



WHERE FURNITURE VINTAGE ART AND COLLECTING MEET

11-19
Apr
2026

ifema.es



Exhibitor's Guide and
Specific Rules of
Participation



INDEX

1. Purpose and dates and times of the event
2. Admission of exhibitors
3. Recruitment
4. Allocation of spaces
5. Methods of participation
6. Participation Fees
7. Complementary Services
8. Payment Methods
9. Goods entry and exit times and stand decoration
10. Rules for admission and display of items
11. Inspection of exhibited works
12. Replacement of parts at the stand from customs
13. Goods warehouses
14. Rules during the exhibition
15. Outgoing goods sold
16. Online Expo Zone
17. Sustainability management
18. Calendar
19. Contact us

1. Purpose, dates, and times of the event

ANTIK Almoneda aims to exhibit and sell art and antiques, as set out in section 10.

ANTIK Almoneda 2026 will be held at IFEMA MADRID, **from 11 to 19 April 2026 in Hall 12.**

Opening hours: From 11:30 a.m. to 8:30 p.m.

Exhibitor hours: From 10:30 a.m. to 9:00 p.m.

Sales day for professionals: On Thursday, 9 April, from 12 noon to 8 pm, accredited professionals (antique dealers, gallery owners, decorators, architects, interior designers, decoration shops, etc.) will be given access to carry out commercial transactions with exhibitors. Accreditation is essential to obtain a professional access pass. This day is held prior to the review of items, on the understanding that transactions between professionals are based on their knowledge and guarantees.

ANTIK Almoneda



2. Admission of exhibitors

ANTIK Almoneda

2.1.

Participation in **ANTIK Almoneda 2026** is by invitation from the organisers or by applying to participate for companies whose activities are related to the sale of antiques and art. Companies providing services and publications related to the subject matter of the event may also apply to participate.

2.2.

The Competition Advisory Committee shall be responsible for accepting or rejecting applications. The reasons for non-acceptance shall be communicated in writing to applicants once the Competition Advisory Committee's decision has been ratified by the competition.

2.3.

Applications from companies whose purpose and nature do not correspond to the objective of the fair will not be accepted.

2.4.

The Advisory Committee may reject the participation of a dealer, antique dealer or gallery owner who has already participated in previous editions, if any of the following causes occur:

2.4.1.

Failure to comply with SPECIFIC AND/OR GENERAL RULES.

2.4.2.

Failure to comply with the conditions set out in the APPLICATION FOR PARTICIPATION.

2.4.3.

Presentation or sale of counterfeit works or works of dubious identity.



3. Recruitment

3.1. Participation in ANTIK Almoneda will be formalised by the exhibitor by completing the online Participation Application and paying 25% of the requested space within 48 hours.

The Application Form is available on the competition website, along with all the documentation and rules governing the fair.

The deadline to apply for participation and secure a stand is 30 January 2026.

After this date, confirmation will be given subject to availability at the time of receiving the application. The deadline is 20 March.

The contract is finalised when IFEMA MADRID accepts the application and allocates the space, informing the exhibitor of the location of their stand and the area allocated.

If payment has not been made within the required period, the competition management may dispose of the reserved stand without prior notice.

3.2. New participants must submit, together with their Application Form, a photocopy of their registration in the Register of Activities under the heading dedicated to the sale of antiques, collectibles and used items, or the sale of art in the case of galleries.

3.3. The exhibition contract sent by the Commercial Department with the allocation of space, statement of account and stand plan constitutes an irrevocable commitment by the applicant and implies full acceptance of the General Rules of Participation of IFEMA MADRID, the specific rules **of ANTIK Almoneda** and the provisions that, in general terms, are established by the fair organisers.

3.4. The exhibitor's withdrawal shall be governed by the provisions of IFEMA MADRID's General Rules of Participation, which can be found at ifema.es/almoneda.

The exhibitor's withdrawal from the Exhibition shall terminate the contractual relationship between IFEMA MADRID and the Exhibitor for all purposes. The withdrawal must be communicated to the Exhibition Management in writing and will result in the loss of the amounts paid by the exhibitor on the date of notification, in accordance with the payment schedule set out in the Application for Participation.

If the withdrawal has been communicated to the Exhibition Management within thirty days prior to the opening of the event, IFEMA MADRID may require full payment for the contracted space.

