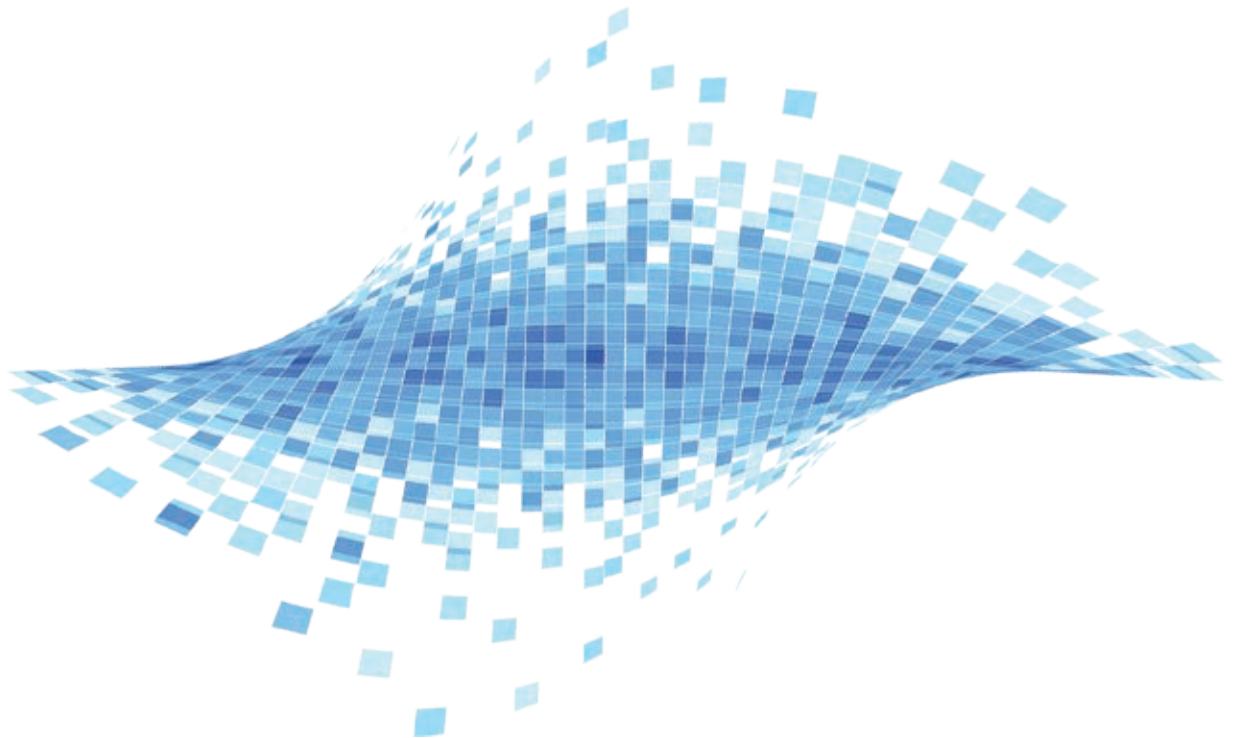




**26** FEBRUARY -  
**01** MARCH  
**2019**

EXHIBITON  
ORGANISED BY:



SYMPOSIUM ORGANISED BY:



# EXHIBITOR'S GUIDE

## Specific Rules for the Trade Fair

IFEMA - Feria de Madrid • 902 22 15 15 • (+34) 91 722 30 00 • [hydrosensoft@ifema.es](mailto:hydrosensoft@ifema.es)

[www.hydrosensoft.com](http://www.hydrosensoft.com)

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# 1. HOW DO I BECOME AN EXHIBITOR?

