

# 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, 22 to Friday, June 25, 2027

**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  
automatica-munich.com

**Conceptual sponsor:**

VDMA Robotics + Automation  
Lyoner Str. 18  
60528 Frankfurt  
Germany  
Tel. +49 69 6603-1590  
vdma.eu/robotics-automation

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

## B 1 Application

The application is to be submitted online at [automatica-munich.com/application](http://automatica-munich.com/application)

Start of space allocation is Tuesday, June 30, 2026.

## 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 plant 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 2027 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 m<sup>2</sup> space are:

In the hall

The minimum stand size is **9 m<sup>2</sup>**

<b>Row stand</b>	(1 side open)	<b>EUR 279</b>
<b>Corner stand</b>	(2 sides open)	<b>EUR 339</b>
<b>End stand</b>	(3 sides open)	<b>EUR 349</b>
<b>Island stand</b>	(4 sides open)	<b>EUR 359</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, 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 circulation 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.

**Mandatory communication fee**

Exhibitors will be charged a mandatory communication fee for each of their stands amounting to **EUR 1,230**. This mandatory communication fee includes the basic entry in the trade show media and other communication services as set out in provision B 10 "Media services". Exhibitors can book other entries in the respective advertising media for extra charges. The additional entry and advertising options as well as the prices are indicated on the corresponding order forms provided to exhibitors by the media service partner commissioned by Messe München GmbH.

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

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 20/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 6/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, 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.

All co-exhibitors must be registered by the main exhibitor. The application is to be submitted online via the link sent during application.

### 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.

Admission can only be granted if the co-exhibitor would also be eligible as a main exhibitor. A mandatory communication fee in the amount of **EUR 1,230** will also 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, B 10).

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

For each co-exhibitor without Messe München GmbH's 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 not admitted by Messe München GmbH vacate the stand. Should the exhibitor fail to comply with the request to vacate the premises 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. 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.

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

### Setup periods

June 17 to 20, 2027: daily from 07:00 to 23:00

June 21, 2027: 07:00 to 18:00

### Dismantling periods

June 25, 2027: 16:00 to 24:00 (vehicles permitted to enter from 18:00)

June 26, 2027: 00:00 to 23:00

June 27 to 28, 2027: daily from 07:00 to 23:00

June 29, 2027: 07:00 to 18:00

### Event-specific traffic guide

All event-specific vehicle access regulations will be summarized in the event's traffic guide. This will be made available for download on the event homepage well in advance of the start of setup.

### Driving motor vehicles on the exhibition grounds

Driving on the grounds with motor vehicles or vehicle combinations of any kind (hereinafter referred to as "vehicles") is at your own risk. The provisions of the German Road Traffic Regulations (StVO) apply accordingly throughout the exhibition grounds and in the parking lots. The maximum speed permitted on the exhibition grounds is 20 km/h.

There is an absolute ban on stopping outside the areas designated for stopping and parking. The marked driveways, fire department movement areas and escape routes (outer gates, hall gates, emergency exits, etc.) must be kept clear at all times.

Vehicles may only be parked on the exhibition grounds in the designated areas and only temporarily for the purpose of unloading or loading materials. On completion of loading/unloading, the vehicle must leave the exhibition center immediately; no parking beyond this activity is permitted.

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

Messe München GmbH reserves the right to remove vehicles, trailers, containers, bins, empties or full loads of any kind parked illegally or in no-stopping zones without prior notification at the expense and risk of the party responsible. Guarding and safekeeping are excluded.

### Right of transportation and forwarding

The operation of exhibitor-owned forklift trucks, cranes, high-lift pallet trucks and low-lift trucks with operator platforms is not permitted on the Messe München exhibition grounds. Messe München GmbH's accredited forwarding agents exercise the sole right of forwarding on the exhibition grounds, in particular with regard to the transportation of exhibits or the loading and unloading of trucks.

### Deposit collection

A deposit of **EUR 100** in cash must be paid for each vehicle when entering the exhibition grounds at the times specified in the traffic guide. The deposit will be returned on exit and is subject to compliance with the specified deposit period. If the deposit period is exceeded, the deposit will be forfeited. The deposit period is dependent on the respective vehicle class and can be found in the traffic guide.

### FairLog truck guidance system for long vehicles

For vehicles with an overall length exceeding **8 m**, a time slot must be booked in advance via the "FairLog" online portal for loading or unloading at the times specified in the traffic guide. On site, these vehicles must be registered at check-in before accessing the site, stating the time slot reservation number in order to complete the process.

