



Exhibitor-Appointed Contractor's Information

Tire Technology Expo 2025 – 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

Halls 19, 20, 21, Deutsche Messe, Hannover, Germany.

Address

Deutsche Messe

Messegelände

30521 Hannover

Germany

Website: www.messe.de

Please note, for your safety, security will perform random bag searches on arrival.

Contact

Technical Services for Exhibitors

Tel: +49 511 89 32682

Email: services@messe.de

Dates

March 4,5,6 2025 **(PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)**

EXHIBITION TIMETABLE

Build-Up Timetable

<u>Sunday, March 2, 2025</u>	<u>07:00 - 22:00</u>	Custom build booths with independent contractor ONLY - safety shoes compulsory
<u>Monday, March 3, 2025</u>	<u>07:00 - 18:00</u> <u>12:00 - 18:00</u>	Custom build booths with independent contractor ONLY - safety shoes compulsory and Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
<u>Monday, March 3, 2025</u>	<u>18:00 - 22:00</u>	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

Additional Notes Regarding General Build-Up

An additional setup day on Saturday, March 1, 2025, is available on request only and a fee will be charged. For more information, please see “Early Build Request” in the Important Exhibitor Information of the Exhibitor Manual.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00hrs (midday) on Monday, March 3, 2025 as Shell Scheme booths may not be ready before this time. Monday, March 3, 2025 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 3, 2025.

Children under the age of 16 years are not allowed on-site during build- up, show days and breakdown.

Venue contractors cease all building work at 18:00hrs on Monday, March 3, 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. 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 found in the Order Form Checklist of the Exhibitor Manual 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.

Organiser's office opening hours

Sunday, March 2, 2025	08:00 - 18:00
Monday, March 3, 2025	08:00 - 18:00
Tuesday, March 4, 2025	08:00 - 17:00
Wednesday, March 5, 2025	08:30 - 17:00
Thursday, March 26, 2025	09:00 - 15:00

Exhibition opening hours**

Tuesday, March 4, 2025	10:00 – 18:30**
Wednesday, March 5, 2025	10:00 – 17:00
Thursday, March 6, 2025	10:00 - 15:00

Exhibitors are able to access the halls 1 hour before show open (2 hours on opening morning – Tuesday, March 4) and 1 hour after show close to service their booths.

** Tuesday, March 4 – 16:00 hrs - Exhibitor party across all halls, 17:00 hrs - Awards

BREAKDOWN TIMETABLE

Thursday, March 6, 2025	15:30 – 22:00
Friday, March 7, 2025	08:00 – 15:00

Breakdown information

No exhibits may be removed before the exhibition closes at 15:00hrs on Thursday, March 6, 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 15:00hrs on Friday, March 7, 2025. 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.

EXHIBITORS BADGES – EVENT DURATION – DEADLINE: 3rd March 2025

Badges allowing exhibitors to enter the exhibition hall throughout the build-up, exhibition opening and dismantling periods will be issued free of charge and must be ordered using the “Exhibitor Badges” form in the Order Form Checklist of the Exhibitor Manual.

If you wish to access the halls during the build-up period, please refer to the Contractor Access section below to obtain your pass.

In order to avoid the opening morning rush at registration, we highly recommend that exhibitors should go to registration on Monday, March 3, 2025 to collect their badges from 12:00 hrs. Exhibitors will not be allowed entry to the hall during exhibition days without a valid badge.

Exhibitors are reminded to wear their badges at all times during the exhibition. During exhibition hours, any exhibitor without a badge will be required to obtain one from registration. Exhibitor badges are strictly for staff manning the booth only. No other personnel should wear exhibitor badges.

Please note that badges are no longer posted to exhibitors. All badges can be collected from registration from Monday, March 3, 2025, using the QR code sent to you by email.

It is the responsibility of the main exhibitor to pass login details to any company sharing their booth space; they will then be able to order their own Exhibitor badges.

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

Work ID card for build-up and break-down

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.

