

## **automatica 2023 June 27–30, 2023, Messe München**

Status February 2023  
Updates will be made!

### **Important contact information**

The **Project Management Team** and the **Exhibitor Technical Services Team TAS4** for automatica will be available in the Exhibitor Services Office in the **Atrium in front of Hall B5**.

### **Project Management**

<b>Anja Schneider</b>	<b>Exhibition Director</b>	<b>+49 89 949 20414</b>
<b>Kathrin Bürgle</b>	<b>Exhibition Manager</b>	<b>+49 89 949 20376</b>
<b>Carolin Cavadias</b>	<b>Exhibition Manager</b>	<b>+49 89 949 20121</b>
<b>Stefanie Fischer-Kleiner</b>	<b>Exhibition Manager</b>	<b>+49 89 949 20122</b>
<b>Tanja Heinrich</b>	<b>Exhibition Manager</b>	<b>+49 89 949 20405</b>
<b>Reinhard Willenbücher</b>	<b>Exhibition Manager</b>	<b>+49 89 949 20424</b>

### **The Project Management Team is there for you as follows:**

Friday, June 23	08:00–17:00
Saturday and Sunday, June 24 and 25, 2023	10:00–17:00
Monday–Friday, June 26 – 30, 2023	08:00–17:00

### **Exhibitor Technical Services TAS 3**

<b>Nicole Wiesheu</b>	<b>Head of Technical Service</b>	<b>+49 89 949 21230</b>
<b>Lena Stahr</b>	<b>Technical Manager</b>	<b>+49 89 949 21225</b>
<b>Daniela Köpfer</b>	<b>Project Manager</b>	<b>+49 89 949 21226</b>
<b>Adrian Lanna</b>	<b>Technical Coordinator</b>	<b>+49 89 949 21222</b>
<b>Bernhard Lämmermeyer</b>	<b>Project Manager</b>	<b>+49 89 949 21173</b>

### **Security, Logistics & Traffic Department**

<b>Shirley Hillebrand</b>	<b>Logistics &amp; Traffic Manager</b>	<b>+49 89 949 21204</b>
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### **The Exhibitor Technical Services (TAS4) Team is there for you as follows:**

#### During setup

Thursday–Sunday, June 22–25, 2023  
Monday June 26, 2023

#### During the exhibition

Tuesday, June 27, 2023  
Wednesday–Thursday, June 28–29, 2023  
Friday, June 30, 2023

#### During dismantling

Friday, June 30, 2023  
Saturday - Monday, July 01-03, 2023  
Monday, July 04, 2023

Opening hours will be updated

Opening hours will be updated

## Important information from A – Z for automatica 2023

### Setup/Dismantling times

#### Setup:

June 22 - 25, 2023, 07:00 - 23:00

26 June 2023: 07:00 - 18:00, decorations until 20:00

Unfortunately, early construction is not possible in 2023

#### Truck check-in during set-up:

Trucks over 7.5 t must register in advance via [Fairlog Termine & Logistik \(automatica-munich.com\)](http://Fairlog.Termine&Logistik.automatica-munich.com) and make a time slot booking for access/unloading. On site, trucks still need to register at the check-in to complete the process.

On the last set-up day, June 26, 2023, all delivery and set-up vehicles must be removed from the halls and outdoor area by 6:00 pm. Vehicles still in the halls or outdoor exhibition areas after the above-mentioned times will be removed by Messe München GmbH at the risk and expense of the exhibitor concerned.

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More detailed information is available with the traffic guide [automatica2023\\_TrafficGuide.pdf \(messe-muenchen.de\)](#) (available in Mai 2023)

Decorative set-up on your own stand area is possible until 20:00.

An extension of the set-up time is only permitted in exceptional cases with prior written consent via the Technical Exhibitor Service Advice and Contact for Exhibitors ([automatica-munich.com](http://automatica-munich.com)).

#### Dismantling:

June 30, 2023: 17:00 - 24:00

July 01, 2023: 00:00 – 23:00

July 02 – July 03, 2023: daily 07:00 - 23:00

July 04, 2023: 07:00 - 18:00

#### Truck check-in during dismantling:

Trucks over 7.5 tons/ 8 meters must register in advance via Fairlog and make a time slot booking for access/loading. On site, trucks still need to register at check-in to complete the process.

