

APPLICATION FOR AUTHORISATION TO HANG STRUCTURES/RIGGING

IFEMA PALACIO MUNICIPAL

FAIR SERVICES DEPARTMENT

Send to stecnica@ifema.es



IFEMA CALL CENTER

CALLS FROM SPAIN. INFOIFEMA
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ifema.es

VAT number Q-2873018-B

DATA TO BE FILLED IN BY THE INSTALLER COMPANY

FAIR/EVENT _____

DETAILS OF THE COMPANY REQUESTING AUTHORISATION

COMPANY _____ N.I.F. [TAX ID NO.] _____

TRADE NAME _____

ADDRESS _____

POSTCODE _____ CITY _____

PROVINCE _____ COUNTRY _____

TEL. NO. _____ FAX NO. _____ E-MAIL _____ WEBSITE _____

CONTACT PERSON _____ POSITION _____

SITUACIÓN DE LA INSTALACIÓN

MULTIPURPOSE SPACE

AUDITORIUM A

Check the corresponding box

DOCUMENTACIÓN A PRESENTAR

A rigging certificate or plan must be submitted at a later date, specifying the corresponding project management and signed by a competent technician. This documentation must be endorsed by the corresponding professional body.

The plan must be sent to stecnica@ifema.es in one of the following formats; jpg, pdf, tif, or any standard CAD format.

It must include the location, height, tolerances and stability of each of the requested points, with the minimum content indicated in point five of the Regulations for hanging structures in IFEMA PALACIO MUNICIPAL / Rigging. It must be supervised "in situ" by the project management to ensure that what appears on the certificate or plan corresponds to what is actually suspended.

IMPORTANT ANNOUNCEMENT: Before assembly work begins, the installation company must report any deterioration of the structural elements in the area where the installation will take place. If no deterioration is reported, IFEMA will understand that the installer is satisfied with the area and that any deterioration detected from then on will be understood to have been caused by your company. Likewise, the installation company undertakes to clear up all the elements referred to in this authorisation once the event has ended. If they are not cleared up or if there is any damage to the facilities, IFEMA will bill the aforementioned company for the cost of the clearance, repair and/or replacement of the same to their original condition.

The installer company is responsible for the veracity of the data provided, both in the present application and in its accompanying documents such as the rigging plan and especially everything related to the weights and dimensions of each element of the system.

The authorisation of the present application in no way implies that IFEMA or its collaborating companies for this service are responsible for the structural solution.

Representative of the installation company

Date and signature

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

IMPORTANT INFORMATION - PREVAILING REGULATIONS:

- 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 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) 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" 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. 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.**