

ORGANISED BY



foro de
Postgrado

MADRID

14 - 16
February
2013

Edition

4

IFEMA CALL CENTRE

CALLS FROM SPAIN	
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EXHIBITORS	902 22 16 16
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forodepostgrado@ifema.es	
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www.forodepostgrado.ifema.es

THE EXHIBITOR'S CALENDAR

DEADLINES November 10, 2012 January 10, 2013	Contract and payment <ul style="list-style-type: none"> • Payment of 1st. 50 % of requested stand • Order for complementary services (SERVIFEMA) • Complete the payment of 100 % ordered stand and services.
January 18, 2013 February 13, 2013 February 14 to 16, 2013	Exhibitor Badges, Catalogue and FORO DE POSTGRADO celebration Inclusion of details at the magazine Delivery of exhibitor badges From 9.30 a.m. to 8.30 p.m. Celebration Time: from 10 a.m. to 8 p.m.
February 13, 2013	Delivery of the "prefabricated stand package" From: 8.30. a.m.
February 13, 2013	Entry of merchandise and decoration material for the stand Time: 8.30 a.m. to 9.30 p.m.
February 16, 2013	Withdrawal of merchandise and decorations materials of the stand From 8.30 p.m. to midnight

CONTACTOS DE INTERÉS

FORO DE POSTGRADO Management	<ul style="list-style-type: none"> • Management: MARÍA JOSÉ SÁNCHEZ • Sales Area: ASIER LABARGA • Secretary: OLGA BERRENDO • Tel.: (34) 91 722 53 59 • Fax: (34) 91 722 58 04 forodepostgrado@ifema.es • www.forodepostgrado.ifema.es
Servifema	Services invoicing, Payments, Catalogue Orders Telephone: Spain Linea IFEMA 902 22 16 16 Abroad (34) 91 722 30 00 Fax: (34) 91 722 57 95 e-mail: servifema@ifema.es
Services Area	* Services booking and services assistance. Telephone: Spain Linea IFEMA 902 22 16 16 Abroad (34) 91 722 30 00 e-mail: lineaifema.expositor@ifema.es * Stand design service Telephone: Spain Linea IFEMA 902 22 16 16 Abroad (34) 91 722 30 00 e-mail: infodesign@ifema.es
Exhibition Services Management / Technical Department	• Tel.: 902 22 16 16 • Fax: (34) 91 722 51 27 • stecnica@ifema.es
Press Office	• Tel.: (34) 91 722 50 95 • Fax: (34) 91 722 57 93
Organized by	• IFEMA - FERIA DE MADRID. 28042 MADRID

1. DATES AND OPENING HOURS

- 1.1.- Foro de Postgrado, will be held in Feria de Madrid, from February 14 to 16, 2013.
- 1.2.- The exhibition will remain open to public from **10 a.m. to 8 p.m.**
- 1.3.- During these hours, the stands shall remain open to the visitors and duly attended by competent staff.

2. EXHIBITORS

- 2.1.- All public and private companies related to this sector may request participation in the Fair.
- 2.2.- The admission of applications, as well as space allotment, will be decided exclusively by the Fair Management.
- 2.3.- It is forbidden to share the space with any company without the previous permission of the Fair Management.
- 2.4.- Exhibitors may enter into the hall 30 minutes before the opening time and may remain 30 minutes after the closing time.

3. BOOKING

- 3.1.- In order to register, the exhibitor must fill in this Application Form, duly filled in and signed, together with the corresponding booking payment.
- 3.2.- The presentation of Application Form constitutes an irrevocable agreement by the applicant and implies acceptance of the General Rules of IFEMA, as well as the Specific Conditions of Participation for Foro de Postgrado and other dispositions which may be established by the Fair Organization.
- 3.3.- In the event that the EXHIBITING COMPANY designates another entity to make any of the payments involving its participation, it must supply all of the invoicing information necessary. If the designated entity fails to take responsibility for the aforementioned payments by the foreseen deadlines, the EXHIBITING COMPANY shall be responsible for them upon first request by IFEMA.
- 3.4.- The minimum space to hire is 12 sq.m.

