



## LOPEC 2025

### International Exhibition and Conference for the Printed Electronics Industry

To all Exhibitors

Munich, January 2025

Dear Sir or Madam,

It won't be long now until LOPEC 2025 begins. We are looking forward to welcoming you in Munich. In order to facilitate the preparation and execution of your participation, we would like to provide you with the following information. Please also pass this information on to all relevant staff, the set-up personnel and/or your stand builder.

### Important contacts details

You will find the LOPEC 2025 Exhibition Management and Technical Exhibition Services team at the Exhibition Management counter in the foyer of the ICM-International Congress Center Munich, opposite Hall B0.

- **Exhibition Management**

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

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

- Monday, February 24, 2025, 09:00 to 18:00
- Tuesday, February 25, 2025, 08:00 to 18:00
- Wednesday, February 26, 2025, 08:00 to 18:00
- Thursday, February 27, 2025, 08:00 to 18:00

- **Technical Exhibition Service (TAS)**

Daniela Köpfer	Technical Project Manager	Phone: +49 89 949-21226
Bernhard Lämmermeyer	Technical Project Manager	Phone: +49 89 949-21173

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

- Monday, February 24, 2025, 08:00 to 16:30
- Tuesday, February 25, 2025, 08:00 to 19:00
- Wednesday, February 26, 2025, 08:00 to 18:30
- Thursday, February 27, 2025, 08:00 to 18:00
- Friday, February 28, 2025, 08:00 to 12:00

- **meplan (for package booker) during Set-Up on-side:**

Tobias Wissel	Project Manager	Phone: +49 89 540267-375
Viktoria Fritsch	Project Manager	Phone: +49 89 540267-350

## Important exhibitor information

- **Set-up Period**

- Monday, February 24, 2025, 08:00 to 23:00
- Tuesday, February 25, 2025, 07:00 to 18:00

Packages and complete booths will be ready for occupancy from 11:00 on February 25, 2025

- **Dismantling**

Thursday, February 27, 2025, at 17:30 until Friday, February 28, 2025, at 12:00.

All information about opening hours for visitors and exhibitors as well as traffic control during set-up, exhibition and dismantling times can be found in the **Traffic Guide**, which is available as a PDF on the LOPEC website under **Logistics & Traffic**.

- **Exhibitor Passes**

**Print@home tickets for exhibitors and mobile tickets** (exhibitor passes) are personalized and booth staff registration is mandatory. Each staff member needs a personalized exhibitor pass. Please note that your exhibitor pass does not entitle you to free use of public transport.

All exhibitor passes (including complimentary passes) must be ordered and personalized online through the **Exhibitor Shop**. Each exhibitor will receive a certain number of free exhibitor passes based on the size of their stand:

- Up to 12 m<sup>2</sup> 2 exhibitor passes
- From 13 m<sup>2</sup> for each additional 20 m<sup>2</sup> or part thereof 1 exhibitor pass (additional)
- Co-exhibitors will receive one (1) free exhibitor pass

Please note that exhibitor passes will only allow access to the exhibition grounds during the following hours:

- Wednesday, February 26, 2025, 8:00 to 19:00
- Thursday, February 27, 2025, 8:00 to 18:00

If you need additional exhibitor passes during your stay, you can order them at the **Registration Management Exhibitor Pass Services** counter at the **West Entrance**. Additional exhibitor passes ordered after the show will be charged at €45 (net) per pass.

Exhibitor passes are not required for access to the show floor during set-up and dismantling.

- **Exhibitor and Visitor Survey**

As in the past, Gelszus Messe-Marktforschung GmbH, the market research institute commissioned by LOPEC, will conduct an anonymous exhibitor and visitor survey on our behalf. The questionnaire will be handed out on the last day of the show and collected after the exhibition closes.

The questionnaire offers you the ideal opportunity to help shape the future development of LOPEC. Only those who know the needs of their exhibitors can adapt to them in an optimal way. Thank you in advance for your support.

- **Ordering services for your booth**

The deadline for ordering stand services is January 21, 2025. However, if you require any other technical services, please contact the Technical Exhibition Services team (TAS) immediately. Contact details can be found on page 1 under Key Contacts

- **Business Center at the ICM**

The Business Center in the foyer of the ICM offers a range of office services such as photocopying.

Opening hours:

Monday to Thursday: February 24-27, 2025, 8:00-17:00.

- **Catering (general)**

During the set-up and the duration of the conference and exhibition, the LOPEC Café and the associated LOPEC Lounge are at your disposal. Food and drinks are offered there for a fee.

