

Status June 2025

Status June 2025 – subject to change

## automatica 2025 June 24–27, 2025, Messe München

### 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>Stefanie Fischer-Kleiner</b>	<b>Deputy Exhibition Manager</b>	<b>+49 89 949 20122</b>
<b>Carolyn Cavadias</b>	<b>Exhibition Manager</b>	<b>+49 89 949 20121</b>
<b>Kathrin Bürgle</b>	<b>Exhibition Manager</b>	<b>+49 89 949 20376</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 20, 2025	13:00 bis 17.00 Uhr
Saturday and Sunday, June 21 - 22, 2025	10:00 bis 17:00 Uhr
Monday-Friday, June 23 - 27, 2025	08:00 bis 17:00 Uhr

#### Exhibitor Technical Services TAS 4

<b>Nicole Wiesheu</b>	<b>Head of Technical Service</b>	<b>+49 89 949 22037</b>
<b>Lena Stahr</b>	<b>Technical Project Manager</b>	<b>+49 89 949 22037</b>
<b>Daniela Köpfer</b>	<b>Technical Project Manager</b>	<b>+49 89 949 22037</b>
<b>Adrian Lanna</b>	<b>Technical Project Manager</b>	<b>+49 89 949 22037</b>
<b>Laurenz Euba</b>	<b>Technical Project Coordinator</b>	<b>+49 89 949 22037</b>

#### Security, Logistics & Traffic Department

<b>Shirley Hillebrand</b>	<b>Logistics &amp; Traffic Manager</b>	<b>+49 89 949 21204</b>
<b>Nina Engmann</b>	<b>Logistics &amp; Traffic Manager</b>	<b>+49 89 949 21207</b>
<b>Thorben Wolpert</b>	<b>Security Manager</b>	<b>+49 89 949 21219</b>

#### The Exhibitor Technical Services (TAS4) Team is there for you as follows:

<u>During setup</u>	Thursday, June 19, 2025	08:00 – 16:30
	Friday - Sunday, June 20-22, 2025	08:00 – 16:30
	Monday June 23, 2025	08:00 – 20:00
<u>During the exhibition</u>	Tuesday, June 24, 2025	07:00 – 17:30 Uhr
	Wednesday–Thursday, June 25–26, 2025	08:00 – 17:30 Uhr
	Friday, June 27, 2025	08:00 – 16:30 Uhr
<u>During dismantling</u>	Saturday - Monday, June 28-30, 2025	08:00 - 16:30 Uhr
	Tuesday, July 01, 2025	08:00 - 16:30 Uhr

## Important information from A – Z for automatica 2025

### Setup/Dismantling times

#### Setup:

June 19 - 22, 2025, 07:00 - 23:00

23 June 2025, 07:00 - 18:00, constructive design

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

Trucks over 7.5 t/ 8m must register in advance via 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 23, 2025, 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.

More detailed information is available with the automatica 2025 traffic guide

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

### Dismantling:

Friday, June 27, 2025	17:00 - 24:00
Saturday, June 28, 2025	00:00 – 23:00
Sunday, June 29 – 30, 2025	daily 07:00 - 23:00
Tuesday, July 01, 2025	07:00 - 18:00

Extensions to the dismantling time are not possible.

No special passes are required for assembly and dismantling.

#### 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 automatica 2025 traffic guide

Admission for stand construction companies and suppliers on June 27, 2025, not before 5:00 pm.

### Exhibitor evening - GET-TOGETHER

The automatica 2025 **exhibitor evening** will be held in the East Entrance on Thursday, June 26, 2025, after the show. You have already received separate invitations on this from our protocol department.

### **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 23, 2025 last set up day	09:00 – 17:00 Uhr
Tuesday, June 24, 2025	07:30 – 12:00 Uhr
Wednesday, June 25, 2025	07:30 – 12:00 Uhr

If the counter is not open, the registration desk is available daily until the end of the fair.

Exhibitor passes can be ordered with immediate effect at the online Exhibitor Shop.  
The Print@home ticket will be sent to the ticket holder's e-mail address.

**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 “U-Bahn”.

### **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 2025.

If you are interested, please contact the Technical Service Team TAS 4, Laurenz Euba  
Tel.: +49 89 949-21228 or place your order through the [Exhibitor Shop](#).

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

The order deadline for all stand-related services was May 14, 2025.

Other services can be booked in the [Exhibitor Shop](#).

If you have any questions, please contact the TAS4 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. Once you have successfully registered online, you will receive a Print@Home ticket, which will entitle you to direct admission.

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.

**This information is also available at our website under**  
**[Visitor tickets, prices & Registration](#)**

### **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](mailto:lt@messe-muenchen.de)). This service offers you the following advantages:

- The regular deposit policy does not apply to your deliveries.
- Your deliveries are not subject to limited access hours within the delivery times (specified on the order form).
- It is easier to plan your deliveries in advance.

**Information about catering companies is available in the automatica [Exhibitor Shop](#).**

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

During automatica 2025, 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 40 3033 32800

### **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. Entry is only possible via the gates indicated in the traffic guide. 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:

At automatica 2025, the airport shuttle bus will run from  
Monday, 23.06.2025 - Friday, 27.06.2025

The airport shuttle runs from the airport to the exhibition grounds and vice versa, stopping at the East (automatica) and West (Laser World of Photonics) entrances.

