

# MOMAD

## Madrid Fashion Events



INTERNATIONAL FASHION TRADE SHOW

**7-9**  
SEPTEMBER  
**2018**

ORGANISED BY



## EXHIBITOR'S GUIDE

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Updated to 13/02/2018

**MOMAD METRÓPOLIS** will take place at Feria de Madrid from September 7 to 9, 2018. Halls 2, 12 and 14  
From 10 a.m. To 7 p.m. **Last day until 4 p.m.**  
**OPEN TO:** Trade visitors only - **COINCIDING TRADE FAIRS** Momad Shoes

## 1 HOW TO BE AN EXHIBITOR

- 1.1. Hiring spaces can be done by filling in the APPLICATION FORM ON-LINE directly on the fair's website: [www.momad.metropolis.ifema.es](http://www.momad.metropolis.ifema.es)
- 1.2. EXHIBITORS PARTICIPATING IN MOMAD METROPOLIS FEBRUARY 2018: To maintain priority as a former exhibitor, you must send the Application form online **before March 26th, 2018.**
- 1.3. Until the payment of the reservation of spaces is received, it will be understood that no space reservation has been made in favor of the applicant and the address of the contest may have space without obligation of prior notice. Spaces reservation will be formalized once we received the first payment of at least 50% of the total price of the space, **before May 18th, 2018.**
- 1.4. Clothing, Accessories and Services to the Point of Sale companies will be able to request their participation in MOMAD METRÓPOLIS. The final acceptance of the participation is reserved to IFEMA, who may reject on a motivated basis those applications that are not considered to be included in the sectors and products that are the subject of the trade fair and, therefore, do not comply with the purposes of the fair. The lack of space and / or the presentation of the application outside of the established deadlines may also be grounds for rejection of the application. IFEMA will communicate this circumstance writing down to applicants.
- 1.5. Signing and submitting of the Application form implies full acceptance of the General Rules on Participation of IFEMA and the specific Competition and provisions that generically may be established by the Organization of the fair. Available at: [www.momad.metropolis.ifema.es](http://www.momad.metropolis.ifema.es)
- 1.6. In case the EXHIBITING COMPANY designates another entity to make any of the payments related to its participation, it must complete the corresponding section of the requested application form. In any case, if the entity designated as a billing company does not take over the aforementioned payments within the indicated periods, the EXHIBITING COMPANY will face them at the simple request of IFEMA.
- 1.7. The occupation of the space will not be authorized nor, where applicable, the modular stand will not be delivered to the exhibitor who has not paid in full the space contracted and the expenses of the requested services, as well as the Presence in Promotion Elements.
- 1.8. The total liquidation of the expenses produced during the Contest will be an indispensable condition to remove the exhibition material from your space. For the departure of merchandise an authorization issued by SERVIFEMA will be required, which will be delivered exclusively to exhibitors who have fulfilled the requirements demanded in the previous paragraph.

## 2 CONTRACTING SPACES AND MORE INFORMATION

- 2.1. The allocation of spaces will be made by the Trade Fair's Management, trying to maintain their preferences and the affinities between companies with similar style products.
- 2.2. Retailing is not allowed inside the Contest.
- 2.3. The installation of catwalks in stands will be allowed only after authorization of the contest.
- 2.4. All the photos taken by the official photographer at the request of the management, may be used by the fair for promotional purposes.

### 2.5. CONTRACTING EGO STANDS

This space is reserved for young designers, emerging designers or newly created firms that have a market presence of a maximum of three campaigns in addition to a reduced collection. The stand will be 10 sq.m. to have the necessary space for its correct presentation.

The exhibiting companies of the EGO sector will only be allowed to participate in this sector for three editions.

Steps to evaluate new candidates:

1º Send by e-mail to the address of the contest a curriculum of the company, date of constitution as well as photos or web description of the products and /or collection to present (spring / summer or autumn / winter). [metropolis@ifema.es](mailto:metropolis@ifema.es) Reference: EGO Candidacy. Before **April 12th, 2018.**

2º Once you have received this information and, if you meet the aforementioned requirements, the address of the contest will send you the "EGO Application for Participation" so that you can send it to us once completed. In case of availability, an e-mail will be sent with the exhibition contract that confirms the award of your space, otherwise you will be informed that your request could not be accepted.

The fact of completing the Application form for Participation does not imply the automatic obtaining of a space since there is a limited and reserved number of EGO stands in each of the sectors of the fair. Once these stands are occupied, no more candidates will be accepted.

