

# Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

**Duration:**

Tuesday, 8 to Friday, December 11, 2020

**Opening hours visitors:**

Tuesday to Thursday	09:00 – 18:00
Friday	09:00 – 17:00

**Opening hours exhibitors:**

Tuesday to Friday	07:00 – 19:00
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**Organizer and financing body:**

Messe München GmbH  
 Messegelände  
 81823 München  
 Germany

Tel. +49 89 949-20121/22  
 Fax +49 89 949-20129  
[info@automatica-munich.com](mailto:info@automatica-munich.com)  
[www.automatica-munich.com](http://www.automatica-munich.com)

**Conceptual sponsor:**

VDMA Robotics + Automation  
 Lyoner Straße 18  
 60528 Frankfurt  
 Tel. +49 69 6603-1590  
 Fax +49 69 6603-2590  
[www.vdma.org/r+a](http://www.vdma.org/r+a)

All prices indicated below are net and subject to applicable value-added tax.

## B 1 Application

Applications should be filed online at [www.automatica-munich.com/application](http://www.automatica-munich.com/application)

Start of space allocation is Monday, May 13, 2019.

## B 2 Eligibility

Admissible as exhibitors are all German manufacturers; all manufacturers from abroad or their German branch establishments; main importers; specialist dealers or service companies authorized by manufacturers; and those firms that are authorized by a manufacturer's works to exhibit its products. Main importers and authorized specialist dealers may only exhibit exhibits from manufacturers which are not represented at this trade fair/exhibition themselves.

All exhibits must correspond to the product groups of the respective trade fair/exhibition and be designated by name and exact type in the application. Objects other than those announced and admitted must not be exhibited. The Messe München GmbH exhibition organizer has the final decision on admission.

## B 3 Participation fee, advance payment for services (cf. A 7)

The net **participation fees** per m<sup>2</sup> space are:

**In the hall**

The minimum stand size is **20 m<sup>2</sup>**

<b>Row stand</b>	(1 side open)	<b>EUR 219</b>
<b>Corner stand</b>	(2 sides open)	<b>EUR 260</b>
<b>End stand</b>	(3 sides open)	<b>EUR 270</b>
<b>Island stand</b>	(4 sides open)	<b>EUR 280</b>

**Two-story stand construction**

On two-story constructions, the upper floor space is charged at **50%** of the respective ground floor rate.

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and

dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related opening events, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 11 "Exhibitor passes," the provision of ticket vouchers for visitors in accordance with clause B 12 "Day ticket vouchers," the provision of advertising media, the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

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## Cont. B 3 Participation fee, advance payment for services (cf. A 7)

### Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 560**. This fee includes the basic entry in the catalog (print, online and, if applicable, mobile, cf. B 10 Media services) plus one copy of the trade fair catalog (hand-out on site at the fair). It also covers one electronic press compartment, and other communication services as set out in provision B 10 "Media services (Catalog—Internet—Mobile)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 15/m<sup>2</sup>** of rented exhibition space.

### Day ticket vouchers

Included in the participation fee are an unlimited number of redeemed vouchers for day tickets (cf. B 12).

### AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m<sup>2</sup>** of rented exhibition space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

### Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of **EUR 3.50/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair. The disposal of production waste and exhibition stands is not included.

## B 4 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is on principle possible. Participation is, however, subject to Messe München GmbH's prior authorization. Permission to participate may be granted only if the co-exhibitor would also be eligible to participate as an exhibitor. However, a mandatory communication fee in the amount of **EUR 560** will be levied for each co-exhibitor. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3).

### Note

In order for co-exhibitors to apply, the main exhibitor—after submitting his main exhibitor application—should send a link (co-exhibitor URL) to the proposed coexhibitor(s). Co-exhibitors can use this co-exhibitor URL to submit an online application for the exhibition space registered by the main exhibitor.

The participation of firms as additionally represented companies (cf. A 4) is not possible.

For each co-exhibitor without Messe München GmbH admission Messe München GmbH is entitled to demand a penalty charge of **EUR 540** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH's vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

## B 5 Terms of payment (cf. A 7)

The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the customer number. The times of payment specified in the invoices are binding and are to be complied with.

Payment of the invoiced amounts is a condition for the provision of exhibitor passes.

The final invoice for all additional costs (e.g. lettering, technical services, electricity, etc.) will be sent to the exhibitor after the end of the event; it is payable immediately upon receipt.



