

To All Exhibitors at bauma 2019

Important Information about bauma 2019

Dear Sir/Madam:

We are looking forward to welcoming you at bauma 2019. bauma 2019 once again is providing a concentrated, international range of construction machinery, building material machines, mining machines, construction vehicles and construction equipment.

The attached link to traffic guidelines is especially important for smooth flow of logistics on the grounds, which you can see in the rules for setup and dismantling during the trade fair duration. Additional important information for preparing and carrying out your trade fair participation is provided in the following:

Access regulations for deliveries during visitor opening hours

Please note [the delivery zones](#) and pass this information on to your catering company.

Advertising

If you would still like to book advertising at the exhibition center, our Media Sales/Advertising Space team would be happy to advise you. Contact: mediasales.bauma@messe-muenchen.de

We would like to point out to you that the use of stationary or mobile electronic sales or advertising aids, carrying or driving around advertising materials as well as distributing printed material, stickers and/or samples outside of rented booths requires permission from our Media Sales department

App

The bauma app provides you access to all important information about the trade fair at any time. With exhibitor lists, interactive hall plans, the entire event program and other useful functions, your visit to the trade fair will be organized almost by itself.

<https://www.bauma.de/trade-fair/at-the-fair/app/index.html>

Arrival:

Airport Shuttle April 7 to 14, 2019 from Munich Airport (Terminal 1 Area A, Central Area and Terminal 2) to the trade fair grounds (North Entrance) every 15 minutes, starting at 8:00.

Return from trade fair grounds (West, North, East Entrances) to Munich Airport (Terminal 1 Area A, Central Area and Terminal 2) every 15 minutes,

April 8 to April 13, 2019 until 19:30

April 7 and April 14, 2019 until 18:30

Travel time between Messe München and Munich Airport is approx. 45 minutes. Depending on the traffic situation, however, you should plan one hour to reach the airport. The fare is 9.00 euros for one way. It is 15.00 euros for a round trip.

MVV (Munich Public Transport Association) – Public Transport

The subway line U2 runs directly to Messe München; stops are Messestadt West and Messestadt Ost. Travel time from the main railway stations is approx. 20 minutes. During peak times (8:00-10:00 and 15:15-20:00), the line is also served by the subway line U7.

MVV Exhibitor Season ticket

This special ticket for exhibitors costs 33.64 euros (net) and is valid for the entire period from April 7 until 14, 2019. With it, you can use all means of transport in the network of the Munich Public Transport Association (MVV), including the airport as a destination.

From now on, tickets can only be purchased at the major clients sales office (Großkundenvertrieb) of the Munich Public Transport Company (MVG): MVG Großkundenvertrieb, Emmy-Noether-Straße 2, 80287 München

Starting from April 6, 2019, tickets can also be purchased at the counters in the entrances East and West of Messe München. Opening hours: April 6 and 7, 2019: 9am - 5pm.

From April 8, 2019 on, tickets can be purchased at the counters of the entrances East, West (opening hours: 8:15am-7:30pm) and the Outdoor Exhibitor area (opening hours: 8:30am-6:30pm).

Baggage Drop-Off

At bauma you can check in your luggage – it is taken directly from there directly to the airport. Lufthansa Check-In is located in the West Entrance and only accepts baggage for the flights of the following airlines: Lufthansa, SWISS, Austrian Airlines as well as Scandinavian Airlines, Air Dolomiti, Luxair, Air Malta, TAP Portugal, Egyptair, Croatia Airlines, Adria Airways, BMI Regional and LOT Polish Airlines. This service is free of charge for you and is available at the following times:

Friday, April 12, 2019	08:30 – 17:00
Saturday, April 13, 2019	08:00 – 17:00
Sunday, April 14, 2019	08:00 – 17:00

bauma PLUS in Halls A5, B5 and B0

Our new joint pavilion will premiere at bauma 2019. Adequate presentation of your company at the most important industry event worldwide: Your own exhibition stand with 6 m² of space on an integrated joint pavilion in the halls – including screen, furnishings and an extensive service package. Furniture is freely selectable within a predefined spectrum. Booth staff: max. 2 persons Visit our new concept. You can find the bauma PLUS stand in halls A5.349, B5.214 and B0.320.

Bavarian Nights

Would you like to offer your customers and trade fair guests something very special? Then you can stay on the exhibition grounds even after the trade fair is closed. Switch from your booth to the ICM – International Congress Center Munich at the West Entrance to start the evening in an Oktoberfest ambiance.

