

审图操作指南

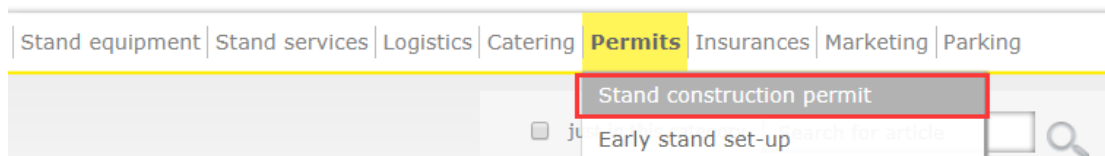
1. 登陆在线服务系统

<http://www.stuttgartmesseserviceportal.de/LMS/web/OBS/web.aspx?PageID=180>

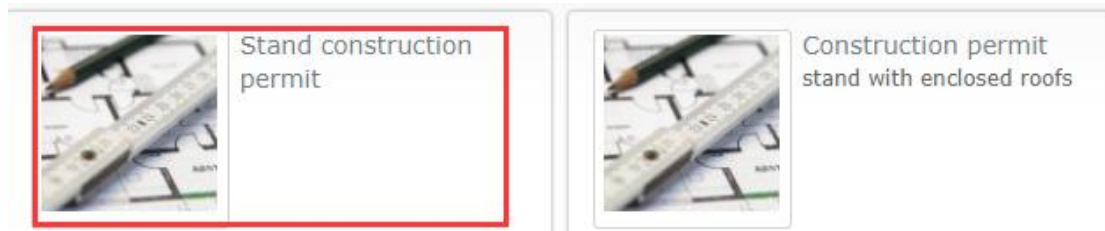
2. 点击红色拼图“Stand construction & Service”进入展台搭建板块



3. 点击“Permits - Stand construction permit”进入审图板块



4. 点击“Stand construction permit”



5. 填写展商/搭建商的负责人姓名，选择填写负责人属于展商/搭建商。勾选需要上传搭建工程描述、设计方案和用材描述。

Mandatory data | Upload for your documents | Your remarks

Contact person for technical questions:

contact person indicated above is: exhibitor

contact person indicated above is: stand builder

description of building work: enclosed (please use upload)

stand design plans: enclosed (see upload)

description of materials: enclosed (see upload)

6. 在“Upload for your documents”中，点击“选择文件”在文件夹中选择文件，点击“Upload”进行上传

Mandatory data **Upload for your documents** Your remarks

Upload data

Please select the data to be uploaded and click on "upload"

File **选择文件** 未选择任何文件


Upload

Maximal data size:
10 MB (10240 KByte)

Possible data format:
.tiff, .eps, .jpg, .pdf, .png

7. 点击“into the basket”加入购物车

stand construction permit



Item number:64-100

permit is required if:

- the building height exceeds 3.50 m in hall 1 respectively 3.00 m under the gallery
- the building height exceeds 3.50 m in halls 2 to 9
- the floor space exceeds 30 m²

Overview of costs

<input type="text"/>	x 0,00 €/pc.	= 0,00 €
Total price:		0,00 €

to the leaflet

into the basket

8. 进入购物车确认最终结算。完成后将收到系统的确认邮件，同时收到搭建相关规定。请务必告知您的搭建商遵守规定。

* 后附 2018 年德国斯图加特国际门窗及遮阳技术展览会-展位搭建注意事项

2018 年德国斯图加特国际门窗及遮阳技术展览会

展位搭建注意事项

展馆地址：

Landesmesse Stuttgart GmbH
 Messeplazza 1
 70629 Stuttgart

布展/撤展时间：

Start of stand set-up	Start of stand dismantling
Tuesday, 20 February 2018, 7.00 (Exception C2: Thursday, 22. February 2018, 7.00)	Saturday, 03 March 2018, approx.19.00
Stand set-up period	Stand dismantling period
daily from 7.00 to 20.00	Saturday, 03.03.2018, approx. 19.00 to 24.00 From Sunday, 04.03.2018 through to and including Tuesday, 06.03.2018, daily from 7.00 to 20.00 Wednesday, 07.03.2018, from 7.00 to 12.00
End of stand set-up	End of stand dismantling
Monday, 26 February 2018, 20.00	Wednesday, 07 March 2018, 12.00 (fixed date)

	开始时间	结束时间
布展	2018.02.20 (周二) , 7:00	2018.02.26 (周一) , 20:00
	请注意 C2 馆： 2018.02.22 (周四) , 7:00	
撤展	2018.03.03 (周六) , 19:00	2018.03.07 (周三) , 18:00
◇ 每日布展/撤展时间为 7:00-20:00		

*** 如需提前布展，可于在线服务系统 “Stand construction&Service –Permits -Early stand set up “中申请**

搭建注意事项：

* 以下注意事项摘自<Special Exhibiting Conditions_R+T 2018>，请以英文为准，中文仅供参考。

1. Documents sent together with your stand confirmation

Together with your stand confirmation you also receive a hall plan with dimensions and detailed information on the maximum height and the position of supply ducts as well as the flyer “at a glance” with all important information about your participation at the R+T. It is important that you pass these documents to your exhibition stand constructor.

