

ORGANISED BY:



MADRID

28 February
to 2 March
2012

Edition
18

IFEMA CALL CENTRE

CALLS FROM SPAIN
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EXHIBITOR'S AGENDA

DATE	FOR EXHIBITORS
September, 2011	<p>For exhibitors who took part in the last edition: Deadline September 1.</p> <ul style="list-style-type: none"> Send to IFEMA Form "Online Application Form", together with the payment of the corresponding fee.
October 7, 2011	<ul style="list-style-type: none"> Payment of 50% of the total rental amount for the assigned space.
November 4, 2011	<ul style="list-style-type: none"> Deadline to Send Form D Promotional Material.
November 25, 2011	<ul style="list-style-type: none"> Deadline to send Ifema Form B (Co-exhibitors and Represented Companies)
November 30, 2011	<ul style="list-style-type: none"> Payment of 100 % of the total rental amount (discount 10 %)
December 2, 2011	<ul style="list-style-type: none"> Deadline to Send Form C: "Official Catalogue and Promotional Material Entry".
January 23, 2012	<ul style="list-style-type: none"> Payment of the remaining of 100% of the total rental amount.
January 28, 2012	<ul style="list-style-type: none"> Send the free design stand project or floor plan of the interior decoration of modular stand to IFEMA's Exhibition Services Department (Fax: 34 91 722 51 27) or e-mail: stecnica@ifema.es
February 15, 2012	<ul style="list-style-type: none"> Sign and send contracts for Complementary Services.
February 22, 2012	<ul style="list-style-type: none"> Free design stands build up from 3 p.m. to 9.30 p.m.
February 23 to 27, 2012	<ul style="list-style-type: none"> Free design Stands build up from 8:30 a.m. to 9:30 p.m.
February 26, 2012	<ul style="list-style-type: none"> Delivery of modular stands from Servifema Service Orders booklet ready from 8.30 a.m.
February 26 to 27, 2012	<ul style="list-style-type: none"> Goods and decoration material entrance from 8.30 a.m. to 9.30 p.m.
February 28 to March 2, 2012	<ul style="list-style-type: none"> Opening hours from 10 a.m. to 7 p.m. March 2 from 10 a.m. to 5 p.m. Exhibitors entrance allowed in from 9.30 a.m.
March 2, 2012	<ul style="list-style-type: none"> Goods and decoration material removal from 5.30 p.m. to midnight.
March 3, 2012	<ul style="list-style-type: none"> Goods and decoration material removal from 8.30 p.m. to 3.00 p.m.
March 3 to 5, 2012	<ul style="list-style-type: none"> Stands Dismantling from 8.30 a.m. to 9.30 p.m.
March 5, 2012	<ul style="list-style-type: none"> Hall 8: Stands dismantling from 8.30 a.m. to 3 p.m.