The location is located on the exhibition grounds next to the West Entrance in Hall 14 of the ICM above Hall B0 and invites you to an enjoyable end of the trade fair day Wednesday to Friday from 6:30 to 22:30. Your reservation can easily be made through our exhibitor shop (http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/bavarian-nights.html) . Included in the reservation: table seating for eight people, entry bands, 3-course meals and drinks.

The exhibition evening will no longer take place at bauma 2019.

Catalog

You can pick up your free copy of the official trade fair catalog upon submission of the catalog number sent to you in the exhibitor service office in the atrium in front of Halls B2 and B5 starting from April 4, 2019 and in the open-area exhibition grounds, Block FN 1216, and from all information counters starting from April 8, 2019.

Catering

Cf. Food/Beverage Service

Conference rooms

Exhibitors can rent conference and meeting rooms. Use the corresponding link http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/catalog/category/view/id/670

You can obtain the key for a rented room in our atrium office B4.4 in front of Hall B4.

Drones

The operation of drones in the exhibition halls and outdoor areas above people and human gatherings is generally prohibited. For more information, please contact our Department of Transport + Security, vs@messe-muenchen.de

Electric cars

During the duration of bauma 2019, exhibitors and visitors can rent electric vehicles on the exhibition grounds. The electric cars can be picked up in the transition from the North Entrance to Hall C4 (signposted). The rental price for an entire day is 70.00 EUR, for half a day 45.00 EUR.

Exhibitors & Visitors Survey

We would like to inform you that we have commissioned the opinion research institute GMM Gelszus Messe-Marktforschung (www.gelszus.de) with the exhibitor and visitor survey on site.

The exhibitor survey (Paper&Pencil at the booth as a self-filler) will take place mainly on Saturday, April 13, 2019 (among other things, for the final trade fair report) and is anonymous. We kindly ask you to submit your opinions and participate.

Evening Events at a Trade Fair Booth

Booth parties, which take place after 18:30, must be registered and approved in advance with the Traffic and Security team. Registration is via our exhibitor shop. You can also find important information here for your evening event at your trade fair booth: http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/leaflets-applications-registrations/applications/application-for-evening-events-on-the-exhibition-stand.html

Exhibitor Badges

At bauma 2019, the exhibitor badges will also bear the first and last name of the ticket holder in addition to the company name. Exhibitor badges entitle you to access the exhibition grounds during the entire exhibition period (April 8 to 14, 2019, Monday to Friday 07:30–19:30, Saturday 07:00 – 19:30, Sunday 07:30 until the end of dismantling) – depending on the type of ticket ordered (day ticket/ticket for the complete fair).

All exhibitor badges (free/chargeable) must be ordered and personalized via [the exhibitor shop](#). Exhibitor badges can be ordered online at any time. The exhibitor shop is available online both before and during the event. There are no longer any order deadlines due to the digital sending of the exhibitor ID cards by email. Exhibitor badges are issued only for in-house booth staff and are not intended for giving to third parties for use.

The personalized exhibitor badges are sent directly after ordering by email.

As soon as the participation price as well as other outstanding and due invoices of Messe München have been paid and booked at Messe München, the exhibitor badges are released for admission.

You will receive your exhibitor badges as a Print @home ticket and as a mobile ticket (wallet/passbook). The mobile ticket on your smartphone is scanned at the turnstile and enable you to access to the trade fair directly.

The payment of exhibitor badges is made after the event with the final invoice, in which the exhibitor is charged exclusively for tickets for exhibitors used for the trade fair visit, minus the free and unused badges.

If you need additional exhibitor badges on site, you can order them online at any time from the exhibitor shop. If you have problems ordering or have any questions about exhibitor badges, you can contact the "Online Ticket Service" counter in the entrances.

The online ticket service is available as follows:

West Entrance, East Entrance, North Entrance:

Sun. April 7, 2019 (last setup day): 10:00–17:00

Mon. April 8, 2019 – Tue. April 9, 2019 and Sat. April 13, 2019: 07:30–18:30

Wed. April 10, 2019 – Fri. April 12, 2019: 08:00–18:30

Sunday April 14, 2019; 08:00–16:30

North West Entrance:

Mon. April 8 2019 – Tue. April 9, 2019 and Sat. April 13, 2019: 07:30–18:30

Wed. April 10, 2019 – Fri. April 12, 2019: 08:00–18:30

Sunday April 14, 2019; 08:00–16:30

South outdoor area entrance, North/West outdoor area, North/East outdoor area:
Mon. April 8, 2019 – Tue. April 9, 2019 and Sat. April 13, 2019: 07:30–18:30
Wed. April 10, 2019 – Fri. April 12, 2019: 08:00-18:30
Sunday April 14, 2019; 08:00 – 16:30

Prices for paid exhibitor badges:
Exhibitor badge 7 days: 33 EUR per ticket
Exhibitor badge 1 day 16 EUR per ticket

First aid

The medical service is located in the West, East, and North Entrances as well as in the service container in the outdoor area.