With regard to any additional services offered by IFEMA MADRID that the exhibitor had contracted prior to notification of the withdrawal, the cancellation charges set out in section 7 of the general conditions of admission and contracting for events organised by IFEMA MADRID shall apply.



4. Allocation of spaces

ANTIK Almoneda

4.1.

The allocation of spaces will be carried out by IFEMA MADRID via videoconference on **10 February**. The Organisation will inform all participants of the connection system and the time of the meeting, attaching the floor plan of the fair. It will be in the following sequential order by groups: F, E, D, C, B, A+ and A, which correspond to the number of modules requested (6, 5, 4, 3, 2, 1.5 and 1 module respectively).

STAND SIZE

A module measures between 18 and 35 m².

- Group A (1 Module)
- Group A+ (1 Module + 24 m²)
- Group B (2 Modules + 36 m²)
- Group C (3 Modules + 54 m²)
- Group D (4 Modules + 72 m²)
- Group E (5 Modules + 90 m²)
- Group F (6 Modules + 108 m²)

4.2.

Applicants who did not participate in the previous edition of ANTIK ALMONEDA or FERIARTE will choose their space on the same day, after the exhibitors who participated in the previous edition have done so.

4.3.

To participate in the allocation of spaces, it is essential to have completed the Online Participation Application and made the first payment corresponding to 25% of the requested space.

4.4.

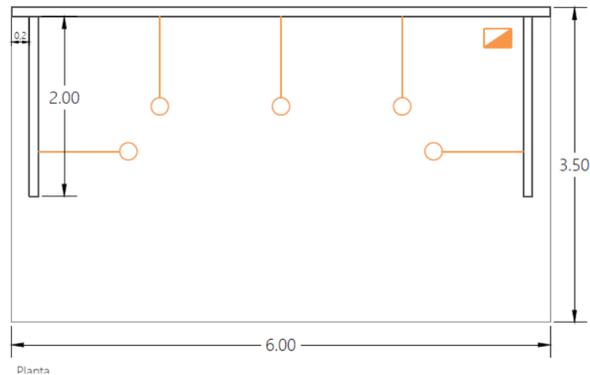
In the event that the applicant or a representative does not attend, the Competition Management will allocate the stand in accordance with the instructions received and, failing that, in the last shift of the group to which it belongs.

4.5.

The ANTIK Almoneda Management reserves the final decision regarding the definitive location of the stands and may modify the initial plans subject to the approval of the Advisory Committee.



Almoneda-style STANDokey



GUIDELINE DRAWING

- The design will depend on the square metres of the stand and the number of aisles.

5.1. Participation in ANTIK Almoneda includes the space and the modular stand.

5.2. There are two types of modular stands to choose from:

TECHNICAL SPECIFICATIONS:

AUCTION-STYLE STAND:

Partially enclosed stand with aisles formed by 3.00 m high walls. Finished in matt plastic paint. **Colours** will be communicated at a later date.

The side walls facing the aisle are set back 20 cm into the stand, allowing the exhibitor to make use of the outer wall and the set-back space, marked by the carpet of their stand.

All exhibitors are required to adhere to this structure, with the addition of panels on side walls permitted, maintaining a 20 cm setback from the aisle line, at the exhibitor's expense. Additional decorative elements must be requested before **12 March 2026**.

EXHIBITION CARPET

WALLS:

The side walls will be 2.00 m long.

ELECTRICITY AND LIGHTING:

Lighting provided by LED spotlights on arms, at a rate of 1 spotlight per 4 m².

SIGNAGE

Signage with name and stand number on a placard on the back wall.

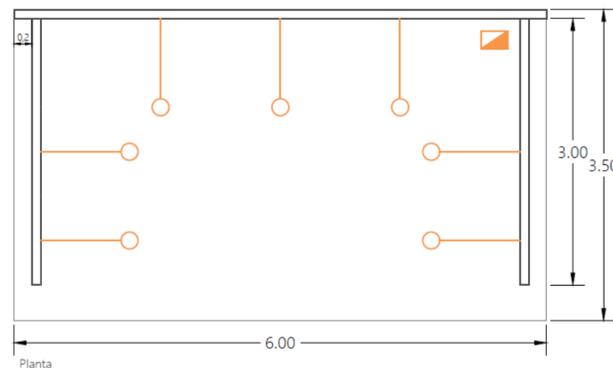
RATE

Space + Almoneda-type stand: €202/m² + VAT (1)

Space + Almoneda-type stand with early booking discount: €197/m² + VAT (1)

(1) Companies established in Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this transaction is not subject to Spanish VAT. In the case of companies from the European Union, the exhibitor will be responsible for any VAT that may be payable in their country of establishment.

