



EXHIBITION GUIDELINES

EXHIBITOR REGISTRATION

Two exhibitor badges will be given for the first 9 square meters booked and 1 additional for each 9 square meters thereafter. Any additional exhibitors will be charged an exhibitor registration fee at €275 + VAT* per badge. Companies can purchase a maximum number of registrations, as follows:

- Booths of up to 60 sqm – 15 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations

Exhibitor registration allow access to the exhibition area only and shall be used by company staff only.

EXHIBITOR PROFILE & LOGO

Upon receipt of the booking form, exhibitors/supporters will be asked to upload a 100-word Exhibitor Company/Product profile and high-resolution logo to a provided link. This will be published in the list of exhibitors in the App.

EXHIBITION LAYOUT

The Organiser reserves the right to alter the general layout or limit the space allotted to each exhibitor/supporter, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, neither the Organiser nor EPA will be held liable for expenses incurred other than the cost of exhibit space rental fees.

BOOTHS CONSTRUCTIONS

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. Neither furniture nor equipment may stand in the aisle space. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures. People under the age of sixteen (16) are not allowed on the exhibition during build-up or dismantling.

STAND BUILDING

- ✓ **Maximum Stand Height** - The maximum height for any part of any stand is 4m. Plans of all stands must be submitted to amel.benmabrouk@wearemci.com by Wednesday 12 February, 2025 at the latest for approval
- ✓ **Use of Rented Space & Height Limitation** - The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. gobos, etc.).
- ✓ **Island stands should be accessible from all 4 sides.**
- ✓ **For Island and Peninsular stand types**, the line of sight through the stand must be possible **from aisle to aisle for at least 30%** of the stand width when viewed from each open side.
- ✓ **Stands** - Only one level stands will be permitted.
- ✓ **Space Only Stands - Adjacent Stands.** It is under the exhibiting company's responsibility to build its own adjacent wall.
- ✓ **Rigging is allowed** – please refer to [Rigging instructions](#)



RIGGING

Regarding the rigging and in case you are planning to hang something from the ceiling of the Multipurpose room, please note that the placing of all installation points is executed by IFEMA and these points will be available to exhibitors and builders from their first day of setup at the venue. Please see deadlines for submitting the projects, and also for hiring services from the IFEMA webshop.

You or your stand builder must submit to IFEMA Rigging (inspeccion.rigging@ifema.es) the rigging project in accordance with the IFEMA Rigging Regulations: [Rigging instructions](#)

The installation of manual and motorised hoists, trusses and other elements that can conform the rigging project may be done either by IFEMA (please hire the elements through IFEMA webshop) or any other company that requests it via the corresponding inspection process.

We recommend you take the necessary steps to implement the aforementioned regulations prior to your arrival at IFEMA MADRID. This will preclude unexpected delays during the build-up, as well as unnecessary surcharges.

Each exhibitor shall only use hanging points located in the vertical space corresponding to their stand. If points need to be located outside that area, IFEMA MADRID should authorise this. In the MULTIPURPOSE SPACE, the minimum number of hanging points in any assembly should be two.

And for any technical questions or clarification you may have on these subjects, you can contact IFEMA Technical Secretariat Department (stecnica@ifema.es).

ELECTRICITY

Space only stands:

IFEMA needs to know where you want your services installed, so always send to IFEMA a floorplan of your stand indicating the location of your main connections and required consumption for each connection. All services (telecommunications, electricity, etc.) will be supplied inside the channel/duct in the nearest point to the location requested.

PLEASE NOTE that fuseboards and sockets must always be ordered separately through IFEMA webshop, as the provision of the main connections and electrical consumption does not include the installation of fuseboards or any other services.

Electrical Connection + Fuse-board + Certification Packs: These packs include a fuse-board (various KW options are available) plus the corresponding Madrid Electrical Installation Certificate.

If you select this option, the fuse-board(s) hired will be installed at the beginning of the setup in the location indicated on a stand floorplan to be sent to IFEMA.

If you hire neither the Pack nor the Certificate, it is the stand-builder's responsibility to ensure that a Spanish-licensed electrician coordinates the Electrical Installation Certificate with the Regional Government of Madrid. You must then present the Electrical Installation Certificate to the IFEMA's official inspection company.

They will then check the installation one is in place, and if they agree that all is in order, give the OK for electricity to be turned on at the stand.

Shell scheme stands:

Extra electricity for shell schemes should be ordered through SERVIS.

TIMETABLE

Access to the exhibition is authorised on presentation of a badge issued by the Organiser. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk. Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organiser will arrange for their removal at the exhibitor's risk and expenses.



PROMOTIONAL ACTIVITIES

Promotional activities are only allowed within the exhibition surface and only as long as they do not interfere with the running of the Congress nor disturb fellow exhibitors. Activities such as scientific or product presentations talks are not permitted in the exhibition booth. Any kind of walking advertisement throughout the exhibition area and Congress venue is strictly forbidden.

SOUND AND LASER SHOW RESTRICTIONS

Sound, electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors. The exhibition Organiser reserves the right to determine at what point activities have to be reduced, i.e. when sound constitutes interference with others and if it must be discontinued. No laser shows are allowed.