Tel. +49 89 949 28103

Food/Beverage Service

We would like to remind you to order catering and beverage services for your booth sufficiently in advance. All information can be found in the bauma Shop:

http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/catering.html

Hotel shuttle service to the surroundings of Munich

Special hotel shuttle buses have been arranged for bauma exhibitors and visitors. The following four routes can be used conveniently and inexpensively to travel to bauma in the morning and return to your hotel in the evening: Bad Tölz, Garmisch-Partenkirchen and Tegernseer Tal – in the period from April 8 to 14, 2019. The tickets can be booked online. You can find more detailed information and the online ticket order form under "Arrival" on the bauma homepage: <https://www.bauma.de/trade-fair/travel-stay/accommodation/regional-shuttle-bus/index.html>

Information counter

The information counters in the entrances, halls and outdoor areas provide information about the services on site and general questions about the exhibition grounds.

International Business Center (IBC)

The International Business Center is in the atrium in front of Hall B3 and is available for use by all exhibitors and visitors during the trade fair. Tel.: (+49 89) 949 - 2 74 02 or - 2 74 06

Monitoring of trade fair stands

Messe München's premises are monitored around the clock by Messe München GmbH or the security company commissioned by Messe München. We would like to point out that guarding booths, exhibition goods and other objects at booths is not the responsibility of MMG. To avoid thefts, we recommend ordering security personnel for your booth from our [bauma Exhibitor Shop](#).

Munich Environmental Zone/Particulate Emissions Sticker

Driving in Munich city center and in the entire area within the Mittlerer Ring (Middle Ring) is only permitted with a valid particulate emissions sticker. The "Mittlerer Ring" itself is deemed to be outside of the low-emission zone. Stickers are mandatory for all domestic and foreign cars, buses, RVs and trucks, regardless of whether diesel vehicles or gasoline engine cars. A violation of this provision is punished with a fine of 80 euros and a penalty point in Flensburg. The particulate emissions stickers can be obtained from vehicle registration offices, technical monitoring associations such as TÜV and Dekra as well as from authorized AU workshops (AU = exhaust gas inspection). Alternatively, you can order the sticker online.

- https://www.tuev-sued.de/car_vehicles/services/emissions_stickers_from_tuev_sued
- <http://www.dekra.de/de/umweltzone>

Orders for technical facilities

If you have not yet submitted your technical order forms or planning documents, we kindly request that you do this as soon as possible. Booth construction, booth technology and booth services:

http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/catalog/category/view/id/663

http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/catalog/category/view/id/665

http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/catalog/category/view/id/684

Parking/Cars

Exhibitors can park in the designated exhibitor parking spaces.

As a prerequisite, a long-term parking permit must be purchased for the vehicle. The order deadline for long-term parking permits was February 18, 2019; subsequently ordered parking permits will be issued subject to availability. You can order the parking permits in the [exhibitor shop of bauma](#).

Parking permits, which can no longer be sent for reasons of time as well as other badges, can be picked up at the APCOA counter in the West and East Entrances and in the service container on the open-area grounds FN. 1216.

Opening hours – APCOA counter (pickup and sale):

April 6 and 7, 2019 9:00–18:00

April 8, 2019 8:00–12:00

The West parking garage will already be open during the last seven setup days.

Opening hours – Parking Garage (Setup):

April 1, 2019 to April 7, 2019 from 7:00 to 20:00

Patent attorney / Industrial property protection

You can obtain trade-fair priority certificates from the patent attorneys TBK in the atrium in the International Business Center (IBC) next to Hall B3 from 10:00 to 12:00.

Our patent attorney service is also available to answer basic questions about patent infringements and would be glad to check your rights and – if applicable – help enforce them should you contract them to do so.

Photographing trade fair booths

Filming, photographing and video recordings as well as the production of drawings within the event grounds may only be made by persons, who have a valid permit issued by Messe München GmbH for this. The photographing or any other filming/shots of the booths of other exhibitors, for which no permission has been granted, is not permitted in any case. To the same extent, this applies to the grounds and construction facilities of Messe München GmbH.