- 1.1. HydroSenSoft 2019** will have an **Exhibition Area** again (located in the Hall) that will complement the Symposium, where it is possible to take part with a **stand** as an **exhibitor**. To apply for participation at this exhibition area, please complete the online **Application Form** on the trade fair's website **www.hydrosensoft.com**, submitting it along with payment of the booking fee.
- 1.2.** In order to formalise your participation once the application form has been sent in, **you must send the corresponding proof of payment to the Event Organisers**, within the dates specified in Item 1.5. and also in the Exhibitor's Calendar.
- 1.3. To apply to participate, it is an essential prerequisite that the area of operation of the company, or public or private body, is included in the target markets for HydroSenSoft** (see market sectors in the Application for Participation document). Only the Event Organisers are authorised to accept applications and allocate space.
- 1.4.** Should the **CONTRACTING COMPANY designate another entity to be the BILLING COMPANY**, details of both companies must be given on the Application Form, which must also be signed by both. Payments must be made in accordance with the calendar shown in the Exhibitor's Calendar.
- 1.5. PAYMENT DATES:**
- **16 July 2018:** Deadline for payment of the first 25%.
  - **17 October 2018:** Deadline for payment 50%, discounting the first 25%.
  - **14 January 2019:** Deadline for payment 100% for the space and services contracted
- 1.6.** Signing and submitting the Application Form implies acceptance of **IFEMA's General Rules for Participation** and any general provisions that may be established by the Trade Fair Organisation.
- 1.7. The exhibitor's failure to participate shall justify the loss of any amount of money paid in advance.** Should the cancellation take place within the 30 days prior to the inauguration of the Event the exhibitor may be required to pay the full amount for the space, even if it is subsequently occupied by another exhibitor. (See Article 7 of the General Rules For Participation)
- 1.8. Group Participation:** GROUP PARTICIPATION means participation in which one company or entity is in charge of the participation of a group of companies. The participants will have the character of direct exhibitors and each of the companies must complete the Application Form, which involves the Marketing Package for a fee of € 150 + VAT).<sup>(1)</sup>

## 2. SPACE ASSIGNMENT

### 2.1. CONFIRMATION OF SPACE

Once the definitive details of your application have been decided, the exhibitor will receive, **the corresponding Exhibition Contract from the management of HydroSenSoft, together with the Account Statement and plan of the stand/s with dimensions, as well as detailed information about the services offered by IFEMA**, which allow you to make the most from your presence at the fair.

## 3. PARTICIPATION RATES

### 3.1. PARTICIPATION RATES

#### FLOORSPACE + MODULAR STAND (Minimum area 16 sq.m)

16 sq.m .....	3,250.00 € + VAT (1)
Additional sq.m. ....	181.00 €/sq.m. + VAT (1)

### 3.2. OPTIONAL SERVICES

- Parking card (Exhibitors parking 1 space/event)
- Wifi internet access (1 user/event)
- Water supply and drain (without connection or tap)

See catalogue of Services for other optional contracting services and rates in [www.ifema.es](http://www.ifema.es)

## 4. MODULAR STAND

The modular stand includes:

- Minimum surface to rent 16 sq.m
- The grouping of individual companies is not allowed. Not applicable to grouped, associative or institutional participation.
- Modular stands will be handed over finished on February 24, 2019 from 8:30 a.m. onwards.
- For all **modular stands involving interior décor panels, profiles, totem poles, platforms, trusses, etc., the project must be submitted to the Technical Department before Sunday January 20, 2019.** Send PROJECT to IFEMA's Exhibition Services Department: Fax (+34) 91 722 51 27 , email: [stecnica@ifema.es](mailto:stecnica@ifema.es)
- We will try to adapt to customers' needs the distribution of all the elements that comprise the stand, any extra elements requested, as well as the structural elements needed to support the stand, provided that it is technically feasible and the floor plan with the necessary indications is received fifteen days in advance of the first day of assembly.
- **Once the assembly of the stand has been undertaken, any changes made to the location of any of the elements shall be invoiced if the notification of the same was not given before the established deadline.**
- **The elimination or substitution by the exhibitor of anything that is part of the modular stand will not give rise to any cost reduction.** All of the material used, both structural and electrical, is used on a rental basis and any damage will be invoiced in line with the applicable rate.
- In addition, any exhibitor may order items that appear in IFEMA's Services Catalogue available in the Fair Exhibitor Zone.