## 2.6. SUSTAINABLE EXPERIENCE STANDS

Spaces for designers or small and medium-sized companies that are born with a DNA that has sustainable parameters and / or companies that have modified parameters that meet the criteria required by the MOMAD Sustainable Fashion Technical Committee.

Stands measures: 5 or 10sq.m.

Requirements:

1° Forward the request with description and pictures / products website: ce.sv@ifema.es - Reference: Candidature SUSTAINABLE FASHION.

2° Once this information has been received, it will be studied and the contest will contact in order to inform about the procedure to be followed. If you do not meet the criteria, you will be notified by email.

## 2.7. MOMAD 4.0 STANDS

Space dedicated to companies that offer innovative solutions for retail as services for ecommerce, logistics, payment and financing platforms, internationalization and support.

# 3 MODULAR STANDS DESCRIPTION

## 3.1. MODULAR STAND CHARACTERISTICS

- Stand that opens out onto one or two aisles depending on location
- Structure made out of oak-coloured melamine panels 2 m tall and 8 cm thick, taking up space from the interior surface area of the stand.
- Trade fair carpet flooring.
- Lighting by means of posts with 50W LED spotlights on rails, numbering 1 spotlight for every 2 sq.m of stand.  
Electrical installations per low-voltage regulations consisting of an electrical switchboard with differential circuit breaker and magnetothermal switch, sized to handle 130 W/sq.m of power with a 500W strip of electrical outlets.
- 1 Outlet embedded into the wall at 500W for every 10 sq.m of stand.
- Lit signage

### Furniture:

- General stands up to 20 sq.m: 1 round white table, 3 white chairs and a low white cabinet with doors and lock.
- For each additional 20 sq.m of stand: 1 round table and 3 white chairs.
- **Stands with hangers:** Height-adjustable hangers set into the stand's structure at 1 lm of hanger per 3 sq.m of stand.
- **Stands with shelves:** Height-adjustable shelves set into the stand's structure at 1.5 lm of shelf per 2 sq.m of stand.

## 3.2. EGO MODULAR STAND CHARACTERISTICS

- 10 sq.m stands
- Stand that opens out onto one or two aisles depending on location
- Structure made out of oak-coloured melamine panels 2 m tall and 8 cm thick, taking up space from the interior surface area of the stand.
- Trade fair carpet flooring.
- Lighting by means of posts with 50W LED spotlights on rails, numbering 1 spotlight for every 2 sq.m of stand.  
Electrical installations per low-voltage regulations consisting of an electrical switchboard with differential circuit breaker and magnetothermal switch, sized to handle 130 W/sq.m of power with a 500W strip of electrical outlets.
- 1 Outlet embedded into the wall at 500W for every 10 sq.m of stand.
- Lit signage

### Furniture:

- 1 round white table, 3 white chairs and a low white cabinet with doors and lock.
- **Stands with hangers:** Height-adjustable hangers set into the stand's structure at 1 lm of hanger per 3 sq.m of stand.
- **Stands with shelves:** Height-adjustable shelves set into the stand's structure at 1.5 lm of shelf per 2 sq.m of stand.

### 3.3. SUSTAINABLE EXPERIENCE STAND CHARACTERISTICS

- 5 or 10 sq.m stands
- Stand that opens out onto one or two aisles depending on location
- Structure made out of oak-coloured melamine panels 2 m tall and 8 cm thick, taking up space from the interior surface area of the stand.
- Trade fair carpet flooring.
- Lighting by means of posts of 300W LED spotlights on rails, with a quantity of 1 spotlight for every 2 sq.m of stand.  
Electrical installations per low-voltage regulations consisting of an electrical switchboard with differential circuit breaker and magnetothermal switch, sized to handle 130 W/sq.m of power with a 500W strip of electrical outlets.
- 1 Outlet embedded into the wall at 500W for every 10 sq.m of stand.
- Bracket-mounted signage

**Furniture:** 5 or 10 sq.m stands: 1 table, 2 chairs and a low cabinet with doors and lock.

5 sq.m stands: 1 hanger or 2 shelves.