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### B 6 Dates of setting up and dismantling (cf. A 15)

#### Setup

as of November 30, 2020, 08:00 through December 7, 2020, 18:00

Truck check-in during stand setup:

Vehicles over **7.5 t** must register in advance via Fairlog and book a time slot for access/unloading at the exhibition grounds. When arriving on site, trucks need to register at check-in to complete the process.

Detailed information will be provided in the traffic guide.

On the last day of setup, December 7, 2020, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 18:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 20:00.

An extension of the setup time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

#### Dismantling

as of December 11, 2020, 17:00 through December 14, 2020, 18:00

Truck check-in during dismantling:

Vehicles over **7.5 t** must register in advance via Fairlog and book a time slot for access/loading at the exhibition grounds. When arriving on site, trucks need to register at check-in to complete the process.

Detailed information will be provided in the traffic guide.

Access to the fairgrounds for stand construction firms and delivery vehicles on December 11, 2020 no earlier than 17:00.

An extension of the dismantling time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

### B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to Messe München GmbH, Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

#### Halls, general

One-story construction

The maximum construction height is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls and outdoor exhibition grounds).

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2 m**. It is recommended that exhibitors install partition walls as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls can be ordered in the Exhibitor Shop. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. The exhibition stand should also meet the character of the respective trade fair to preserve the visual identity of the event. Messe München GmbH is entitled to demand changes in stand design on this account.

The stand design must be adapted to suit the type of rented stand (island, end, corner or row stand). In order to preserve the character of the automatica as a communications and business trade show, exhibitors are requested to ensure an open stand design. Messe München GmbH is entitled to demand changes in the exhibition stand design in this context. Stand designs can only be

approved if the open sides of the booth have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than 70% of the total length of the respective stand side, and completely closed walls may be no more than **6 m** in length. A closed length of wall measuring **6 m** must be followed by an opening at least **2 m** wide. This ruling does not apply if the respective wall is set back from the stand perimeter by at least **2 m**, or else a transparent demarcation (fence/glazing) to the exhibits is provided.

#### Planning permission

As a matter of principle, every planner/designer of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stands, and compliance with Messe München GmbH's Technical Guidelines as well as the General Terms of Participation. No planning approval from Messe München GmbH is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than **3 m**
- stand area no larger than **100 m<sup>2</sup>**
- stand is without covering.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. The placing of motor vehicles of any kind on the stand area for exhibition or decorative purposes is prohibited and is permissible only in exceptional cases on the prior written consent of the Exhibition Management. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out under "Leaflets—applications" in the Exhibitor Shop for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** The respective exhibitor services order forms for further processing and additional stand services will be made available to you in due time.

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## B 8 Technical installations

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered only from Messe München GmbH. Wired telecommunications equipment may only be provided by Messe München GmbH; Deutsche Telekom AG and other network operators are not authorized at the exhibition center. To connect his own stand area, the exhibitor may operate his own wire-

less LAN network at his stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH are to be complied with. Applications for electric installation, water and telephone connections can be considered only if submitted in on the order forms (exhibitor service forms) available from Messe München GmbH by October 21, 2020 at the latest.

## B 9 Sales regulations

Open selling or other provision of goods and services from the stand is not permissible. Exhibited articles may be delivered to purchasers only after the end of the fair. It is not permitted to show the selling price openly. Under

No. 64 GewO (German trade regulation act), it is permissible to sell only to commercial resellers, commercial consumers and bulk purchasers.

## B 10 Media services (catalog, internet, mobile)

The basic entry is subject to a charge (cf. B 3—Mandatory communication fee) and includes the following listings:

In the printed catalog

- company name, street, postcode, place, country-code, hall/stand number, contact data (phone, fax, email, internet), hall/stand number in the alphabetical exhibitor directory
- company name, street, postcode, place, hall/stand number under one product group in the exhibitor directory by products
- company name, hall/stand number under one industry sector in the directory industry sectors

In the Visitor Guide

- company name (short) in the stand location map in the Visitor Guide's first and final editions
- company name, hall/stand number in the exhibitor legend of the Visitor Guide final edition

In the online catalog:

- full company details with name, street, postcode, place, contact data (phone, fax, email, internet), hall/stand number in the exhibitor directory
- one entry under "product groups"
- one entry under "industry sectors"
- company name in the info kiosk of the interactive hall plan
- linking to both website and email address
- image of social media buttons

App:

- full company details with name, street, postcode, place, contact data (phone, fax, email, internet), hall/stand number in the exhibitor directory
- one entry under "product groups"
- one entry under "Industry sectors"
- company name in the stand location map of the interactive hall plan
- image of social media buttons

Exhibitors can book additional listings, e.g. in the product groups and other presentation opportunities in these communication media on a separate order form. Order forms will be sent to applicants in good time by the media service partner commissioned, who handles these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and/or mobile).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the online exhibitor catalog (print, online and/or mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog (print, online and/or mobile).