#### RATES

16 sq.m: .....	3,250.00 € + VAT <sup>(1)</sup>
Additional sq.m.: .....	181.00 €/sq.m. + VAT <sup>(1)</sup>

**STAND FEATURES:**

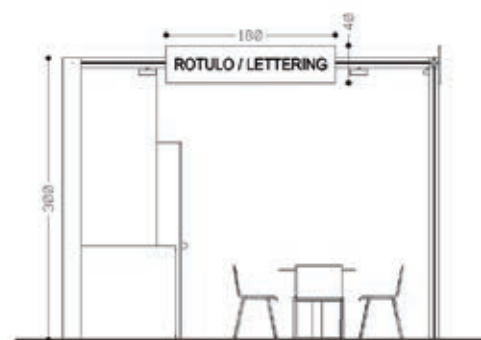
- Surface and stand open to aisles.
- Plywood walls painted in a colour to be chosen by the exhibitor from among those indicated below:

	Blue (Pantone 306 U)
	Beige (Pantone 466 U)
	Grey (Pantone 430 U)
	Black (Pantone Black U)
	White


**Draft plan**

The exhibitor must indicate the colour chosen through the Exhibitor Zone, before Monday February 4, 2019. If no colour is indicated, the walls will be painted white.

- Aluminium profiles in grey.
- Storage room with door as follows:
  - 1 sq.m for 16 sq.m stands
  - 2 sq.m for 16.5 sq.m to 32 sq.m stands
  - 3 sq.m for stands larger than 32.5 sq.m
- Furniture (regardless of the contracted floorspace)
  - 1 KATYN table (ME02)
  - 4 MADRID chairs (SI01)
  - 1 TANA counter (CO07)
  - 1 LIMA stool (SI72)

**Draft plan**

- Trade fair carpeting, 5 colour to choose from (the colour of the aisle carpet will be Deep Blue 5709) 

	5703-DUCATS BLUE		1512-SAHARA
	6912-LEAF GREEN		2502- JASPER GREY (default colour)
	3757- RED		

The exhibitor must indicate the colour chosen through the Exhibitor Zone before Monday February 4, 2019. The default carpet will be installed if no indication is given.

- Height: 3 m (estimated)
- Services included:
  - **Electricity:** minimum consumption (0.13 kw/sq.m). Switchboard with differential and magneto thermal switch (prepared with an output of 130 W/sq.m). A 500 W socket base. Lighting using spotlights.
  - **Civil liability insurance** (coverage up to €60,000) and "multifair" insurance (coverage up to €30,000). The civil liability and "multifair" insurance will be charged for each assigned stand, regardless of whether it is an individual or group participation.
  - **Type A cleaning:** first cleaning and one daily cleaning.
  - **Assembly rights**
  - **Signage:** signage in standardized letters with the exhibitor's name and stand number. Maximum 20 characters.
  - **Marketing Package:** promotional items and services (both for exhibitors and co-exhibitors)

**Important note:** the name that will appear on the stand's signage, as well as in all the promotional items (press releases, on-line catalogue, visitors' guide, newsletter, etc.) will be that indicated by the exhibitor in the Exhibitor Zone.