Gallery-style STAND



GUIDELINE DRAWING

- The design will depend on the square metres of the stand and the number of aisles.

GALLERY-TYPE STAND:

Partially enclosed stand with aisles formed by 3.00 m high walls. Finished in matt plastic paint. **Colours** will be communicated at a later date.

The side walls facing the aisle are set back 20 cm into the stand, allowing the exhibitor to make use of the outer wall and the set-back space, marked by the carpet of their stand.

All exhibitors are required to adhere to this structure, with the addition of panels on side walls permitted, maintaining a 20 cm setback from the aisle line, at the exhibitor's expense. Additional decorative elements must be requested before **12 March 2026**.

EXHIBITION CARPET

WALLS:

The side walls will be 3.00 m long.

ELECTRICITY AND LIGHTING:

Lighting provided by LED spotlights on arms, at a rate of 1 spotlight per 3 m².

SIGNAGE

Signage with name and stand number.

RATE:

Space + Gallery-type stand: €212/m² + VAT (1)

Space + Gallery-type stand with discount: €206/m² + VAT (1)

(1) Companies established in Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this transaction is not subject to Spanish VAT. In the case of companies from the European Union, the exhibitor will be responsible for any VAT that may be payable in their country of establishment.

6.1 Participation fees

Minimum space required for antique dealers and galleries: 1 module, from 18 to 35m².

Services and publications from 10m².

Space + Auction-style stand: €202/m²

Space + Almoneda-type stand with 2.5% discount: €197/m² + VAT*

Space + Gallery-type stand: €212/m² + VAT*

Space + Gallery-type stand with 2.5% discount: €206/m² + VAT*

*A 2.5% discount will be applied to the space + stand rate if the stand is booked before 10 February 2025.

SERVICES

Civil liability insurance (covering up to €60,000): €72.84 + VAT(1)*

Multi-fair insurance (covers up to €50,000): €69.15 + VAT(1)*

Minimum energy consumption (0.13KW/m²): €7.65/m² + VAT(1)*

6.2 Payment dates

- **Before 30 January 2026:** First payment of 25% of the space.
- **Before 10 March 2026:** Second payment of 25% of the space
- **.Before 12 March:** Deadline for requesting additional decoration items and payment of 100% of the budget. The 'Stand Diptic' will be uploaded to the Expo Zone.
- **15 April 2026:** Payment of the remaining amount for the space and services, which is essential to obtain permission to bring in goods.
- **Payment of 50%** is essential to access the stand assembly and the budget for additional stand decoration elements.
- Proof of payment must be sent in order for a payment to be considered valid before any authorisation can be given. Send to servifema@ifema.es y almoneda@ifema.es

6.3 Payment methods

You can make payment in the following ways:

- ❖ Transfer to : IFEMA MADRID / ANTIK ALMONEDA 2026
Santander: IBAN ES64 0049 2222 5115 1000 1900 SWIFT: BSCHESMM
BBVA: IBAN ES89 0182 2370 4000 1429 1351 SWIFT: BBVAESMM
Caixa Bank: IBAN ES93 2100 2220 1102 0020 2452 SWIFT: CAIXESBBXXX
Send a copy of the bank receipt to servifema@ifema.es
- ❖ Certified cheque, made payable to IFEMA MADRID/ANTI K ALMONEDA 2026.
- ❖ Credit card in a secure environment, accessible upon completion of the online application form, or subsequently through the Expo Zone.

In accordance with current regulations, cash payments or bearer cheques are not accepted.

In the Expo Zone, you will find your account status for participation in the fair and invoices once payments have been made. If you require an invoice to make a payment, please request it by email at servifema@ifema.es.

6.4 Discounts

2.5% discount on the 'space + stand' rate when booking your stand before 10 February 2026.

5% on services contracted through the Expo Zone up to 30 days before the start of assembly

This discount will be applicable to services in the Expo Zone. It does not include mandatory minimum services such as outdoor advertising, meeting rooms, graphic decoration of stands, or specific fair services such as extra stand decoration accessories, exhibitor passes, invitations, etc.

SURCHARGES

25% increase for hiring extra stand decoration elements from 24 March onwards.

6.5 Your Exhibitor Plan

Participate Plan.

