

# AUTHORIZATION REQUEST FOR PRIVATE SECURITY

SECURITY AND SELF-PROTECTION DEPARTMENT

Send to [dseguridad@ifema.es](mailto:dseguridad@ifema.es)

## IFEMA CALL CENTRE

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**IFEMA**  
Feria de  
Madrid

C.I.F. Q-2873018-B

## INFORMATION TO BE FILLED IN BY THE APPLICANT COMPANY

FAIR/EVENT \_\_\_\_\_

### APPLICANT COMPANY DETAILS

COMPANY \_\_\_\_\_ TAX ID N° \_\_\_\_\_

TRADE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ POSTCODE \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE/STATE \_\_\_\_\_

COUNTRY \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ POSITION \_\_\_\_\_

### EXHIBITING/ORGANISING COMPANY DETAILS

COMPANY \_\_\_\_\_ STAND N° \_\_\_\_\_

## SECURITY COMPANY PROVIDING THE SERVICE

\_\_\_\_\_ TELEPHONE \_\_\_\_\_

\_\_\_\_\_ FAX \_\_\_\_\_

## DETAILS OF THE SECURITY PERSONNEL PROVIDING THE SERVICE

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

D. \_\_\_\_\_ T.I.P. \_\_\_\_\_

## DATES AND TIMES FOR PROVISION OF THE SERVICE

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

## DETAILS OF THE SERVICE INSPECTOR, IF APPLICABLE

FULL NAME \_\_\_\_\_

INSPECTION TIMES \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

## AUTHORISATION OF FERIA DE MADRID SECURITY AND SELF-PROTECTION DEPARTMENT (signature, date and stamp)

The applicant company confirms that it is aware of and accepts the prevailing rules (see note on reverse).

**PRINT**

## SERVICES PROVIDED BY EXTERNAL SECURITY COMPANIES AT IFEMA INSTALLATIONS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:

### A) THE COMPANY:

- Must provide documentation showing the company is registered and authorised to provide security and protection services, according to the legislation in force in terms of private security.
- Send a copy of the document proving you have presented the communication of provision of the reference service, before the corresponding authority to the Security and Self-Protection Department of Feria de Madrid. This must be presented at least 12 hours before service provision starts.
- No inspections of the service will be permitted outside the hours of the fair (public opening times).

### B) THE SECURITY GUARD:

- Must have a Professional Identification card (T.I.P.).
- Must wear the full official uniform of the company, with the Security Guard badge visible, and the logo of the security company.
- Security guard shifts from 8 a.m. to 10 p.m. are compulsory.
- Security guards must remain in the stand or area they are responsible for guarding during their working hours.
- If they are repeatedly found outside their stand or set area without justified cause, or in a stand other than the one they are working for (even for the first time) this will entitle the Feria de Madrid security services to ask them to leave the fair site, with the security guard and company being responsible for any liability arising from this.
- When Security and Self-Protection Department of Feria de Madrid deems it necessary, it can carry out a visual inspection of the stand or set security area and the belongings of the security guard (bags, briefcases, etc.). This inspection will be carried out by Feria de Madrid security personnel in the presence of a representative of this department.

## IMPORTANT INFORMATION - PREVAILING REGULATIONS:

- If you are an exhibitor at a fair organised by IFEMA, you may consult the “IFEMA General Participation Regulations”, the specific rules for the Fair, as well as the technical annexes that complement the aforementioned general regulations, all available at [ifema.es](http://ifema.es), in the Exhibitors space and on the web page for each event.
- If you are an Exhibitor at a Fair or Congress with Exhibition not organised by IFEMA, see the “Exhibitor regulations” (Rules of Participation for Exhibitors at Externally Organised Fairs) as well as the technical annexes also available at [ifema.es](http://ifema.es), in the Conventions and Congresses area, Participation Regulations section. Also, check the Organiser’s own rules regarding your fair or event.
- If you are the organiser of a fair or event at the trade fair complex/convention centre: see the “Organiser regulations” (Rules for participation in externally organised fairs, events in halls and events, with or without exhibitions, in the convention centre) as well as the technical annexes to the aforementioned General Regulations available at [ifema.es](http://ifema.es), in the Conventions and Congresses area, Participation Regulations section.
- If you are an Organiser of a fair or event at IFEMA PALACIO MUNICIPAL, see the “Participation regulations for events with or without exhibitions at IFEMA PALACIO MUNICIPAL” as well as the technical annexes that complement the aforementioned regulations, all which are available at [ifema.es](http://ifema.es) in the Conventions and Congresses area.

As the data controller for the personal data gathered in this form, IFEMA - FERIA DE MADRID (Q/2873018B) informs you that: **Purposes:** (i) the management of companies and their personnel and (ii) the management and handling of the assembly of the fair or event. **Legal basis:** consent and contractual relationship. **Recipients:** The contractor shall obtain, where appropriate, the consent of its personnel for the transfer of this data. IFEMA may communicate your data to companies involved in assembly-related work (see [ifema.es](http://ifema.es)) as well as to the administrative and judicial authorities, where legally required. Your data will not be subject to international transfer. **Storage:** The data will be stored for the legally required periods. **Rights:** you may exercise your right to access, rectification, deletion, restriction or objection to processing and to data portability, withdrawing the consent given by writing to Avenida del Partenón 5, 28042 Madrid, or by sending an email to “[protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es)” with the subject: “ASSEMBLY-company and name of the fair”, including your name and passport or national identification number. You may request guidance from the AEPD and consult our full privacy policy at [ifema.es](http://ifema.es). Help us keep data up to date by informing us of any changes thereto. **Failure to provide this information or its cancellation means you will not be authorised to provide services on the premises.**