

**orto** 2023  
Medical Care 8-9-10  
MARCH

**EXHIBITOR  
SERVICE  
GUIDE**

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

## General Services for the Exhibitor

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Dear Exhibitor:

Read the following document closely.

Our aim is to help and guide you in making your decisions about all the services you require.

## Content Index

|          |   |    |
|----------|---|----|
|          | Presentation . . . . .  | 4  |
|          | General Data . . . . .  | 5  |
|          | Useful Addresses . . . . .                                    | 6  |
|          | General Information . . . . .                                 | 7  |
| <b>1</b> | Exhibitors with Modular Stands . . . . .                      | 8  |
| <b>2</b> | Exhibitors with Free Design Stands . . . . .                  | 12 |
| <b>3</b> | Free Services . . . . .                                       | 17 |
|          | Exhibitor Passes . . . . .                                    | 18 |
|          | Invitations . . . . .   | 18 |
| <b>4</b> | Compulsory Services . . . . .                                 | 19 |
|          | Exhibitors Fair Catalogue and App . . . . .                   | 20 |
|          | Insurances . . . . .  | 20 |
|          | Set-up fee . . . . .  | 20 |
|          | Minimum Electrical Consumption . . . . .                      | 20 |
|          | Cleaning Service . . . . .                                    | 20 |
| <b>5</b> | Optional Services . . . . .                                   | 21 |
|          | Build Free-Design Stand . . . . .                             | 22 |
|          | Furniture and Accessories . . . . .                           | 22 |
|          | Electricity . . . . .   | 22 |
|          | Water and Drainage . . . . .                                  | 22 |
|          | Telecommunications . . . . .                                  | 22 |
|          | Rigging Service . . . . .                                     | 23 |
|          | Hostesses . . . . .   | 23 |
|          | Audiovisuals . . . . .  | 23 |
|          | Maintenance and Cleaning . . . . .                            | 23 |
|          | Additional Insurance . . . . .                                | 24 |
|          | Parking . . . . .   | 24 |
|          | Packaging and Storage . . . . .                               | 24 |
|          | 5.1. Contract Services and Forms . . . . .                    | 26 |
| <b>6</b> | Access Area Map . . . . .                                     | 33 |
|          | Attachment 1. Furniture and accessories photographs . . . . . | 34 |
|          | Attachment 2. IFEMA's general rules & regulations . . . . .   | 40 |

## Presentation

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We work on a daily basis towards our clients' satisfaction and benefit.

The Service Folder's objective is to make all the services and products needed by the ORTO MEDICAL CARE 2023 exhibitors available through SEATRA's Technical Department.

Our Exhibitor's Service Department is always at your disposal to guarantee immediate solutions that better meet your requirements.

For further information please contact:



Calle del Arte, 21 1º  
28033 Madrid  
Tel.: +34 91 492 91 40  
Email: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)  
Contacto: Design Department



Rosario Pino 6 - 1ºB  
28020 Madrid  
Tel.: +34 91 571 66 40/41  
Email: [omcferia@fedop.org](mailto:omcferia@fedop.org)  
Persona de contacto: Alicia García

## General data

Event's name

*ORTO MEDICAL CARE 2023*

Date

*08th, 09th and 10th of March, 2023*

Venue

*IFEMA  
Parque Ferial Juan Carlos I  
Pavilion 12  
Madrid*

Edition

*Nineth*

Frequency

*Biennial*

Dates

*Exhibitors:  
- 08th and 09th of March: 9:00 am to 7:30 pm  
- 10th of March: 9:00 am to 3:30 pm*

*Visitors:  
- 08th and 09th of March: 9:30 am to 7:00 pm  
- 10th of March: 9:30 am to 3:00 pm*

## Useful Addresses

### Organisers



Federación Española de Ortesistas Protesistas

Rosario Pino 6 - 1ºB  
28020 Madrid  
Tel.: +34 91 571 66 40/41  
Email: [omcferia@fedop.org](mailto:omcferia@fedop.org)

### Exhibition Venue



Parque Ferial Juan Carlos I  
Pavilion 12  
28042 Madrid

### Exhibitors Service Office



Calle del Arte 21 - 1º  
28033 Madrid  
Tel.: +34 91 492 91 40  
Email: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)

## General Information

| DATES                | TIMETABLE                                    | PAYMENT & CONCEPT   |
|----------------------|--|---|
| 5th of January       | . . . . .                                    | Last day to send the free-design stand build-up project to SEATRA (Technical Department). |
| 20th of January      | . . . . .                                    | Compleat the rental payment of the space and modular stand (50% Remaining).               |
| 20th of January      | . . . . .                                    | Deadline for ordering and paying the optional services to SEATRA.                         |
| 6th and 7th of March | 08:30 am to 09:00 pm                         | Assembly of free design stand.  |
| 7th of March         | 02:30 pm to 09:00 pm                         | Handing of modular stands and merchandise entry.  |
| 8th and 9th of March | 09:00 am to 07:30 pm<br>09:30 am to 07:00 pm | Exhibitors' Timetable<br>Visitors' Timetable  |
| 10th of March        | 09:00 am to 03:30 pm<br>09:30 am to 03:00 pm | Exhibitors' Timetable<br>Visitors' Timetable  |
| 10th of March        | 03:00 pm to 09:00 pm                         | Dismantling merchandise.  |
| 11st of March        | 08:30 am to 03:00 pm                         | Dismantling of official stands<br>Dismantling if free-design stands.*                     |

*\*If on March, 11st by 3:00 pm the stand has not been dismantled completely, the merchandise will be removed and the expenses incurred will be billed accordingly.*

*\*After dismantling, the space should be completely empty. The exhibiting company leaving rubble in the Exhibition Centre will have an extra charge for the expenses incurred.*

**IMPORTANT:** *The dismantling will be on 11st, March (Saturday). Please take this into consideration when coordinating the removal of any merchandise with your suppliers.*

1

# Exhibitors with Official Modular Stands



The ORTO MEDICAL CARE exhibitors will be able to contract their stand set up through the Management.

## Official Modular Stand Characteristics

|                                       |   |
|---------------------------------------|---|
| <p>Structure</p>                      | <p>Open modular stand height: 2,80 m Aluminium structure, made up of:</p> <ul style="list-style-type: none"> <li>- Vertical-sided octagonal sections.</li> <li>- Horizontal-sided rectangular sections.</li> </ul> <p>Pearl grey melamine boards.<br/>White facade, framed with silver aluminium sides. Fair-style carpet.</p> <p><b>NOTE: AN OPEN STAND IS MEANT TO BE COMPRISED OF THE FACADES OF THE STAND THAT FACE THE HALLS.</b></p>  |
| <p>Electricity</p>                    | <p>The stand's lighting will consist of 300w adjustable halogens mounted on a track, at 50 W/m2 rate. The electrical installation according to the low voltage regulations, with isolating switchboards (Norma IP-55) and is made up of:</p> <ul style="list-style-type: none"> <li>- Control Circuit (Magneto thermal).</li> <li>- Protective circuit (differential of 30 mA, sensitivity).</li> <li>- Two independent exit circuits (Magneto thermal).</li> <li>- Socket Base of 500 W incorporated en connection.</li> </ul> |
| <p>Flooring</p>                       | <p>Fair-style carpet with a plastic protective cover during assembly.</p>   |
| <p>Sign</p>                           | <p>There will be one sign for each open facade (maximum 20 letters). The company name will be written in Helvetica script, 10cm high.</p>   |
| <p>Minimum Electrical Consumption</p> | <p>The minimum consumption required by IFEMA is 130w/m<sup>2</sup>. Charge is included in the modular stand price.</p>  |
| <p>Setting up fee</p>                 | <p>The amount of the set-up fee is included in the price of the modular stand.</p>  |

# Official Modular Stand Service Requests

## Free Services

*Invitations and Exhibitor Passes.*

*Detailed services on page ..... 18*

## Compulsory Services

*Exhibitors Fair Catalogue web and App, Insurances, Set up fee, Minimum Electrical Consumption and Cleaning Service.*

*Detailed services on page ..... 20*

## Optional Services

*Build up Free-Design Stand, Furniture, Electricity, Water and Drainage, Telecommunications, Rigging Services, Hostesses, Audiovisuals, Maintenance and Cleaning, Additional Insurance, Catering, Parking, Packaging and Storage.*

*Detailed services on page ..... 22*

*Form on page .....26*

## Display Location Map

|                       |  |
|-----------------------|--|
| Company               |  |
| VAT Number            |  |
| Address - Postal Code |  |
| Supervisor            |  |
| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

*Stand Sign (Maximum 20 letters)*

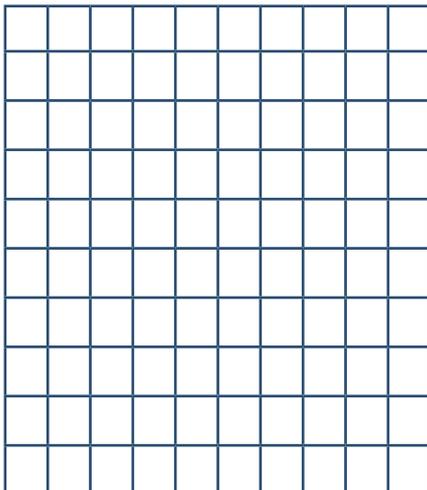
.....

## Furniture and Display Map

Draw the Stand's perimeter in the square and the display accessories such as:

- (P) Door, in case a storing area is needed
- (PN) Panel
- (M) Blind Counter

- (V) High showcase
- (E) Plugs, showing the voltage in kilowatts



The plugs and electrical connections will be installed along with the parameters, establishing the voltage in kilowatts. Please fill the request form on page 29.