Participation as a main exhibitor at the fair involves contracting

1. Marketing and Communication Package: €155 + VAT (1) including:

- Premium Wi-Fi with access for three users per exhibitor, with a bandwidth of 20 Mb. Before the start of the fair, you will receive an email with your access codes. If you have any questions, please contact our Telecommunications Department: telecomunicaciones@ifema.es
- Presence in the exhibitors' preview.
- Floor plans in the pavilion with information on the list of exhibitors and the location of their stands.

2. Digital Highlight: €150 + VAT (1) which includes:

- Presence and visibility in the permanently accessible digital catalogue.
- Exhibitor information sheet (company description, postal address, photographs of items and logo).

(1) Companies established in Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this transaction is not subject to Spanish VAT. In the case of companies from the European Union, the exhibitor will be responsible for any VAT that may be payable in their country of establishment.

7. Complementary Services

Graphic decoration for modular stands

For exhibitors who wish to customise their stand

The service includes managing the decoration project for your stand from the initial definition to installation.

You can customise your modular stand with our Stand Graphic Decoration service. decoraciongrafica@ifema.es

We offer a wide variety of materials to install in your stand: foam, Forex, vinyl, canvas, and other alternatives that fit different types of formats. We install on walls or furniture such as counters, display cases, and more.

Outdoor and Digital Advertising

Advertising projects tailored to your needs

- Promote your brand before, during, and after the event.
- Attract new customers through the best B2B segmentation on the market.

[MORE INFORMATION HERE](#)



8. Payment methods

ANTIK Almoneda

To formalise your participation, you can make the payment by:

- Transfer to : IFEMA MADRID / ANTIK ALMONEDA 2026.

Choose between:

Santander IBAN ES64 0049 2222 5115 1000 1900 SWIFT: BSCHESMM

BBVA IBAN ES89 0182 2370 4000 1429 1351 SWIFT: BBVAESMM

Caixa Bank IBAN ES93 2100 2220 1102 0020 2452 SWIFT: CAIXESBBXXX

It is mandatory to send a copy of the bank receipt to servifema@ifema.es

- Certified cheque, made payable to IFEMA MADRID / ANTIK ALMONEDA 2026
- Credit card in a secure environment, accessible upon completion of the online Participation Application and subsequently through the Expo Zone.
- In accordance with current regulations, cash payments and bearer cheques are not accepted.

8.1. PAYMENT TERMS

- **Before 30 January 2026:** First payment of 25% of the space.
- **Before 10 March 2026:** Second payment of 25% of the space.
- **Before 12 March:** Deadline for requesting additional decoration items and payment of 100% of the budget. The 'Stand Diptic' will be uploaded to the Expo Zone.
- **Before 15 April 2026 :** Payment of the remaining amount for the space and services is essential in order to obtain the goods release permit.
- A 50% deposit is required to access the stand assembly and the quote for additional stand decoration elements..
- It is essential that proof of payment be sent in order for a payment to be validated before proceeding with any authorisation. Send to servifema@ifema.es and almoneda@ifema.es



9. Goods entry and exit times and stand decoration

ANTIK Almoneda

- 1. GENERAL ENTRY OF GOODS AND STAND DECORATION MATERIALS**
Wednesday 8th and Thursday 9th April from 8:30 am to 9:30 pm.
- 2. GOODS OUT:**
Monday, 20 April, from **8:30 a.m. to 9:30 p.m.**
There will be no packing or dispatch of goods on Sunday 19 April.
- 3. GOODS RECEIVED FOR RESTOCKING:**
See section 12.



10. Rules for admission and display of items

1. The following will be accepted for exhibition:
 - Pieces up to 1950.
 - Original objects from the 1960s and 1970s.
 - Bronzes up to the early 20th century.
 - Antique and contemporary paintings and sculptures.
 - Ivory and tortoiseshell up to 1947. These will be governed by current regulations.
2. **Jewellery:** synthetic stones must be appropriately **labelled** in full view of the committee and the public..
3. When the piece on display does not correspond to the period it represents, this must be indicated by means of a clearly visible label throughout the entire exhibition period. Failure to comply with this rule will result in its immediate removal from the competition.
4. **20th Century Design:** All decorative objects belonging to the design of a 20th-century author **must be labelled** for correct identification. During the committee's review, in addition to the label, they must be accompanied by documentation confirming the author and the work..
5. **Painting/writing:** All works by artists of international renown must be accompanied by the corresponding certificate, which may be requested by the committee in order to validate their exhibition at the fair.
6. All paintings and sculptures must be displayed to the public with a label indicating the author and date, which must remain visible throughout the competition. All entries must be accompanied by a completed entry form, which must be submitted to the competition organisers by the closing date.
7. **Graphic work:** Only work produced using non-photomechanical processes will be accepted. Only series of fewer than 300 copies will be accepted. The label must include at least the following information: author, technique, numbering and series.
Works that form an indivisible part of a book will not be accepted.
Framed prints will not be accepted.