Opening hours LOPEC Lounge & Cafè:

- Monday, February 24, 2025, 10:00 to 16:00
- Tuesday, February 25, 2025, 10:00 to 16:00
- Wednesday, February 26, 2025, 09:00 to 18:00
- Thursday, February 27, 2025, 09:00 to 17:00

- **Catering (at the booth)**

You can also have food and beverages delivered directly to your booth by one of the caterers listed in our [Exhibitor Shop](#).

- **Access to the exhibition grounds before and during the fair**

During set-up and during the exhibition, **access** to the ICM/Hall B0 loading area **is only possible via Paul-Henri-Spaak-Strasse 8, Gate 21**.

For more information on how to get to the exhibition grounds, the opening hours of Gate 21, parking options before and during LOPEC, and traffic regulations during dismantling, please refer to the Traffic Guide, which is available as a PDF on the LOPEC website under [Logistics & Traffic](#).

- **Visitor invitation management**

Take control of your company's success at the show by inviting your business contacts to your stand.

As an exhibitor, you have access to online marketing tools in the [Exhibitor Shop](#), such as free vouchers for an unlimited number of one-day tickets to the show, online banners, etc.



- **First Aid**

The medical service is located at the West Entrance:

February 24–28, 2025, Phone: +49 89 949-28103

- **Photography and filming of exhibition stands**

a.) During the set-up and dismantling periods:

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

Written permission is only required outside these times (i.e. during night-time closing) and is mandatory when booking a security guard.

b.) During the event:

You or the photographer you have hired can obtain a photo and film permit from the Munich Fair Security Centre, Messehaus, entrance via Gate 1, from 24 February 2025 for a handling fee of EUR 80.00 incl. VAT per order.

Orders must be made in writing. The permit includes access for the photo/film team to the trade fairgrounds outside opening hours. During opening hours, the photo or film team will require a valid exhibitor pass to enter the exhibition grounds.

The use of drones is strictly forbidden at all times (set-up, duration, dismantling).

- **Lost property office**

ICM Business Centre during set-up and event times - see opening times under Business Centre - thereafter in the South Building, ground floor (Security Centre) / access via Gate 1:

Daily, 24 hours a day, Tel. +49 89 949 24555

Lost property is kept by the Munich International Trade Fairs lost-property office for three weeks, after which it is handed over to the municipal lost-property office.

- **Cloakroom**

The cloakroom is located in the West Entrance behind the registration desk.

Cloakroom opening hours:

- Tuesday, February 25, 2025: 07:30 to 18:30
- Wednesday, February 26, 2025: 07:30 to 21:30
- Thursday, February 27, 2025: 07:30 to 18:30

Please note: No liability will be accepted for items of clothing hung or placed in cloakroom areas not in use for LOPEC 2025.



- **Conference**

The exhibitor pass does **not** entitle the holder to attend the conference. If you wish to attend the conference, you must purchase a separate ticket, either **online** or on site.

This also applies to the day passes for the exhibition, which do not entitle the holder to attend the conference.

The current LOPEC 2025 conference program can be found **here** on our website.

- **Delivery address for stand materials**

You can send any stand material you require at any time to the following address:

LOPEC 2025 / ICM - International Congress Centre Munich  
Recipient / Exhibitor incl. contact person and mobile phone number  
Hall B0 or ICM Foyer North (with stand number)  
Paul-Henry-Spaak-Str. 8, Gate 21  
81829 Munich  
Munich, Germany

Please note that this address is **only valid during the exhibition** and that a member of your company's staff must collect the goods.

For deliveries before the start of the LOPEC Exhibition or for larger exhibits, please contact our service partners:

Schenker Deutschland AG

Phone: +49 89 949-24300

E-Mail: [fairs.muenchen@dbschenker.com](mailto:fairs.muenchen@dbschenker.com)

Kühne-Nagel AG Co. KG

Phone: +49 40 30 333 2800

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

Please note that goods can only be delivered directly to your stand if they are personally accepted by one of your staff members!

- **Opening hours**

a.) Exhibitors:

- Wednesday, 26 February 2025, 8:00 to 19:00
- Thursday, 27 February 2025, 8:00 until the end of dismantling

b.) Visitors:

- Wednesday, 26 February 2025, 09:00 to 18:00
- Thursday, 27 February 2025, 09:00 to 17:00

- **Playing music and films on the stand**

Please note that you must obtain permission from GEMA (the German Society for Musical Performing Rights and Mechanical Reproduction Rights) to play music or films on the exhibition stand. Experience has shown that GEMA carries out regular checks during the exhibition.