There is the option to vinyl the stand. Do not forget to check the stand's exact measures if you want to vinyl the stand by yourself to make sure your vinyl materials exactly fit the mounting dimensions, by sending an email to: [stecnica@ifema.es](mailto:stecnica@ifema.es)

To request a quote to contract this service with IFEMA, send an email to [decoraciongrafica@ifema.es](mailto:decoraciongrafica@ifema.es)

# 5. GENERAL SERVICES

## PROMOTION AND SERVICE ELEMENTS

### PROMOTIONAL ITEMS

Have your exhibitor name and details included in:

- **Exhibitor's list preview:** periodically updated list of exhibitors, available on the fair's website ([www.hydrosensoft.com](http://www.hydrosensoft.com)) and periodically sent to all participants of the fair and a comprehensive database of professionals in the sector.
- **Official interactive on-line exhibitor catalogue:** a format that will allow you to prepare your visit to the fair in advance (advanced search, notes, etc.):
  - **Former Exhibitor:** For exhibitors at the previous fair it is possible to retrieve the information inserted in the previous catalogue from the Exhibitor Zone in the "Data for Catalogue" menu and validate and modify them.  
The details of your co-exhibitors from the previous fair are also available, which you can validate, modify or remove for the forthcoming fair.
  - **New Exhibitor:** If this is your first time at the fair we recommend that you update and complete your organization's details in your catalogue file. You can do this from the on-line Exhibitor Zone by using the "Data for Catalogue" menu once you have received your username and password.
  - **Co-exhibitors in the catalogue:** The holder of a stand can register companies that are participating as co-exhibitors on a stand. This can be done in the Exhibitor Zone by using the "Data for Catalogue" and the "Inclusion of co-exhibitors" tab.

Exhibitors participating in HydroSenSoft as part of an exchange (sectoral associations and specialized publications) may not include co-exhibitor companies at their stands, as indicated in IFEMA's General Rules for Participation.

- **Visitor's Guide:** includes a plan of the hall, a list of exhibitors and full schedule of all Feria de Madrid's activities and services. Handed out free of charge at the fair.
- **Interactive information points at the fair:** located at various strategic points around the fair. Accessible to visitors, with the possibility of searching for exhibitors and printing individualized location plans.
- **Plan and list of exhibitors in the exhibition hall.**
- **Official HydroSenSoft app.**

### SERVICES

**Exhibitor Zone:** accessible from [www.hydrosensoft.com](http://www.hydrosensoft.com), which enables you to:

- **On-line Quotation system.** Both for your participation as well as for the services you may need .
- **On-line Purchase of Space and Services.**
- See your **Account Statement** for your on-line invoicing at any time.
- See the Exhibitor Calendar.
- **Choose the signage for your stand and customize your modular stand (choice of colors for walls and carpeting).**
- **Manage and print your Exhibitor Passes and Invitations** for your customers (see Item 6).
- **Complete and Update your company details** and products for the official trade fair catalogue.
- **Publish news, articles and the latest updates from your company in a Virtual Press Conference Room.**
- **Access the Trade Meeting Point:** a database of professional visitor members of the Trade Meeting Point to make contact, send information, invite them to your stand, etc.,...
- **Meeting Manager:** a programmer for offering and managing appointments and meetings at the Fair, with other exhibitors and visitors from the Trade Meeting Point.

## 6. EXHIBITOR PASSES AND INVITATIONS FOR CUSTOMERS

In order to guarantee the professional nature of the Fair there will be entry access controls to check that badges are correctly read. **Each exhibitor will receive, depending on the space allotted, a number of exhibitor badges and online customer invitations**, as detailed below and available from the Exhibitor Area at [www.hydrosensoft.com](http://www.hydrosensoft.com).

### 6.1. EXHIBITOR'S PASSES

16 sq.m stands .....	3 passes
From 16.50 to 49.50 sq.m .....	6 passes
More than 50 sq.m .....	10 passes

**The exhibitor passes do not allow access to the HydroSenSoft Symposium**, that requires specific registration of [www.hydrosensoft.com](http://www.hydrosensoft.com)

### 6.2. DIGITAL INVITATIONS

Each exhibitor will have at their disposal **3,000 digital invitations** for their customers, invitations that allow access to the exhibition area. **These invitations do not allow the access to the Symposium**, which requires specific registration through [www.hydrosensoft.com](http://www.hydrosensoft.com)

Visitor invitations can be customized with the name of the participating company and they can be sent to customers from the Exhibitor Zone. Customers must register on-line to get their direct access pass to the fair.

