



**LOPEC 2024**  
**International Exhibition and Conference for the Printed Electronics Industry**

**To all Exhibitors**

Munich, February 2024

Dear Sir or Madam,

The LOPEC 2024 start very soon. We are very much looking forward to welcoming you in Munich. To facilitate both preparations in the run-up and your trade show participation, we will outline some detailed information on a number of issues below. Please be sure to pass it on to your exhibition team, including booth set-up staff or your contracted exhibition stand builder.

**Important contacts**

You can contact the Exhibition Management and the Technical Exhibition Service of LOPEC 2024 at the Exhibition Management Counter located in the foyer of the ICM – Internationales Congress Center München, opposite Hall B0.

**Exhibition Management**

Armin Wittmann	Exhibition Group Director	+49 89 949-20120
Manfred Salat	Exhibition Manager	+49 89 949-20360
Susan Rau	Exhibition Manager	+49 89 949-20364

**The Exhibition Management is available for your needs as follows:**

Monday,	March 04, 2024	09:00 to 18:00
Tuesday,	March 05, 2024	08:00 to 18:00
Wednesday,	March 06, 2024	08:00 to 18:00
Thursday,	March 07, 2024	08:00 to 17:00

**Technical Exhibition Service**

Daniela Köpfer	Tel. +49 89 949-21226
Tobias Pauli	Tel. +49 89 949-21224

**The Technical Exhibition Service is available for your needs as follows:**

Monday,	March 04, 2024	08:00 to 18:00
Tuesday,	March 05, 2024	08:00 to 19:00
Wednesday,	March 06, 2024	08:00 to 18:30
Thursday,	March 07, 2024	08:00 to 17:30
Friday,	March 08, 2024	08:00 to 12:00

**meplan (for package booker)**

Leo Vötterl	Tel. +49 89 540 267-344
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## Important exhibitor information from A to Z

### Accommodation

Via our partner TRADEFAIRS you can easily and quickly book your hotel room directly and organize your arrival and departure:

[www.tradefairs.com](http://www.tradefairs.com)

Tel. +49 69 95 88-3616

Fax +49 69 95 88-1913

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

For more information about accommodation and your stay in Munich please have a look to our website.

### Animals on the Messe München site

The bringing of animals onto the Messe München site is strictly forbidden, with the exception of guide dogs for the blind and other assistance dogs.

### Booth construction

If you **haven't** signed up for a Full Service or Academic Booth with your trade show application and still need a booth construction solution, simply contact till February 15, 2024 our stand constructor meplan or use the budget planner at our website.

### Business Center

The Business Center, which is located conveniently in the ICM – Internationales Congress Center München, offers you various office services, including photocopying or fax service.

Opening hours:

Monday - Thursday	March 4 - 7, 2024	08:00 to 17:00
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### Catering

The following catering facility is available on the exhibition grounds **in exchange for payment**:

a) LOPEC Lounge & Cafe

Opening hours

Tuesday,	March 05, 2024	10:00 to 16:00
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Wednesday,	March 06, 2024	09:00 to 18:00
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Thursday,	March 07, 2024	09:00 to 16:00
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a) Catering on the stand

You can also have a caterer - listed in our exhibitor shop - deliver food and drinks directly to your stand.

### Cloakroom

The cloakroom is located between Entrance West and the ICM Foyer

Tuesday	March 05, 2024	07:30 to 18:30
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Wednesday	March 06, 2024	07:30 to 21:30
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Thursday	March 07, 2024	07:30 to 17:30
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Please note: Items which have not been collected after closing time will be taken to the lost and found office.

### **Conference**

Exhibitor passes are **not** valid for participation in the conference. If you are interested in attending the conference program, you can purchase your **ticket** separately. Consult our website for an up-to-date conference **program**.

### **Exhibitor and visitor survey**

We have commissioned the market research institute *Gelszus* to conduct an anonymized visitor and exhibitor survey again this year. The questionnaire for exhibitors will be handed out to you at the stand on the last show day and collected again. This survey questionnaire is your ideal tool to actively participate in shaping LOPEC also in future. Because only if we know your needs, we can act on it and develop the event accordingly. Thank you in advance for your input.

