

8-11 May 2012

Exhibitors Area Menu

Welcome to the Exhibitor's Area. A direct, exclusive channel of communication for IFEMA exhibitors, one which has been developed to ease, smooth and optimise your participation at the exhibition.

Where is Exhibitors Area?

At www.piedra.ifema.es >> Section "Exhibitors" >> Point "Exhibitors Area".

If you were Exhibitor at last edition, we remind you that to access the Exhibitors Area, you need to enter the username and password that you used for the last edition. If you have forgotten your password, help is available from the Exhibitors Area.

If this is the first time you will be participating, once the proposed space has been accepted and you have been allocated a stand, we will send you a username and password to enable you to access the Exhibitors Area.



2 Budget

- Calculate on-line your own budget for participation - quickly, easily and comfortably.
- Calculate budget

3 My space

- Draw up your request to participate at the Trade Fair and use this tool to view and download the detailed plan of your stand once it is awarded.
- Exhibitor application form
- Stand plan

4 Invoices and payments

- All the commercial and contractual documents related to your participation at the Trade Fair are just a click away: "On-line Account Statement and Invoices".
- Account statement
- Pay with your credit card in secure environment

5 Booking services

- Make your own budget and book services through the online application. You will benefit from a 15% discount.
- Services catalogue
- Calculate budget
- Pay with your credit card in secure environment

6 Information for the catalogue

- Enter and update your contact details for the Trade Fair Catalogue, as well as the details of your co-exhibiting companies. Remember that this will enable the trade visitor to locate you at the Fair, offering essential information about your company, the products and services you are presenting at the event thereby facilitating a business meeting.
- Access catalogue

7 My network

- Access the Trade Meeting Point.
- Manage your appointments diary for the exhibition.
- Publish your news in your catalogue file and at the press room.
- Send invitations to your network of contacts.
- Meeting point
- My meetings
- Publish your news
- Send Invitations

8 Badges & invitations

- Send invitations to your network of contacts.
- Get the vouchers for discounts and benefits in transport.
- Get your exhibitor badges.
- Request visa invitations letters when needed.
- Send Invitations
- Vouchers
- Badges
- Visa Invitation Letters