We appeal to all exhibitors to ensure the proper use of these invitations in order to ensure the highest level of professionalism at the fair. Refrain from inviting children under 16 years of age and people who are NOT PROFESSIONALS WITHIN THE SECTOR.

### 6.3. All HydroSenSoft exhibitors will receive **free entrances for two people** to the scientific **sessions of HydroSenSoft Symposium**.

These tickets include access to the Symposium coffee breaks, but do not include lunches nor proceedings, that can optionally be acquired by exhibitors at IAHR. ([www.hydrosensoft.com](http://www.hydrosensoft.com))

## 7. CO-EXPOSITORES

It will be possible to register companies as a co-exhibitor (company which participates in HydroSenSoft in the same space as the stand holder company).

**Co-exhibitor status implies the compulsory purchase of the elements included in the Marketing Package: promotional items and services for a fee of €150 + VAT [1].** Each exhibitor will be responsible for registering their co-exhibitor companies in the catalogue before **Monday January 21, 2019**.

Co-exhibitors will not have access to the Exhibitor Zone for the procurement of services. However, they will be able to access it once they receive the passwords, provided that the holder has registered them in the catalogue prior to Monday January 21, 2019. After that time they will be able to:

- Obtain personal exhibitor passes (3 per each co-exhibitor).
- Access the meeting point
- Access their catalogue data, visitor guide, etc.
- Access the exhibitor calendar

## 8. ADDITIONAL SERVICES

### 8.1. IFEMA SERVICES

**8.1.1.** Once the space has been assigned, it will be possible to access **IFEMA's Services Catalogue (Exhibitor Zone)**, which includes the services that can complement your participation at the trade fair: hostesses, furniture, internet, parking, etc. It will be possible to contract these services up to the day prior to the beginning of the assembly (Tuesday February 19, 2019) through **www.hydrosensoft.com in the Exhibitor Zone**.

**Services contracted one month prior the beginning of the assembly will be eligible for a discount of 15% on the price of each service (January 20, 2019).**

**Remember that an increase of 25% will apply to services contracted within one week of the beginning of assembly (February 13, 2019). Do it as soon as possible.**

**8.1.2.** A comprehensive **stand design service**, is offered with IFEMA's full guarantee, and totally tailored to your needs. We take charge from the moment of planning your space, through design, assembly and dismantling. Request a tailored project, free of charge and without commitment, from **infodesign@ifema.es**.

**8.1.3.** You will discover a package of **Promotional Services** to maximize your participation at the Fair and get the most from your investment:

- **External publicity:** a wide range of strategically placed displays on obligatory routes for visitors and exhibitors at the Fair.
- **Banner on the fair web page.** See all these items on the web page **www.hydrosensoft.com**, under Exhibitor Area, "Publicity Services and Promotional Items", or send an e-mail to **publicidadexterior@ifema.es** or telephone **(+34) 91 722 53 08 / 40**.

### 8.2. OTHER SERVICES OF INTEREST

You will find a list of other services, standards and documents that may be of interest on the fair's website **www.hydrosensoft.com**:

- Communication for in-stand catering.
- Prevention of labour risks and business activity coordination.
- Authorisation request for private security for stands.
- Authorisation request for wifi installation.
- Authorisation request for antenna cable connections.
- Authorisation request to hang structures/rigging

### 8.3. DAILY ENTRY OF GOODS

**8.3.1. Receipt of goods at Feria de Madrid.** Always indicate on the delivery address: HydroSenSoft, your company name, hall and stand number.

