

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. Messe München GmbH's Covid-19 prevention and hygiene measures also apply.

Duration:

Tuesday, 24 to Friday, June 27, 2025

Opening hours visitors:

Tuesday to Thursday 09:00 – 17:00
Friday 09:00 – 16:00

Opening hours exhibitors:

Tuesday to Thursday 07:30 – 19:00
Friday 07:30 – 17:00

Organizer and financing body:

Messe München GmbH
Am Messesee 2
81829 München
Germany

Tel. +49 89 949-20121, 20122, 20376, 20405, 20424
info@automatica-munich.com
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

Any changes to opening hours resulting from the implementation of the prevention and hygiene plan will be announced in good time.

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

B 1 Application

The application is to be submitted online at www.automatica-munich.com/application.

Start of space allocation is Friday, June 21, 2024.

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 index 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 at automatica and must not be presented or advertised on the digital platform. 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 m² space are:

In the hall

The minimum stand size is **20 m²**

Row stand (1 side open)	EUR 260
Corner stand (2 sides open)	EUR 315
End stand (3 sides open)	EUR 325
Island stand (4 sides open)	EUR 335

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 "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 communication fee for each of their stands amounting to **EUR 1,150**. The mandatory communication fee includes the basic entry in our products (digital and, if applicable, print) as well as further communication services in accordance with clause B 10 "Media Services." For an additional fee additional services can be booked. The additional entry and advertising options as well as the prices can be seen from the corresponding order forms provided to exhibitors by the media service partner commissioned by Messe München GmbH.

Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 15/m²** 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/m²** 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 5.50/m²** 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, entire stand elements and complete exhibition stands is not covered by this fee.

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. Admission can only be granted if the co-exhibitor would also be eligible as an exhibitor. However, a mandatory communication fee in the amount of **EUR 1,150** 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).

All co-exhibitors must be registered by the main exhibitor.

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 co-exhibitor(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 2,300** 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

June 19 to 22, 2025, daily from 07:00 to 23:00
June 23, 2025, 07:00 to 18:00, until 20:00 refurbishing work and decoration

Truck check-in during setup:

Trucks 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. You will receive more information with the traffic guide.

On the last day of setup, June 23, 2025, 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. Refurbishing 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

June 27, 2025, 17:00 to 24:00
June 28, 2025, 00:00 to 23:00
June 29 to 30, 2025, daily from 07:00 to 23:00
July 1, 2025, 07:00 to 18:00

Truck check-in during dismantling:

Trucks 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. You will receive more information with the traffic guide.

Access to the fairgrounds for stand construction firms and delivery vehicles on June 27, 2025 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 m²** 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 **2.50 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 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.

Stand construction approval

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 approval of plans 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 m²**
- stand is without covering.

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Cont. B 7 Stand design and equipment

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.** For further processing, the exhibitor service forms for ordering additional stand services will be made available to you online via our Exhibitor Shop in due time, or sent to you per e-mail.

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 telecommunication 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 May 14, 2025 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

Depending on the digital channel, the basic entry includes at least the company name, logo, company headquarters (city), contact details, a product presentation, hall and stand number, an entry under "Product Groups", an entry under "Industry Sectors", a digital press release, two contact persons and will be invoiced by Messe München GmbH (cf. B 3 Mandatory communication fee).

Additional services can be ordered from Messe München GmbH or the media sales partner commissioned by Messe München GmbH for an additional fee.

With regard to all content of the exhibitor's appearance, be it e.g. company details, texts, graphics, links or announcements of events, the exhibitor must ensure that he does not infringe the rights of third parties.

Messe München GmbH generally does not control the content that the exhibitor posts and circulates on the digital media and, therefore, assumes no liability for this content, including its accuracy, legality and quality. However, Messe München GmbH is entitled at any time and at its own discretion to block, delete or edit exhibitor content made available online via the automatica channels or, if necessary, to publish it elsewhere within the offering, in particular if Messe München GmbH becomes aware or may reasonably assume that this content or its use violates applicable law.

Should Messe München GmbH, a company affiliated with Messe München GmbH, or the employees, workers, representatives, stakeholders and vicarious agents of Messe München GmbH and/or companies affiliated with Messe München GmbH be legally prosecuted by third parties or authorities in connection with the content posted by the exhibitor, the exhibitor must indemnify Messe München GmbH, companies affiliated with Messe München GmbH, and the employees, representatives, stakeholders and vicarious agents of Messe München GmbH and/or companies affiliated with Messe München GmbH against all claims or demands, irrespective of their legal basis, on first demand and hold them harmless. This also extends to reasonable legal costs in each case.

The above regulations also apply to content posted and distributed by co-exhibitors or joint pavilion exhibitors at automatica.

Liability is excluded for only insignificant or short-term impairments to the usability of the automatica digital products. Messe München GmbH accepts no liability for disruptions, errors, delays or other impediments to performance that occur during the transmission of content via the Internet, except in cases of intent or gross negligence. Furthermore, Messe München GmbH accepts no liability for access to and availability of the Internet. Availability, particularly for limited periods of time, may be limited due to maintenance work or for other reasons. Liability for the consequences of limited availability—of whatever kind and for whatever reason—is excluded.

The official media services partner for this trade fair is:

NEUREUTER FAIR MEDIA GmbH
Büro Essen
Westendstraße 1
45143 Essen
Germany
Tel. +49 201 36547-410
Fax +49 201 36547-325
automatica@neureuter.de

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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 m²** of stand size
as from **21 m²** for every further **10 m²**
or part thereof
as from **101 m²** for every further **20 m²**
or part thereof

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

Co-exhibitors receive two free exhibitor passes each. Additional exhibitor passes are available as of June 23, 2025 on site at the exhibitor pass service counter at **EUR 56**/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).

B 12 Vouchers

Exhibitors, co-exhibitors and joint pavilion exhibitors have the opportunity to order vouchers for day tickets at the Exhibitor Shop (available as of February

2025). All vouchers for day tickets that are redeemed are included in the participation fee and are not charged for.

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

In deviation from A 10 of the Conditions of Participation A, approval for photography, filming and video recording of the exhibitor's own stand is no longer required during the official set-up and dismantling times, or during exhibitor opening hours.

Written permission is now only required outside these times (i.e. during night closing times) and is compulsorily linked to the booking of an accompanying security guard. All information on this will be published in the Exhibitor Shop in the relevant leaflet.

The use of drones is expressly prohibited at all times (set-up, running time, dismantling).

B 14 Evening events

Evening events on the exhibition stand require authorization by Messe München GmbH and must be notified by June 3, 2025 at the latest. Events on June 24, 25 and 26, 2025 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 evening event do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his evening event 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 evening event.

The services provided by Messe München GmbH in connection with each evening event 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 evening event in advance. Please note that the volume of musical renditions on the stand may not exceed **85 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.

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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 evening events, separate arrangements apply (see B 14 Evening events).

B 18 Alterations

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

Messe München GmbH also reserves the right to amend and supplement its Covid-19 prevention and hygiene protocols; exhibitors will be informed of any changes in good time.