10 sq.m stands: 2 hangers or 4 shelves

### 3.4. MOMAD 4.0 STAND CHARACTERISTICS

- Stands from 10 sq.m
- Stand that opens out onto one or two aisles depending on location
- Structure made out of oak-coloured melamine panels 2 m tall and 8 cm thick, taking up space from the interior surface area of the stand.
- Trade fair carpet flooring.
- Lighting by means of posts with 50W LED spotlights on rails, numbering 1 spotlight for every 2 sq.m of stand.  
Electrical installations per low-voltage regulations consisting of an electrical switchboard with differential circuit breaker and magnetothermal switch, sized to handle 130 W/sq.m of power with a 500W strip of electrical outlets.
- 1 Outlet embedded into the wall at 500W for every 10 sq.m of stand.
- Bracket-mounted signage.

**Furniture:** minimum 10 sq.m: 1 table, 3 chairs and a low white cabinet with doors and lock, for every 10 sq.m of stand.

### GENERAL OBSERVATIONS

- It is not allowed to pierce, nail or stick on the panels or the stand furniture.
- Placement of any element exceeding 2m high is not allowed. This includes: product, banners, decorations, displays, etc.
- If you want to customize your booth affecting the panels must inform the Technical Secretariat (stecnica@ifema.es).
- All services or modifications that you wish from these features shall be at your expense.
- The distribution of all elements of the stand, extras requested and necessary structural elements to support the stand, will try to adapt to the needs of the exhibitor, provided it is technically feasible and the plane is received with pertinent indications fifteen days before, at least, of the first day of the beginning of the assembly.
- Once the stand has been assembled, changes in the location of all the elements that have not been communicated on the established date will be billed.
- The elimination, by the exhibitor, of any element included in the modular stand does not imply reducing the cost.
- All material used, both structural and electrical, is rented and any deterioration will be billed at current rates.

**August 2nd, 2018:** Deadline sending your plane assembly Technical Secretariat (stecnica@ifema.es)



Modular Stand with shelves  
ORIENTATIVE EXAMPLE



Modular Stand with Hangars  
ORIENTATIVE EXAMPLE

## 4 RULES FOR FREE DESIGNED STAND (SPACE ONLY)

4.1. Only free stands with a surface equal to or greater than 30 sq.m. can be designed.

4.2. The exhibitor must indicate his space with the stand number that corresponds according to the official plan of the Contest.

4.3. The maximum height of any element must be measured from the floor 2m flag. Only 3 to 6m lighting structures are allowed to hang from the ceiling of the pavilion of height measured from the floor of the pavilion and without any type of decoration element in them (canvases, signs, logos, banners). In the case of lined truss, it must be of uniform color: white or black.

### 4.4. HEIGHT STANDS ATTACHED TO WALL

The maximum height of any element of the stand in its perimeter line may be 4m. They must be set back a minimum of 1m, in order to lift a point element up to a maximum height of 6m. The walls attached to the wall of the pavilion can be raised to the maximum height of 6m.

4.5. In order to start the assembly work, you must send a project (floor plans, elevations and perspective) to the Fair Services Department. E-mail: [stecnica@ifema.es](mailto:stecnica@ifema.es), fax: 91 722 51 27 **before August 2nd, 2018**, as well as having paid the corresponding assembly rights.

4.6. Canon of Assembly: The company in charge of the assembly work of the stands of free design, will have to pay to IFEMA, before beginning these works, the tariffs of corresponding rights of assembly in concept of the services rendered during the period of assembly and disassembly of the fair:

#### RATES:

- Type A rate: spaces without decoration occupied by carpet or platform: 2.04 € / sq.m. + VAT <sup>(1)</sup>
- Type B rate: basic modular aluminum or similar stands: 4.08 € / sq.m. + VAT <sup>(1)</sup>
- Type C rate: modular aluminum design stands, carpentry and other materials: 6.42 € / sq.m. + VAT <sup>(1)</sup>

4.7. These specific norms are added to those that, on assembly, establish the General Rules of Participation that govern in all IFEMA competitions.

The interpretation and application of the regulations for each particular case is the responsibility of IFEMA, who reserves the right to arbitrate exceptions if deemed necessary, based on respect, the general perspective of the event and the visibility of neighboring stands.