8. **All tribal artworks, archaeological artefacts and oriental art** will be reviewed in accordance with the characteristics of these pieces and the standards that apply to them in order to be considered collector's items. Thermoluminescence test certificates must be provided for terracotta pieces. All these pieces must be **labelled** with their corresponding technical description.
9. It is advisable to present, alongside the piece/work, the certificates (or photocopies) and corresponding information or evidence providing details about the piece, for inspection on the day of the review. The documentation provided shall not be binding on the Committee, whose judgement shall always prevail.
10. **Will not be accepted:**
 - Reproductions.
 - Furniture or objects that have been altered or transformed.
 - Mismatched furniture: when the lower and upper parts do not correspond to each other.
 - Antique furniture with modern polychromy (which must be in keeping with the period) if not accompanied by a label indicating this condition.
 - Carved chests.
 - Unmanufactured objects: ivory, shells, bones, antlers, etc. (even if they include a support or base).
 - Fake works or works of dubious identity.
 - Objects used for decorative purposes on the stand that do not comply with the rules described above, even if they are for the exhibitor's use, as they may be mistaken for objects on display for sale. (For example: vases, rugs, tables, chairs, plant pots, etc.)
11. Failure to comply with these rules by the exhibitor could result in the closure of their stand and exclusion from future editions.

11. Inspection of exhibited works

11.1.

The inspection of items at the stands will be carried out, without the presence of the exhibitor, on Friday 10 April.

All items for review must be **unpacked and accessible** to the committee, otherwise they will be rejected.

Display cases, cupboards, drawers and storage areas in the stands must be **open on the day of the inspection**. If you wish, you may leave the keys at the secretary's office.

11.2.

On Saturday, 11 April, at 9:00 a.m., exhibitors may access their stands to learn the results of the inspection and immediately remove any items marked with a red label, as these have not been approved for sale at ANTIK Almoneda 2026.

11.3.

Rejected items must be transferred to the general warehouse or outside before the event opens to the public, regardless of whether they are at the stand or in the customs warehouse.

11.4.

The red label accompanying the item must be handed over to the warehouse security control when transferring them.

11.5.

Any complaints that may arise, on an exceptional basis, must be submitted exclusively in writing to the Competition Secretariat or to customs control personnel before 11:30 a.m. on Saturday, 11 April.

11.6.

The parts for which a claim is made must be deposited in the **claimed parts warehouse**, which is designated for this purpose. The Committee will not review parts at the stand..

11.7.

Complaints will be answered between **Saturday 11th and Sunday 12th**.

11.8.

The decisions finally adopted by the Committee are final and failure to comply by the exhibitor could result in the closure of their stand and exclusion from future editions.

11.9.

In the event of an exhibitor's repeated refusal to remove a rejected item from the stand, the event management reserves the right to order its removal by a carrier, to deposit it in the general warehouse and to apply the corresponding cost to the exhibitor's account.

11.10.

The sale of items to exhibitors who have not removed rejected items from their stand or from customs before the opening of the fair is not authorised, and they will not be provided with exit vouchers for the goods sold.



12. Replacement of parts at the stand from customs

ANTIK Almoneda

12.1.

Items intended for replacement at the stand must be deposited in advance at the warehouse-CUSTOMS.

The operation of the customs warehouse is described in section 13.

12.2.

Goods delivery times for restocking:

Sunday 12th, from 4pm to 8.30pm

Monday 13th, from 9am to 10.30am

Tuesday 14th, from 4:00 p.m. to 8:30 p.m.

Wednesday 15th, from 9:00 a.m. to 10:30 a.m.

Thursday 16th, from 4:00 p.m. to 8:30 p.m.

Friday 17th, from 9:00 a.m. to 10:30 a.m.

12.3.

Goods arriving outside of these hours must be deposited in the general warehouse and transferred to the customs warehouse during its opening hours.