**8.3.2. Exhibitors will have access to their stands from 9 a.m. and leave them when the fair closes at 7:30 p.m.**

**Important note: IFEMA staff are not authorized to accept any merchandise addressed to your stand.**

**Therefore, make sure that there is always someone at the stand. Where this is not possible, we recommend you contact our goods management partner company:**

**Tel.: (+34) 91 722 5240 / 5241 / 5334 / 5335..**

(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 applicable VAT in the country of incorporation



## 9. OTHER RELEVANT INFORMATION

- 9.1. **Access for assembly workers** and exhibitors and the assembly or conditioning of stands will **only be allowed during the days and times indicated in the exhibitor's calendar.**
- 9.2. **Exhibitors will** not be authorized to occupy their space nor, in the case of modular stands, will the stand be released if the full **amount for the contracted space and expenses for the requested services have not been paid.**
- 9.3. **Exhibitors are required to attend and remain with the products exhibited in their stands during the whole period of the fair;** Tuesday February 26 to Thursday February 28 from 10 a.m. to 7 p.m. and Friday March 1 from 10 a.m. to 3 p.m. **Failure to comply with these regulations could mean the loss of the right to preferential renewal of the awarded space**
- 9.4. **Exhibitors will be able to access their stands from 9 a.m. and leave them after the fair closes until 7:30 p.m.**
- 9.5. The direct sale of any kind of articles **that are exhibited on the stand is strictly forbidden.**
- 9.6. IFEMA offers the exhibitors participating in the fair the use of the IFEMA Convention and Congress Centre for the rental of rooms for **receptions, conferences, press conferences, etc.,** or other professional activities within the exhibition centre. To request a quote send an email to: **convenciones@ifema.es.**
- 9.7. Noisy demonstrations that could disturb other exhibitors are prohibited, no demonstrations may exceed 60 decibels.
- 9.8. **The exhibitor authorizes the total or partial reproduction of the exhibited goods that IFEMA may need and/or reproduce in its promotional material.**
- 9.9. **The exhibitor agrees to respect environmental protection rules.** Exhibitors must, therefore, also comply with the environmental protection guidelines.
- 9.10. **Water used for cooking, preparing food or cleaning objects that come into direct contact with food should be obtained from suitably hygienic taps.** It is forbidden to remove water from the toilet facilities.
- 9.11. **The hand delivery of advertising both inside and outside the exhibition hall is completely forbidden, unless expressly authorised by the fair's management.**

## 10. ANNOUNCE AND PUBLICISE YOUR ATTENDANCE AT THE FAIR

- **Prepare promotional activities to complement your participation as an exhibitor:** presentation to clients, to the market sector, the media, etc.
- **Communicate** your presence at the fair to the media.
- **Promotional items:** use the promotional items available to you at the Fair: banners, advertising in the Exhibitor Catalogue, exterior publicity on the exhibition centre premises, etc.
- **Communicate the latest updates you are going to present to the media,** other exhibitors and professional visitors, by publishing your news for free.
- **IFEMA services catalogue:** prepare the necessary material for your participation at the Fair: free-design stand plan, or customisation of your modular stand, preparation of material and leaflets to have on display, staff required, services, catering, decoration, etc.
- **Personalised invitations:** send personalised invitations with your company name and stand number, available in digital format.
- **Visas:** if the staff from your company or from your co-exhibiting companies need a visa to attend the fair, you can obtain it by requesting it from the Hydrosensoft Management company through the Exhibitor Zone by confirming your participation.
- **Trade Meeting Point:** send all the professional visitors registered at the Meeting Point information pertinent to your products and services.
- **Meeting services:** arrange appointments with visitors and other registered exhibitors at the meeting point, through the Exhibitor Zone.
- **Events, presentations, press conferences:** if you wish to organise any event or product presentation during HydroSenSoft and are likely to require any type of room in the Feria de Madrid exhibition centre, an application will have to be made some time in advance to place a booking.