More information is available with the traffic guide [automatica2023\\_TrafficGuide.pdf \(messe-muenchen.de\)](#). (Available in Mai 2023)

Admission for stand construction companies and suppliers on June 30, 2023 not before 5:00 pm.

An extension of the dismantling time is only possible in exceptional cases with prior written consent of the Technical Exhibition Services Consulting and Contact for Exhibitors ([automatica-munich.com](http://automatica-munich.com)).

### **Exhibitor evening - GET-TOGETHER**

The automatica 2023 **exhibitor evening** will be held in the East Entrance on Thursday, June 29. You will receive separate invitations to the get-together.

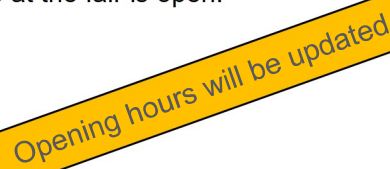
Updates will follow

### **Exhibitor passes, press and visitor tickets**

Please keep in mind that holders of exhibitor passes will not be admitted to the trade-fair center until 7:30. Holders of press tickets will be admitted at 8:30, and holders of visitor tickets will be admitted starting at 09:00.

The **Exhibitor Counter in the East Entrance** at the fair is open:

Monday, June 26, 2023  
Tuesday, June 27, 2023  
Wednesday, June 28, 2023  
Thursday, June 29, 2023  
Friday, June 30, 2023



Opening hours will be updated

Exhibitor passes can be ordered with immediate effect at the online Exhibitor Shop.

Print@home-Tickets are charged after the event in the final invoice, but only those which are actually used. The contingent of free tickets is of course first deducted.

**Please note: Exhibitor passes do not entitle the holder to free of use public transportation services provided by the Munich Transport and Tariff Association (MVV) – see also “Subway”.**

### **Conference and meeting rooms**

Prior to the fair, exhibitors may rent conference and/or meeting rooms for between 10 and 24 people for use during automatica 2022.

If you are interested, please contact the Technical Service Team TAS 4 (Tel.: +49 89 949-21231) or place your order through the [Exhibitor Shop](#).

### **Stand-related services: Orders**

The order deadline for all stand-related services was May 17, 2023.

If you have any questions, please contact the TAS3 Department directly. Their contact information can be found at the beginning of this mailing.

### **Exhibitor and visitor surveys**

Once again, the market-research institute GMM Gelszus Messe Marktforschung is conducting anonymous exhibitor and visitor surveys at this year's fair on our behalf. We kindly ask you to have the questions answered by competent employees of your company in order to be able to make as accurate statements as possible about the course of the fair. The results of the survey will also be included in the final report on the last day of the fair. We would be grateful for your participation. Thank you.

### **Visitor registration**

As in the past, all visitors who attend automatica including your customers will be registered.

automatica has a ticket portal that takes the latest data-protection guidelines into account. Your customers will be guided through online registration step by step.

The advantage: Your customers save valuable time when entering the trade show. Waiting and entry times on site are eliminated.

Please keep in mind that this admission ticket does **NOT** entitle AUTOMATICA visitors to use Munich's public transportation system to travel to the trade-fair center.

### **LINK**

**This information is also available at our website under**  
<https://automatica-munich.com/en/visitors/ticket-vouchers/>

### **Catering**

If you hire your own catering company, the caterer may drive onto the grounds of the trade-fair center at the times listed in the Traffic Guide against payment of a deposit of EUR 100 (cash).

Alternatively, you can order an entry permit for external caterers from the Logistics & Transport department (lt@messe-muenchen.de). This service offers you the following advantages:

- Your deliveries are exempt from the regular deposit rule.
- Your deliveries are not subject to any restricted entry times within the delivery times stated on the order form.
- You can better plan your delivery in advance

**Information about catering companies is available in the automatica Exhibitor Shop.**

### **Container parking for storage purposes**

During automatica 2023, exhibitors may rent a 20' container parking space in the vicinity of the halls for storage purposes for a fee of EUR 950 + VAT. If you are interested, please contact the Exhibitor Technical Services team:

E-mail: [tas4@messe-muenchen.de](mailto:tas4@messe-muenchen.de)

To order a container, please contact  
Schenker Deutschland AG  
Kühne & Nagel

Tel.: +49 89 949 - 24300  
Tel.: +49 89 949 - 24400

### **Driving onto the grounds of the trade-fair center**

For the duration of the fair, driving onto the grounds of the trade-fair center is possible for one hour. This is only permitted in exceptional cases and against payment of a deposit of EUR 100 (cash) and against presentation of a delivery note or an exhibitor pass. Vehicles must use **Gate 8**. If the time limit is exceeded, the deposit will be forfeited and the vehicle will be removed at the owner's expense.