Transfer time: 45 to 60 minutes

Messe Eingang / Trade fair entrance		Servicezeiten / Hours of service		
Ankunft / Arrival	Abfahrt / Departure	Datum / Date	Flughafen / Airport	Messe / Fair
Ost / East	Ost / East	23.06.2025	08:00 – 17:00 Uhr	09:30 – 19:00 Uhr
		24.06.- 26.06.2025	08:00 – 17:00 Uhr	09:30 – 19:00 Uhr
		27.06.2025	08:00 – 16:00 Uhr	09:30 – 18:00 Uhr

### Filming and photographing exhibition stands

In deviation from A10 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. This can be booked via the exhibitor shop using Form 9.1.

The permission can either be collected at the Security Center at Gate 1 of Messe München (open 24/7), or on the last day of set-up at the East Entrance Service Counter between 4:00 PM and 10:00 PM.

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

All other details can be found in the "Photo and film permit" leaflet in the [exhibitor shop](#).

### Lost and found office

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

Tel.: +49 89 949 – 24500

### ATM

The following ATMs are available at the trade fair centre:

- IC Cash Services - **West Entrance**
- Euronet - **East Entrance**
- Euronet - **1st floor, Expressway via Hall B4**
- IC Cash Services - **ground floor, car park west**

### Coat check/luggage storage

The coat check (with costs) is located in the East Entrance:

Tuesday, June 24 - Thursday, June 26, 2025  
Friday, June 27, 2023

07:30 – 22:30  
07:30 – 17:00

### **Vouchers and campaign codes for visitor day tickets (free of charge)**

Visitor marketing is an important component of your trade fair success.  
Your participation fee includes unlimited voucher codes (1:1 codes).

**NEW** this year - there is also the option of generating free campaign codes (1:n codes) to integrate them into your social media activities, for example.

Order in the [Exhibitor Shop under Vouchers for visitor tickets](#):

- Additional voucher codes:
  - Ticket model 1:1 code
- Campaign code:
  - Ticket model 1:n code
  - Amount e.g. 5000
  - assign a name under Registration code (can only be used for the amount entered)

If you have any questions about ordering, please contact: [registrierung@messe-muenchen.de](mailto:registrierung@messe-muenchen.de)

### **Hall closing**

Please make sure that your personnel and your customers have left your exhibition stand by 19:00, which is when the halls close.  
Exceptions such as stand parties require advance notification and authorization.

### **Handcart Rental**

For dismantling on the last day of the trade fair, June 27, 2025, handcart rentals will be available between 3:30 p.m. and 8:00 p.m. The handcarts are intended for transporting smaller items from the stands to the parking lot, etc. A load of up to 350 kilograms is possible. The handcarts can be rent for a deposit of 50 Euros at the Entrance East.

### **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 24–27, 2025	
Access for visitors	Tuesday–Thursday, June 24-26, 2025	09:00–17:00
	Friday, June 27, 2025	09:00–16:00
Access for exhibitors	Tuesday–Thursday, June 24–26, 2025	07:30–19:00
	Friday, June 27, 2025	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 23, 2025, 9:00–18:00) and until 12:00 on the first day of the fair.

The parking areas are open on June 24–26, 2025 from 07:00 to 21:00 and on June 27, 2025 from 07:00 to 18:00

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**.

### **Power Banks**

For exhibitors and visitors, power banks are available for rent at several locations throughout the exhibition grounds. One station is located in the passageway from the East Entrance to Hall B6. Another station can be found at the West Entrance, near LASER World of PHOTONICS.

Rental is easy and contactless via credit card (NFC-enabled). A deposit of €20 is required, and the usage fee is **€2 per 30 minutes** – capped at a maximum of €20 per day. The rental period is limited to 24 hours. If the power bank is not returned on time, the €20 deposit will be retained.

### **Lockers**

Lockers for the secure storage of personal belongings are available on the ground floor of the East Entrance, directly behind the turnstiles.

The usage fee is €1 per closure.

### **Patent lawyer**

A patent lawyer will again be available to advise you on patent law. You will find him at the atrium in the hall passageway between A4 and A3.

Tuesday, June 24, 2025, 10.00 a.m. - 12.00 p.m.

You can also make inquiries via the exhibitor office in front of Hall B5.

### **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/ Atrium in front of Hall B4/ Tel. +49 40 30333 2800

### **Press Lounge East Entrance**

#### **Opening hours**

##### **Day**

Tuesday – Thursday, June 24–26, 2025

Friday, June 27, 2025

##### **Press Center**

08:30 – 17:30

08:30 – 16:00

##### **Lounge**

08:30 - 15:30

08:30 - 14:00

### **Promotional activities**

The distribution of advertising materials must be coordinated with and authorized by the Media Sales Department. Generally 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,  
Email: [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: Robotics for SMEs

#### **Halle A4**

- Service Robotics Arena
- MedtecLIVE Healthtech Pavilion

#### **Halle B6**

- Smart Maintenance+

#### **Halle B5**

- Machine Vision Pavilion including Vision Expert Huddles
- Connected Machines

#### **Halle B4**

- Start-up Arena incl. Investor Summit
- Mobile Robots in Production – Mesh up
- Munich\_i\_AI.Society
- Summit Stage
- RIG Stage

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 exhibition hours?

Please note that these events must be registered. Registration is done using Order Form 18.3



“Registering evening events at your exhibition stand,” which must be submitted to the SLT/Security department ([security@messe-muenchen.de](mailto:security@messe-muenchen.de)).

You can find the registration form in the Exhibitor Shop 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 26, 2025.**

### **Tourist information**

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

Tuesday – Thursday, June 24–26, 2025  
Friday, June 27, 2025

11:00 – 18:00 Uhr  
11:00 – 16:00 Uhr

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 accommodation 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.

**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: June. 2025