

# AUTHORIZATION REQUEST FOR WI-FI INSTALLATIONS

INFORMATION TECHNOLOGIES DEPARTMENT

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## 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° \_\_\_\_\_

## 2. REASON FOR THE REQUEST

### All four fields must be filled in:

- Reasons why the official IFEMA service does not meet your needs: \_\_\_\_\_
- Technical and functional characteristics of the network to be installed (noting the access point model and characteristics regarding regulation of strength and channel selection): \_\_\_\_\_
- Aim and purpose of the wireless network to be installed: \_\_\_\_\_
- Indicate network name: \_\_\_\_\_

## 3. DOCUMENTS TO BE PRESENTED

Attach installation plan.

## 4. COMMENTS

**IFEMA** will study the application and inform the exhibitor in writing. As long as, according to the technical criteria of Feria de Madrid, the official service can cover the needs/functions required by the exhibitor, or if the exhibitor cannot give technical reasons why the official service does not meet its needs, authorisation will be denied.

IFEMA also reserves the right to reject an application if the network to be installed as described by the exhibitor might, in its technical opinion, endanger the quality of service to other exhibitors.

Without prejudice to the above, the following criteria will apply:

- If the exhibitor does not want to use the IFEMA Wi-Fi network for reasons of data security (because it requires encryption) we recommend the use of an Ethernet connection or specialist services to secure data.
- The public identifier of the network (SSID) must have a name identifying the exhibitor or stand and, in any event, must avoid confusion (the name must not be easy to confuse with a service provided by IFEMA, a show or conference. Identifiers such as IFEMA, SIMO, Internet, WI-FI, etc, will not be valid.). The public identifier of the network (SSID) must be authorised by IFEMA.

In all cases, unless expressly authorised, **it is prohibited to install Wi-Fi access points providing free internet access to visitors and/or exhibitors.**

If an exhibitor installs an **unauthorised Wi-Fi network** or a different configuration to that authorised, the exhibitor will be contacted and asked to **immediately turn off the network or reconfigure it to the authorised parameters.** If the exhibitor refuses to do so or repeats this breach of regulations, IFEMA may disconnect its internet access service.

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

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## 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.

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.**