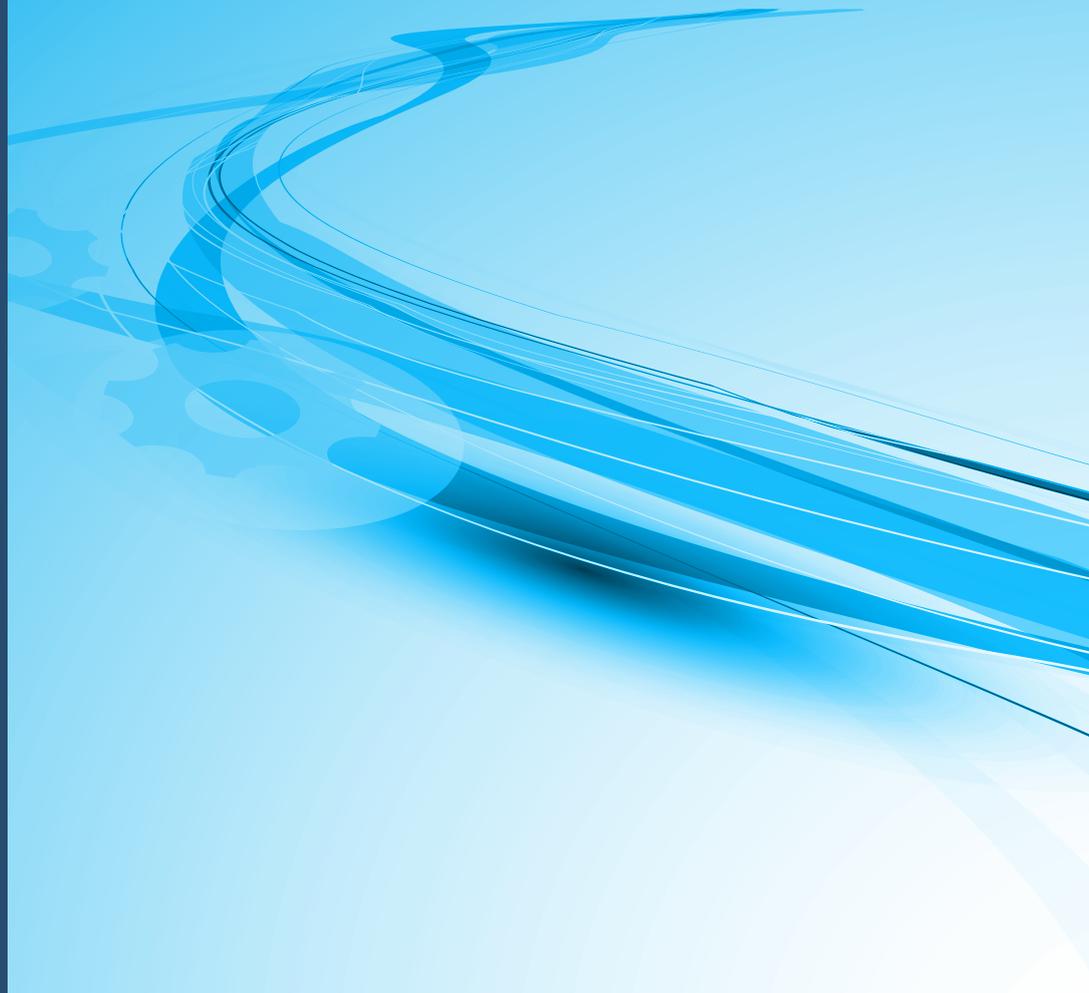
NOTE: This form should be sent to SEATRA's Technical department by email to: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)



**PAYMENT METHOD:**  
 Bank Transfer to SEATRA S.L.  
 Banco Santander  
 IBAN: ES74 0086 5144 1000 1002 5233  
 BIC: BSCHEMM

**2**

## **Exhibitors with Free-Design Stands**



## Free-Design Stand Exhibitors

|                       |  |
|-----------------------|--|
| Company               |  |
| VAT Number            |  |
| Address - Postal Code |  |
| Supervisor            |  |
| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

The exhibitors that choose a FREE-DESIGN stand are required to provide the hired company's information.

## Assembling Company Details

|                    |  |
|--------------------|--|
| Empresa            |  |
| CIF                |  |
| Dirección y CP     |  |
| Responsable        |  |
| Teléfono           |  |
| Correo electrónico |  |
| N° de Stand        |  |

The exhibitors that choose a FREE DESIGN stand built on their own, will need set-up authorization. They have to provide the following documents to SEATRA's Technical Department (Deadline 05th of January 2023):

- Stand Specification and Description.
- Marked floor plan and elevations.
- Mezzanine certificate (only for two floor stands).
- Ordered services map, with connections indicated.
- Stand Sketch.
- If the assembly involves hanging of structures in the halls:
- Description of the elements which form part of the rigging system: materials, weight values, etc.
- The materials quality certificates.
- \* Request the new rigging assembly rules and regulations at: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)

The following building specifications for the stands should be taken into consideration:

- Carpet on floor or platform (compulsory disabled ramp in platform).
- Stand sharing walls with other stands should have a maximum height of 4m. No item that distorts the Hall's image can be left on view, such as cables or other materials and they should be finished off satisfactorily where there is any difference in height with the stand on either side.

- Aisle adjoining walls: they shall not be closed more than 50% of the total length of each aisle.
- The maximum build-up height will be 4m. It will be possible to elevate an accessory up to 6m respecting a 1m setback from the perimeter of the stand to its interior.
- The numbering of the stand should be visible in the aisle and connecting aisles.
- No item of decoration or construction can stick out of the stand's established perimeter.
- Any other type of assembly required by the exhibitor and not set out in these specifications will be examined and evaluated by SEATRA's Technical Department.
- Strictly for reasons of civil liability and legality, no stand set up will be authorized if it doesn't comply the specifications and documents required.

## Assembly Authorization and Merchandise Entry

*In order to proceed with the stand set-up, exhibitors must obtain authorization given by SEATRA, which will certify that all the requested services have been paid and that the stand build up fulfils all the standards established by the Management.*

*Only this authorization will permit the entry of merchandise, as well as the set-up in Pavilion 12– IFEMA.*

*Make sure you give a copy to all the carriers that need access to the Exhibition Centre.*

*NOTE: FOR THE ENTRY OF MERCHANDISE DURING THE CELEBRATION S YOU WILL HAVE HALF AN HOUR BEFORE THE OPENING, FROM 9:00 AM TO 9:30 AM.*

## Setting up Period

*The Management has established the following assembly timetable:*

- From 08:30 am to 09:00 pm, on 06th and 07th of March.

*The exhibiting company and on behalf the person responsible for the assembly, agrees to respect the timetable established by the Management, as well as to maintain the maximum order and cleaning in their stand adjacent areas.*

*The expenses caused by the exhibitors and companies in charge of building up their stand that do not comply with the timetable will be billed to the exhibitor.*

*We remind you that the Management will not be responsible for the reception of any material delivered by carrying companies and/or couriers.*

## Dismantling Period

*The Management has established the following dismantling timetable:*

*- 11st of March, from 08:30 am to 03:00 pm*

*The exhibitors are obliged to remove all the valuable material that could suffer damages or be lost during the dismantling. Neither the Management nor SEATRA will be responsible for any object or merchandise from the stands.*

*If on March, 11st by 03:00 pm the stand has not been completely dismantled, the merchandise will be removed and the incurred expenses will be billed accordingly. After the Pavilion closure, the materials of the stands should be conveniently wrapped and identified to avoid theft and disappearance.*

*After the dismantling, the space should be completely empty. Exhibiting companies leaving rubble in the Exhibition Centre will have a fine for the expenses incurred that will be billed.*

*IMPORTANT: The dismantling will be on 11st of March (Saturday). Please take this into consideration when coordinating the removal of any merchandise with your suppliers.*

## Services Contract

### Free Services

*Exhibitor Passes and Invitations.*

*Detailed services on page ..... 18*

### Compulsory Services

*Exhibitors Fair Catalogue Web and App, Insurances, Set up fee, Electrical Consumption and Cleaning service.*