# 11. PLAN OF THE FAIR



Hydro  
SenSoft  
Symposium

Hydro  
SenSoft  
Exhibition

# 12. EXHIBITOR CALENDAR

DATE	ASUNTO	TEMA	CONTACT
Until Monday <b>July 16, 2018</b>	<b>Application for Participation</b>	Deadline for payment of <b>the first 25%</b>	<b>Event organisers:</b> hydrosensoft@ifema.es ce.jmq.siga@ifema.es
Monday <b>July 16, 2018</b> Wednesday <b>October 17, 2018</b>  Monday <b>January 14, 2019</b>	<b>Payments</b>	Payments Deadline for payment of the <b>first 25%</b> .  Deadline for <b>payment of 50%</b> , discounting the first 25%.  Deadline for <b>payment of 100%</b> for the space and services contracted.	<b>Event organisers:</b> hydrosensoft@ifema.es ce.jmq.siga@ifema.es  <b>Servifema:</b> servifema@ifema.es
Sunday <b>January 20, 2019</b>	<b>Projects</b>	Deadline to present interior decoration projects for customized modular stands.	<b>Trade Fair Service Management:</b> stecnica@ifema.es
	<b>Contracting services</b>	<b>Remember to contract your services through the Exhibitor Zone.</b>  Contracting services one month prior the beginning of the assembly will obtain a 15% discount on the price of each service (not included in the minimum mandatory services, outdoor advertising, meeting rooms and graphic decoration stand or specific services for the fair such as exhibitor passes, etc.).	<b>Exhibitor Zone</b> www.hydrosensoft.com
Monday <b>January 21, 2019</b>	<b>Catalogue</b>	Deadline for completing data for the catalogue, visitor guide, etc..	<b>Exhibitor Zone</b> www.hydrosensoft.com
Monday <b>February 4, 2019</b>	<b>Proyects</b>	<ul style="list-style-type: none"> <li>• Deadline to communicate the colours for walls and carpet (Modular stand).</li> <li>• Deadline to communicate the signage (Modular stand).</li> </ul>	<b>Exhibitor Zone</b> www.hydrosensoft.com
Until Wednesday <b>February 13, 2019</b>	<b>Contracting services</b>	<b>REMEMBER TO CONTRACT YOUR ADDITIONAL SERVICES BEFORE THIS DATE. Any bookings made in the 7 days prior to the start of the trade fair assembly shall have an increase of 25%.</b>	<b>Exhibitor Zone</b> www.hydrosensoft.com
<b>February 20 to 25</b>	<b>Assembly</b>	<b>Assembly of free design stands. Between 08.30 a.m. and 9.30 p.m.</b>	
<b>February 24</b>	<b>Modular stands</b>	Delivery of modular stands from 08.30 a.m. on.	
<b>February 24 and 25</b>	<b>Entry of goods</b>	<b>Entry of goods and decoration material. Between 08.30 a.m. and 09.30 p.m.</b>	
<b>From February 26 to March 1</b>	<b>Trade Fair</b>	February 26 to 28 from 10 a.m. to 7.30 p.m. March 1 from 10 a.m. to 3 p.m.	
<b>March 1</b>	<b>Removal of goods</b>	<b>Removal of goods and decoration material. From 3.30 p.m. to midnight.</b>	
<b>March 2 and 3</b>	<b>Disassembly</b>	Dismantling of free design stands between 08.30 a.m. and 09:30 p.m.	