12.4.

The inspection of parts for replacement at the stand will take place at the warehouse-CUSTOMS on Monday 13th, Wednesday 15th and Friday 17th, from 10.30am to 11am. No inspections will be carried out at any other time.

12.5.

After each inspection, the exhibitor must transfer the accepted goods to the stand and remove the rejected goods to the general warehouse. The customs warehouse must be cleared of items for subsequent use. In the event of non-compliance, these goods will be transferred to the general warehouse at the exhibitor's expense.

12.6.

The schedule for replacing parts from customs to the stand is every day from 10:30 a.m. to 9:00 p.m., except on inspection days, when it will be from 11:00 a.m. to 9:00 p.m.



13. Goods warehouses

ANTIK Almoneda

13.1.

There is a **CUSTOMS warehouse**, for the exclusive use and access of the exhibitor and the organisation, intended for the storage of furniture and objects for the replacement of merchandise at the stand.

- The **customs warehouse is open for restocking the stand every day from 10:30 a.m. to 9:00 p.m.**, except during committee review times.
- The schedule for **bringing items from outside** into the customs warehouse is described in section 9.3.
- All items must have their **warehouse label** clearly visible, showing the trade name, owner, stand number and description of the item (as well as documentation, if applicable), and must be unpacked and accessible for inspection.

13.2.

There will also be a **general warehouse** for storing unchecked parts and rejected parts. The opening hours of this general warehouse are every day from 9:00 a.m. to 9:00 p.m.

- All items stored there must have a clearly legible **warehouse label** with the exhibitor's details. Labels will be provided by warehouse staff.

13.3.

IFEMA MADRID accepts no responsibility in the event of theft, robbery or damage to goods stored in any of the warehouses provided for exhibitors' use.



14. Rules during the exhibition

ANTIK Almoneda

- 14.1.**
The exhibitor is obliged to accept the decisions taken by the Works Admission Committee regarding the withdrawal of pieces.
- 14.2.**
The exhibitor, within the exhibition grounds, must display their Exhibitor Pass at all times and keep their stand open and attended throughout the duration of the Event.
- 14.3.**
It is strictly forbidden to share the stand without the knowledge and authorization of the event management.
- 14.4.**
Access to the warehouses is prohibited to personnel other than the exhibitor or the organization.
- 14.5.**
All merchandise deposited in any of the warehouses must bear the **warehouse label** identifying the trade name, owner, stand number and description of the item. The labels will be provided by the control staff at the entrance to the warehouses.
- 14.6.**
Once the fair has begun and until it ends, it is prohibited to bring into the exhibition grounds any object whose contents accelerated to the goods on display and have not been previously inspected.
- Items may only be brought in through the goods entrance designated for this purpose and not through the main entrance to the pavilion.
- 14.7.**
It is forbidden to occupy aisles and free areas with merchandise, as well as to extend beyond the perimeter of the stand delimited by the colour of the carpet.
- Repeated failure to comply with this rule during the event will be considered an extension of the exhibition space and will be billed to the exhibitor in relation to the excess space.
- Non-invitation to future editions will be considered when the occupation of common areas jeopardises the safety and movement of visitors.



15. Out going goods sold

15.1.

All merchandise sold at the fair must be accompanied by its corresponding **exit voucher**, which is provided for this purpose by the Fair Secretariat, so that it can be correctly identified by security personnel at the exit of the pavilion.

15.2.

Vouchers will be handed out on **Saturday, 11 April, starting at 10:30 a.m.**, at the secretary's office, once it has been verified that the exhibitor has removed all rejected items from their stand and from customs.

15.3.

The warehouse control staff will collect the red label when the item is transferred to the general warehouse or leaves the premises, so that the secretary's office will be aware that the item has been removed.

15.4.

The goods sold voucher must be completed legibly, indicating the trade name, name of the exhibitor who made the sale, stand number, description of the item sold and the establishment's stamp or signature.

15.5.

The exhibitor is responsible for the safekeeping and proper use of exit vouchers, which may not be transferred or exchanged with other exhibitors.

15.6.

The use of exit vouchers to remove sold goods from the premises is mandatory, whether the goods are leaving through the visitors' gate or the warehouse gate to the outside.

ANTIK Almoneda



16. Online Expo Zone

ANTIK Almoneda

Once your participation space has been allocated, IFEMA MADRID will send you your username and password to access the **Expo Zone** from the ANTIK Almoneda website.