*Detailed services on page ..... 20*

### Optional Services

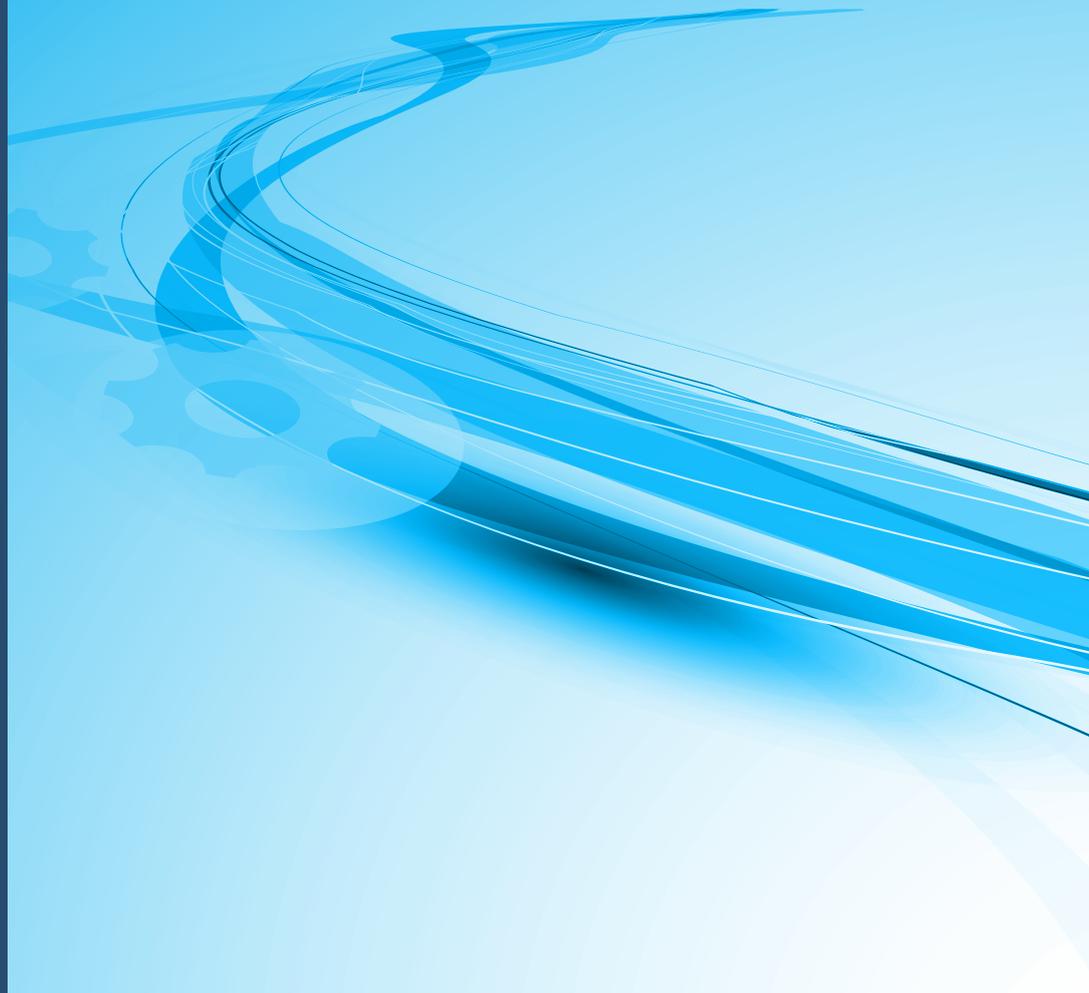
*Build up Stand, Furnitures, Electricity, Water and Drainage, Telecommunications, Rigging Service, Hostesses, Audiovisuals, Maintenance and Cleaning, Additional Insurance, Catering, Parking, Packaging and Storage.*

*Detailed services on page ..... 22*

*Form on page ..... 26*

**3**

## **Free Services**



## Exhibitor Passes

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*Each exhibitor will have necessary passes for the stand and service staff it is based on the size of their stand.*

*For stands from 16 to 24 sqm: 4 exhibitor passes.*

*For stands from 25 to 50 sqm: 8 exhibitor passes.*

*For stands from 51 to 75 sqm: 12 exhibitor passes.*

*For stands from 76 to 100 sqm, 16 exhibitor passes.*

*Up to 100 sqm: 20 exhibitor passes.*

*An additional pass will be issued for every 10 sqm completed up to a maximum of 15 passes.*

*Each exhibitor will receive a personal access code to the management platform [www.ortomedicalcare.com](http://www.ortomedicalcare.com)*

*This tool allows the exhibitor to generate a number of passes according to the size of the stand.*

*Deadline January 20th, 2023.*

## Invitations

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*The Organization has developed an on-line pre-accreditation system that will allow the Exhibitor's guests to register without charge, using an exclusive exhibitor code.*

*Beside this exclusive code, the Exhibitor will receive an invitation layout to personalize it with their logo and stand number. The Exhibitors will send this code to their clients.*

*If you should wish additional tickets, these will be available for a fee reduced (50% discount), and must be requested from the Organization ([omcferia@fedop.org](mailto:omcferia@fedop.org))*

*Deadline January 20th, 2023.*

# 4

## Compulsory Services



## Compulsory Services (Official modular stand and free design stand)

Exhibitors web catalogue and App

*The following services are compulsory and they have been included in your request.*

*General information and logo will appear on the Exhibitors catalogue [www.ortomedicalcare.com](http://www.ortomedicalcare.com) and App version.*

*During the event, there will also be a valid data collection service for visitors at the stand through a QR reading system. This information will be provided 15 days before the opening of Orto Medical Care 2023.*

Insurances

*Through the compulsory filling in of this insurance request, the exhibitors and merchandise are insured up to the capital referred to for MULTIFAIR AND GENERAL CIVIL LIABILITY INSURANCE.*

*- Multifair Insurance*

*This insurance covers the material damage, as a direct consequence of fire, rays and/or explosion and coverage extension, of the goods insured.*

*MULTIFAIR INSURANCE: 50.000 €*

*- Civil Liability Insurance*

*This insurance covers, as an exhibitor in the Exhibition Centre, the material and/or personal damage relating to IFEMA, other exhibitors and the public in general.*

*CIVIL LIABILITY INSURANCE: 60.000 €*

Set up fee

*To cover the stand's inspections, electrical installations and consumption, use of premises, post-fair cleaning, etc.*

Minimum Electrical Consumption

*The minimum electrical consumption supplied by IFEMA, this being 130 w/sqm.*

*\* The amount of consumption may be subject to variations by IFEMA.*

Cleaning Service

*The Management will set up a daily cleaning service of all the general usage areas. The Exhibitors have included the cleaning service prior to the opening of the event.*

**5**

# Optional Services



## Optional Services

### Build up Free-Design Stand

*The Exhibition offers a complete service of assistance for the design, construction, build up and dismantling of your stand.*

*To request this service, contact the Exhibitors' Service Department at the e-mail: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)*

*NOTE: Companies which free-design stands should submit the project by 05th of January (deadline) for SEATRA's Technical Department approval.*

### Furniture and Accessories

*Application for furniture and accessories should be submitted, using the corresponding contract form, where rental prices appears.*

*All the furniture and accessories will be for rental only, the exhibitor will be responsible for any deterioration, loss or theft. The furniture deterioration will be billed according to the stipulated rate.*

### Electricity

*For all the exhibitors that need more than 130 w / m<sup>2</sup>, due to the design of their stands or the characteristics of their exhibited accessories, SEATRA will have available an extra electrical power service. This requirement should be submitted using the corresponding order form.*

### Water and Drainage

*Those exhibitors that need to provide their stand with this service should submit the corresponding order form.*

### Telecommunications

*Each exhibitor will have different telecommunications service options. This service should be request using the corresponding order form.*

**IMPORTANT:** *The deadline for applying for these services is 20th of January of 2023.*

*There will be a 25% extra charge after this date.*

Rigging Service

*Exhibitor companies may hang elements from the ceiling of the halls following the procedure shown in the «Regulations for hanging structures in halls» available on the IFEMA website [www.ifema.es](http://www.ifema.es) – Exhibitors – Rules of Participation and fill in the form «Authorization Request for Rigging Structures in Halls» and send it to [inspeccion.rigging@ifema.es](mailto:inspeccion.rigging@ifema.es).*

*The procedure for exhibitors wishing to hang elements from any of the rigging points provided by IFEMA in the structure of exhibition halls is as follows:*

- *A floor layout must be sent to [stecnica@ifema.es](mailto:stecnica@ifema.es) indicating the position and height of each requested point.*
- *A rigging project must be sent to [inspeccion.rigging@ifema.es](mailto:inspeccion.rigging@ifema.es) indicating the minimum content specified in article 20 of the IFEMA Rules, together with a printed copy of the authorisation request, properly filled-out. Any modifications there to must be sent to the same address. Communications by other means will be rejected.*
- *The due date for receiving projects is one month prior to the start of assembly for the event being requested.*

Hostesses

*The exhibitors will be able to request SEATRA for hostesses services, according to their needs. In order to receive this service, please contact SEATRA and request a personalized budget.*

Audiovisuals

*The exhibitors will be able to request SEATRA audiovisuals. In order to receive this service, please contact SEATRA and request a personalized budget.*

Cleaning of Maintenance

*The exhibitors will be able to request SEATRA maintenance and cleaning service of the stand, submitting the corresponding order form.*

*The service will included a daily cleaning session before the opening. Objects on display will not be cleaned.*

**IMPORTANT:** *The deadline for applying for these services is 20th of January of 2023. There will be a 25% extra charge after this date.*

Additional Insurance

*In addition to the compulsory Multifair and Civil Liability Insurances, extra insurance will be available.*

*The theft of the stand's contents and of the exhibitors' private property is not covered by the insurance hired by the Pavilion.*

Parking

*The Exhibition Centre has a parking area available to all the exhibitors, that requested parking card, at 57,75 € (VAT not included). Exhibitors will be able to use the appointed parking space (the card's colour will identify the assigned parking), from the first day of set up to the last day for dismantling.*

*The parking card will allow unlimited access.*

Packaging and Storage

*Any exhibitor needing to store merchandise and material can request this service to the company:*

*DB Schenker  
+34 91 174 99 27-28  
(IFEMA's Exhibition Centre Service Hall 2)  
email: ifema.onsite.logistics@dbschenker.com*

*You can also request this service from the company that you normally work with. The storage of empty packaging material during the event is not allowed. Service of the collection and delivery at the stands is not included.*

*Each Exhibitor will have to take and collect their packaging or request the corresponding rate to DB Schenker*

**IMPORTANT:** *The deadline for applying for these services is 20th of January of 2023. There will be a 25% extra charge after this date.*