# 13. CONTACT US

## 13.1. HYDROSENTOFT SYMPOSIUM

### IAHR, Office Madrid

Symposium Organiser: María Galanty • (+34) 91 335 79 08 • office@iahr.org

## 13.2. HYDROSENTOFT EXHIBITION

<b>Exhibition Management</b>	<b>IFEMA</b> <ul style="list-style-type: none"> <li>• <b>Director:</b> Carlos González García de la Barga</li> <li>• <b>Exhibitors and Sponsorship contact:</b> José María Quesada • (+34) 658 03 95 39 • ce.jmq.siga@ifema.es Leo Pizarroso • (+34) 91 722 57 32 • siga@ifema.es</li> <li>• <b>Events, activities and visitors:</b> siga@ifema.es</li> </ul>			
<b>Call Center Exhibitor Area</b>	<ul style="list-style-type: none"> <li>• <b>Calls from Spain:</b> 902 22 15 15</li> <li>• <b>International calls:</b> (+34) 91 722 30 00</li> <li>• <b>Email address for exhibitors:</b> lineaifema.expositor@ifema.es</li> <li>• <b>Email address for visitors:</b> visit.registro@ifema.es</li> <li>• <b>General email:</b> lineaifema@ifema.es</li> </ul>	<b>Línea IFEMA Expositores</b> Desde España 902 22 15 15 Internacional (+34) 91 722 30 00		
<b>Technical Secretariat</b> (Exhibition Services Department)	<ul style="list-style-type: none"> <li>• <b>Telephone:</b> 902 22 15 15</li> <li>• <b>Email:</b> stecnica@ifema.es</li> </ul>			
<b>Servifema</b>	<ul style="list-style-type: none"> <li>• <b>Telephone:</b> 902 22 15 15</li> <li>• <b>Email:</b> servifema@ifema.es</li> </ul>			
<b>International Guest Programme</b>	<table border="0"> <tr> <td> <b>Director:</b> Raúl Díez  <b>Chief Press Officer &amp; Media:</b> Marta Cacho  <b>International Press:</b> Helena Valera  <b>Press Secretariat:</b> Gloria Morales         </td> <td> <ul style="list-style-type: none"> <li>• Media relations</li> <li>• Press information on trade fairs and exhibitions organised by IFEMA</li> <li>• Institutional press information</li> <li>• Press passes for trade fairs and exhibitions</li> </ul> </td> </tr> </table>	<b>Director:</b> Raúl Díez <b>Chief Press Officer &amp; Media:</b> Marta Cacho <b>International Press:</b> Helena Valera <b>Press Secretariat:</b> Gloria Morales	<ul style="list-style-type: none"> <li>• Media relations</li> <li>• Press information on trade fairs and exhibitions organised by IFEMA</li> <li>• Institutional press information</li> <li>• Press passes for trade fairs and exhibitions</li> </ul>	Jesús González Tel.: (+34) 91 722 50 95 jesusg@ifema.es
<b>Director:</b> Raúl Díez <b>Chief Press Officer &amp; Media:</b> Marta Cacho <b>International Press:</b> Helena Valera <b>Press Secretariat:</b> Gloria Morales	<ul style="list-style-type: none"> <li>• Media relations</li> <li>• Press information on trade fairs and exhibitions organised by IFEMA</li> <li>• Institutional press information</li> <li>• Press passes for trade fairs and exhibitions</li> </ul>			
<b>External Relations</b> (Protocol)	<table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>• Institutional visits</li> <li>• Guided visits</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Protocol for all events</li> <li>• Institutional relations</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Institutional visits</li> <li>• Guided visits</li> </ul>	<ul style="list-style-type: none"> <li>• Protocol for all events</li> <li>• Institutional relations</li> </ul>	Tel.: (+34) 91 722 50 82 infoifema@ifema.es
<ul style="list-style-type: none"> <li>• Institutional visits</li> <li>• Guided visits</li> </ul>	<ul style="list-style-type: none"> <li>• Protocol for all events</li> <li>• Institutional relations</li> </ul>			
<b>Security and Self-Protection</b>	<ul style="list-style-type: none"> <li>• General security</li> <li>• Access to the exhibition centre</li> <li>• Parking</li> </ul>	Tel.: (+34) 91 722 50 65 dsinternos@ifema.es		
<b>Medical Service</b>	<ul style="list-style-type: none"> <li>• Emergency medical service</li> <li>• Medical care for exhibitors and visitors during the exhibitions, stand assembly and stand dismantling</li> </ul>	Tel.: (+34) 91 722 54 00		
<b>Outdoor Advertising</b>	<ul style="list-style-type: none"> <li>• Booking outdoor advertising space at the venue</li> </ul>	Tel.: (+34) 91 722 53 40/08 publicidadexterno@ifema.es		