Please keep in mind that this **deposit rule also applies during setup** (see Traffic Guide) and remember to inform your setup personnel accordingly.

**Please understand that we must enforce this rule consistently, as doing so is also in your interest.**

### **Admission to concurrent events**

Exhibitors at automatica can visit the parallel trade fairs LASER World of PHOTONICS including World of QUANTUM. Access to halls A1-A3 and B1-B3 is permitted with the automatica ticket.

### **First aid**

The first-aid service is in the East Entrance. Tel. +49 89 949-28103

### **Airport shuttle:**

For automatica 2023 there will be an airport shuttle.  
More information on the automatica 2023 website:

<https://automatica-munich.com/en/trade-fair/plan-your-visit>

### **Filming and photographing exhibition stands (updates will follow)**

Photography, film/video recording and sketching on the grounds of the trade-fair center are only permitted by individuals who are authorized to do so and who possess a valid permit issued by Messe München. Filming or photographing the stands of other exhibitors is not permitted under any circumstances. That also applies to the grounds and structural facilities of Messe München GmbH.

Generally speaking, photography is not permitted on the grounds of the trade-fair center. The following photographers and film/TV production companies are officially authorized to be on the grounds of the trade-fair center:

**Photographers**  
Holger Rauner

Tel. +49(0) 1728622131  
E-Mail: holger.rauner@googlemail.com

**TV & Video services**  
mediaBox TV GmbH

Tel.- +49(0)89-927 929-50  
E-Mail: redaktion@mediaboxtv.com  
www.mediaboxtv.com

Photographers other than those listed above who are working on behalf of exhibitors must apply for a photo permit from the Security Office for a fee. To receive a permit, exhibitors must be able to identify themselves as such (please have exhibitor pass and personal ID ready), and photographers and film teams must present written authorization from the exhibitor that hired them (please have personal ID ready). A flat-rate fee per exhibitor or per job order must be paid in cash or by EC Card.

Photography and film permits are required for the duration of the entire fair including the setup and dismantling periods. You or the photographer working on your behalf may pick up your permit from the Messe München Security Office, Administration Building (access via Gate 1) as of Monday, June 26, 2023.

During opening hours, the members of the film or photography team need valid exhibitor tickets to gain access to the trade-fair center. During opening hours for exhibitors, photography and film recording is only permitted at the exhibitor's stand. Extending those activities into the aisles and obstructing the flow of visitor traffic is not permitted.

A security guard must accompany the film/photography team after hours (after opening hours for exhibitors). Security guards from the Security Service may be booked via the Exhibitor Shop or ordered by telephone (Tel.: + 49 89 949-24500). The minimum order is 2.5 hours. We recommend placing your order early. The party placing the order (exhibitor or photographer) must bear the costs themselves. When the trade fair is closed at night, the photo/film permit also serves as a permit for gaining access to the trade-fair center. An exhibitor pass, visitor voucher or the like is not needed.

### **Lost and found office**

Administration Building (Security Office)/Access via Gate 1: **Open 24 hrs.**

### **Coat check**

The coat check is located in the East Entrance:

Tuesday, June 27- Thursday, June 29, 2023  
Friday, June 30, 2023

Opening hours will be updated

**Please note:** Items that are not picked up will be taken to the Lost and Found after closing.

### **Vouchers for 1-day tickets for visitors (free of charge)**

The most successful visitor-marketing instrument for automatica exhibitors is the voucher: Invite potential and regular customers to visit you at your stand with a voucher for a 1-day ticket worth up to EUR 54! All redeemed vouchers for one-day tickets are included in your participation fee, so you will not be charged extra! Vouchers are available in classic printed form or as electronic voucher codes for

your online marketing. Regardless of which type you choose, vouchers can easily be redeemed before the fair at [www.automatica-munich.com](http://www.automatica-munich.com). Inform your sales/marketing team today!