4.8. For security reasons, the storage of packages in the pavilions is totally prohibited.

## 5 EXHIBITORS AREA, PROMOTIONAL ELEMENTS AND COMMUNICATION

### 5.1. EXHIBITOR ZONE

Accessible from [www.momad.metropolis.ifema.es/expositores/ZonadeExpositores](http://www.momad.metropolis.ifema.es/expositores/ZonadeExpositores) and your exhibitor key and password will allow you to:

- Making arrangements regarding your participation as filling in the Online Catalogue Form of the fair and the label of your booth.
- Select the color of the carpet in the case of modular stands.
- You can consult the account statements online.
- You can hire services online through the IFEMA Catalogue Services, prepare the necessary material for their participation in the fair, request projects both stand for free design and customize your modular stand, prepare material and brochures to display, staff needed services, catering, decoration.
- Online Budget System.
- Consult the Exhibitor Calendar.
- Send personalized invitations with your company name and stand number.
- Print your exhibitor passes.
- Access to the Professional Meeting Point through which you can contact the database of professional visitors who are registered so far can send them information about your company, your location in the fair, news or actions of interest.
- Manage your Meetings: you can arrange appointments and meetings at the fair with visitors and other exhibitors registered at the Professional Meeting Point.
- Access the International Buyers Program where international buyers enrolled in our program will have access to request an appointment through the Fair Meetings Service, allowing your company to accept, modify or reject appointments.

### 5.2 PRESENCE IN PROMOTIONAL ELEMENTS

Includes the name and data of the exhibitor in:

- Advance Exhibitors list
- On-line interactive exhibitor's official catalog: a format that will allow the professional visitor to prepare their visit to the fair in advance (advanced search, annotations ...)
- Visitor's Guide: includes a map of each of the pavilions, a list of exhibitors and a complete program of activities and services offered by Feria de Madrid. It is distributed free at the fair.
- Interactive Information Points at the fair. Located in different strategic points of the fair. Accessible to visitors, with the possibility to search for exhibitors and print out individualized location maps.
- Plan and Exhibitors list in each pavilion.
- Official App of Momad Metropolis.
- Brand Book (optional).

### 5.3. ANNOUNCE AND COMMUNICATE YOUR PRESENCE AT FAIR

- Communicate the news that will be presented to the media, other exhibitors and professional visitors by posting their news on our website, through the Exhibitors Area and sending their data and photographs to the Ifema Press Office ([press@ifema.es](mailto:press@ifema.es))
- You can carry out promotional activities complementary to your participation as an exhibitor: conferences, presentations to clients, the sector, media, press conferences, etc.
- Momad Forum: You can participate in this space as a speaker proposing to the Direction of the contest a topic of sectoral interest.

### 5.4. USE THE PROMOTIONAL ELEMENTS OF WHICH THE FAIR PROVIDES

- Banners ([publicidadexterior@ifema.es](mailto:publicidadexterior@ifema.es))
- Professional Visitor's Guide ([metropolis@ifema.es](mailto:metropolis@ifema.es))
- Outdoor advertising at the fair ([publicidadexterior@ifema.es](mailto:publicidadexterior@ifema.es))
- Social media ([metropolis@ifema.es](mailto:metropolis@ifema.es))
- Sponsorships ([metropolis@ifema.es](mailto:metropolis@ifema.es))

## 6 PARTICIPATION RATES

| STAND                                      | PRICE (1)        | STAND   | PRICE (1)        |
|--|------------------|---|------------------|
| SPACE ONLY<br>Exclusively from 30 sq.m on  | 125 €/sq.m + VAT | SPACE + SUSTAINABLE EXPERIENCE STAND<br>(5 or 10 sq.m)                | 105 €/sq.m + VAT |
| SPACE + MODULAR STAND From 10 to 29.5 sq.m | 205 €/sq.m + VAT | SPACE + EGO STAND (10 sq.m)<br>Exclusively for new emerging designers | 105 €/sq.m + VAT |
| SPACE + MODULAR STAND From 30 sq.m         | 195 €/sq.m + VAT | SPACE + MOMAD 4.0 STAND From 10 sq.m                                  | 125 €/sq.m + VAT |

### 6.1. THE PRICE OF THE FLOOR INCLUDES

- A daily cleaning of the stand, not taking place on the exhibits.
- Electricity consumption at a rate of 130W / sq.m.
- Mutual insurance of € 30,000
- Civil liability insurance of € 60,000.
- 20 free invitations custom professional customers per sq.m. of stand hired through: [www.momad.metropolis.ifema.es/expositores](http://www.momad.metropolis.ifema.es/expositores) / Exhibitors Area.
- 5 exhibitor passes up to 25 sq.m. of stand contracted and an additional unit for every 5 sq.m. plus up to a maximum of 25 passes and print them through [www.momad.metropolis.ifema.es/expositores](http://www.momad.metropolis.ifema.es/expositores) / Exhibitors Area, until August 5th, 2018, from this date you can pick them up at the accreditation desk fair. Additional amounts must be requested in writing to [metropolis@ifema.es](mailto:metropolis@ifema.es) and will be invoiced at a cost of € 6 + VAT <sup>(1)</sup> per unit.