请将展位确认书、展位图、展会一览等文件转达给您的搭建商。

2. Construction height

Partition walls between neighbouring stands must be at least 2.50 metres high. The reverse side of the partition walls above 2.50 m must be neutral (white or light-grey) and clean.

相邻展位之间必须设置展板，展板高度不少于2.5m。展板背面必须是白色或浅灰色，并且保持整洁。

Foyer area in Entrance East:

The maximum construction height in the foyer area in the entrance east is 3.40 m (Exception: max. 2.80 m below hall signs). A height of over 3.40 m (including advertising space) must be submitted for approval and may be inspected.

请注意，东入口广场的展位不经审批允许最高不超过3.4m。

3. Rigging-free area in L-Bank Forum Hall 1/ Line of vision

Suspended articles above the stand area are generally possible in the L-Bank Forum (Hall 1) except in the case of areas located below the gallery. In this respect, it must be borne in mind that an unobstructed line of vision of 2.50 m in height must be kept clear on the gallery (rigging-free area).

Therefore, no advertising installations must be planned for the L-Bank Forum (Hall 1) in the area between 4.00 m to 7.90 m in height. Stand construction and suspended articles are possible below this 4.00 m mark. This area is located from the front side of the gallery to a depth of 6.40 m in the direction of the centre point of the hall.

1号馆内双层展位的底层展商，展位搭建及悬挂物高度不可超过4m。以保证二楼观众的视线不被遮挡。

4. Stand design and dimensional specifications

Exhibits can extend up to the edge of the aisle. Control consoles and operators etc. must be within the boundaries of the stand at all times. Approximately 30% of an open side may be “built up” with closed walls. It must be ensured that the attractiveness of the opposite and adjacent stands is not degraded. LMS is entitled to have unauthorised/unapproved stand components removed or modified at the exhibitor’s risk and expense.

展品可沿走道边缘摆放，但控制及操作设备必须放置于展位内部。展位任一开面的单面覆盖率不可超过30%，以确保不影响相邻展商的观众吸引力。LMS有权移除未经批准的展位，展商自行承担损失。

5. Distribution of printed materials and advertisements

The distribution of printed materials and/or advertisements outside of the stands is prohibited and subject to approval by project management for a fee. Setting-up of advertising elements outside of the stand space is also subject to approval. LMS reserves the right to submit a subsequent invoice for additional used square metres. Exclusive rights can be booked from the service partner (Sign Service Stuttgarter Werbetechnik GmbH). Please contact Mr Kagan Zinner by calling +49 71118560-3204 or by e-mail (zk@marketingservices-messe-stuttgart.de).

不经审批允许不可在展位外分发印刷品或设立广告，如有需要，请向LMS申请并付费。

6. Hall darkening system

Halls 1, 3 and 9 have darkening systems which are centrally operated by LMS, depending on the light/sunlight. A hall will only be generally darkened if over 75 % of exhibitors in this hall agree.

1、3、9号展馆使用LMS中央照明设施。经75%展商同意，展馆才可关闭照明。

7. Stand construction permit

Stand construction permits must be submitted to the Technical event services of Messe Stuttgart by Friday, 08 December 2017 at the latest. Please submit your documents as PDF files via the online order system of the Stuttgart Messe Services portal (www.stuttgartmesseserviceportal.de). You will receive an e-mailed approval that may contain restrictions and conditions. Please send an e-mail to technik@messe-stuttgart.de should you have any questions.

For stand construction permits submitted at a later date, the following post-processing fees apply:

from 10 weeks (11 December 2017) prior to start of construction: € 150.00

from 3 weeks (29 January 2018) prior to start of construction: € 250.00

Stand construction plans must be submitted at the latest one week prior to the beginning of stand set-up (Tuesday, 20 February 2018). Submissions received after the stated deadline cannot be checked anymore.

展商最晚于2017/12/08 (周五) 申请审图，请至在线服务系统上传相关文件。审图申请后将通过邮件收到搭建相关条款。若晚于截止日期，需支付如下费用：

- **施工前10周(2017/12/11) : €150.00**
- **施工前3周(2018/01/29) : €250.00**
- **施工开始后(2018/02/20) : 不再接受审图**

**** 需要审图的展商：不使用LMS的官方搭建，展台面积大于30m²或搭建高度高于3.5m的参展商。请仔细阅读上述相关规定，若违反，审图可能不被通过。**