Exhibitors or photographers/film crews contracted by them can obtain permission in the Main Security Office of Messe München GmbH starting from the first official setup day (open 24 h). This is located in the area of Gate 1 and can be accessed from within the trade fair grounds or from outside of them. The exhibitor must be able to identify himself as such to obtain the permit (please have the exhibitor and identity card on hand). Photographers or film teams must present a written order from the commissioning exhibitor (please have your identity card on hand). A flat rate of €50 incl. VAT is to be paid per exhibitor or per order in cash or using an EC card.

The permit includes access to the exhibition grounds for the photo or film team outside of opening hours. During opening hours, the photo or film team requires valid tickets for exhibitors to gain access to the exhibition grounds.

In the case of photography and filming during the night closing hours (from one hour after the end of the trade fair), an on-site escort must be ordered at the applicant's expense (29.70 EUR/hour net, but minimum duration 2.5 hours (74.25 EUR net). Important: One security guard is required per team. Photography or filming can take place at most after the trade fair closes from 18:30 – 24:00.

Press compartments

Additionally increase the range of effectiveness of your press documents with an online entry in the electronic press compartments. We also offer you the option of using our premises for your press conference. All services and further information can be found at

http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/catalog/category/view/id/689

Material for press compartments reserved in advance can already be submitted from 10:00 until 16:00 on Sunday, April 7, 2019, or sent in advance to the trade fair forwarder Schenker.

Project Management + Technical Exhibitor Service

bauma offices – project management:

Atrium in front of Hall B2
Outdoor area, service container FN. 1216
Monday, April 1, to Sunday, April 14, 2019

Technical Exhibitor Service Offices:

Atrium in front of Halls B2 + B5
Outdoor area, block FN.1216

Radio frequency

If you planned radio frequency transmission at your trade fair booth, you can apply for a short-term frequency allocation from the [Federal Network Agency](#).

For more information, see Participation Terms and Conditions A/[Technical Guidelines](#) (5.13. Radio Frequency Equipment, Radio Equipment, Electromagnetic Fields)

Scan2Lead (visitor tracking for exhibitors)

Record your trade fair contacts digitally, easily and in real time using Scan2Lead. You can order Scan2Lead for your booth at bauma in the [exhibitor shop of Messe München](#).

Detailed information as well as the prices of the various products can be found in our [brochure](#) and the [Scan2Lead-Video](#). If you would like to place an order on site, please do not hesitate to contact the staff in the Scan2Lead office in the East Entrance in room MEO.01.

Security services

Messe München's security service is available 24 hours a day. Tel. (+49 89) 949 -24555.

Setup and dismantling

You can find detailed information about traffic routing during setup, trade fair duration and dismantling in the enclosed [Traffic Guidelines](#).

Newly setup

For vehicles with a total length of more than 8 meters, time periods for the most traffic-intensive time in the construction and dismantling of the bauma can be booked via FairLog at the web address <https://messe-muenchen.fairlogportal.com/gui/#/login> starting from February 19, 2019. After specifying the outdoor area /hall and booth number as well as the load quantity of the vehicle, a suitable time period will be reserved for you in the adjacent area /loading station.

a) Setup

Halls (exception B0):	starting from 08:00 on March 26, 2019, until 18:00 on April 7, 2019
Open-air exhibition grounds:	starting from 08:00 on March 4, 2019, until 20:00 on April 7, 2019
Hall B0:	starting from 08:00 on April 5, 2019, until 18:00 on April 7, 2019

b) Attention on the last setup day

On the last setup day, Sunday, April 7, 2010, all delivery and setup vehicles must be out of the hall area by 18:00 and from the open-air grounds by 20:00 at the latest. Vehicles, which are still on the trade fair grounds after the cited time, will be towed by Messe München GmbH (MMG) at the expense and risk of the respective exhibitor. Decorative setup on your own booth is possible until 20:00.

c) Dismantling:

Halls (exception B0):	starting from 16:30 on April 14, 2019, until 18:00 on April 24, 2019
Open-air exhibition grounds:	starting from 16:30 on April 14, 2019, until 18:00 on May 6, 2019
Hall B0:	starting from 16:30 on April 14, 2019, until 18:00 on April 17, 2019

Shuttle Service on the Trade Fair Grounds

We provide a complimentary shuttle service from [the setup car parking spaces to the premises](#) at the following times:

April 1-7, 2019: 7:00–22:00

On the last day of the fair, a free shuttle connects the hall and open-air pre-parking zone for dismantling with the entrances:

April 14, 2019: 7:00-20.00

During the trade fair, a shuttle passing around the fair goes to all entrances.
The "bauma Express" goes across the open-air area.