EXPO AREA: Private online and interactive area for managing your participation in ANTIK Almoneda.

- Hire and get quotes for all the services you may need and benefit from a 5% discount when you hire online. These rates are subject to periodic modification depending on cost developments. You can find the updated prices at the time of hiring on the institutional website in the Expo Zone section.
- You can view and modify your orders, check your payments and invoices, contract services and furniture from the IFEMA MADRID Services Catalogue, or find more information in the Expo Zone.
- **The extra decoration of the stand** : Walls, colour, carpeting, panels, lighting, etc. will be managed directly with the assembly company, which will email you a floor plan showing the location of the elements and services included in your modular stand and a list of additional decorative elements.
- **Stand sign** : You must indicate this to the installation company along with your choice of decorative elements. If you do not indicate this, the sign will bear the trade name registered at the time of contracting. Any changes made after the sign has been produced will incur an additional cost.

1. MY ACCOUNT

- Update your company's contact details in the IFEMA MADRID database.
- Change your access password.
- Check dates and deadlines.
- Exhibitor calendar

2. DOCUMENTS AND DOWNLOADS

- Communications with exhibitors.
- Regulations and documents.

3. BUDGET

- Calculate your own participation budget online quickly, easily and conveniently.

4. MY SPACE

- Formalise your application to participate in the fair.
- View and download the detailed floor plan of your stand once it has been allocated, using this tool.

5. INVOICES AND PAYMENTS

- All commercial and contractual documents relating to your participation in the Fair are just a click away:
- Account statements
 - Online invoices
 - Direct payments
 - Pay with your credit card in a secure environment



17. Sustainability management at IFEMA MADRID

ANTIK Almoneda

At IFEMA MADRID, we are fully committed to sustainability and to achieving the United Nations Sustainable Development Goals (SDGs), integrating them into our strategic business management and our culture.

IFEMA MADRID's sustainability policy is mainly focused on the following ODSs: nº 8, 9, 11, 12, 13, 16 y 17.

ISO STANDARDS CERTIFIED BY IFEMA MADRID:

- ISO 9001: Quality Management.
- ISO 20121: Event Sustainability Management.
- ISO 14001: Environmental Management.
- ISO 50001: Energy Management.
- ISO 22320: Emergency Management.

ACTIONS AT IFEMA MADRID TO REDUCE GAS EMISSIONS AND IMPROVE EFFICIENCY:

- 100% certified renewable electricity source.
- Geothermal energy installation in the South Gate building.
- Low-energy lighting in pavilions and our modular stands.
- Temperature control in air conditioning systems..

IFEMA MADRID has been awarded the 'calculate' and 'reduce' seals in scopes 1 and 2 of the Carbon Footprint.

WASTE MANAGEMENT:

- The exhibitor/installer is responsible for the waste they generate and will therefore be responsible for its removal and management. The management of waste generated by the exhibitor is covered in Article 35 of the General Participation Rules.
- We offer a service to exhibitors that includes the removal and management of waste generated by the exhibitor/fitter.

CARPET RECYCLING:

IFEMA MADRID recycles 100% of the carpet used in corridors and common areas. To do this, it is essential to begin removal before dismantling begins, which means distributing it in strips rather than covering the entire space as previously.

This allows us to guarantee its transformation into new raw material for the subsequent manufacture of other products.

SUSTAINABLE MOBILITY:

IFEMA MADRID offers: access by public transport close to the facilities (underground and bus), parking for electric cars with 100% renewable electricity supply, as well as a parking area for bicycles and scooters.

GUIDE TO SUSTAINABLE PARTICIPATION IN TRADE FAIRS/EVENTS:

IFEMA MADRID has published the Guide to Sustainable Participation in Trade Fairs for exhibitors on its website. We recommend that you read it before you begin preparing for your participation: ifema.es/nosotros/calidad-sostenibilidad



When	How
January 30th	<ul style="list-style-type: none"> • Deadline for submitting the Application for Participation, first call • Deadline for first payment of 25%, €1,100 per module requested.
February 10th	<p>Draw: allocation of spaces. Selection of stands in accordance with section 4.1. Deadline for qualifying for the 2.5% early bird discount.</p>
February 20th	<p>Sending exhibition materials: invitations, posters, stand leaflets</p>
March 10th	<p>Deadline for the second payment of 25%.</p>
March 12nd	<p>Deadline for requesting additional decoration items and payment of 100% of the budget. The 'Stand Diptic' will be uploaded to the Expo Zone.</p>
March 24th	<p>From this date onwards, the requested items will carry a 25% surcharge.</p>
April 20th	<p>Goods collection between 8:30 a.m. and 9:30 p.m. No collection on Sunday 19th.</p>

* The calendar continues on the next page.