**Order at the Exhibitor Shop**

### **Hall closing**

Please make sure that your personnel and your customers have left your exhibition stand by 18:00, which is when the halls close.

Exceptions such as stand parties require advance notification and authorization.

### **Information counters**

Fair-related information is available at the information counters in all the halls and in the East Entrance. In addition, members of our staff also offer fax and copy services and have information material available. Information counters are marked with a large 'i' and are located at the north end of the A halls, the south end of the B halls and in front of the turnstiles in the East Entrance.

### **Opening hours of the fair**

Dates:	Tuesday–Friday, June 27–30, 2023	
Access for visitors	Tuesday–Thursday	09:00–17:00
	Friday	09:00–16:00
Access for exhibitors	Tuesday–Thursday	07:30–19:00
	Friday	07:30–17:00

### **Parking**

Exhibitors can park their cars in the marked parking areas for exhibitors and the marked parking area for trucks (see Traffic Guide). To do so, they must purchase a parking permit for their vehicle. You may order a permit for cars and for trucks through the Exhibitor Shop.

Parking permits that can no longer be sent to you due to time constraints and additional parking permits may be purchased and/or picked up at the APCOA Autoparking GmbH counter in the East Entrance on the last day of setup (June 26, 2023, 9:00–18:00) and until 12:00 on the first day of the fair.

During the fair, the parking garage is open until 23:00 (closes at 20:00 on last day of fair).

If you have questions regarding parking, please contact APCOA Autoparking GmbH directly:  
Tel.: +49 89 949-28130.

"Parkhaus Messestadt Ost" (Park + Ride parking facility) is **not operated by Messe München**.

### **Patent lawyer**

If you need to consult with a patent lawyer, a patent lawyer will be available.

Tuesday, June 27, 2023, 10:00. - 12:00

Please contact the exhibition management.

### **Police**

Police Station 25 is located at Werner-Eckert-Str. 12, 81829 München, just 5 minutes from the West Entrance. It is open around the clock. Tel. +49 89 45 187-0 or Emergency Tel. 110

### **Post office**

**Packages**, etc. can be sent from Kühne + Nagel (AG & Co.) KG courier service. Kühne+Nagel Expo Service Servicebetriebe Nord Tel. +49 89 949-24400

A postal agent is also available at the EDEKA Center in the "Riem Arcaden" shopping center.

### **Press Lounge East Entrance**

#### **Opening hours**

Tuesday, June 21, - Thursday, June 29, 2023 08:30 – 17:30  
Friday, June 30, 2023 08:30 – 16:30

### **Promotional activities**

The distribution of advertising materials must be coordinated with and authorized by the Media Sales Department. Generally speaking, mobile promotional activities are not permitted anywhere at the trade-fair center except within the confines of your stand.

To place an order, please contact Mr. Johannes Schmittner, Tel. +49 89 949-20593,  
E-mail: [mediasales.auto@messe-muenchen.de](mailto:mediasales.auto@messe-muenchen.de)

### **Supporting program**

As always, this year's automatica features an extensive program of related events for exhibitors and visitors, and you are cordially invited to attend:

#### **Halle A5**

- automatica Forum
- TestZone

#### **Halle A4**

- Service Robot City

#### **Halle B6**

- Smart Maintenance Pavilion

#### **Halle B5**

- Machine Vision Pavilion mit Vision Expert Huddles

#### **Halle B4**

- Start-up Arena mit Investor Summit
- Mobile Robots in Production
- AI.Society mit i\_Space
- munich\_i Hightech Summit

Information is available at our website at the [event calendar](#).

### **Smoking on the grounds of the trade-fair center**

Out of consideration for the visitors and exhibitors who do not smoke, when on the grounds of the trade-fair center, Messe München requests that you only smoke in the marked smoking areas outside the halls or in the Atrium. We apologize for any inconvenience!