# 5.1 Contract Services and Forms



## Furniture and Accessories Contract

|                       |  |
|-----------------------|--|
| Company               |  |
| VAT Number            |  |
| Address - Postal Code |  |
| Supervisor            |  |
| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

| REFERENCE | FURNITURE   | €/Unit/Fair | Units | TOTAL |
|-----------|---|-------------|-------|-------|
| FASHION   | Chair chrome structure, anthracite polipropilene seat                 | 8,75 €      |       |       |
| SHELL     | Chair chrome structure, black/white resin seat                        | 9,50 €      |       |       |
| MALLA     | Chair aluminium structure, white resin seat                           | 15,15 €     |       |       |
| COLECTA   | Chair chrome structure, white resin, upholstered seat                 | 16,50 €     |       |       |
| ONLY      | Chair chrome structure, white resin seat                              | 21,25 €     |       |       |
| HARMONY   | Chair chrome structure, white/black resin seat                        | 36,30 €     |       |       |
| ALICANTE  | Table chrome leg and board 80, white/black/beechn/steel               | 34,95 €     |       |       |
| VEDRI     | Table chrome leg and board 90, glass                                  | 50,60 €     |       |       |
| POP       | Table chrome leg and board, glass 110 cm, frosted glass               | 71,80 €     |       |       |
| DOMO      | Rectangular table Aluminium structure and board, 120x80, beech/wengue | 34,95 €     |       |       |
| DOMO 140  | Round table aluminium structure and board 140, whitet                 | 40,65 €     |       |       |
| COMBI     | Stool chrome structure, white resin seat                              | 26,70 €     |       |       |
| EASY      | Stool chrome structure, white/black/red/blue/orange upholstered sea   | 29,50 €     |       |       |
| LIBERTY   | Stool aluminium structure, black resin seat                           | 29,50 €     |       |       |
| DALI      | Stool aluminium structure, white/black/red/aluminium seat             | 29,50 €     |       |       |
| MERCURIO  | Stool aluminium structure, white/black/red/orange resin seat          | 33,55 €     |       |       |
| MALLORCA  | Bar table chrome structure, glass board                               | 49,50 €     |       |       |
| CAPELA    | Bar table chrome structure, white/black/red lacquered board           | 40,15 €     |       |       |
| ALICANTE  | Bar table chrome structure, white/black/beechn/steel board            | 47,05 €     |       |       |
|           |   |             | BASE  |       |
|           |   |             | VAT   |       |
|           |   |             | TOTAL |       |

*NOTE: This service should be submitted using the corresponding form before 20th of January of 2023. There will be a 25% extra charge after this date. In case of service cancellation 15 days before the exhibition, there will be a 40% cancellation charge. These prices are valid, except typographical error.*

*NOTE: This form should be sent to SEATRA's Technical department by email to: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)*


**PAYMENT METHOD:**

Bank Transfer to SEATRA S.L.  
 Banco Santander  
 IBAN: ES74 0086 5144 1000 1002 5233  
 BIC: BSCHEMM

|                       |  |
|-----------------------|--|
| Company               |  |
| VAT Number            |  |
| Address - Postal Code |  |
| Supervisor            |  |
| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

| REFERENCE          | FURNITURE  | €/Unit/Fair | Units | TOTAL |
|--------------------|--|-------------|-------|-------|
| PERSEO             | Armchair matt white resin  | 63,55 €     |       |       |
| ARIES              | Armchair chrome structure, white/red leather imitation upholstery  | 86,90 €     |       |       |
| GEMINIS            | Focal table 45x115x60cm, chrome structure, see-through/black glass | 39,95 €     |       |       |
| POP                | Focal table 45x121x70cm, chrome structure, frosted glass           | 53,55 €     |       |       |
| SMALL REFRIGERATOR | Refrigerator 85x60x60cm, interior freezer                          | 67,10 €     |       |       |
| BIG REFRIGERATOR   | Refrigerator 130x55x55cm, freezer module                           | 87,20 €     |       |       |
| ESTANTERIA         | Shelf 180x92x35cm, chromed aluminium                               | 40,15 €     |       |       |
| ALUMINIO           | Brochure rack 120x26,5x28 cms, 3 trays A4                          | 53,65 €     |       |       |
| ELEGANCE           | Brochure rack 150x27x35 cms, 3 trays A4                            | 53,65 €     |       |       |
| ENARA              | Brochure rack 132x34x40 cms, 3 trays A4                            | 53,65 €     |       |       |
| WASTEPAPER BASKET  | Wastepaper basket aluminium 32x21,5 cm                             | 8,25 €      |       |       |
| COATRAK            | Coatrak 165x45 cms chrome and black                                | 26,55 €     |       |       |
|                    |  |             | BASE  |       |
|                    |  |             | VAT   |       |
|                    |  |             | TOTAL |       |

*NOTE: This service should be submitted using the corresponding form before 20th of January of 2023. There will be a 25% extra charge after this date. In case of service cancellation 15 days before the exhibition, there will be a 40% cancellation charge. These prices are valid, except typographical error.*

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 Banco Santander  
 IBAN: ES74 0086 5144 1000 1002 5233  
 BIC: BSCHEMM

|                       |  |
|-----------------------|--|
| Company               |  |
| VAT Number            |  |
| Address - Postal Code |  |
| Supervisor            |  |
| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

| ACCESSORIES   | €/Unit./Fair | Units | TOTAL |
|---|--------------|-------|-------|
| Illuminated display window with 120 cm glass 100 x 50 x 250 cm  | 198,00 €     |       |       |
| Illuminated display window with 120 cm glass 100 x 100 x 250 cm | 231,00 €     |       |       |
| Illuminated display window with 200 cm glass 100 x 100 x 250 cm | 242,00 €     |       |       |
| Blind counter 100 x 50 x 90 cm                                  | 68,00 €      |       |       |
| Display window counter 100 x 50 x 90 cm                         | 92,50 €      |       |       |
| Straight shelf 100 x 30 cm on wall                              | 23,50 €      |       |       |
| Straight shelf on 100 x 50 cm on wall                           | 23,50 €      |       |       |
| Pearl grey melamine panel 100 x 280 cm                          | 38,50 €      |       |       |
| Silver aluminium door, with lock                                | 90,00 €      |       |       |
| Grey modular platform with silver aluminium                     | 20 €/m2      |       |       |
| Vynil panels, consult available colours                         | 20 €/m2      |       |       |
| Curtain for storage   | 29,00 €      |       |       |
| Ceiling tiles 100 x 100 cm                                      | 6,50 €/m2    |       |       |
| Celosia ceiling de 100 x 100 cm                                 | 18,15 €/m2   |       |       |
| Fair-type carpet, consult available colours                     | 6,90 €/m2    |       |       |
|   |              | BASE  |       |
|   |              | VAT   |       |
|   |              | TOTAL |       |

| GARDENING   | €/Unit./Fair | Units | TOTAL |
|---|--------------|-------|-------|
| Square garden box with green plant, 40 x 40 cm, 100 cm high | 50,50 €      |       |       |
| Square garden box with green plant, 50 x 50 cm, 150 cm high | 76,50 €      |       |       |
|   |              | BASE  |       |
|   |              | VAT   |       |
|   |              | TOTAL |       |

*NOTE: This service should be submitted using the corresponding form before 20th of January of 2023. There will be a 25% extra charge after this date. In case of service cancellation 15 days before the exhibition, there will be a 40% cancellation charge. These prices are valid, except typographical error.*

*NOTE: This form should be sent to SEATRA's Technical department by email to: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)*



**PAYMENT METHOD:**

Bank Transfer to SEATRA S.L.  
 Banco Santander  
 IBAN: ES74 0086 5144 1000 1002 5233  
 BIC: BSCHEMM

|                       |  |
|-----------------------|--|
| Company               |  |
| VAT Number            |  |
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| Supervisor            |  |
| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

| ELECTRICITY/LIGHTING | €/Unit./Fair | Units | TOTAL |
|----------------------|--------------|-------|-------|
| Rail LED 50 W white  | 44,00 €      |       |       |
| Wall LED 100 W white | 58,00 €      |       |       |
| Socket base 500 w    | 17,00 €      |       |       |
| 2 Socket bases       | 26,00 €      |       |       |
| 3 Socket bases       | 34,00 €      |       |       |
|                      |              | BASE  |       |
|                      |              | VAT   |       |
|                      |              | TOTAL |       |

## Hiring of Expansion of Electric Power

| OFFICIAL MODULAR STAND  | Unit | Price Unit./Kw/Fair | Price TOTAL<br>(VAT not included) |
|---|------|---------------------|-----------------------------------|
| Each extra watt (Includes: bulletin and consumption)                |      | 77,25 €             |                                   |
| FREE DESIGN STAND   |      | Price Unit./Kw/Fair | Price TOTAL<br>(VAT not included) |
| Each extra kw (Only consumption)                                    |      | 50,53 €             |                                   |
| Electrical connection to fuseboard and certificate for up to 5 Kw   |      | 137,50 €            |                                   |
| Electrical connection to fuse board and certificate for up to 9 Kw  |      | 199,00 €            |                                   |
| Electrical connection to fuse board and certificate for up to 18 Kw |      | 276,00 €            |                                   |
| Electrical connection to fuse board and certificate for up to 35 Kw |      | 623,00 €            |                                   |
|   |      | BASE                |                                   |
|   |      | VAT                 |                                   |
|   |      | TOTAL               |                                   |

\*The amount of the electrical panels does not include consumption.

The amount of consumption may be subject to variations by IFEMA.