The official media services partner for this trade fair is:

**NEUREUTER FAIR MEDIA**  
 Office Essen  
 Westendstr. 1  
 45143 Essen  
 Germany  
 Tel. +49 201 36547-309  
 Fax +49 201 36547-325  
[automatica@neureuter.de](mailto:automatica@neureuter.de)

## B 11 Exhibitor passes

For the duration of the fair, each exhibitor receives a specific number of free exhibitor passes for his stand:

**In the halls**

up to **20 m<sup>2</sup>** of stand size  
 as from **21 m<sup>2</sup>** for every further **10 m<sup>2</sup>**  
 or part thereof  
 as from **101 m<sup>2</sup>** for every further **20 m<sup>2</sup>**  
 or part thereof

3 exhibitor passes  
 1 exhibitor pass  
 (in addition)  
 1 exhibitor pass  
 (in addition)

Additional exhibitor passes are available as of December 8, 2020 on site at the exhibitor pass service counter at **EUR 44**/each. Exhibitor passes are intended solely for stand personnel/can only be ordered via the Exhibitor Shop. The number of exhibitor passes does not increase through the taking in of co-exhibitors.

The exhibitor pass does NOT entitle the holder to free use of local public transport (MVV—Munich Transport and Tariff Association).

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## B 12 Vouchers

Exhibitors, co-exhibitors and companies on joint stands have the opportunity to order vouchers for day tickets or online tickets as part of the advertising media offer (available as of February 2020). All vouchers for day tickets or online vouchers that are redeemed are included in the participation fee and are not charged for.

## B 13 Photo, film and video shooting (cf. A 10)

For professional photo and film shots of the exhibitor's own stand during the running time of the fair, authorization is required from Messe München GmbH unless the exhibitor commissions persons who have already been admitted for this purpose and these possess a valid pass issued by Messe München GmbH. The exhibitor or the photographer commissioned receives the authori-

zation at the security control center of Messe München GmbH, Administration Building, access via Gate 1. For the authorization, a written order issued to the photographer is to be submitted. A fee of **EUR 50** is charged for the authorization.

## B 14 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by December 2, 2020 at the latest. Events on December 8, 9 and 10, 2020 may start no earlier than 17:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken on the stand area. By 23:00 at the latest, all persons must have left the fairgrounds. The exhibitor is responsible for ensuring that the attendees of his stand party do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his stand party follow the instructions of the safety and security service employed by Messe München

GmbH. The minimum scope of the safety and security services necessary is determined by Messe München GmbH. The exhibitor indemnifies and holds Messe München GmbH harmless in connection with the stand party.

The services provided by Messe München GmbH in connection with each stand party are charged to the exhibitor in the final invoice.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance. Please note that the volume of musical renditions on the stand may not exceed **70 dB (A)**.

## B 15 Deliveries

Consignments, letters and other mail to be delivered to the exhibitor's stand must carry the following details:

- Name of the event
- Hall (designation: A, B or C as well as the number of the hall (1–6))
- Stand number of the exhibition stand
- Name of the exhibitor
- Messegelände/Willy-Brandt-Allee, 81829 Munich, Germany

Messe München GmbH does not take delivery of consignments, letters and other mail intended for exhibitors or third parties. Exhibitors are advised not to deposit shipments or other objects unsecured in the hall or the outdoor exhibition area during setup and dismantling times.

Services with regard to the receipt and dispatch of consignments are offered by the authorized freight forwarders at the exhibition center.

## B 16 Restoration of exhibition areas

Regulations on securing exhibits via anchorages to the hall floor: The fixing (securing) of machines via floor anchorages is allowed only with the written approval of Messe München GmbH, Technical Exhibition Services Division. Requests can be submitted via order form "Anchoring of Exhibits to Hall

Floors." It is imperative that to-scale plans with location and bore diameter details as well as the total number of bore holes accompany this order form. The use of anchorages to fasten (secure) stand structures and components to hall floors is not permitted.

## B 17 Fashion shows and events

Fashion shows and events on the stand must be notified in writing to the Exhibition Management in due time. For stand parties, separate arrangements apply (see B 14 Stand parties).

## B 18 Alterations

Messe München GmbH reserves the right to make alterations and additions in matters affecting technical arrangements and safety.