Airport Shuttle – cf. Arrival/Airport Shuttle
Hotel shuttle services to the surrounding area of Munich – cf. Hotel shuttle services

Supporting program:

You can see the detailed official supporting program for bauma 2019 on the bauma homepage at <https://www.bauma.de/trade-fair/supporting-program/index.html>. The Forum is located in Hall C2.121.

The "Think Big" and "Research Live" programs supporting the next generation will take place at the ICM during the entire duration of the trade fair.

Taxi

Tel. +49 89-949 19410

Tourist Information

Our Tourist Information service and the sale of bauma souvenirs are available for your use at the West Entrance and the East Entrance during the trade fair. You can obtain information about:

- museums, theater, concerts and tourist attractions in and around Munich
- Rail and flight bookings
- Rental cars, limousines and the bus shuttle service
- Hotel bookings
- Restaurant recommendations

Office hours

West and East Entrances

Monday – Saturday: April 8–13, 2019, 11:00–14:00 and 14:30-19:30

Trade fair forwarders

Cranes and hoisting vehicles, storage of empties, etc.

Schenker Deutschland AG
Trade Fair Grounds, Gate 21
Paul-Henri-Spaak Str. 8
81829 Munich
Tel. (+49 89)949-24300
Fax (+49 89)949-24339
www.dbschenker.com
fairs.muenchen@dbschenker.com

Kühne-Nagel (AG & Co.) KG
Trade Fair Grounds, Gate 21, Building 511
Paul-Henri-Spaak-Str. 8
81829 Munich
Tel. (+49 89)949-24400
Fax (+49 89)949-24409
www.kuehne-nagel.com
exposervice.muenchen@kuehne-nagel.com

Traffic Guidelines

For all information on entry regulations/traffic regulations, please refer to the "Traffic Guidelines":
<https://www.bauma.de/aussteller/stand-planen/verkehrsleitfaden/index.html>

Please forward this information to your booth construction staff and forwarders!
Please note the special traffic rules for Friday and Saturday (April 11 and 12; 2019):
No access for any vehicles between 8:30 and 18:30!

Vouchers/online vouchers for day tickets

You can order vouchers in paper form as well as online vouchers for day tickets via [the exhibitor shop](#).

The more inexpensive variant is an online voucher for a day ticket. The price advantage compared to paper vouchers is up to 4.60 EUR per online voucher used. (Please also refer to [the price scale](#)). In addition, there is no order deadline for online vouchers.

Online vouchers provide other [advantages](#) in addition to the cheaper price. With online registration, you not only enable your customer to reach your booth quickly, directly and conveniently, but you also guarantee yourself the complete contact details of all your online registered customers in Excel format even after the trade fair ends.

If you would like to order additional online vouchers on site, you can do so at any time via the exhibitor shop. The ordered online vouchers will be sent to you directly by email as an Excel list.

Please note that there is no possibility to purchase paper vouchers on site.

If you have any questions about the voucher order during the trade fair, you can always contact the project management offices.

Office hours

Atrium in front of Hall B2: 7:30-19:00

North open-air exhibition grounds (FN. 1216): 7:30-19:00

Trade Fair Opening Times

Monday, April 4 to Sunday, April 14, 2019

Mon – Sat: 8:00–19:00

Sun: 9:00–17:00

VR Services

New at bauma 2019 and in collaboration with internationally renowned providers, there are 3D, VR and AR packages that are the perfect complement to a real trade fair booth within the context of [bauma VIRTUAL](#). You can obtain information about this in Hall B5.214/19.

VR Experience “The digital construction site.”

Not only for visitors, but also for exhibitors, the bauma VR Experience in [Hall B0.516](#). You can also reserve a time slot before visitor opening hours.

Webcam – bauma Webcam

We show [live images](#) of the outdoor area of bauma 2019 from different perspectives.

Wi-Fi for visitors/Internet for exhibitors

Messe München provides free wireless internet access in the exhibition halls, entrances and atrium. The bandwidth is up to 4 Mbit per second, and the download volume is limited to 200 MB per user per day. The reception quality and signal availability depends on structures, exhibits and other sources of interference in the halls and cannot be guaranteed. Registration is only required once for the duration of the event.

Outdoor availability is limited for technical reasons to selected hotspots (e.g., entrances, catering facilities).

Important: Exhibitors are strongly advised to book an internet connection via http://ausstellershop.messe-muenchen.de/index.php/bauma_b2b_en/catalog/category/view/id/666 for higher requirements regarding transmission rate and constant data exchange.

We wish you a pleasant stay in Munich and lots of success at bauma 2019.

Warm regards,
MESSE MÜNCHEN GMBH
bauma Project Management

Mareile Kästner
bauma Project Manager