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| Supervisor            |  |
| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

## Water and Drainage Contract

| MODALITY                            | Units | Price Unit./Fair | TOTAL |
|-------------------------------------|-------|------------------|-------|
| Water and drainage point            |       | 263,55 €         |       |
| Water and drainage connection point |       | 124,35 €         |       |
| Extra water hose (linear meter)     |       | 56,70 €          |       |
|                                     |       | BASE             |       |
|                                     |       | VAT              |       |
|                                     |       | TOTAL            |       |

## Telecommunications

| LINE TYPE                          | Units | Price Unit./Fair | TOTAL |
|------------------------------------|-------|------------------|-------|
| Internet Access 10Mb               |       | 289,55 €         |       |
| Wireless connection 1 user/event*  |       | 100,20 €         |       |
| Wireless connection 3 users/event* |       | 278,25 €         |       |
|                                    |       | BASE             |       |
|                                    |       | VAT              |       |
|                                    |       | TOTAL            |       |

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| Telephone             |  |
| E-mail                |  |
| Stand N°              |  |

## Maintenance and Cleaning Contract

| SERVICES | Price m <sup>2</sup> | m <sup>2</sup> | TOTAL |
|----------|----------------------|----------------|-------|
| Cleaning | 6,50 €               |                |       |

## Additional Insurance Contract

| TYPE                                | Extra Amount to be Insured | Price   | TOTAL<br>(VAT not included) |
|-------------------------------------|----------------------------|---------|-----------------------------|
| Civil Liability Insurance           | 100.000 €                  | 82,00 € |                             |
| Civil Liability Insurance           | 180.000 €                  | 91,10 € |                             |
| Multifair Insurance for every extra | 10.000 €                   | 20,15 € |                             |

## Catering Contract

| MODALITY | Price/Day/Person | TOTAL<br>(VAT not included) |
|----------|------------------|-----------------------------|
| Catering | Consult          |                             |

## Parking Contract

| UNITS        | Unit Price/Fair | TOTAL<br>(IVA no incluido) |
|--------------|-----------------|----------------------------|
| Parking card | 57,75 €         |                            |

*NOTE: This service should be submitted using the corresponding form before 20th of January of 2023. There will be a 25% extra charge after this date. In case of service cancellation 15 days before the exhibition, there will be a 40% cancellation charge. These prices are valid, except typographical error.*

*NOTE: This form should be sent to SEATRA's Technical department by email to: [atencionexpositor@seatra.es](mailto:atencionexpositor@seatra.es)*



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# 6 Access Area Map



# Access Area Map

Plano de la Feria de Madrid  
Vista desde Puerta Sur

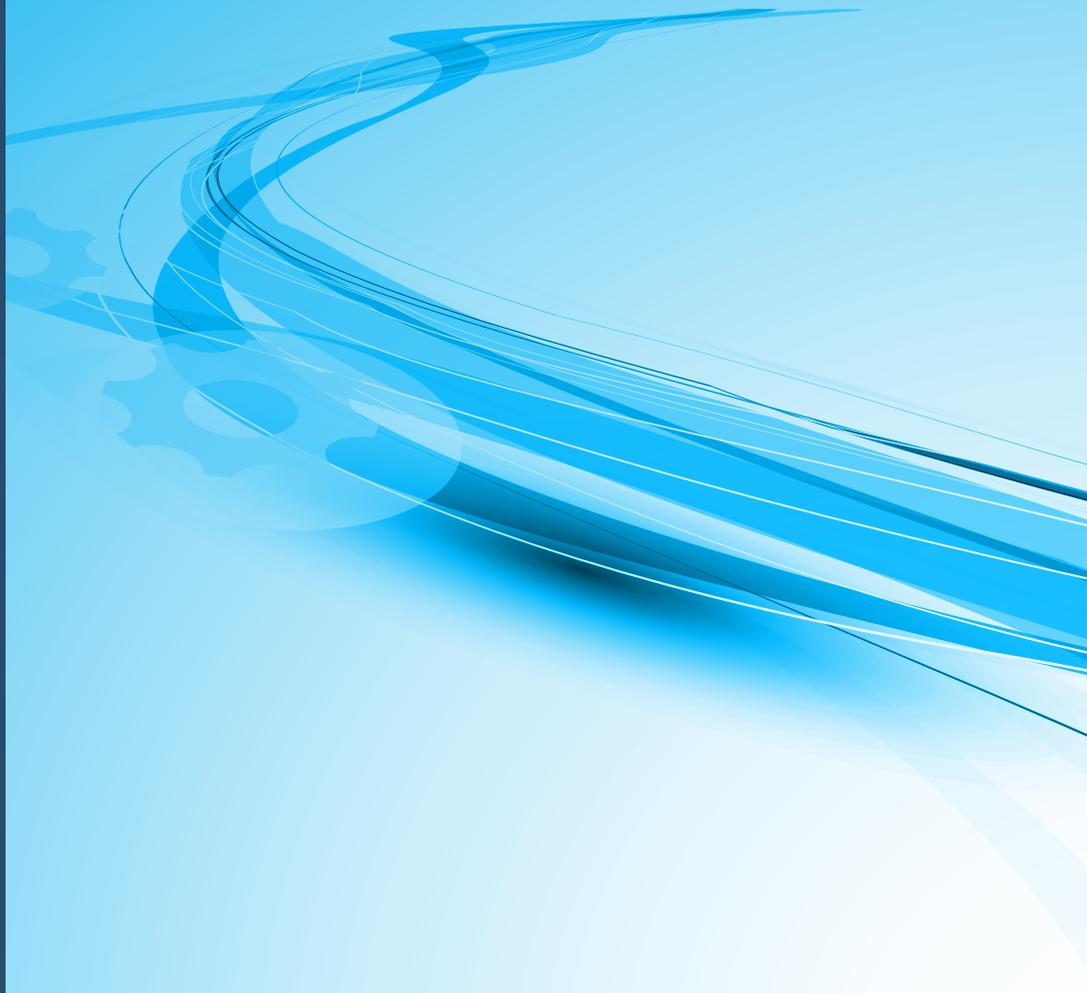
Feria de Madrid Map  
View from South Entrance



- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li> INFOIFEMA</li> <li> BUSINESS CENTRE</li> <li> Oficina de contratación de publicidad exterior<br/>Outdoor advertisement contracting office</li> <li> Atención al expositor Exhibitor assistance<br/>Secretaría del certamen Exhibition office</li> <li> Sala Infantil Kids Room</li> <li> Acreditación de visitantes profesionales<br/>Trade visitors registration<br/>Acreditaciones de prensa Press accreditations</li> <li> Acceso a los pabellones para expositores<br/>Exhibitors access to exhibition halls</li> <li> Taquillas para el público Ticket office</li> <li> Pague aquí su ticket de aparcamiento<br/>Pay here for your car park</li> <li> Parada del BusFeria BusFeria stop</li> <li> Servicio médico Medical centre</li> <li> Transporte público Public transport</li> </ul> | <ul style="list-style-type: none"> <li><b>APARCAMIENTOS CAR PARKS</b></li> <li><b>NARANJA, VERDE, MARRÓN Y ROJO</b><br/>ORANGE, GREEN, BROWN AND RED<br/>Visitantes y expositores abonados<br/>Visitors and passholding exhibitors</li> <li><b>AZUL BLUE</b><br/>Expositores abonados Passholding exhibitors</li> <li><b>AMARILLO YELLOW</b><br/>Visitantes y visitas a las oficinas<br/>Visitors and office visitors</li> <li><b>VIOLETA PURPLE</b><br/>Abonados permanentes Permanent pass holders<br/>Visitantes y expositores abonados<br/>Visitors and passholding exhibitors</li> <li><b>VERDE GREEN</b><br/>Discapacitados físicos Disabled</li> <li><b>OTROS APARCAMIENTOS OTHER CAR PARKS</b></li> <li><b>PA</b> Club Feria Oro</li> <li><b>PC</b> Autocares Coaches</li> <li><b>PD</b> Camiones Lorries</li> <li><b>PE</b> Club Feria Plata y Club Feria Prensa Club Feria Press</li> <li><b>PO</b> Visitas a las oficinas Office visitors</li> </ul> |
|--|---|