### **Safety at your exhibition stand**

Messe München is not liable for any damage to or loss of any property provided by the exhibitor or to any stand equipment (General Participation Conditions A9). For this reason, we have collaborated with the police to compile the following preventative security measures to avoid theft:



- Order your own stand security guard. The corresponding “Stand security” mask is available at the online [Exhibitor Shop](#).
- Please remember to book a stand security guard starting for the last day of setup.
- During setup and dismantling, do not leave your merchandize unattended and unsecure at your exhibition stand.
- When you leave your stand at the end of the day, be sure to remove all valuable, unsecure merchandize. Insure your merchandize.

### **Stand parties at your exhibition stand**

Would you like to invite your customers to a stand party after hours? Please keep in mind that all parties must be registered. The rules and important information can be found on Order Form 18.3 “Registering evening events at your exhibition stand” at the Exhibitor Shop and online at [www.automatica-munich.com](http://www.automatica-munich.com) under "Applications" in the section "Leaflets/Applications/Notifications/Registrations".

If you have questions of an organizational nature (vehicle access, security, etc.), please contact the security Team, E-mail: [security@messe-muenchen.de](mailto:security@messe-muenchen.de)

**As you make your plans, please keep in mind that the AUTOMATICA Exhibitor Evening, to which you are cordially invited, takes place on Thursday, June 29, 2023. Invitations will be sent out separately.**

### **Tourist information**

During the trade fair, tourist information will be available at the information counter in the East Entrance.

Professional guides from the Tourism Office offer the following services:

- Information about museums, theaters, concerts as well as sights, activities and special events in Munich and the surrounding area
- Train and airline reservations by telephone and online
- Reservations for rental cars, limousines and shuttle busses by telephone
- Booking excursions throughout Bavaria
- Hotel and apartment reservations
- Restaurant recommendations and nightlife tips
- Shopping recommendations

### **Subway connections/Public transportation MVV (Munich Transport & Tariff Association)**

The U2 subway line goes directly to Messe München—“Messestadt Ost” station (AUTOMATICA). The trip takes just less than 20 minutes from the Central Station (Hauptbahnhof).

Your exhibitor pass not entitles you to free use of public transportation.

### **Accommodations**

To make hotel reservations and organize your arrival and departure quickly and easily, please contact our partner [TRADEFAIRS.com](http://TRADEFAIRS.com) directly:

TRADEFAIRS.com

Tel. +49 69 95 88-36 16

Fax +49 69 95 88-19 13

[messe-muenchen@tradefairs.com](mailto:messe-muenchen@tradefairs.com)

Additional information about accommodations and your stay in Munich is available here:

“Plan your visit” – [“Accommodation”](#)

### **Sales regulations**

We would like to call your attention to our sales regulations (Section B 9 of the Special Participation Conditions (B) for automatica): Direct sales as well as services and deliveries from stands are not permitted. The open display of sales prices is not permitted. Exhibition goods may only be handed over to buyers after the end of the trade fair. According to Clause 64 of the Industrial Code, only sales to commercial resellers, commercial users or bulk buyers are permitted.

### **Maintenance work:**

For safety reasons, maintenance work after 19:00 is only possible with the authorization of Messe München and only until 24:00. This so-called "Authorization for Work at Night" is issued by the Messe München Security Office upon presentation of a written order confirmation. The Security Office is located at the south end of the Administration Building and is open 24 hours a day. You can reach it via the West Entrance or Gate 1. Driving onto the grounds of the trade-fair center during the fair is possible if you leave a security deposit. For details, please refer to the Traffic Guide.

**Please note:** You will also need to hire a security guard from Veranstaltungsdienst Paul Mayr GmbH & Co. KG (Tel. + 49 89 949-24500 and via the Exhibitor Shop), who must accompany your maintenance personnel while they perform the necessary maintenance. We apologize for any inconvenience caused by this rule, which for security reasons is in your own interest. You will be invoiced for the costs incurred for the security guard.

### **WiFi/Internet:**

As an exhibitor, you can order a fixed Internet connection from the Exhibitor Shop. When placing your order, please be realistic when estimating your requirements. Wired access to the Internet is more stable than wireless access and therefore the better option.

We wish you a successful and pleasant time at the fair!

MESSE MÜNCHEN GMBH  
Your automatica Team

Last update: February 23, 2023