### **Exhibitor passes**

The Print@home Tickets and Mobile Tickets for exhibitors (exhibitor passes) are personalized in advance and the registration of your staff on the stand is obligatory. **Every employee** on the stand needs an exhibitor pass.

Please keep in mind to order and to personalize all the passes online.

Please note that access to the exhibition grounds for exhibitors with an exhibitor pass is possible during the following times:

Wednesday,	March 06, 2024	08:00 to 19:00
Thursday,	March 07, 2024	08:00 to 17:00

If you need an extra exhibitor pass on site, you can still order and pick it up directly at the Exhibitor Pass Service Counter located in the Entrance West.

No exhibitor passes are required for access to the exhibition grounds during the set-up and dismantling periods.

### **First Aid**

The medical service is located in the Entrance West and open from March 4 – 8, 2024

Phone +49 89 949-28103

### **Invitation management for visitors**

Take control of your company's success at the trade show and invite your business contacts to your booth. For this purpose, we provide each exhibitor with suitable online marketing tools, such as free vouchers for an unlimited number of day tickets, online banners etc.

### **Live music and musical renditions on the exhibition booth**

Please remember that for musical performance or film renditions on the exhibition stand, the permission of GEMA – Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Musical Performance and Mechanical Reproduction Copyright Watchdog) – must be obtained. Experience has shown that GEMA regularly conducts checks during the fair.

### Lost and found office

In the trade fair administration building (security center) / Access via gate 1:

Daily open 24 Hours

Phone: 49 89 949 24555

Found objects will be stored at the lost-and-found office of Messe Messe München for 3 weeks and will then be handed over to the municipal lost property office.

### Opening hours exhibition

For exhibitors

Wednesday,	March 06, 2024	08:00 to 19:00
Thursday,	March 07, 2024	08:00 till end of dismantling

For visitors

Wednesday,	March 06, 2024	09:00 to 18:00
Thursday,	March 07, 2024	09:00 to 16:00

**New in 2024 is an Open Plenary Session, which will take place on March 6 from 8:00 - 8:45 at the LOPEC Forum in the foyer of the ICM.**

- 8:00: Dr. Alain Schumacher, IEE (LU): "Printed Electronics - Products, Trends and Facts for a Sustainable Future"
- 8:25: Wolfgang Mildner, General Chairman LOPEC: "Highlights of LOPEC 2024"

### Orders Technical Services

Please remember to **book your technical services as soon as possible**, because late fees will be charged, or some services may not be provided at all due to time reasons.

### Parking

Exhibitors can park their cars in the designated exhibitor parking lots and the designated truck parking lot. You can find these in our [traffic guide](#). You need to have obtained a parking permit for your vehicle in order to be able to use these parking lots. You can order this pass for cars and trucks using [the exhibitor shop](#).

The parking garage west and the "PÜ" parking lot will be available to you on the set-up days, March 04, 2024, and March 05, 2024, from 07:30 to 20:00. It will be subject to a charge. Exhibitors can exchange their ticket for a free exit ticket at the project management on March 04 and 05, 2024. During the show the exhibitor has to pay for the parking in the garage west.

If you have any questions about this, please contact

Park Service APCOA  
or  
Logistics & Traffic; Ms Karin Volk

Tel. +49 89 949-28130

Tel. +49 89 949-21202

### **Patent attorney**

For legal advice about patents, a patent attorney from the TBK law firm will be available for consultation on Wednesday, March 06, 2024 from 10:00 to 12:00 in Business Center in the foyer of the ICM

### **Payment of invoice / Power cut**

In case the admission invoice sent to you in advance has not been paid by the start of the trade show, we are entitled to cut off the power to your exhibition stand.

### **Photography and filming of exhibition booth**

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.

This permit can be requested by you or the commissioned photographer (with official assignment) from the MMG security office, located in the Trade Fair Administration building (access via gate 1) as of March 4, 2024. The photo and film permit will be issued against a fee of EUR 80 incl. VAT per assignment. The assignment must be presented in writing. The permit includes admission and vehicle access to the fairgrounds for the Photographer and/or film crew outside official opening hours. During show opening hours, the photo/film crew must carry valid exhibitor tickets to be admitted entry to the fairgrounds. The use of drones is expressly prohibited at all times (set-up, running time, dismantling).