**Attachement 1**

# **Furniture and Accessories Photographs**



## Furniture and Accessories





*Domo*



*Domo 140*



*Combi*



*Easy*



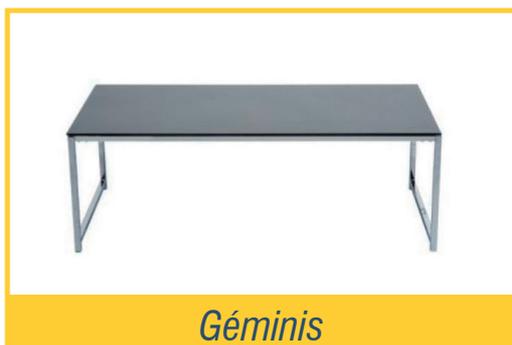
*Liberty*



*Dalí*



*Mercurio*





*Aluminio*



*Elegance*



*Enara*



*Small Refrigerator*



*Big Refrigerator*



*Shelf*



*Coatrack*



*Wastepaper basket*

## Furniture and Modular Elements



**SHOWCASE**

100 x 100 x 250  
CRISTAL 120 CM



**SHOWCASE**

100 x 50 x 250  
CRISTAL 120 CM



**SHOWCASE**

100 x 100 x 2 250  
CRISTAL 200 CM



**COUNTER**

100 x 50 x 90



**SHOWCASE  
COUNTER**

100 x 50 x 90



**GRID  
CEILING**

100 x 100

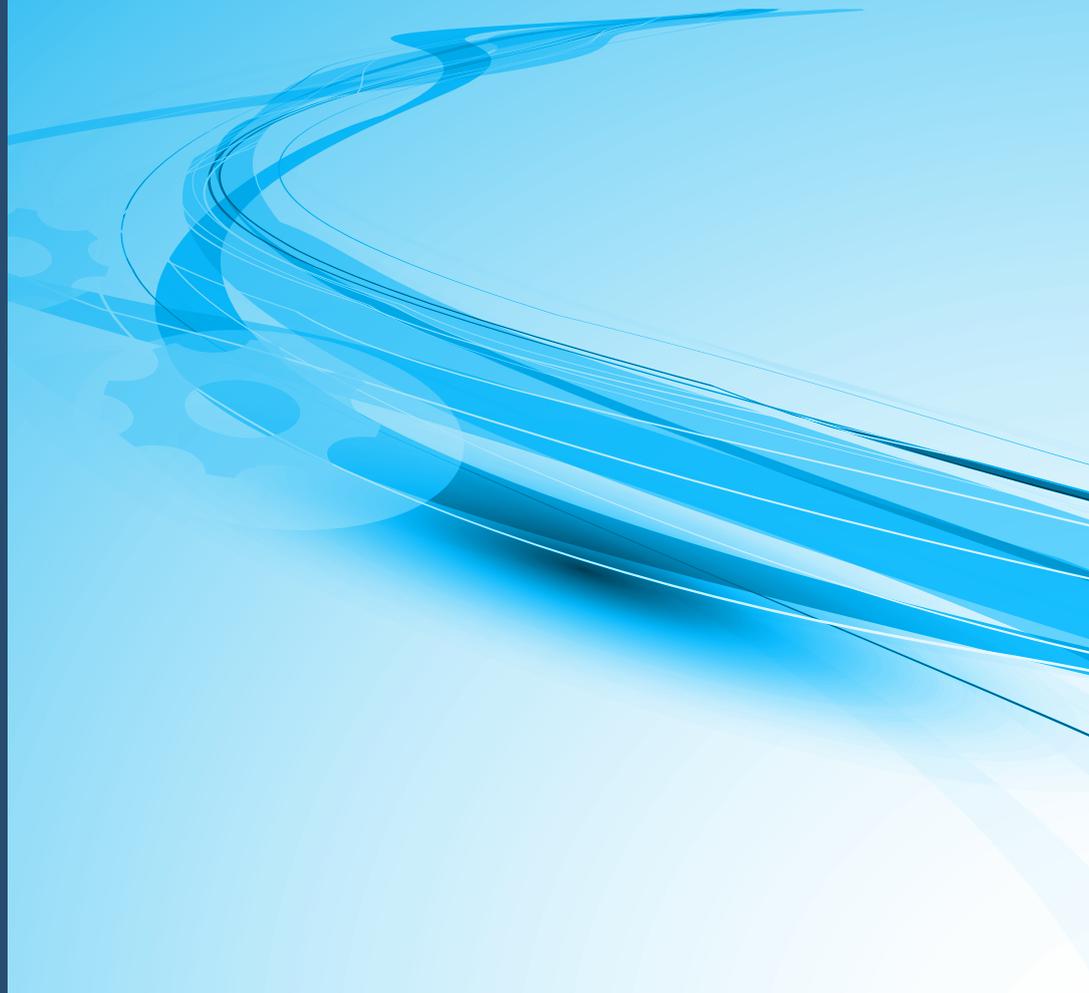


**LATTICE  
CEILING**

100 x 100

**Attachement 2**

# **IFEMA's General Rules & Regulations**



## IFEMA's General Rules & Regulations

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### 1.- GENERAL REMARKS

#### Art. 1.- Definitions

*In relation to the terminology used in the present Conditions, the term "Exhibition" refers to the Trade Show. The term "Exhibitor" includes any natural person or legal entity to which space has been allocated at the Exhibition. The term "Organiser" refers to the entity that organises the Exhibition. The term "IFEMA" designates the Feria de Madrid Institution, as proprietor of the Juan Carlos I Exhibition Centre. The term "Exhibition Centre" means the venue at which the Exhibition is held.*

#### Art. 2.- Acceptance of Conditions for Participation

*These rules are applicable and obligatory for Organisers of Events or Fair Activities in the Exhibition Centre as well as for the Exhibitors who may participate therein.*

*All the entities or individuals that wish to participate as exhibitors at any of the Exhibitions that are celebrated at the Juan Carlos I Exhibition Centre hereby accept the present Conditions, which form a constituent part of the exhibition contract, as well as the specific conditions of the Exhibition in which they intend to participate. Said conditions are competency of the Organiser.*

### 2.- GENERAL CONDITIONS FOR PARTICIPATION IN EXHIBITIONS

#### Art. 3.- Insurance

*The Organiser has subscribed Civil Liability and "Multi-Fair" (fire, lightning and/or explosion) insurance for exhibited goods and own or leased decorative material, on behalf of Exhibitors.*

*In no event may Exhibitors claim responsibilities to IFEMA Management or employees for loss of or damage to goods and objects located on their stands, regardless of the nature thereof.*

#### Art. 4.- Entrances

*Access to the Exhibition Centre will be allowed through the entrances indicated by IFEMA. Access to halls will be allowed through the entrances indicated either by the Organiser or by IFEMA, as the case may be.*

#### Art. 5.- Exhibitor Entrance and Exit Schedule

*Unless the Exhibition's specific conditions indicate otherwise, all personnel bearing Exhibitor passes issued by the Organiser may enter the exhibition halls and other areas occupied by the Exhibition as of thirty minutes before the scheduled opening time and may not remain in the Centre more than thirty minutes after the daily closing time.*

#### *Art. 6.- Exhibitor's Direct or Indirect Personnel*

*At no time will any direct or subsidiary labour relation exist between IFEMA and the personnel that either Exhibitors or their contractors and/or subcontractors – including personnel intervening in the build-up of stands – may transfer to the Exhibition Centre in order to perform any of the activities included in their contracts at the Centre. Exhibitors and their contractors and/or subcontractors are solely responsible for the full payment of salaries, Social Security fees, tax retentions, statements or settlements and all other obligations arising from contracts of employment or any other type of contract. The Organiser, of its own accord or on request by IFEMA, is empowered to demand the presentation of the documentation that is necessary for proving that such obligations are attended to.*

*Similarly, the Exhibitor undertakes to comply and to enforce the compliance of contractors and/or subcontractors with current legislation relative to the prevention of labour risks as may be applicable to the work carried out by the Exhibitor or, if applicable, the contractors and/or subcontractors.*

#### *Art. 7.- Catering, Food and Beverages*

*All issues related to restaurants, cafeterias and cocktail and beverage services for stands may be addressed directly to the corresponding catering service licensees at the Exhibition Centre. Food or beverages offered by exhibitors on their stands must be provided free of charge. The direct sale of food or beverages will only be authorised if the Exhibition category contemplates this possibility for their removal from the Exhibition Centre, as long as products are appropriately stored, packaged and labelled in accordance with standing legislation and provided that they are not consumed on the site.*

#### *Art. 8.- Photography and Filming*

*Authorisation must be obtained from IFEMA (Exhibition Services Department) in order to photograph or film the Exhibition Centre. Nevertheless, Exhibitors are free to photograph or film elements belonging exclusively to their own stands or, if applicable, the Organiser has the same right with regard to the Event.*

#### *Art. 9.- Maximum Noise Level*

*Noisy displays that may annoy other Exhibitors are forbidden. The maximum noise level is 60 decibels, measured at the stand limits.*

*If complaints arise in relation to noises in excess of the authorised limits, IFEMA's technical personnel will proceed to verify the situation. If the results of measurements are positive, the technicians will request the Organiser to inform Exhibitors of their obligation to reduce the volume to within authorised limits.*

### **3.- SAFETY & SECURITY REGULATIONS**

#### *Art. 10.- Accident Prevention*

*All activities that entail the risk of provoking accidents are forbidden throughout the Exhibition Centre. Parties are obliged to comply with all Prevention of Labour Risk regulations that may be applicable to the transport, set up, handling, operation and dismantling of both their exhibited objects and stand set-up and decorative elements.*

### **Art. 11.- Exhibition Centre Safety & Security**

IFEMA provides overall security services at the Exhibition Centre (entrances, external surveillance) throughout the Exhibition, as well as fire extinguishing services (fixed facilities and complementary mobile resources) and emergency signage for the halls occupied by the Exhibition. IFEMA is also responsible for handling exceptional emergency and/or evacuation situations, in the framework of IFEMA's Internal Emergency Plan.

Security services within the exhibition areas will be on account and responsibility of the Exhibition Organiser. Internal surveillance of the areas occupied by the Organiser for holding the Event will be the responsibility and expense of the Organiser, who may contract necessary personnel with the concessioner of the Exhibition Centre. In all cases, at least one surveillance post must be covered in each exhibition area during opening hours and also when the Centre is closed, from the first day of set-up to the last day of dismantling, including all the days of the Event.

### **Art. 12.- Blocking Aisles. Packing Materials**

For security reasons, during stand build-up and dismantling all material must remain within the stand's boundaries, leaving aisles and common areas completely free and unhindered. The Exhibition Centre cleaning services will remove any objects that are placed in these areas and Exhibitors will not be entitled to claim damages.

During the Exhibition itself, no merchandise, packing materials or other objects may be placed in the aisles or common areas. There is a collection, storage and delivery service for merchandise and packing materials, provided by a company licensed by IFEMA to that effect, in accordance with applicable rates.

Under no circumstances it will be allowed to use space for storing packaging or materials of any kind during the Event.

### **Art. 13.- Safety & Security Servitude**

13.1.- The location of, and access to, all fire-fighting facilities and equipment – such as hoses, extinguishers, alarms, emergency exits, etc. – must be respected even if they fall within assigned exhibition spaces. The same applies to the accesses to service areas.