### 6.2. PAYMENT METHODS

Payment methods can be consulted in the Participation Application.

### 6.3. PAYMENT TERMS

- **Before May 18th, 2018: First payment of 50%**

**The 5% discount will be applied to the rental of the modular space / stand for prompt payment if you pay 100% of your participation.**

- **Before August 3rd, 2018: payment of the remaining 50% and services.**

### 6.4. GENERAL SERVICES OF REQUIRED CONTRACTING

The fact of being an exhibitor implies the "Presence of Promotional Elements and Services" whose cost is € 300 + VAT <sup>(1)</sup>. It includes the presence in the Official OnLine Catalog of Exhibitors, Advance list of exhibitors, Brand Book, Visitor's Guide, Interactive Information Points and Hall floor maps during the fair, as well as 1 Wi-Fi user for each presence in contracted promotional elements, as well as other specific services available on the web. in Exhibitors Area. If the hiring of your stand is subsequent to the closing date of each of the elements, being impossible to include them, you will be equally obliged to pay for it. You must complete and update your Online Catalog data through the Exhibitor Zone.

If the hiring of your stand is subsequent to the closing date of each of the elements, being impossible to include them, you will be equally obliged to pay for it.

You must complete and update your Online Catalog data through the Exhibitor Zone.

(1) Companies established in the Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For the rest of companies this operation is not subject to Spanish VAT. In the case of companies of the European Union, the exhibitor will be responsible for the VAT, which in its case, is accrued in its country of establishment.