### **Police**

The local police station 25 is on Werner-Eckert-Str. 12, 81829 Munich, just 5 minutes from the Entrance West. The police station is open around the clock.

Police station 25

+49 89 45187-0

### **Safety at your exhibition booth**

Messe München accepts no liability for any damage to or loss of property brought in by the exhibitor or to the stand equipment (General Terms and Conditions A9). For this reason, we have developed the following preventive security measures, in cooperation with the criminal police, to discourage theft:

- Book your own **stand security** using the relevant **form in the exhibitor shop**. Please remember to book stand security starting from the final set-up day.
- Your products should not be left unattended or unsecured on your stand during the set-up and dismantling phases.
- Remove all valuable and unsecured display items when leaving the stand once the exhibition has closed. Make sure your goods are insured.

## **Scan2Lead Service and Support**

It you have any further questions, the Scan2Lead service and support is at your disposal at all times via e-mail and telephone. Please contact them, before LOPEC starting.

Tel. +49 89 4444 33 112

E-mail: [support@scan2lead.com](mailto:support@scan2lead.com) or live chat: <https://portal.scan2lead.com>

## **Set-up and dismantling times**

### **Stand set-up**

Monday, March 04, 2024, 8:00 – 23:00

Tuesday, March 05, 2024, 7:00 – 18:00

### **Dismantling**

Thursday, March 7, 2024 at 16:30 till Friday, March 08, 2024 at 12:00

Detailed information about opening hours for visitors and exhibitors as well as traffic regulations during the set-up and dismantling periods and during the event is contained in the LOPEC 2024 **Traffic Guide**.

## **Shipping address for your stand supplies**

Materials which you need **during the event** can be shipped to the following address:

LOPEC 2024

Company / Exhibitor name

Hall B0 or ICM Foyer + stand number

Am Messesee 2

81829 Munich

Germany

Please note that a direct delivery to your booth can only be made if accepted in person by one of your staff members!

If you wish supplies to be delivered prior to the official stand set-up, kindly contact one of our accredited forwarding agents:

Schenker Deutschland AG

Tel.: +49 89 949-24300

Email: [fairs.muenchen@dbschenker.com](mailto:fairs.muenchen@dbschenker.com)

Kühne-Nagel AG Co.KG

Tel.: +49 40 30 333 2800

[customer.event@kuehne-nagel.com](mailto:customer.event@kuehne-nagel.com)

## **Supporting program**

Among the highlights at the LOPEC 2024 exhibition is the LOPEC Forum. This is where lectures and presentations in the context of the Exhibitor Forum, a panel discussion, the Start-up competition, the LOPEC Award Show and the first time the Open Plenary Session on March 6 at 8:00 will be shown.

The up-to-date program can be found on our website

**Underground connections / Public transport - MVV (Munich Traffic and Tarif Association):**

The subway line U2 runs directly to the Munich Exhibition Center - Messestadt West stop. The travel time from the main railway station is just under 20 minutes.

NOTE:

The use of public transport in the entire network of the Munich Transport and Tariff Association (MVV) is **NOT** included in the exhibitor passes.

**Vehicle access to the exhibition grounds during the trade show**

During the entire event, driving onto the grounds of the exhibition center is - on principle – only possible in exceptional cases for a period of one hour, against a deposit of EUR 100.00 in cash and presentation of a delivery note or exhibitor pass.

Entry is only possible via Gate 21. If the one-hour time limit is exceeded, the deposit will be forfeited and the vehicle will be removed at the owner's expense. Detailed information please have a look to the **traffic guide**.

**WiFi**

As an exhibitor, you can order a fixed Internet connection from Exhibitor Technical Services. Wired access to the Internet is more stable than wireless access and therefore the better option.

Messe München is offering free wireless internet access to all LOPEC visitors and exhibitors at the trade-fair center and the ICM.

We wish you a pleasant and successful trade show!

SAVE THE DATE: **LOPEC 2025, February 25 - 27**

MESSE MÜNCHEN GMBH  
Your LOPEC Team

Status: February 15, 2024