13.2.- OPEN AIR: if any exhibition area is set up outdoors and the materials or elements to be exhibited have the same height as the buildings or higher, they must be signalled with red illuminated beacons with a separation of 30 metres between each.

13.3.- Floating balloons or the like. In order to install inside the Exhibitions Centre or outdoors floating balloons or the like, prior authorisation must be requested from the Exhibitions Services Direction providing the following data: size, material, type of rising agent (air, gas, helium, etc.) and the type of anchorage to be used.

### **Art. 14.- Fire Prevention, Public Order and Emergency and Evacuation Situations**

Fire Prevention: The material used for different constructions – stands, marquees, etc. – must comply with current regulations. Of the numerous that are applicable, special mention must be made of the fire resistance level of materials such as those used for covering floors (grade M.3) and in the construction of walls and ceilings (grade M.2). Decorative elements must also comply with the same specifications as construction materials and may not include materials or products that are easily ignited, such as straw, wood shavings, paper shavings, sawdust, peat, etc. Furthermore, in order to carry out tasks, demonstrations or decorations that require naked flames, Exhibitors must request the corresponding permit from IFEMA's Exhibition Services Department. Compliance with regulations may be inspected at any time by the competent Authorities as well as by personnel from IFEMA's Exhibition Services Department.

*Public Order: Exhibitors, their contractors and/or subcontractors and their personnel are obliged to comply with current legislation that is applicable to the maintenance of law and order.*

*Emergency and Evacuation Situations: Exhibitors, their contractors and/or subcontractors and their personnel are obliged to comply with the self-protection plan that will be given to them in due course, by way of the business activities co-ordination procedure.*

## 4.- STAND SET-UP AND INSTALLATION CONDITIONS

### Art. 15.- Floor Resistance

*Hall floors have a weight limitation of 15,000 kg/sq. m. No concentrated weight may be placed on the service supply duct covers.*

### Art. 16.- Working Hours

*The timetables for setting-up and dismantling stands, as well as for working inside the Exhibition Centre, are specified in the Exhibition's specific conditions. Outside the specified times, equipment and material may not be brought in or taken away and personnel may not remain in the Exhibition Centre.*

### Art. 17.- Vehicle Entrance, Loading and Unloading of Goods in Set-up and Dismantling Periods

*Access to the Exhibition Centre and to the interior of halls will be made through the entrances and at the times indicated in each case. Access to the interior of halls is allowed exclusively for the purpose of unloading materials. Vehicles may not remain parked inside halls or in adjacent areas.*

*IFEMA cannot be made responsible for surveillance of said vehicles while they remain in the loading and unloading areas, considering that use must be made of parking areas.*

*Under no circumstances will IFEMA be responsible for the content of said vehicles.*

*The Organiser and, when applicable, the Exhibitor undertake to inform the companies they may contract for carrying and loading and unloading goods of the content of these General Participation Rules which may affect them in the discharge of their duties within the Exhibitions Centre.*

### Art. 18.- New rules on access and visit times for loading and unloading vehicles.

#### TRANSPORT VEHICLES:

*As of the date on which this regulation takes effect transport vehicles will have a truck parking area available to them, with charges per minute.*

*The time in which they can remain in this parking lot is unlimited.*

*Important: In order to gain access to the truck parking area, you must use the same ticket given to the driver upon accessing the Fairgrounds.*

*Use of the truck parking area (located inside of the Fairgrounds) will have the following consequences on the maximum authorized visit time:*

*A. If the time of use of the truck parking area is less than or equal to one hour, this time will not be used for calculating the maximum visit time inside of the Fairgrounds, and the authorized visit time which has not yet been used up at the time when entering the truck parking area may still be used.*

*B. If the time of use of the truck parking area is less than one hour, then upon the vehicles exit, it will recover the full maximum authorized visit time, regardless of the time that was used up before entering.*

*Note: This rule will also affect trailers and platforms in the same way.*

#### CARS

*The cars of workers of any of the companies that are taking part in fairground activities, including the exhibitors, can use the IFEMA parking areas which are in service during each fair, and they can benefit from the special rates for assembly/dismantling periods.*

*The parking areas set up for assembly/dismantling periods will always be the brown/red (northeast) or orange/green (northwest) parking areas, or both, depending on the size of the fair.*

*At these parking lots, there will be one single entrance way which is properly signaled, for exclusive access by assembly/dismantling personnel. Said entrance will issue special rate tickets for assembly personnel.*

*Before leaving the parking area, they must pay the charge at any of the automatic payment machines within Feria de Madrid. Doing so validates the ticket, allowing them to exit the parking area through any of the exits towards the outside of the fairgrounds.*

*As a general rule, as of the date of this regulation takes effect, cars and vans will not be allowed to gain access to the inside of the Fairgrounds, unless they are carrying items that cannot be transported by hand. In this case, they shall gain access by following the procedure described above and subject to a maximum visit time they must leave the Fairgrounds. Otherwise, they must pay the dissuasion charge.*

#### EXHIBITORS WITH A "PARKING PAYMENT CARD"

*Those exhibitors that acquire the Parking Payment Card may use the assigned parking area (the card color identifies the parking area assigned) as of the first day of assembly and up to the last day of dismantling (official time periods) with no limitation on use.*

*If said card is not possessed, they must adhere to the rules and general charges for parking cars during the different fair periods.*

#### **Art. 19.- Custom-Designed Stands**

*Unless otherwise specified by the Exhibition's specific conditions, the maximum permitted height is 6 meters, except in the spaces between the halls nuclei and the visitor entrance wings in halls 9 and 10, where the maximum height is 4 meters. Stands built on elevations must include access ramps for the disabled.*

#### **Art. 20.- New rigging assembly rules**

*Projects attached to rigging authorisation applications must provide precise definitions of any elements to be rigged.*

*The minimum documentation, depending on the type of installation, is detailed below.*

### 20.1. Applications for truss rigging authorisation

Where only unsheathed truss-type structures are to be rigged, together with individual objects, the following documentation must be provided:

- Explanatory brief of the installation to be carried out.
- Description of the assembly provided it involves transferring loads to the structure.
- Weight values all elements comprising the rigging system (e.g. spotlights, loudspeakers, motors, sheathing, truss weights).
- Scale diagrams showing floor and elevation measurements of the installation, indicating the location and situation of each rigging point for hanging elements and the hall structure. Appendix 1 of this manual provides an example.
- Value of the load transferred by each hanging point.
- List of materials to be used for structural purposes.
- Quality certification of these materials.
- Description of the safety system used, doubling the capacity of the original system.
- Signed documentation by an officer from the installing company.

### 20.2. Signage weighing less than 0.05 Kn/m<sup>2</sup> (5 kg/m<sup>2</sup>)

Signage elements (tarpaulins / canvases) whose necessary materials for their rigging weigh less than 0.05 Kn/m<sup>2</sup> (5 kg/m<sup>2</sup>) shall be exempt from the approval procedure if they use at least three support points.

### 20.3. Other riggings

Where authorisation applications are submitted to rig elements other than those described in the preceding sections, the minimum documentation required is listed in section 6.1, in addition to a project drafted by a qualified technician, certified by their professional organisation describing and supporting the structural safety of such elements.

## Art. 21.- Forbidden Activities

21.1.- It is forbidden to spray cellulose paints on any type of object within the Exhibition Centre. It is not allowed to store or exhibit materials that are dangerous, inflammable, explosive, unhealthy, foul-smelling or which may, in general, bother other Exhibitors or visitors.

21.2.- It is forbidden to carry out procedures that affect the installations, such as painting, nailing, gluing, fixing pegs or scraping or scratching surfaces in any way. Unless expressly authorised in writing by IFEMA's Exhibition Services Department, no materials may be fixed on or hung from any structural element. It is forbidden to drill into the floor or to fix carpeting or construction materials to the flooring with glue or similar substances. Carpeting must be fixed with double-sided tape either to platforms or to any other medium that is independent from the floor.

21.3.- It is forbidden to drive any type of vehicle after the Event is inaugurated, unless expressly authorised by the Specific Event Rules.

21.4.- Exhibitors and/or their decorators will be charged for any damage they cause.

21.5.- It is forbidden to project any type of image or light beam beyond the assigned space, unless expressly authorised by the Specific Event Rules.

21.6.- It is forbidden to use balloons inflated with light gases as decorative elements on stands or to present such balloons to visitors as gifts. Their use is allowed – subsequent to consultation with IFEMA's Exhibition Services Department – when they are firmly fixed to a structural element of the stand or they are filled with non-dangerous heavy gases that prevent them from rising.

21.7.- It is forbidden to make any type of set-up in the areas defined as Event walkways.

21.8.- Unless expressly indicated in the Exhibition's Conditions, signs, flags and spots may not protrude more than 50 cm out of allocated spaces and, as of a minimum height of 2.5 metres, not exceed the maximum height that is indicated in the aforementioned Conditions. Spots must be pointed in such a way as to avoid bothering other Exhibitors and visitors.

21.9.- The Exhibition's specific conditions may indicate other activities that are forbidden for that particular event.

#### **Art. 22.- Supplies from Service Ducts**

All services provided by way of ducts (telephone, compressed air, water and drainage, etc.) will be surface distributed from the duct to the point in the stand requested by the Exhibitor. For the correct provision of services, a plan indicating the exact location of each supply point must be submitted to the IFEMA's Exhibition Services Department.

#### **Art. 23.- Water and Drainage. Compressed Air**

General water, drainage and compressed air connections will be provided by IFEMA. Half-inch diameter connections are used for water and compressed air and 1 1/2 inch diameter connections are used for drainage, all with female thread endings. The installation of any other element on the stand (washstands, sinks, connections, etc.) must be ordered independently.