HOUSE RULES

The rules of the Congress venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations are available on EPA25 Congress website and can be provided upon request. Valid material safety and fire certificates of all stand materials must be available for controls during build-up. Representatives of the local authorities as well as the Congress Venue technical staff must be allowed access to your stands at all times. Smoking is prohibited in the buildings.

DAMAGES / SAFETY / INSURANCE

Exhibitors are entirely liable for damages to third parties' stands, properties, health (be it injury or death). To this extent the Organiser, EPA, their respective staff and providers as well as the Congress Venue are to be considered third parties. Exhibitors' liabilities are extended to their personnel and / or other people working under their control. Since neither the Organiser, EPA, and their staff nor the Congress Venue are liable for any damages and/ or loss suffered by the exhibitors during the exhibition, including installation and dismantling, it is strongly recommended to arrange insurance accordingly.

INSERT AND DISPLAY MATERIALS

- Please note that the IFEMA MADRID and the congress organiser will not accept any deliveries.
- Please note that all materials entering the venue may incur a handling charge. This includes materials for inserts and display.
- To receive a price quote for handling and to assure the arrival of their materials, sponsors/exhibitors should refer to instructions provided in the official Shipping Guidelines.

ADVERTISING

Advertising is permitted only on stand space (aisles excluded). Displays of printed matter or advertising outside this area but on the premises of the Congress are not allowed. No flyers, posters, handouts, etc. can be left on tables, in conference hotels, on buses, etc. unless the relevant operators explicitly agree to it. In addition, sponsors/exhibitors must comply with all applicable national and international rules and regulations related to advertising and promotion of all products and services as part of their stand. The Organiser and EPA bear no responsibility for non-compliance by the sponsor/exhibitor.

DISPOSAL AND WASTE

It is the responsibility of the sponsor/exhibitor to ensure that all waste material from stand construction (including boxes for packaging) is completely removed from the exhibition area prior to the opening of the exhibition and at the end of the Congress. Waste cleared by the Organiser will be charged to the sponsor/exhibitor. The Organiser ensures daily cleaning of the aisles. Exhibitors /supporters are responsible for the cleaning of their stands.



Please check <https://www.ifema.es/en/doc/normas-certamenes-ifema---palacio-municipal/normas-certamenes-ifema-palacio-ing.pdf> Section 31.- Removal of waste and assembly and display materials.

PRODUCT DISCLAIMER

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organisers.

RISK PREVENTION FORM

Ensuring the health and safety of all the people working in a workplace is the legal obligation of the workplace owners, and thus the aim of IFEMA MADRID management. It is mandatory for exhibitors to fill in this [form](#)

LOCAL AND SITE REGULATIONS

Exhibitors shall abide by the local and site regulations with respect to law and order, safety and security. The Organisers will take appropriate action against those who do not comply with the regulations. The organisers have the authority to demand removal/ change of any structure which is not in accordance with the local and Congress rules or cancel participation. The decision of the organisers will be final and binding.

IFEMA Rules & Regulations which can be found at the following link:

[Assemblers and collaborating companies in the Municipal Palace](#) where you can also find all relevant Forms

Of particular importance is the following document:

<https://www.ifema.es/en/support/exhibitors-ifema-palacio>

BARISTA

Exhibitors are allowed to bring their own coffee machine and barista as long as it is free of charge and the coffee is not sold. They must fill in a booth catering request form <https://www.ifema.es/en/doc/catering-stands-communication---recinto-ferial/catering-stands-recinto-ing.pdf>

BUILD UP / DISMANTLING EQUIPMENT

Effective immediately, as a preventative measure, generally speaking, and due to the concurrence of activities, the obligation to wear protective helmets, high-visibility vests and security footwear during setup and dismantle periods of trade fairs and exhibition areas, has been established.

In no case will access to the halls be allowed without the aforementioned individual protection equipment; this instruction affects any person accessing, passing through, working or merely being present, in exhibition halls or outdoor exhibition areas during setup and dismantle periods.

This instruction sets forth minimal conditions and does not exempt the use of other protective gear that may be required for the execution of specific tasks to be carried out during the above-mentioned setup and dismantle periods.

EXHIBITION TERMS AND CONDITIONS

The Terms & Conditions of exhibiting are included in the Sponsorship and Exhibition Prospectus. Please note that signing of the SPONSORSHIP & EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms & Conditions. The Sponsorship & Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.



SECURITY

Organisers provide general security for the venue, but no stand security.

The organiser nor the congress centre can be held liable for any thefts, loss or damages incurred on articles left onsite during day or night.

Exhibitors wishing to hire Security for their booth can find contact information for Sasegur, the onsite venue security company, within the IFEMA eCommerce. Services must be hired directly with the supplier.

In addition to hiring services from the company, exhibitors will have to fill in the form [order security at stands](#) and send it to the email that you will find in the form.

Wi-Fi

Free Wi-Fi is offered during congress days in the IFEMA MADRID throughout all areas, including the Exhibition area.

If you require a dedicated WiFi Hotspot, you can contact the IFEMA Telecommunications Department for assistance or order it directly via the IFEMA webshop.

Deadline for ordering against the normal rate is 4 March 2025. Orders received later: +25% surcharge.

PAYMENT WEBSHOP

All invoices must be fully paid before the set up day.

Deadline to order services via ecommerce is Tuesday 27 March 2025, after this date there is a 25% surcharge.