The first 50 ticket codes you order will be free of charge)			
<b>Parking (Parking spaces are limited)</b>		Stuttgarter Messe Service Portal	
Permanent parking ticket (outdoor area)	04/01/2024	Stefania Barone Tel.: +49 (0)711 18650 -2963	Until 10.01. Booking via <a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a>   <a href="mailto:sms@messe-stuttgart.de">sms@messe-stuttgart.de</a>
VIP parking ticket (on the hall fronts, for cars and vans, limited availability per hall)	10/01/2024		
Permanent parking ticket (in loading areas, for trucks)	10/01/2024		
Refrigerated trucks (in the loading area)	10/01/2024		
(Truck) trailers/ swap trailers (in the loading area)	10/01/2024		
<b>Stand construction service</b>		Stuttgart Messe Service (SMS)	
Modular stand	08/12/2023	Isabel de la Torre Tel.: +49 (0)711 18560-2399	Stand construction offers <a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a> <a href="mailto:isabel.delatorre@messe-stuttgart.de">isabel.delatorre@messe-stuttgart.de</a>
Partition walls	08/12/2023		
<b>Stand equipment and connections</b>		Stuttgart Messe Service Portal	
Suspensions (order deadline)	01/12/2023	Tel.: +49 (0)711 18560-2444	<a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a> <a href="mailto:sms@messe-stuttgart.de">sms@messe-stuttgart.de</a>
Furniture, refrigeration units, media systems, illuminated displays, plants/flowers, containers, electrical connections, telecommunications, Internet connections, compressed air, drill holes, floor coverings	03/01/2024		
<b>Stand service</b>		Stuttgart Messe Service Portal	
Stand cleaning, waste disposal, stand security, exhibition hostesses, provision of various staff, stand catering, freight forwarder, stand photography, insurance (exhibition, liability, etc.)	29/12/2023	Tel.: +49 (0)711 18560-2444	<a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a> <a href="mailto:sms@messe-stuttgart.de">sms@messe-stuttgart.de</a>
<b>Permits</b>		Stuttgart Messe Service Portal	
Stand construction approval	13/11/2023	Halls 4/6/8: Hans Seemann, Tel.: +49 (0)711 18560-2250 C2/EOST/Halls 1/3/5/7/9/10: Georg Straubinger Tel.: +49 (0)711 18560-2549	<a href="mailto:hans.seemann@messe-stuttgart.de">hans.seemann@messe-stuttgart.de</a> <a href="mailto:georg.straubinger@messe-stuttgart.de">georg.straubinger@messe-stuttgart.de</a>
Stand party GEMA	03/01/2024 03/01/2024	Tel.: +49 (0)711 18560-2444	<a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a> <a href="mailto:sms@messe-stuttgart.de">sms@messe-stuttgart.de</a>
<b>Visitor advertising/ Advertising opportunities</b>		Marketingservices Messe Stuttgart	
Advertising opportunities in the CMT Magazine (circulation: 400,000 copies)	22/11/2023	Stuttgarter Zeitung, Bettina Volzer, Tel.: +49 (0)711 7205-1686	<a href="mailto:b.volzer@stzw.zgs.de">b.volzer@stzw.zgs.de</a>
Advertising in the trade fair centre and in the city of Stuttgart	06/12/2023	Sign Service Stuttgarter Werbetechnik GmbH, Susanne Schreiber, Tel.: +49 (0)711-999530	<a href="mailto:schreiber@marketingservices-messe-stuttgart.de">schreiber@marketingservices-messe-stuttgart.de</a>
Free advertising media (posters, letter stickers, logos, Internet banners, etc.)	06/12/2023	Tel.: +49 (0)711 18560-2444	<a href="http://www.stuttgartmesseserviceportal.de">www.stuttgartmesseserviceportal.de</a> <a href="mailto:sms@messe-stuttgart.de">sms@messe-stuttgart.de</a>
<b>Additional presentation opportunities</b>		CMT Project Management	
Atrium stage (your show act on our stage at the Entrance East)	30/11/2023	Tel.: +49 (0)711 18560-2656 urlaubsmessen@messe-stuttgart.de	<a href="mailto:Jennifer.Prinzing@messe-stuttgart.de">Jennifer.Prinzing@messe-stuttgart.de</a>
Holiday cinema (Your slide and video presentation for visitors at the ICS)			Dörte Werner: <a href="mailto:rooms@messe-stuttgart.de">rooms@messe-stuttgart.de</a>
Booking of rooms at the halls			
Booking of rooms for your event on the venue			
<b>Important dates</b>		CMT Project Management	
Start of stand construction	08/01/2024	07:00h	Project management office, between hall 5 & 7 Tel.: +49 (0)711 18560-2543 urlaubsmessen@messe-stuttgart.de
End of stand construction	12/01/2024	20:00h	
Start of CMT	13/01/2024	Visitor admission 09:00h Hall opening 10:00h	
End of CMT	21/01/2024	We are looking forward to CMT 2025 with you (11 - 19 Jan. 2025)	
Start of stand dismantling (after end of exhibition, approx. 19:00)	21/01/2024	Vehicles can only leave after Messe Stuttgart employees opened the gates	
End of stand dismantling	23/01/2024	Fixed date 18:00	