To register your staff for Work ID cards, please see “Build-up Contractor/Exhibitor Passes” in the Order Form Checklist of the Exhibitor Manual.

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.

VENUE TECHNICAL INFORMATION

Please [click here](#) to download the Deutsche Messe Technical Regulations 2025.

Please [click here](#) to download the Deutsche Messe's Supplementary Bulletin for Electric Vehicle Charging.

Please [click here](#) to download the Deutsche Messe's Use of glass in stand construction and design inside trade fair halls.

Halls 19, 20, 21

The maximum build height to build up to or suspend down from is 6 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.

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. Structural calculations are also required if your booth includes any rigged elements that is a bespoke design and build, wooden or metal, along with a technical drawing showing how the frame is hung and the fixings used to secure it. 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: ttx@abraxysglobal.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 20sqm.

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).

Windows in the Halls

The halls have no windows but there are glass doors within the hall, therefore please check the 360 degree view for more details:

[Hall 19/20](#)

[Hall 21](#)

If you have any specific questions regarding the windows, please contact the Organiser: ttx@ukimediaevents.com.

Live Music / Cooking Demonstrations

If you are planning on having any live or pre-recorded music, DJs and/or announcements or live cooking demonstrations, it is important you read the information in the Important Exhibitor Information section of the Exhibitor Manual as approval is necessary.

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 return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of January 20, 2025**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (January 20, 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*).

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

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

Please click [here](#) to download the Deutsche Messe Technical Regulations 2025.

FLOORPLAN

Please [click here](#) to see the current show floorplan (this should not be used for planning your booth construction).

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 BOOTH CONTRACTOR

We are pleased to announce that Deutsche Messe has been appointed as the Official Contractor for all booth services for Tire Technology Expo 2025 in Hannover.

Order deadline dates

Please check the ordering conditions and deadlines of the individual services in the Webshop (see the booth services in the Official Contractor Services section in the Order Form Checklist of the Exhibitor Manual).

- 21st January for shell scheme, Wi-Fi, wired internet connection, telephone
- 4th February for ceiling suspensions, electricity, water, compressed air, stand security, stand personnel, parking permits, photo service, video/display service
- 18th February for stand cleaning, rental furniture, stand partition

After the deadline, orders can only be accepted under reserve. For some services, a preferential price applies to orders placed before the deadline.

You can order these services via the Webshop. PLEASE NOTE: Please follow the link to the Webshop in the access email your exhibiting client received from the Deutsche Messe and create your own login details.

Contact:

Phone: +49 511 89 32682

Email: shop.support@messe.de

FREIGHT FORWARDING & ON-SITE HANDLING AGENT – TARIFF NEEDED

European International Fairs Ltd (hereafter referred to as “EIFL”) are the sole official freight forwarder and on-site handling company for Tire Technology Expo 2025.

Through their worldwide network of partners and agents, EIFL offer seamless multimodal door-to-booth transportation services for your booth components, exhibits and promotional items for Tire Technology Expo 2025 (as well as the return / onward forwarding of your goods after the event).

EIFL are the sole on-site cargo handling agent for the event and provide services such as unloading & reloading, plant & labour hire, removal and storage of packaging & full goods items (i.e. empty crates, pallets toolboxes etc) during the event.

Due to health, safety and liability reasons, EIFL will be the ONLY company permitted to operate mechanical lifting equipment (i.e. forklifts etc) at the event both inside and outside the halls.

Please contact txops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings.

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

Contact: Steven Maddock

Important Notes

It is not compulsory that you use the official agent for transportation of your goods to Hannover however it is highly recommended that you do so. EIFL are specialists in the reliable transportation of goods for trade shows and will arrange temporary importation with German Customs for items being imported for the show.

We strongly advise against shipping goods via courier directly to the event as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Click [here](#) to access EIFL’s full shipping instructions and tariff for the event.

USEFUL CONTACTS

Cassie Inns - Operations Manager
Nicola Pfann - Operations Manager
Rebecca Burton – Operations Executive
Email: ttx@ukimediaevents.com