### Rental Spaces for Containers and Exhibits

**Parking spaces for containers and exhibits in the loading yards may only be occupied as of 18:00 on the last day of setup.** They must be vacated no later than one hour after the end of the trade fair on the last show day. In the event of violation of these provisions, Messe München GmbH is entitled to demand a lump-sum compensation amounting to the respective net rent per space plus VAT for each day on which the rental space was occupied too early or vacated too late.

### Last setup day

On the last day of setup, **June 21, 2027**, the time available for stand construction is 07:00 to 18:00.

All delivery and stand-construction vehicles must be removed from the halls, the loading yards around the halls, and the outdoor exhibition area by 18:00. Vehicles which are still in the said areas 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 from 18:00 until 20:00. An extension of setup time after 20:00 is only permitted in exceptional cases and subject to a fee. In such cases, a night work permit must be obtained on site from the security service.

### Start of dismantling

Vehicles of stand construction companies and suppliers shall not be admitted before 18:00 on June 25, 2027. If exhibition goods are removed or the stand dismantled before the end of the fair, Messe München GmbH may demand payment of a contractual penalty of **EUR 500** from the exhibitor.

## B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m²**, and for 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 digitally in PDF format (not protected) to Messe München GmbH, Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

### Halls, general

Single-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. In order to preserve the character of automatica as a communication and business trade show, exhibitors are requested to ensure an open stand design. Messe München GmbH is entitled to demand changes in stand design on this account.

The erection of closed walls is permitted if they account for no more than max. **70%** of the given side wall of the stand, whereby a closed wall may not exceed a length of max. **6 m**. A closed wall **6 m** in length must be followed by an opening with a width of at least **2 m**. This ruling no longer applies if a setback of at least **2 m** to all stand perimeters is observed.

### 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.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted digitally, in PDF format 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

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## Cont. B 7 Stand design and equipment

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 "Notices—

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 media 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 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 wireless LAN network at his stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH are to be complied with. Requests for electrical installation, water connection, and telephone service can only be considered if orders are received by May 12, 2027, 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

The basic entry in the automatica media includes at least the company name, hall and booth number, and, depending on the digital channel, the logo, company headquarters (location), contact details, entries under "Product Groups," and "Industries," digital press release, product presentation, contact persons, and will be invoiced by Messe München GmbH (see B 3 Mandatory communication fee). Phone number, mobile phone number, and e-mail address require the explicit final approval and consent by the exhibitor, as it may potentially be personal data; otherwise this information will not be published. Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media in a separate order process. The booking option will be made available 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 exhibition media (online and mobile).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the trade show media (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 trade show media (online and/or mobile).

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  
Friedrich-List-Str. 20  
45128 Essen  
Germany  
Tel. +49 201 36547-410  
automatica@neureuter.de

# 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.

## 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 hall

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)

Co-exhibitors receive two (2) free exhibitor passes each.

Exhibitor passes are intended solely for stand personnel. Additional exhibitor passes are available at the Exhibitor Shop or as of June 21, 2027 on site at the exhibitor pass service counter (Entrance East). Cost per item: **EUR 56**.

Please note: both free and fee-based tickets must be ordered via the Exhibitor Shop and have to be personalized.

Exhibitor passes must not be passed on third parties. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor pass.

## B 12 Vouchers

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

February 2027). 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)

By derogation from A 10 of the Conditions of Participation A, permission is no longer required for photography, film and video recordings of the exhibitor's own stand during the official setup and dismantling times and during exhibitor opening hours.

Written permission is only required outside these times (i.e. during night closing times). Booking of an accompanying security guard is mandatory

during night closing time. All relevant information will be published in the Exhibitor Shop in the respective information sheet (Notice Photography and Filming).

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

## B 14 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by June 1, 2027 at the latest. Events on June 22, 23 and 24, 2027 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 **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
- Am Messesee 2, 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.



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### 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—Stand parties).

### B 18 Noise, sound effects, GEMA

Demonstrations of machines, video, music, stage shows etc. during the event (see opening hours) require the prior authorization of Messe München GmbH and must be conducted in such a way that no other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be turned towards the exhibition stand and may not sound off on neighboring stands or aisles. The sound level may not exceed **70 dB (A)** at the stand perimeter (see also Technical Guidelines 4.7.7, 5.8.1 and 5.15). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or for other reasons constituting a hazard or

impairment to the event and especially to event participants. The relevant statutory provisions must be observed.

Under the terms of the Copyright Act, the permission of GEMA – Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Musical Performance and Mechanical Reproduction Copyright Watchdog) is required for musical renditions of any kind. Further information is available in the automatica Exhibitor Shop, or contact GEMA directly as follows:

GEMA, 11506 Berlin, kontakt@gema.de, www.gema.de

Unnotified reproductions of music may result in damage compensation claims by GEMA (§ 97, copyright law).

### B 19 Alterations

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