When	How
8th and 9th of April	Delivery of goods and decorative materials (8:30 a.m. to 9:30 p.m.)
9th of April	Sales day for professionals (12:00 noon to 8:00 p.m.). Attendees must register on the website.
10th of April	Inspection of exhibited works and jewellery (9:30 a.m. to 9:30 p.m.) No access for exhibitors.
11th of April	<p>9:00 to 11:30 a.m.</p> <ul style="list-style-type: none"> • Results of the stand inspection. • Inspection of small jewellery display cases. • Receipt of claims for removed items. • Delivery of exit vouchers for the sale of items, starting at 10:30 a.m.
From 11 to 19 April	<ul style="list-style-type: none"> • Fair opening hours: • Exhibitor hours: 10:30 a.m. to 9:00 p.m. (Saturday 11th from 9:00 a.m.) • Visitor hours: 11:30 a.m. to 8:30 p.m.

Department	Ask me about...	Contact
<p>Competition Management</p> <p>Director: Ana Rodríguez Commercial Manager: Teresa Mérida Secretary: Pepa Casado</p>	<ul style="list-style-type: none"> • Booking space. • General topics regarding participation in the fair. 	<p>(+34) 627 27 62 89 merida@ifema.es (+34) 619 02 41 41 mjcasado@ifema.es</p>
<p>Billing, Service Contracting, and Customer Service</p>	<ul style="list-style-type: none"> • Contracting services. • Exhibitor passes. • Professional visitor accreditations. 	<p>(+34) 91 722 30 00 atencionalcliente@ifema.es</p>
<p>Servifema</p>	<ul style="list-style-type: none"> • Billing for services. • Collections. • Request for invoices and account statements. 	<p>(+34) 91 722 30 00 servifema@ifema.es</p>
<p>Production and Events Department Technical Secretariat</p>	<ul style="list-style-type: none"> • Technical support for exhibitors and stand builders. • Review of stand assembly projects. • Solutions to technical problems during the trade fair. 	<p>(+34) 91 722 30 00 sectecnica@ifema.es</p>

Departament	Ask me about...	Contact
<p>Communications and Marketing Department</p> <p>Director: Raúl Díez Head of Press: Iciar Martínez de Lecea</p>	<ul style="list-style-type: none"> • Media relations. • Press information on trade fairs and exhibitions organised by IFEMA MADRID. • Institutional press information. • Press accreditations for trade fairs and exhibitions. 	<p>(+34) 91 722 50 93 prensa@ifema.es iciarm@ifema.es</p>
<p>Conventions and conferences</p>	<ul style="list-style-type: none"> • Rental of the various meeting and convention spaces at the exhibition centre, both during and outside of trade fairs. • Coordination of extra-fair activities. 	<p>(+34) 91 722 30 00 convenciones@ifema.es</p>
<p>Institutional Relations and Protocol</p>	<ul style="list-style-type: none"> • Institutional visits. • Guided tours. • Protocol for all events. • Institutional relations. 	<p>(+34) 91 722 30 00 atencionalcliente@ifema.es</p>
<p>Safety and Self-Protection</p>	<ul style="list-style-type: none"> • General security. • Access to the Exhibition Centre. • Car parks. 	<p>(+34) 91 722 50 65 dseguridad@ifema.es</p>

Departament	Ask me about	Contact
<p>Medical and Security Emergency Services</p>	<ul style="list-style-type: none"> • Emergencies (security and medical). • Healthcare for exhibitors and visitors during trade fairs, set-up and dismantling. 	<p>(+34) 91 722 54 00</p>
<p>Outdoor Advertising</p>	<ul style="list-style-type: none"> • Hiring advertising media at the exhibition centre. 	<p>(+34) 91 722 53 40/08 publicidadexterior@ifema.es</p>
<p>Telecommunications</p>	<ul style="list-style-type: none"> • Information prior to contracting telephone and fax lines, ISDN lines, broadband cable connections, Wi-Fi or others. • Technical advice and configuration. 	<p>telecomunicaciones@ifema.es</p>

Thank you