## 7 TRADE FAIR MAP AND FAIR SECTORS MAP

- **ACCESSORIES**

Accessories and leather goods

- **CASUAL**

Casual, urban, practical fashion

- **CONTEMPORARY**

Innovative collections that retain a traditional style

- **EGO**

New designers and emerging companies

- **EVENT**

Cocktail-wear, evening-wear and ceremonial attire

- **MAN**

Fashion and accessories for men

- **METRO SPACE**

Latest collection in a differentiated Area

- **MOMAD 4.0**

Innovative solutions for the retail

- **NOW!**

Casual, urban and practical Fashion. Ready to wear

- **SERVICES TO RETAILER**

Services to retailer

- **SUSTAINABLE EXPERIENCE**

Companies engaging in ethical production and commercialisation

- **SWIMWEAR FASHION & LINGERIE**

The latest swimsuit trends and collections

- **URBAN**

Street, urban and young fashion brands



COINCIDENCE WITH: Momad Shoes



## 8 WORK AGENDA

| BEFORE              |                           | WHAT TO DO?  |
|---------------------|---------------------------|--|
| March 26th, 2018    | APPLICATION FORM          | <ul style="list-style-type: none"> <li>Exhibitors who participated in the last edition, should fill in the application form at <a href="http://www.momad.metropolis.ifema.es">www.momad.metropolis.ifema.es</a></li> </ul>   |
| May 18th, 2018      | PAYMENTS                  | <ul style="list-style-type: none"> <li>Payment of first 50% . The proof of payment must be sent to <a href="mailto:servifema@ifema.es">servifema@ifema.es</a></li> <li><b>5% discount</b> of the stand contracting price, for those who make an early payment of the 100% of the total amount corresponding to floor space/modular stand in MOMAD METRÓPOLIS.</li> </ul>   |
|                     | OFFICIAL CATALOGUE        | <ul style="list-style-type: none"> <li>Fill in the form to participate in the "Promotion and Service Elements" in Exhibitors Area, at <a href="http://www.momad.metropolis.ifema.es">www.momad.metropolis.ifema.es</a>. MOMAD METRÓPOLIS management cannot guarantee the exhibitor's listing in the Official Catalogue if registration is received after this deadline, nor is the exhibitor exempted from payment of the established fee for this reason.</li> </ul>  |
| July 6th, 2018      | PRESS                     | <ul style="list-style-type: none"> <li>Press Office questionnaire and photographs should be returned and publish your news through the Exhibitor's Area Network <a href="http://www.momad.metropolis.ifema.es">www.momad.metropolis.ifema.es</a></li> </ul>  |
| August 2nd, 2018    | PROJECTS                  | <ul style="list-style-type: none"> <li>Deadline to send to IFEMA Exhibition Services Department the partial plan with indication of Connections and modular stand plan and in case of FREE DESIGN STANDS drawings indicating plan and elevation with dimensions. <a href="mailto:stecnica@ifema.es">stecnica@ifema.es</a></li> <li>IFEMA Catalogues Services and forms for improvements of modular stands should be sent to IFEMA. Servifema Department. <a href="mailto:servifema@ifema.es">servifema@ifema.es</a></li> </ul> |
|                     | CONTRACT SERVICES         | <ul style="list-style-type: none"> <li>Last day to contract services (parking, hostesses, any assembly extras) with a 15 % discount through Exhibitors Area or stand's outline plan sent to the Technical Secretary Department.</li> </ul>   |
| August 3rd, 2018    | PAYMENTS                  | <ul style="list-style-type: none"> <li>Last payment (in full) for space and services contracted. The proof of payment must be sent to <a href="mailto:servifema@ifema.es">servifema@ifema.es</a></li> </ul>  |
|                     | TRADE INVITATIONS         | <ul style="list-style-type: none"> <li>Exhibitors may send customised email invitations to buyers. 20 invitations for each sq.m.</li> <li>With an online invitation from an exhibitor, entry is FREE at all times during the trade fair.</li> </ul>  |
| August 13th, 2018   | VISITORS PRE-REGISTRATION | <ul style="list-style-type: none"> <li>Visitor pre-registration shall be carried out through <a href="http://www.momad.metropolis.ifema.es">www.momad.metropolis.ifema.es</a> and shall <b>be free up until August 13, 2018</b>.</li> <li>As of this date and up until <b>September 6, 2018</b>, it shall cost €20. Between <b>September 7 to 9, 2018</b>, entry to the trade show shall cost €30.</li> </ul>  |
| August 25th, 2018   | SIGNANE                   | <ul style="list-style-type: none"> <li>Fill in the "Exhibitors Area" the signane of ther stand.</li> </ul>   |
|                     | CONTRACT SERVICES         | <ul style="list-style-type: none"> <li>Last day to contract services without charge of 25 % through Exhibitors Area or stand's outline plan sent to the Technical Secretary Department or any other channel (on-site, fax, e-mail)</li> </ul>  |
| September 1st, 2018 | CONTRACT SERVICES         | <ul style="list-style-type: none"> <li>Last day to contract Services directly by Exhibitors Area.</li> </ul>   |

| WHEN?                            |                          |  |
|----------------------------------|--------------------------|--|
| From September 2nd to 6th, 2018  | ASSEMBLY                 | <ul style="list-style-type: none"> <li>Free stands assembly.</li> <li>From 8.30 a.m. to 9.30 p.m.</li> <li>Free stands assembly, please, see point 4 in this guide: Rules for free design stands.</li> </ul>   |
| September 6th, 2018              | MODULAR STAND            | <ul style="list-style-type: none"> <li>Delivery of the modular stand at 8.30 a.m.</li> <li>Entry of exhibition goods an decoration material of modular stand from 8.30 a.m. to 9.30 p.m.</li> </ul>  |
| September 7th, 8th and 9th, 2018 | CELEBRATION              | <ul style="list-style-type: none"> <li>MOMAD METRÓPOLIS celebration.</li> <li>Opening hours visitors, from 10 a.m. to 7 p.m, last day from 10 a.m. to 4 p.m.</li> <li>Opening hours Exhibitors from 9 a.m. to 7.30 p.m. Last day from 9 a.m. to 4.30 p.m.</li> <li>Exhibitors may request, permission from the Exhibition Services Department to bring in and remove items and materials from 9 a.m. to 10 a.m. and from 7 p.m to 7.30 p.m., during Momad Metrópolis.</li> </ul> |
| September 9th, 2018              | REMOVAL EXHIBITION GOODS | <ul style="list-style-type: none"> <li>Removal of exhibiting goods and decoration material, from 5.30 p.m. to 9.30 p.m.</li> </ul>   |
| September 10th and 11th, 2018    | DISMANTLING              | <ul style="list-style-type: none"> <li>Dismantling of free design stand: from 8.30 a.m to 9.30 p.m.</li> </ul>   |

