



Deutsche Messe

All the latest materials  
All branches of industry  
All at one show

Surface  
Technology  
GERMANY

5–7 June 2018 • Stuttgart • Germany

# Important Information

- **NEW!** We would like to draw your attention to our new and extended range of services. Our **Marketing Guide** is available via [www.surface-technology-germany.com](http://www.surface-technology-germany.com) or via [surfacetechology-germany@messe.de](mailto:surfacetechology-germany@messe.de).
- Use the **Online Checklist** on the SMS Portal ([www.stuttgartmesseserviceportal.de](http://www.stuttgartmesseserviceportal.de); “Dates & deadlines”) to ensure that you do not miss any ordering dates.
- Your free **exhibitor admission passes** must be downloaded from the SMS Portal (“Ticket shop”).
- Access to the exhibition venue is not controlled at all times. You should therefore **insure your materials** (stand fittings and exhibits) adequately against theft – also during the set-up and dismantling periods. Further information is available on the SMS Portal under the headings “Exhibition insurance” and “Liability insurance”.
- According to the Technical Guidelines, stands with a floor area in excess of 30 m<sup>2</sup> and/or a height in excess of 3.5 m **must be approved in advance**. The relevant documents must be submitted via the SMS Portal. Landesmesse Stuttgart charges a fee of € 50 for the approval process.
- **Suspensions** from the hall ceiling above your stand must be ordered in good time via the SMS Portal. Orders which are submitted later than the deadline stipulated in the Online Checklist will require individual approval. This can result in additional charges.
- The German performing rights association GEMA must be notified in all cases if **music** (live or pre-recorded) is played at your stand. The corresponding fees must be paid. For this purpose go to “GEMA permit” on the SMS Portal.
- **Dismantling** of stands must not commence before 5.00 p.m. on the **last day** of the exhibition.



[surface-technology-germany.com](http://surface-technology-germany.com)



Deutsche Messe

Deutsche Messe    Tel. +49 511 89-0  
Messegelände    Fax +49 511 89-32626  
30521 Hannover    [info@messe.de](mailto:info@messe.de)  
Germany    [www.messe.de](http://www.messe.de)