4. GENERAL RATE

4.1.- The "prefabricated stand package" The official rate for Foro de Postgrado 2013 to rate of 12 sq.m. is 2.473,20 € + VAT (1). The "prefabricated stand package" includes:

- 12 sq.m. of stand space.
- Stand with aluminium structure and panels
- Lighting spots
- Commercial name in each front facing a corridor. (No more than 20 letters).
- Electrical installation and one plug.
- Storeroom with door.
- The following furniture: one round table, two chairs, one counter & one stool (regardless the sq.m. contracted)
- Stand Fair Carpeting
- Minimum energy consumption. (0.13 kw/sq.m.)
- Daily stand cleaning, A type.
- Compulsory insurances.
- One car parking (regardless the sq.m. contracted).

Presence in Promotional Elements compulsory 300 € + VAT (1). (To see attached 5.1.)

Each additional sq.m. will costs 206,10 € + VAT (1) (This rate does not include extra furniture or parking)

4.2.- Promotional Material free of charge:

- 250 individual invitations
- 1 identification cards for exhibitors per 3 sq.m.

5. FORO DE POSTGRADO PROMOTIONAL ELEMENTS

5.1.- The fact of being an exhibitor entails each company to have its data in the different promotional elements (Official Catalogue, Web site, Precatalogue, Halls Information desks...)

The official catalogue will be prepared with the information provided by filling the Promotional Elements Entries or from data entered and / or modified on line by you in the fair web "Exhibitors Area"

6. STANDS ASSEMBLY, FITTING OUT AND DISMANTLING

6.1.- The exhibitor who has chosen the stand package will have it delivered at 8.30 a.m. on February 13, 2012.

6.2.- The entry of merchandise and decoration material for stand will be allowed February 13 from 8.30 a.m. to 9.30 p.m.

6.3.- Time shedule for the withdrawal of stand decoration material and merchandise: February 16 from 8.30 p.m. to 12.00 p.m.

6.4.- OPTIONAL COMPLEMENTARY IFEMA SERVICES.

6.4.1. Once the space has been assigned, you will receive the IFEMA Services Catalogue, which includes services to complement your participation at the trade show. These can be booked via www.forodepostgrado.ifema.es in the "Exhibitors' Area". A 15% discount is applicable for rates on each service booked in this way, including bookings made up to the day prior to the start of assembly without incurring the 25% surcharge for last minute bookings. (This does not include minimum compulsory services, outdoor advertising, meeting rooms and trade fair payment terminals and Specific Services for the trade show such as exhibitor passes, etc.).

6.4.2. We offer a complete stand design service, with the maximum IFEMA guarantee, which is totally adapted to your needs. We take charge from the initial stage of space planning, through the design, assembly and dismantling processes. **Request, free of charge and without obligation, a project tailored to infodesign@ifema.es**

6.4.3. Also we offer a complete range of new advertising services allowing you to maximise your presence and obtain the best possible results on your investment:

- Sponsoring of promotional elements with your logo or brand image: exhibitors' lanyard badges, other specific elements specified by you to hand out to visitors.
- Balloons and inflatable items to personalise your space to the maximum.
- Banner on the trade show website. outdooradvertising.ifema.es

6.5.- The occupation of the space, or the delivery of the package stand, will not be authorized unless the exhibitor has paid off the total rental space and the expenses of requested services.

6.6.- The total payment of the remaining expenses occurred during the celebration of the exhibition is an indispensable condition for the withdrawal of the material from the stand.

6.7.- Noisy demonstrations that annoy other Exhibitors are forbidden. The maximum noise level is 60 decibels, measured at the stand limits.

7. ENTRY/EXIT OF MERCHANDISE DURING THE FAIR

7.1.- The Exhibition Services Department may issue, if requested by the exhibitor, a permit for entry/exit of merchandise during the Fair. The entry will be allowed from 9.30 a.m. to 10 a.m. and the exit from 8 p.m. to 8.30 p.m. daily.

(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.