## 9 CONTACT US

| DEPARTMENT  | ASK ME ABOUT...  | CONTACT   |
|---|--|---|
| <b>Exhibition Management</b>                                  | <ul style="list-style-type: none"> <li>• Space allocation.</li> <li>• General issues about participation in the Trade Fair.</li> <li>• Exhibitor badges</li> <li>• Trade visitor and public invitations purchase.</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Calls from Spain: 902 22 15 15</li> <li>• International Calls: (34) 91 722 30 00</li> <li>• metropolis@ifema.es</li> </ul>           |
| <b>Servifema</b><br>Invoicing and service booking             | <ul style="list-style-type: none"> <li>• Service booking.</li> </ul>   | <ul style="list-style-type: none"> <li>• Calls from Spain: 902 22 15 15</li> <li>• International Calls: (34) 91 722 30 00</li> <li>• lineaifema.expositor@ifema.es</li> </ul> |
|   | <ul style="list-style-type: none"> <li>• Service invoicing.</li> <li>• Payments.</li> </ul>  | <ul style="list-style-type: none"> <li>• Calls from Spain: 902 22 15 15</li> <li>• International Calls: (34) 91 722 30 00</li> <li>• servifema@ifema.es</li> </ul>            |
| <b>Technical Department</b><br>Exhibition services Department | <ul style="list-style-type: none"> <li>• Technical support for exhibitors and stand builders.</li> <li>• Stand assembly project approval.</li> <li>• Solutions to the technical problems during the Exhibition.</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Calls from Spain: 902 22 15 15</li> <li>• International Calls: (34) 91 722 30 00</li> <li>• stecnica@ifema.es</li> </ul>             |
| <b>Communication and Marketing office</b>                     | <ul style="list-style-type: none"> <li>• Relations with the media.</li> <li>• Press information about fairs and shows organised by IFEMA.</li> <li>• Institutional press information.</li> <li>• Press badges for fairs and shows.</li> </ul>                  | <ul style="list-style-type: none"> <li>• Tel.: (34) 91 722 54 03</li> <li>• prensa@ifema.es</li> </ul>  |
| <b>Convention and Congresses</b>                              | <ul style="list-style-type: none"> <li>• Space rental for meetings and conventions in the exhibition centre, be it during the exhibitions or not.</li> <li>• Coordination of not-exhibition-related activities.</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Tel.: (34) 91 722 50 72</li> <li>• convenciones@ifema.es</li> </ul>  |
| <b>External Affairs</b><br>Protocol                           | <ul style="list-style-type: none"> <li>• Institutional visits.</li> <li>• Guided visits.</li> <li>• Protocol for all events.</li> <li>• Institutional relations.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tel.: (34) 91 722 50 14</li> <li>• drree@ifema.es</li> </ul>   |
| <b>Security and Self-Protection Services</b>                  | <ul style="list-style-type: none"> <li>• General security.</li> <li>• Accesses to the Exhibition Centre.</li> <li>• Parking.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tel.: (34) 91 722 50 65</li> <li>• dsinternos@ifema.es</li> </ul>  |
| <b>Medical Service and Security Emergencies</b>               | <ul style="list-style-type: none"> <li>• Security and medical emergencies.</li> <li>• Medical attention for exhibitors and visitors during the exhibition, stand assembly and stand dismantling.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tel.: (34) 91 722 54 00</li> <li>• Tel.: (34) 91 722 50 65</li> </ul>  |
| <b>Outdoor Advertising</b>                                    | <ul style="list-style-type: none"> <li>• Booking outdoor advertising at the venue.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tel.: (34) 91 722 53 40 / 08</li> <li>• publicidadexterna@ifema.es</li> </ul>  |
| <b>Telecommunications</b>                                     | <ul style="list-style-type: none"> <li>• Information prior to ordering telephone and fax lines, ISDN lines, broadband connections by cable, wireless or other connections.</li> <li>• Technical advise and customized data networks configurations.</li> </ul> | <ul style="list-style-type: none"> <li>• telecomunicaciones@ifema.es</li> </ul>   |
| <b>Company in Charge of the Official Catalogue</b>            | <ul style="list-style-type: none"> <li>• ONLINE Catalogue details.</li> <li>• Advertising on Catalogue, Visitors Guide, Web.</li> </ul>  | <ul style="list-style-type: none"> <li>• Tel.: (34) 91 722 52 32</li> </ul>   |