Connections to the IFEMA network will always be made under the supervision of IFEMA's Technical Services and Maintenance Department personnel.

#### **Art. 24.- Removal of Goods and Materials**

According to the laws in force on urban waste, the Exhibitor, jointly with its contractor, undertakes to withdraw upon termination of the Event all waste matter derived directly from its activity or that of its contractors, including materials utilised in set-up, decoration, plastics, paint cans, etc.

Consequently, all Exhibitors and companies contracted and/or subcontracted to carry out the assembly and/or disassembly of stands are required to assemble, disassemble and withdraw materials within the time periods established for that purpose.

Upon expiry of the period established for disassembling the stands, any material which may remain in the premises shall be withdrawn by IFEMA and the Exhibitor will lose any right to claim for losses or damages. In addition, the expenses involved in said withdrawal will be chargeable to the Exhibitor and invoiced by IFEMA according to the tariffs established in the Services Contract Folder.

## **5.- ELECTRICAL INSTALLATION. SET-UP REGULATIONS**

#### **Art. 25.- General Remarks**

All installations will be made according to the specifications laid out in the Spanish Low Voltage Electrotechnical Regulations (Decree 842/2002 of 2nd August) and their Complementary Technical Specifications.

All electrical installations for stands must be submitted to IFEMA's Technical Services and Maintenance Department for approval. To that effect, the installer will provide the Exhibition's electrical inspection service with Electrical Inspection form no. 1, duly filled in and stamped by an electrical installer certified by the Madrid Regional Government and in possession of a valid Business Rating document.

### Art. 26.- Power Supply

All power supplies for stands will be provided by IFEMA at 380 V line-to-line and 220 V line-to-line and neutral. IFEMA is not responsible for supplying direct current or for providing any other conditions that may be required other than the mains supply. Different currents are in all cases on account of the installer or stand user and must be previously authorised by IFEMA's Technical Services and Maintenance Department.

IFEMA may, at its discretion, limit supply power when negative repercussions arise for other users, due to overload conditions or for the safety of IFEMA's own lines and installations.

Stand and installation users are obliged to maintain a lag factor of between 0.85 and 1.

Due to the fact that the electrical supply of the Exhibition Centre depends on the electricity supply company, IFEMA cannot be made responsible for the occurrences which may arise which are not attributable to it, comprising power cuts or alterations in the quality thereof (frequency or power variations, transients, peaks, valleys, short outages, flickers, harmonics, etc.)

### Art. 27.- Emergency Lighting

Any type of set-up must comprise emergency lighting according to regulations in force.

If the set-ups involve staircases, at all times the visibility of all the steps thereof must be ensured.

The assemblies which require dark areas for effect purposes must maintain at all times a lighting of 0.5 Lux at least in the public area.

### Art. 28.- Electrical Connection

The stand installer, under the supervision of IFEMA's Technical Services and Maintenance Department will carry out the electrical connection. The hook-up will be made at the distribution point determined by IFEMA in order to make the best use of its network, and will consist of a power point manufactured by MARECHAL with the following characteristics:

- Supply up to 32 A: 380 V-50 Hz "DS" type disconnecting switch, 3P+N+T Model: 31-33017.
- Supply up to 63 A: 380 V-50 Hz "DS" type disconnecting switch, 3P+N+T Model: 31-63017.

For consumption above 63 A, the stand's switchboard will be connected directly to IFEMA's mains cables. At the connecting point, the referred disconnecting switches will be installed using "DS" type circuit breakers, 31-31017 (32-50A) and 31-61017 (63-90A) models, which will be provided by the stand installer, who will also execute the electrical connection and will install the appropriate boards.

All the connecting wires will have a rated isolating strength of 1000 V and will be of the non-flame-propagating type (MIE BT 025 and 028). No splices will be allowed on these lines.

The leads to be used are:

- For indoor installations, cables with minimum power rating of 300/500 V as per standard UNE 21.027 or UNE 21.031 apt for mobile services.
- For outdoor installations, cables with minimum power rating of 450/750 V with polychlorpropylene cover or the like, as per standard UNE 21.027 or UNE 21.031 apt for mobile services.

*Couplings will not be accepted in said leads.*

*The installer will locate a switchboard as near as possible to the point of supply, containing at least the following elements:*

- *General four-pole magnetothermal automatic switch, in accordance with the supply lines. This magnetothermal may be two-poled when its gauge is not over 25 A.*
- *General differential automatic switch, 30 mA sensitivity and with a gauge not smaller than the general magnetothermal automatic switch.*
- *Two-pole magnetothermal automatic switches, with a gauge not larger than 15 A.*

*The receiving devices which consume over 16 A shall be individually protected from the board. The size and technical specifications of this switchboard should be sufficient to guarantee its correct and safe operation. It must be attached to a structural element of the stand and cannot be placed at floor level.*

#### **Art. 29.- Distribution of Electricity at Stands**

*For indoor installations, the cables must have a minimum power rating of 300/500 V as per standard UNE 21.027 or UNE 21.031 apt for mobile services.*

*For outdoor installations, the cables must have a minimum power rating of 450/750 V with polychlorpropylene cover or the like, as per standard UNE 21.027 or UNE 21.031 apt for mobile services.*

*Joints and splices must be made by means of terminals located inside connection boxes.*

*Flexible connections to equipment must not surpass 2 meters' length; in this case, the wire used must be suited to the working conditions.*

*All wiring that is going to be subjected to mechanical stress shall be of the armoured type or run in a protective duct.*

*Safety socket connection bases must be earth-connected. They must be placed at a distance of more than 1 meter from any water intake point.*

*All motors with a power rating over 0.75 Kilowatts must be equipped with reduced intensity start-up systems in accordance with the requirements set by the regulations in force.*

*Halogen lamps placed below a height of 2.5 meters will be protected to avoid any contact with the lamp. All of the stand's metallic structures will be earth-connected.*

#### **Art. 30.- Installation of Lighted Signs**

*All lighted signs that require a special voltage for their operation need prior authorisation from IFEMA's Technical Services and Maintenance Department and must observe the following conditions:*

- *They shall have individual magnetothermal protection for every booster transformer installed.*
- *Signs with a lower edge placed below a height of 2.5 meters will be wrapped with covers of appropriate dielectric quality.*
- *Signs placed above 2.5 meters must not have any parts with voltage lacking isolation.*

*For lighted signs and installations supplied with power assigned with outputs comprised between 1 and 10 KV, the requirements of standard UNE-EN 50.107 will apply.*

### *Art. 31.- Installation Usage Rules*

*Exhibitors are not allowed to modify the stand's electrical installation, and must simply connect their receivers to the sockets or connection points placed accordingly by the installer.*

*It is forbidden to connect multiple sockets to a socket base.*

*It is strictly prohibited to recharge batteries or accumulators of any type on the Exhibition site. Re-chargers will be allowed on stands if they have been previously authorised by IFEMA's Technical Services and Maintenance Department, and "No Smoking" signs must be placed near them.*

*Exhibitors and their contractors and/or subcontractors are responsible for any damage they may cause by modifying the electrical installation or by making improper use of the latter.*

## **6.- ADDITIONAL PROVISIONS**

### *Art. 32.- Suggestions and Complaints Made to IFEMA*

*With the aim of providing appropriate attention to Exhibitors, any suggestions or complaints made to IFEMA in relation to services provided by the Institution must be submitted in writing, preferably on the same day on which incidents take place.*

### *Art. 33.-Additional Legal Regulations*

*For cases not contemplated in the present Conditions, any appropriate activity regulating provisions may be applied.*

### *Art. 34.- Protection of Personal Data Information*

*In compliance with the Data Protection Law (LOPD) 15/1999 and LSSI-CE 34/2002, the interested parties are informed that the personal data which, if applicable, are supplied voluntarily, including e-mail addresses, will be included in a computerised file which is the property and responsibility of IFEMA. When the interested party communicates its data, it expressly authorises the use thereof for regular communications, including those made via e-mail, which IFEMA may carry out to inform of event-related activities, contents and services which are developed by itself or through collaborating companies. In addition, the interested parties are informed that their data may be communicated, preserving confidentiality, to the IFEMA collaborating companies, exclusively for operational and management purposes derived from a contractual relationship, including antecedents, content and development thereof. IFEMA informs said parties of their right to access, modify, oppose and cancel said data by means of a letter addressed to IFEMA: Protección de Datos, apartado de correos 67.067, (28080) Madrid, or through e-mail to the following address: [protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es).*

### *Art. 35.- Arbitration*

*The parties involved hereby agree that all disputes, discrepancies, issues or complaints arising from the execution or interpretation of the present Conditions and/or any other document that is directly or indirectly related to them, will be definitively resolved by way of arbitration in the framework of the Madrid Court of Arbitration at the Chamber of Commerce that is named for administering the arbitration process and designating arbiters in accordance with its regulations and statutes. Furthermore, the parties wish to confirm their express compliance with arbiters' rulings.*

### *FINAL STIPULATION*

*The instant Rules for Events in the Conventions Centre are obligatory for Organisers as well as Exhibitors, when applicable, for the events held in the facilities of the Juan Carlos I Exhibitions Centre of IFEMA, as well as for the companies which the former may contract or subcontract and any collaborating companies which, as a consequence of the Event, may carry out work or provide services on behalf of the Organiser or the Exhibitors. Consequently, said Organisers and Exhibitors undertake to communicate these General Participation Rules to said contractors, subcontractors or collaborators to the extent in which the work or services they must carry out may affect them.*

*Non-fulfilment of these Rules may involve non-eligibility for entering contracts with IFEMA for the period it may determine, or to participate in any Event it may organise or be held within its facilities.*