

ORGANISED BY:



CLIMATIZACIÓN Y REFRIGERACIÓN

International HVAC& R Exhibition

MADRID

28 February -
3 March

2017

Edition
17th

IFEMA CALL CENTRE

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SPECIFIC RULES FOR FREE DESIGN STANDS

1. Any Exhibitor choosing to build their own Free Design stand must send the design, floor plans and front and side views to the IFEMA Fair Services Office.

Fax (34) 91 722 51 27 or e-mail to stecnica@ifema.es for approval before **January 21, 2017**.

2. SPECIFIC RULES FOR ASSEMBLING OF FREE-DESIGN STAND

2.1. The maximum authorised perimetric HEIGHT of stands is 4 m.

In order to raise walls or any decorative element higher than 4 m. the stand must be set back 1 m. towards the interior.

In no circumstance can any element or part of the stand measure higher than 6 m. either for reasons of construction or decoration.

2.2. Blind perimetral walls cannot be longer than 50% of each aisle. To do blind walls of a greater length, these must be set back a minimum of 3 m. towards the interior and may not exceed 80% of the length of the side.

2.3. SIGNS, posters, spotlights, and other decorative elements may not project more than 50 cm. beyond the space allocated, at a minimum height of 2.5 metres, nor exceed the maximum height specified in these ceiling by the Exhibition Specific Conditions. Spotlights must be directed toward the interior of the stand. In case of doubt, consult IFEMA's Exhibition Services Department.

2.4. It is not permitted to store PACKING inside the halls. For this service, please ask for information at the Exhibition Office.

2.5. These specific conditions are further to the "GENERAL RULES FOR PARTICIPATION OF IFEMA".

IFEMA reserve the right to interpret and apply regulations in each specific case. The Organisation reserves the right to arbitrate exceptions if necessary based on its respect for the overall perspective of the Exhibition and visibility from adjacent stands.

3. ASSEMBLY RIGHTS

The company in charge of assembling free design stands must pay IFEMA the related assembly rights fees to cover services provided during the Fair assembly and dismantling periods. These services include: Health Care Service (ATS), reduced prices in Catering Services, Electrical Inspections, cleaning of common areas, Electricity Connections and Supply during the assembly and dismantling, use and maintenance of paint rooms, personalised assistance service for the assembler and customised signs for spaces.

Depending on the different facilities and services used, the fees for Assembly Rights for the entire stand, including any second floors, areas follows:

- Undecorated spaces, or spaces covered by carpet or wood panel:

Fee A: € 2.01/sqm + VAT (1)

- Basic aluminium or similar turnkey stands.

Fee B: € 4.02/sqm + VAT (1)

- Modular design stand in aluminium, wood and other materials.

Fee C: € 6.32/sqm + VAT (1)

4. STAND ASSEMBLY, MERCHANDISE ENTRY AND DISMANTLING

- 4.1. Exhibitors may build their own stand (free design) or contract one of the various modular stands offered by IFEMA in its Services Catalogue.

- 4.2. ASSEMBLY of free design stands may be carried out:

ASSEMBLY OF FREE DESIGN STANDS

From February 22 to 27 from 8,30 a.m. to 9,30 p.m.

- 4.3. Stands chosen in the IFEMA Services Catalogue will be available to exhibitors at 8,30 a.m. on February 26. Decoration and further assembly on the inside of stands may be carried out on February 26 and 27 from 8,30 a.m. till 9,30 p.m.

- 4.4. GOODS AND DECORATION MATERIAL ENTRANCE will be allowed during February 26 and 27 from 8,30 a.m. to 9,30 p.m.

- 4.5. GOODS AND DECORATION MATERIAL REMOVAL, may be done on March 3 from 3,30 p.m. to 9.30 p.m. and March 4 from 8,30 a.m. till 9,30 p.m.

- 4.6. DISMANTLING will take place from March 4 to 6 from 8,30 a.m. till 9,30 p.m.

- 4.7. Exhibitors will not be allowed to occupy stands if payment has not been made in full for the rental of the space and the services requested.

- 4.8. Exhibitors will not be allowed to remove exhibiting material if payment has not been made in full for any additional expenses incurred during the exhibition.

(1) For companies established in the Spanish territory (excluding Canaries, Ceuta and Melilla): 10%* VAT not included.

For the rest of companies this operation is not subject to Spanish VAT.

For European Union companies, the exhibitor will be responsible for paying the applicable VAT in the country of incorporation.

*The VAT to be applied will be that which is legally in force at the time the service is provided.