- **Car Parking**

The West park garage will be open from 07.30 to 20:00 on 24 and 25 February 2025. Please note that there is a charge for parking in the garage.

On both set-up days you can exchange your parking ticket for a free exit ticket at the Project Management counter in the ICM foyer.

Designated exhibitor parking spaces and designated truck parking spaces are available for exhibitors. These can be found in our **Traffic Guide**, which is available as a PDF on the LOPEC website under **Logistics & Traffic**.

To use these parking spaces, you must order a parking permit for your vehicle. Parking permits for cars and trucks can be ordered from the **Exhibitor Shop**.

If you have any questions, please contact

APCOA Parking Service, tel: +49 89 949-28130

or

Messe München, Logistics & Traffic, Max Schweiggert, Phone: +49 89 949-21203

- **Patent Attorney**

On Wednesday, 26 February 2025, from 10:00 to 12:00, the law firm **TBK** will be available for patent advice in the Business Center in the foyer of the ICM - International Congress Center Munich.

- **Police Station**

Police Station 25 is located at Werner-Eckert-Str. 12, 81829 Munich, only five minutes from the West Entrance. The police station is open daily from midnight to midnight.

Police Station 25      Phone: +49 89 45187-0

- **Supporting programme**

The LOPEC Forum is one of the highlights of LOPEC. It includes exhibitor presentations and a panel discussion, the Start-up Competition, the LOPEC Award Show and the **Open Plenary Session** on 26 February at 08.30.

Please see the **Supporting Program** for details.

- **Invoice payment / Power outage**

**Important notice:** If the so-called admission invoice, which we will send you after your stand has been confirmed, has not been paid by the start of the exhibition, we reserve the right to cut off the electricity supply to your stand.



- **Scan2Lead Service and Support**

Scan2Lead helps you with your lead management process at the show by providing a quick, easy and digital way to track your leads at your stand.

With the Scan2Lead SMART app you can quickly and easily scan the barcode on visitor tickets and business cards using your smartphone or tablet (iOS / Android). Visitor details are displayed directly on the screen.

More information about **Scan2Lead** is available in the **Exhibitor Shop**. The Scan2Lead service and support team will be happy to answer any questions you may have by email or telephone. Important: **Please contact them before the start of LOPEC 2025.**

Phone. +49 89 4444 33 112 Email: [support@scan2lead.com](mailto:support@scan2lead.com) or via Live Chat at <https://portal.scan2lead.com>

- **Security at the stand**

Messe München GmbH is not liable for damage or loss of goods and stand equipment (General Conditions of Participation A9).

For this reason, and in cooperation with the police, we have drawn up the following tips to prevent theft:

- a) Order stand security services via the **Exhibitor Shop**. Please remember to book stand security services for the last day of construction.
- b) Do not leave your goods, tools, means of transport and packaging (e.g. flight cases) unattended or unsecured on or near your stand or in the loading zone in front of the ICM during the set-up and dismantling periods.
- c) Remove any valuable, unsecured exhibits, laptops or mobile phones when leaving the stand at the close of the exhibition. Insure your goods

- **Stand construction**

If you have not booked a stand package with your registration and are still looking for a stand construction solution, please contact our subsidiary meplan (see page 1) or use the Trade Fair **Budget Planner**.

- **Animals on the exhibition grounds**

As a general rule, animals are not allowed on the exhibition grounds. The only exceptions are guide dogs and other assistance dogs.

- **Underground and public transport**

The U2 underground line goes directly to the New Munich Trade Fair Centre, to the "Messestadt West" stop. The journey from the main railway station takes about 20 minutes.

For more information on how to get to the Mese München Fairground, please visit the LOPEC website and click on **Travel & Fair Ground Plan**. Please note that the exhibitor passes do not include the use of public transport in the entire area covered by the Munich Transport and Tariff Association (MVV).



- **Lodging**

If you are looking for a hotel in the city of Munich or the surrounding area for your stay during the trade fair and congress, you will find the right contacts for room and hotel reservations on the LOPEC website under **Accommodation**.

- **WLAN**

Messe München offers LOPEC visitors and exhibitors free wireless Internet access (WLAN) on the exhibition grounds and in the ICM.

However, as an exhibitor you also have the option of booking a fixed Internet connection through the **Technical Exhibitor Services (TAS)**, as a wired connection to the data network is more stable than WLAN and is therefore the better option for exhibitors.

We wish you a successful and enjoyable time at the show!

**SAVE THE DATE: LOPEC 2026 from February 24 to 26, 2026**

MESSE MÜNCHEN GMBH  
Ihr LOPEC Team

As of Januar 2025